## Applications

* Application forms and payment must be received by 14 June 2016. (Applications may be accepted after this date if there are still spaces available.)
* There is a charge of £45.00 per stall for food producers and soft drink producers and £50.00 per stall for alcoholic drink producers. If you require electricity there is an additional charge of £15.00 per stall. Payment must be made at the time of booking. Applications will not be accepted without payment.
* Priority will be give to producers within a ten-mile radius of Ledbury. Applications from producers outside this area may be accepted in order to give a good variety of produce for sale. If your application has not been successful (e.g. because there are several more local producers booked), you will be notified as soon as possible.

## Cancellations

* Once accepted, if you withdraw from the festival or cancel your application for any reason all fees shall be forfeited and the organisers reserve the right to re-let the space.
* If you book a stall, and do not attend on the day, you will forfeit the booking fee.
* Should the festival not take place for any reason, your payment will be refunded but you will have no claim against the organisers e.g. for loss of profit.

## Set up and Removal

* The site will be accessible from 8.00 am on Sunday 10 July.
* All vehicles must be removed to the public car park (fee payable) by 9.30am.
* The festival will be open to the public from 11.00am and will close at 6.00pm.
* No stand may be dismantled, or goods or exhibits removed until 6.30pm.
* All trade stand articles, exhibits, goods or articles are at the festival at your own risk.
* All items must have been removed from the site by 8.00pm.
* Stallholders must take all rubbish away with them. If you are selling food for consumption on site, please bring an appropriate refuse bin and bags with you to assist with waste.

## Food Hygiene

* Any exhibitor selling food must confirm to the Food Safety (General Food Hygiene) Regulations 1995 and Food Safety (Temperature Control) Regulations 1995 and any other relevant requirements. The local authority will have been informed that the festival is taking place and an EHO and or Trading Standards Officer may visit the site during the day.

## Electricity and Water

* There is a limited electricity supply available, at a cost of £15.00. If you require electricity for your stand please indicate this on the application form, with a list of items and the wattage required. Every effort will be made to accommodate your request.
* Any electrical equipment used at the festival must have an up to date PAT certification. Please bring the certificate with you.
* Please bring your own cables to connect to the power supply as these will not be provided.
* Hand washing facilities will not be provided. If water is required, please make your own arrangements for supply and disposal.
* All exhibitors requiring fire safety equipment will be responsible for its provision on their stand.

## Statutory Requirements

* You are responsible for the observance by you and anyone with you of all relevant statutory requirements such as the Health and Safety at Work Act 1974, Trading Standards legislation and Environmental Health legislation. You are required to complete a Risk Assessment and submit it with your application. No application will be accepted without a completed Risk Assessment.

## Insurance and Liability

* The festival organisers have public liability insurance for this event. All stall holders must have public and product liability insurance, and employer’s liability insurance if relevant. These certificates must be available for inspection, if required.

## General Points on the Safety of the Public

* We should all keep a watch for any dangers to the public, so, at the risk of stating the obvious, please safeguard anything which might cause slips or trips, and leave sufficient space for people to pass around your pitch in case we need to bring in the emergency services. If you see any linked barriers (to protect the public from vehicles on the road) coming loose, or out of alignment please refix the barrier. Please avoid leaving flammable items unprotected.

## Noisy Equipment

* Please let us know if you will be operating any noisy equipment as we do not want to interfere with the enjoyment of the entertainment. Please review your operation to see if it possible to operate without the noisy equipment, or use a quieter option.

## Promotion

* Please display on your stall a list of local shops/outlets that sell your products so that customers know where they can buy your products in the future.

