



Would you like to join us at The Movable Feast this year? Please complete the attached as your expression of interest and attach the appropriate documents. Final selections (we need to be fair to all our members) will be made and everyone notified of which events they have been successful with by 12th February 2019.

This year we have the following events, please indicate which you would like to be considered for:

LOCATION	DATE	TIME	PLEASE TICK EACH EVENT YOU WOULD LIKE TO ATTEND
Bangor Pier	10th May	Friday - 5pm - 10pm	
Menai Bridge (Princes Pier)	8th June	Saturday - 12 midday - 10pm	
Criccieth	22nd June	Saturday - 12 midday - 10pm	
Porthmadog	13th July	Saturday - 12 midday - 10pm	
Llandudno (Bodafon)	27th July	Saturday - 12 midday - 10pm	
Benllech	17th August	Saturday - 12 midday - 10pm	
Amlwch / Betws	24th August	Saturday - 12 midday - 10pm	
Llangefni	31st October	Saturday - 12 midday - 10pm	



Registration Form – The Movable Feast 2019

TRADING DETAILS – these could be shared in the public domain, unless otherwise instructed	
Business / Trading Name	
Name of Business Operator	
Address (this could appear in the public domain)	
Postcode	
Mobile Telephone Number	
Work Telephone Number	
E-mail Address	
Website	
Social Media Details	Facebook: Twitter: Instagram:

YOUR PRODUCTS	
Products For Sale <i>We ask you to supply photos, if you can. (This will facilliatate our selection process)</i>	Please give a description of the products you will be offering.
Type of Produce (Please delete as appropriate)	Hot Food / Alcohol Consumed on site / Cold Food / Take-away alcoholic products / Hot of cold drinks (e.g. coffee) / Craft s & Gifts / Other



SPACE REQUIRED AND COST:					
Type	Cost	Kind of stall and size	Description	Number of spaces required	Total Cost
A	£150.00	3m x 3m space	For stalls selling hot food or alcohol to be consumed at the event		
B	£75.00	3m x 3m space	For stalls selling cold foods e.g. cakes, to be consumed at the event or taken away		
C	£75.00	3m x 3m space	For stalls selling alcohol / alcohol products to be taken away and NOT consumed at the event		
D	£60.00	3m x 3m space	For stalls selling hot or cold drinks (non-alcoholic) to be consumed at the event e.g. Coffee		
E	£35.00	3m x 3m space	For stalls selling craft and gifts		
			TOTAL COST PER EVENT BOOKED		

LANGUAGE REQUIREMENTS

The Festival is a wholly bilingual event, and bilingual signage must be displayed on all stalls. If you need anything translated, just send a Word document to info@themovablefeast.org no less than 14 days prior to the event date.

FOOD HYGIENE REQUIREMENTS

Local Authority registered with?	
Food Hygiene Score (Applicatiosn with a rating less than 3 will be unsuccessful)	1 2 3 4 5
Date of Certificate	
Certificate Enclosed?	YES / NO. If NO, explain why:



ELECTRICAL REQUIREMENTS		
Do you require electricity?	YES	NO
If you need electricity, we will send you a specific form to obtain your requirements		

GAS AT THE EVENT	
Do you intend using gas at the event?	YES / NO
<p>Have you enclosed copies of your gas test certificates with this application? All gas equipment must be covered by a current gas certificate issued by a registered gas engineer.</p> <p>ALSO, bring ALL your valid gas test certificate(s) for each appliance, to the events to be made available for inspection by The Movable Feast / Council inspectors. Failure to produce a valid certificate will result in the organisers not permitting you to use the appliance.</p>	<p>YES / NO</p> <p>If NO, explain why</p>

PUBLIC LIABILITY INSURANCE	
Insurer and Contact Details	
Policy Number	
Expiry Date	
Policy Enclosed?	<p>YES / NO</p> <p>If NO, explain why</p>

ENVIRONMENTAL REQUIREMENTS
<p>The Movable Feast has a environmental policy. Please outline the steps you will be taking at the events to comply with the policy. Unfortunately, last year we noted that a small minority of caterers and producers did not meet the Policy last year, so please note that from this year the Policy will be reviewed during events to ensure compliance with it live and real time at all events.</p>



PLEASE ENSURE THAT YOU HAVE FILLED EACH SECTION CLEARLY AND FULLY

(It is the traders' responsibility to ensure this application is completed correctly)

I wish to apply to trade at the Movable Feast events in 2019. I have read, understood and agree to the terms and conditions noted in the form. I agree to comply with all current legislation and provide the correct equipment on site including full first aid kits and fire safety equipment, ensure all equipment on site is in date and suitable for use. I will supply the goods, food and drinks as outlined above only. I also agree to erect bilingual signage on my stall, as the Movable Feast is a wholly bilingual event and to meet the Environmental Policy requirements

I understand that the total costs will be based upon my chosen stall/unit type and size, and is non-negotiable. The deadline for returning completed Registration Forms is 5th February 2019 be returned by email to maria@themovablefeast.org

I confirm that I have completed this application and have provided the relevant documentation required and provided full valid explanation where unable to do so.

Traders Signature

Date

PLEASE NOTE:

A 25% deposit for your attendance at each event will be required by 28th February 2019 with full pre-payment being due no less than 28 days prior to the start of each event. An invoice will be sent to you together with notification of which events where your attendance is confirmed.



TERMS AND CONDITIONS

The following is applicable to all participants at events organised by North West Wales Food Group

1. Space will only be reserved when a correctly completed, SIGNED application form is received together with any requested documentation and the requested deposits or pre-payments. Documents requested may include but are not limited to EHO ratings, Proof of public liability insurance.
2. The positioning of stalls is at the discretion of the organisers and stall holders are not permitted to relocate stalls unless with prior agreement.
3. Exhibitors, operators and retailers will be responsible for the safety and absence of health risks at their stand. The Health and Safety at Work Act 1974 must be complied with always to ensure the safety of all concerned including members of the public. All signs and displays must be properly erected. Adequate guarding of moving machinery parts must be provided and where necessary public access barred to the immediate vicinity of any dangerous products, places, process or activities.

The ruling of the organisers on the safety of any stall or part will be immediate and but consent to the working of an exhibit/stall shall not relieve any exhibitor/stall holder of liability as laid down in this document.

4. Fire Precautions the Regulatory Reform (Fire Safety) Order 2005. You should be aware that this regulation could apply to you. If one or more persons are employed, a Fire Risk assessment must be carried out and significant findings of the assessment provided. If applicable, all exhibitors/stall holders are required to supply a suitable fire extinguisher applicable to any risk posed by their equipment. As a minimum a 2kg Dry Powder Extinguisher and a light dry fire blanket should be provided. New portable fire extinguishers are to comply with current UK end EU requirements. Any existing portable extinguishers are to comply with current UK end EU requirements. Fire Extinguishers must be in a conspicuous point. Fire Blanket must comply with current UK end EU requirements. Fire Extinguishers should be maintained in accordance with current UK end EU requirements.
5. Electricity. All exhibitors and stalls MUST comply with the 'Electricity at Work' regulations 1989 or any subsequent legislation. The organisers will not be responsible for any loss or damage arising from any error in the allocation of space or from any encroachment by one exhibitor/stall holder on to the space allotted to another. All electrical equipment must be PAT tested. If you do use your own generator it must be silent.

Electrical Installations should be installed and maintained in accordance with the provisions of the EEC Regulations for Electrical Installations. The Fire Officer/HSE/Event Manager may request that you produce evidence that your electrical equipment has recently been checked by a competent electrician and complies with current I.E.E Regulations.



6. Gas. Containers of liquefied petroleum gas (LPG) should be protected against unauthorised interference and accidental leakage. LPG cylinders (both full & empty) should be kept in the open air away from other flammable materials. LPG cylinders should be sited outside the structure with their valves readily accessible in case of emergency.
7. Responsibility. The organisers will not accept liability for any losses, thefts, damages however caused to any exhibitor, or his servant, or to any article or property brought into the show or whilst entering/leaving the show or for any legal action taken on behalf of, or by, members of the public or other bodies. The organisers will not be responsible, in any way, for any plant, article, machinery or object of any kind exhibited/displayed. The participant shall assume full responsibility for any action or claims arising out of the exhibition, handling or housing of such exhibits and the conduct of the stand generally. The participant shall indemnify the organisers against all claims or expenses whatsoever in any way arising out of the presence of the exhibitor, family, employees or his exhibits at the event.
8. Admission and Removal of Exhibits/Stalls. North Wales Food Group shall have full and free right to refuse to accept an entry, to cancel any entry after being made and accepted, to refuse admission to the show of any proposed exhibit/stall and/or to remove, or order to be removed, at the risk and expense of the owner thereof, any exhibit or stall which has been admitted to the event. There shall be no obligation upon the organisers to make or offer any explanation or reason for any such action. The organisers shall not incur any liability or responsibility in this matter.
9. Set Up/Breakdown & Trading times. All stalls MUST be set up by the advertised opening time of the event show days. Access may be gained in line with your confirmation advice. Stalls/stands/exhibits will not cease trading until the agreed or advised closing time, Stalls/stands/exhibits will not dismantle until the agreed or advised closing time on the last event day. Stalls that finish early will have following/subsequent bookings cancelled.
10. Cancellations and/or failure to attend. In the event of the cancellation of trade space booked, for whatever reason, the organisers will be under no obligation, under any circumstances, to refund the fees. YOU are liable for the outstanding fee if you fail to show up for an event. Withdrawal (cancelation by you) from an event requires 1 months' notice in writing (from the date we receive your letter or e-mail) you will be entitled to a refund of any fees paid. No refund will be given if less than 1 months' notice is received. If you withdraw during an event, the full rent is due in cash before you leave the site. THE ABOVE POINT WILL BE STRICTLY ENFORCED – WE RESERVE THE RIGHT TO TAKE STOCK / EQUIPMENT TO HOLD AGAINST OUTSTANDING RENTS. North Wales Food Group are not liable for refunds paid to 3rd parties – i.e.our clients.
11. Application forms will not be accepted without a signature to signify acceptance of these conditions.
12. The organisers reserve the right to alter the programme or any aspect of the event without prior notice.



13. Caterers/food producers are required to comply with ALL current UK & European health, hygiene and food regulations and laws. The organisers reserve the right to inspect a catering unit at any time during the show.
14. Each display sign must be bilingual and each business must adhere to the branding guidelines for The Movable Feast

SIGNED: _____

NAME: _____

COMPANY: _____

DATE: _____