

Alresford Watercress Festival
Sunday 20th May 2018
Stall Application Form

Section 1: Personal Details

Name of Company/Stallholder	Contact Name
Address	
Phone No:	Mobile No:
Email Address:	

Section 2: Description of Business

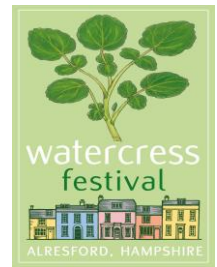
Briefly describe what you sell, the origins of the items (e.g. UK, local, India, etc) and, if appropriate to your business, state whether you deal with Fair Trade distributors. If this is your first application, please attach photos/brochure of your stall and stock.	
Describe your stall (e.g. gazebo, purpose-built food preparation, etc) and state dimensions (in meters)	Width = Depth =

Section 3: Special Requirements

Please describe any special requirements (but note that power & water are not available)	
Will you be bringing a generator? (Circle appropriate answer) If yes, please send us a copy of your latest test certificate with your application	NO YES

Section 4: Agreement

I/we have read & understood the attached terms & conditions & agree to abide by them.	
Signed:	Date:
I/we enclose a cheque for £	
Please Note - <u>THERE ARE NO REFUNDS FOR CANCELLED BOOKINGS</u>	



Alresford Watercress Festival

Sunday 20th May 2018

Background to Alresford Watercress Festival

The annual festival celebrates the UK's most historic salad leaf and attracts 15,000 visitors.

Why do they come? Feedback suggests that visitors see the festival as a friendly, virtually free, fun day out for all the family. There is something for everyone...dancers, musicians, food, arts and craft markets, cooking demonstrations, competitions, children's entertainment and a chance to enjoy this beautiful Georgian town.

AWF Markets in 2018

Food & drink market

We are very pleased that Hampshire Farmers Markets are again our partners in the festival and will position a distinct HFM at the lower end of Broad Street near the cookery demonstration unit where, all day, there will be cookery demos. Further stalls, many showcasing Alresford's very own restaurants, butchers, wine merchant, etc, will be sited at the top of Broad Street and West Street.

Non-food stalls, charities & voluntary organisations

This part of AWF markets features stalls selling arts, crafts and clothing plus those run by local charities and voluntary organisations. It will be located in West Street and Station Road.

Family area(s)

Several attractions will be located in East Street and Station Road including juggling skills, face painting, climbing wall and a petting farm. The traffic-free street provides a safe and attractive area for families.

Food & drink stalls (located in Broad Street & West Street)

The standard pitch is **3m x 3m** (i.e. size of the average gazebo)

- The price of the standard pitch is **£160**.
- Larger sized pitches are available, e.g. **6m x 3m** pitch will cost **£320 (limited number)**

Non-food stalls (located in West Street & Station Road)

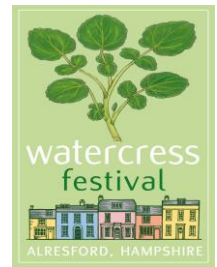
Stall pitches are available in **STRICTLY 1 size only - 3m x 3m**

- **Non-food stalls** will be charged **£110**

Charities & local voluntary organisations (located in Station Road)

Stall pitches are available in **STRICTLY 1 size only - 3m x 3m**

- **Charities and local voluntary organisations** will be charged **£50**



Other Important Information

- Stall-holders are to provide their own gazebo, table, etc
- All roads in the centre of town will be closed to through traffic between 0600hrs and 1730hrs
- Set-up times are from 0700hrs to 0830hrs
- All stalls will operate from approximately 0930hrs to 1600hrs
- All stalls are to be removed **NO LATER THAN 1730hrs** (when streets reopen to through traffic)
- Stalls are offered on the basis of quality and originality, with particular preference to local businesses and organisations. Therefore, please provide us with enough information on which to judge your stall. Whilst we allow similar goods to be sold, we shall endeavour to ensure that there is no direct competition. **Please note that we are keen to promote local and UK sourced products.**

Booking and Payment

If you wish to book a stall at Alresford Watercress Festival 2018, please read the attached Terms and Conditions. If happy with these, kindly complete the Stall Application Form and return it with a cheque payable to **Alresford Watercress Festival** and send them (and any supporting photos, documents, evidence of current Public Liability Insurance Cover, etc) to:

Alresford Watercress Festival
Rose Cottage
The Dene
Ropley
Hants SO24 0BH

BACS payment may be made as follows:

Bank: NatWest	Account Name: Alresford Watercress Festival
Sort: 51-61-09	Account: 70026858

Deadline for applications

The deadline for submission of applications is **15th January 2018**. Although we do not guarantee offering a pitch to those applying on/before the deadline, please be advised that any application received after the deadline will be classified as LATE and be returned (or placed on the reserve list - if the applicant so requests).

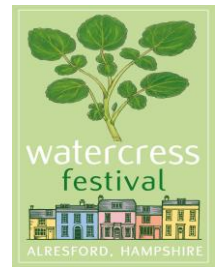
We should like to accommodate as many stall-holders as possible at the 2018 festival. However, as stated earlier, we do operate a form of vetting. Nonetheless, to assist your planning, **we undertake to advise you no later than 31st January 2018** whether your application has been successful.

VERY IMPORTANT NOTE

We **will not** accept a booking **unless accompanied by:**

1. a cheque/BACS for the full cost of the booking
2. evidence of Public Liability Insurance Cover (e.g. copy cover note)

Please note that there will be no refunds for cancelled bookings



Terms and Conditions for Stall-holders

1. Alresford Watercress Festival's first priority remains with visitors attending the festival. The operation of a stall must not interfere in any way with any part of the festival.
2. We do not permit fly-pitching. Do not arrive at the festival if you have not booked a pitch.
3. You must supply all the equipment that you need – gazebo, table, power, water, etc. You may not operate off a rug/blanket on the ground.
4. You will be responsible for clearing/removing from site all your refuse/packaging.
5. Winchester City Council has very strict licensing regulations. You must comply with these regulations. You may only trade within the advertised times (0930hrs to 1600hrs) and must arrive on site no later than 0800hrs and depart no later than 1730hrs (when streets re-open).
6. There is limited space, therefore you must remain within your allotted space at all times.
7. You must comply with Health and Safety Hygiene regulations and provide the festival organisers and any Inspecting Authority with sight of suitable certificates, e.g. Environmental Health Certificates. All food businesses must show the festival organisers and any inspecting Authority evidence that they comply with the Food Hygiene (England) Regulations 2005.
8. All mobile caterers must complete and bring the "Checklist for AWF Mobile Caterers" to the festival. We/Environmental Health will visit stalls during the festival to carry out inspections.
9. If selling alcohol, you must have your own TENS (i.e. you apply to WCC Licensing Dept).
10. You should be prepared to show festival organisers and any Inspecting Authority that you have carried out a suitable Risk Assessment.
11. When booking your pitch, you must provide the festival organisers with proof of holding current Public Liability Insurance (e.g. copy cover note).
12. There is no on-site parking for stall-holders. However, off-site parking will be provided for all stall-holders (you will be advised of the location at a later date). All traffic movements to/from/around the sites will be supervised by festival marshals.
13. Electricity is not available. If you intend to bring a generator, please indicate so on the application form and **send a current PAT certificate** with your application. You must ensure that the noise does not interfere with any performance.
14. Water is available from an outlet in Broad Street.
15. If you are cooking you must have a first aid kit, risk assessment and fire extinguisher. These may be inspected on the day.
16. You may not use amplified sound.
17. You are not permitted to have any animals on your stall.
18. You must display your AWF Vehicle Pass prominently **at all times**.