



Kingsmead Square Festive Street Food Market 2018

APPLICATION FORM

PERSONAL DETAILS

Company Name:

Contact Name:

Address:

Tel:

Mobile:

Email:

Website:

Facebook:

Twitter:

DESCRIPTION OF PRODUCTS

Please give details of your products including proposed menu. If you've not traded with us before, please provide photos of your food and stall set-up.

DOCUMENTATION

Public Liability Insurance

Public Liability Insurance up to £5 million is a condition of trading. It is the traders' responsibility to ensure that they have PL insurance cover. You will need to provide a copy of your certificate prior to trading. Please provide a copy with your application form.

Local Authority Registration

Please provide details of your Local Authority Registration below.

Name of Local Authority:

Contact Name at Local Authority:

ELECTRICITY

Electricity is limited so if you're able to trade on gas as an alternative to electricity, then this would be preferable.

There will be a charge for electricity use which will be confirmed by the end of September. This is anticipated that this will be no more than £30 per day.

Please provide details of your electrical appliances:

GAS

Please provide details of your gas appliances:

ALCOHOL SALES

No alcohol sales will be permitted at the market other than from the BEats bar.

REQUIREMENTS OF PARTICIPATION

Please refer to the full Terms and Conditions for all details of participation in the event, including cancellation policy.

TRADING STRUCTURES & VEHICLES

Traders must provide their own sturdy canopies or vehicle. Maximum size 3m x 3m, unless by prior agreement. If you have a vehicle/trailer, or set up that is bigger than 3m x 3m, please indicate the size below:

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FEES

Fees are a combination of an up-front fee and a commission on sales over a target income threshold. The upfront fee required is 20% of this the threshold figure which is set at £1000 / day, so £150 / day. Sales that traders achieve over the figure of £1000 will be subject to a 20% commission. This arrangement ensures that the opportunity and risk are shared between the organisers and traders. Payment of any commission will be based on figures supplied by the trader on a trust basis.

| | Upfront fee for a standard pitch (3m x 3m) | 20% commission on gross sales over £875 per day |
|--|--|--|
| Thursday 22 November Friday 23 November Saturday 24 November Sunday 25 November | £150 per day | Trader to provide gross income figures (please see T&Cs) |
| Thursday 29 November Friday 30 November Saturday 1 December Sunday 2 December | | |
| Thursday 6 December Friday 7 December Saturday 8 December Sunday 9 December | | |

Please indicate below which dates you would like to apply for:

| | Standard pitch (3m x 3m) | Please tick if you require electricity |
|----------------------------------|--------------------------|--|
| 22 to 25 November | | |
| 29 November to 2 December | | |
| 6 to 9 December | | |

Booking in for four days at a time is preferable. If you would like to apply for just one day at a time, please indicate which date/s above by adding a note of your preferred

dates. Once all applications are in, we will be able to assess whether we can offer pitches on a 1-day basis.

Please refer to the Terms and Conditions below for details of our requirements whilst trading with us.

Please note that in order to apply to trade for Kingsmead Square Festive Street Food Market, you will need to submit the following documents with your application form:

- Copy of Public Liability Insurance certificate (minimum £5m)
- Copy of Food Hygiene Rating
- Photos of food offering and set up (if you're a new trader or have not worked with us before).

By adding your name below you are indicating all of the above is true to the best of your knowledge and that you accept the exhibitor requirements as detailed in our Terms and Conditions without exception.

Name:

Date:

Closing date for application is 6pm on **Friday 21 September 2018**.

Once completed, please return this form by email to bridget@bristoleats.co.uk.

TERMS AND CONDITIONS

By applying to trade with BEats Street Food Ltd (BEats) at Kingsmead Square Festive Street Food Market, traders are agreeing to comply with the following Terms and Conditions.

Traders details will be held on our database and Dropbox. These will not be shared with third parties unless directly involved with the event or without prior consent.

Traders will be selected on the quality of their offering and set up. Receipt of an application form does not constitute a booking and the organisers reserve the right to select exhibitors on the basis of their suitability for the event.

1. Communication

- 1.1. Traders should communicate with BEats by email or phone. Any communication during the day of an event should be via mobile phone.
- 1.2. On trading days, there will an on-site manager present, with whom traders will be able to discuss any issues face-to-face.

2. Traders canopies and vehicles

- 2.1. Traders must provide their own cover to trade at the market. Trading without cover will not be permitted. Any trader arriving with a canopy which is deemed by BEats to be unsuitable will not be able to trade and no refund will be given. Canopies maybe deemed unsuitable if in poor condition structurally or in a very poor state for presentational reasons.
- 2.2. It is essential that canopies are adequately weighted to withstand windy conditions. A minimum of 10kg is suggested for each corner of structures. Traders arriving without adequate weights may be unable to trade unless a safe solution can be found. Pitch fees will not be refundable in this event.
- 2.3. Traders with cooking ingredients that may stain the pavement must place durable and appropriate ground protection within the area of their stall to protect the slabs from damage. Vehicles must have a drip tray placed beneath the vehicle engine to catch oil drips.

3. Set up and break down

- 3.1. Details of set up, breakdown, logistics and parking will be sent via the Traders Pack ahead of the event.

4. Site access and parking

- 4.1. The road surrounding Kingsmead Square will be closed to traffic for the duration of the event.
- 4.2. Details of parking arrangements will be set out in the Traders Pack. Due to the costs of road closures and parking bay suspensions, trader parking is likely to be in the region of £25 per day.

5. Bookings and payment

- 5.1. Traders will be required to make a 50% deposit of the upfront fee within 5 working days of confirmation of their successful application. Deposits will

not be refundable. Any applications accepted less than 4 weeks before the event will be required to make full payment to secure their pitch. Full balance to be paid 4 weeks before the event on **Thursday 25 October 2018**.

- 5.2. Any pitch not paid for by the required deadlines and where no contact has been received will be offered to another trader.
- 5.3. Traders agree to pay 20% commission on any gross sales over the agreed threshold of £1000 per day. Traders will be required to provide final gross takings within a week after the event by email. BEats will then invoice for any outstanding payment due. Please note that all sales figures provided will be treated with complete confidentiality.

6. Cancellations

- 6.1. In the event of force majeure or a cause outside its control, the organisers reserve the right to cancel or postpone the event. If the event is cancelled, sums paid by exhibitors shall be refunded after the deduction of costs incurred by the organiser for the preparation of the event, and shall exclude any claim for damages. Postponement of the event or a change of time or place (in Bath) will not be justification for a total or partial cancellation of the booking by a trader.
- 6.2. For any cancellations received after 25 October 2018, Traders will be liable for the full fee unless an appropriate replacement can be found.

7. Trading times

- 7.1. Trading hours have been provisionally set at 11am – 9pm each day. Traders must be ready to trade by 10.30am. Vehicle arrival and departure times will be detailed in the Traders Pack. Traders who arrive after the market has started will not be allowed to set-up.
- 7.2. Stalls must remain *in situ* until the end of the market. Traders should not commence packing down before the end of the market, regardless of whether they have sold out.
- 7.3. If a trader needs to leave the market before closing time due to extraordinary circumstances, this will be at the discretion of BEats.

8. Insurance

- 8.1. Traders must have Public Liability Insurance cover for a minimum of £5m. Traders must have their policy certificate with them at all times.

9. Certification

- 9.1. All traders must be registered with their local authority and have a valid, nationally recognised food hygiene certificate. Traders must have their certificate with them at all times.

10. Appliances

- 10.1. Details of requirements for those traders using electricity will be set out in the Traders Pack.
- 10.2. It is the traders' responsibility to ensure that all electrical equipment is in good working order and PAT Tested. Each appliance must be certified. Any appliance not carrying an up to date certificate cannot be used.
- 10.3. It is the traders' responsibility to ensure that all gas appliances are regularly checked and carry the necessary certification. Any uncertified appliance cannot be used.

11. Fire Safety

- 11.1. Suitable fire safety equipment (including fire extinguishers and fire blankets) must be provided by traders.

12. Waste

- 12.1. Traders must remove any waste from their stall with them at the end of the market. Any trader who leaves waste on site may be charged.
- 12.2. Waste from customers will be provided for with on-site bins.

13. Conduct

- 13.1. Traders must behave in a courteous and respectful manner towards other traders, site staff, BEats Events staff and the public at all times.
- 13.2. Traders must respect decisions by BEats regarding the set up of the market and the location of their pitch.
- 13.3. Traders should arrive on time to be set up, move their vehicle and be ready to trade by the start of the market.
- 13.4. Smoking at or near the stalls, including other traders stalls – and including vaping – is prohibited.
- 13.5. Alcoholic drinks must not be consumed at stalls during trading times.
- 13.6. Traders must maintain their stall in a clean and tidy manner.
- 13.7. Breaches of the requirements for conduct may result in a trader being asked to leave the market. If this is the case, any pitch fees paid will not be refundable.