



ISLE FEST
FOOD VENDOR APPLICATION FORM
2019

PLEASE NOTE THAT ALL FOOD STALL / PITCH SPACES ARE LIMITED AND ARE OFFERED ON A FIRST COME, FIRST SERVED BASIS. WE REQUIRE VARIATION IN FOOD BEING SOLD FOR OUR FESTIVAL GOERS.

In order to book a pitch at Isle Fest, please complete and return this form via email to admin@islefest.co.uk ASAP

If successful, payment for your relevant trade stand will be required via BACS. Applications received without payment (once notified) will not be booked and confirmed.

Applications via email to: admin@islefest.co.uk

Please fill in the following details :

CONTACT NAME	
BUSINESS NAME	
TRADING ADDRESS	
COUNTY & POSTCODE	
VAT REG NUMBER	
TELEPHONE & MOBILE	
EMAIL	
WEBSITE (IF APPLICABLE)	

IS YOUR FOOD STAND A COMPLETE VEHICLE OR TOWED UNIT? <i>(PLEASE NOTE : WIDTH OF MAIN GATES IS 4.5 metres WIDE)</i>	
PLEASE PROVIDE REGISTRATION NUMBER, MAKE AND MODEL OF VEHICLE	
EXACT SIZE OF FOOD STAND / UNIT (LENGTH AND DEPTH) <i>(INCLUDING TOW BAR AND AWNING IF APPLICABLE)</i>	L : D :
NUMBER OF STAFF ATTENDING ON YOUR FOOD STAND <i>(MAX 4 PEOPLE & AT DISCRETION BY ISLE FEST IN WRITING IF MORE REQ)</i>	

IF YOU HAVE A TOWED UNIT, THIS MUST BE UNCOUPLED AND PUT INTO PLACE IMMEDIATELY TO ALLOW THE VENDOR NEXT TO YOU TO GET IN PLACE. YOUR VEHICLE WILL BE REQUIRED TO BE PARKED AT THE BACK OF YOUR FOOD STAND AS SOON AS POSSIBLE FOR THE DURATION OF THE EVENT. YOU WILL NOT BE PERMITTED TO DRIVE YOUR VEHICLE OFF THE FESTIVAL SITE AFTER SET UP.

YOU WILL BE RESPONSIBLE FOR DISPOSING OF YOUR OWN WASTE.

STAFF MUST ARRIVE TOGETHER AND NAMES MUST BE SUPPLIED IN ADVANCE.



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INFORMATION REQUIRED

Please complete the following. Exhibitors will be required to provide copies of the following documentation in advance of the show and will not be allowed on site without these

Name of Local Environmental Health Authority Registered to:

Name of Public, Product & Employee Liability Insurer:

Policy No:

An up to date Health & Safety policy:

Risk Assessments and Method Statements associated with their Trade Stand and any activities taking place within:

Please provide us with a description of your products you will be selling at the festival. We will use this information to market your attendance at the show:

Please note that due to the location of this event there is no electrical supply on site and all outside stands will be required to supply their own generator if power is required **(not petrol by any means)**

How will you be cleaning and disinfecting equipment used during the show?

What hand washing facilities will you be using during the show?



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If you are cooking or preparing food for consumption you must provide your own hand washing facilities and confirm this with us:
How is food being transported to and from site? (Refrigerated van etc):
How is food being stored on site?
How will you be monitoring food temperatures throughout the event ?(Spot checks may be carried out throughout the weekend)
How are slips and trip hazards controlled?
If using gas, what type and what equipment would you use?(We may contact you to ensure it is suitable for use at the festival site)

PLEASE ATTACH COPIES OF ALL SUPPORTING DOCUMENTATION

**NO GLASS BOTTLES WILL BE ALLOWED ONTO THE FESTIVAL SITE OR
BE SOLD TO THE PUBLIC**

All vendors must comply with all legislation, including:
1. Health & Safety Executive regulations
2. Food Safety (General Food Hygiene) regulation 1995
3. Food Safety (Temperature Control) 1995
The contractor must be responsible for the provision of fire prevention equipment and a first aid kit



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PLEASE NOTE THE FOLLOWING ARRIVAL AND SET UP TIMES FOR YOUR STAND

SATURDAY 25th MAY 2019

ARRIVAL FROM : 13.00 : NOT LATER THAN : 14.00
SET AND READY BY : 16.00 : FOR GATES AT 17.00 : EVENT FINISH : 22.00

SUNDAY 26th MAY 2019

ARRIVAL FROM : 08.00 : NOT LATER THAN : 09.00
SET AND READY BY : 11.00 : FOR GATES AT 11.30 : EVENT FINISH : 18.00

NO ENTRY TO VENDORS WILL BE PERMITTED AFTER THE ABOVE LISTED AND DESIGNATED TIMES. ANY VENDOR ARRIVING AFTER THE STATED TIME WILL NOT BE PERMITTED ON SITE AND WILL NOT BE REIMBURSED IN ANY WAY. FAILURE TO ABIDE BY OUR TERMS & CONDITIONS WILL RESULT IN CLOSURE OF YOUR FOOD STAND AND NO TRADING WILL TAKE PLACE.

PRICING 2019
Weekend Rate (Saturday and Sunday Trading)

Food Vendor (for Saturday 25th & Sunday 26th May) <i>(Burger, Noodle Bar, Hog Roast, Pizza, Crepes etc)</i> ONLY 1 STYLE OF EACH FOOD VENDOR WILL BE ACCEPTED	£175.00 +VAT FOR 2 DAYS TRADING PER STAND
Ice Cream Van (for Saturday 25th & Sunday 26th May) ONLY 2 ICE CREAM VANS WILL BE ACCEPTED	£90.00 +VAT FOR 2 DAYS TRADING PER VAN
Misc Food Vendor (for Saturday 25th & Sunday 26th May) <i>(Slush Puppy, Snow Cones, Candy Floss, Pop Corn etc)</i> * PRICE MAY VARY IF THE VENDOR IS SELLING THE ENTIRE RANGE	*£60.00 +VAT FOR 2 DAYS TRADING PER STAND

Only 1 style of each food vendor will be accepted. The pitch price is for 2 days trading. Please note that Saturday 25th May is an adult only evening Festival with Sunday 26th May being a day time Family Festival.

PLEASE READ AND SIGN THE TERMS & CONDITIONS BELOW ALONG WITH THE ABOVE WHICH MAKE UP YOUR FULL APPLICATION.



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Terms and Conditions

1. Access to set up within the Festival Site (Sheppey Sports Club, Queenborough Road, Halfway, Isle of Sheppey) is available from Saturday 25th May 2019 13:00 - 14.00 and from 08.00 – 09.00 on Sunday 26th May 2019.
2. All vehicles (if applicable) must be parked behind your food stand as quickly as possible to allow the next food vendor to set up. Food stalls / stands must be open from 17:00 to 22:00 on Saturday 25th May and 11.30 to 18.00 on Sunday 26th May 2019.
3. Each Trade Stand must produce for inspection and provide copies with their application form:
 - An up to date Health and Safety policy,
 - Third party Insurance Policy for the sum of £3 million,
 - Certificate of Valid Public Liability Insurance,
 - Risk Assessments and Method Statements associated with their Trade Stand and any activities taking place within.
5. All vendors must comply with all legislation, including
 - Health & Safety Executive regulations,
 - Food Safety (General Food Hygiene) regulation 1995,
 - Food Safety (Temperature Control) 1995.
6. Staff must be suitably dressed in clean appropriate uniform or protective clothing and be aware of their responsibilities in the preparation and handling of foodstuffs.
7. Each unit can be left overnight but this is done at your own risk. The festival organisers and site owners will not be held responsible for any theft, damage or loss. Please note the event organisers and site owners accept no liability for equipment/stock left overnight. Removal of you unit can only be done between 22.30 and 23.30 on Saturday 25th May and 18.30 and 19.30 on Sunday 26th May 2019 and you must be back onsite at the festival at the stated times above (between 08.00 and 09.00) Failure to do so will result in you not being allowed on site and you will not be reimbursed.
8. The caterer shall have no claim against the organisers or site owners for loss or damage to the caterers' fixtures and fittings or equipment caused by any person.
9. The individual trade stand holder is responsibility for the safety of their designated area and people in or around these at all times.
10. Re-stocking can only take place outside of official gate opening times and restrictions to vehicle movement may be imposed on the festival site. Please ensure you are fully stocked for each days trading.
11. All trade stands must be kept clear of litter throughout the event and rubbish must be removed by each vendor from the site at the end of each day. No rubbish or left over food stuffs by vendors will be allowed to remain on the festival site. You are responsible for your own rubbish.
13. Signage or equipment must not encroach onto the pedestrian walkway in front of each designated area and all branding must be inside individual's trade stand.
14. Failure to comply with any regulation will lead to removal from the show.

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15. Isle Fest terms & conditions are made up of all pages within this document (6 pages) and must be adhered to at all times.

16. Cancellation by vendor to the festival organisers must be in writing via recorded delivery. The following will apply in the event the vendor cancels : 50% refund 50 days prior to show, 25% 40 days prior to show, 0% 39 days or less.

All tickets sales to Isle Fest 2 day music festival is done so on a pre-sale basis with no tickets being sold on the day at the gate.

All exhibitors must sign the contract below to indicate they have read and agree to the terms and conditions applying to the site offered to them as detailed herein. Failure to comply with this legislation will result in removal from the showground without recompense.

I have read and agree to the above conditions and have answered all questions in full for Isle Fest 2019

NAME IN PRINT	
POSITION	
SIGN	
DATE	

Please email completed forms to admin@islefest.co.uk

You will be notified if you have been successful to trade at Isle Fest 2019 at our earliest convenience. We will then require full payment via BACS. An application is not valid or confirmed until a fully completed form is received with full payment and copies of your certificates as listed in this application.

PLEASE CHECK YOU HAVE COMPLETED THIS FORM IN FULL AND YOU HAVE COPIES OF YOUR CERTIFICATES ATTACHED.