

**Berwick Slow Food**  
**Food & Beer Festival 2024 Terms and Conditions**  
**Stallholders Edition**

**Please ensure you have read this document in full and understand everything fully. Any queries regarding location of your pitch must be sent to us via email prior to the event. Traders will not be permitted to alter their pitch location upon arrival or during the festival.**

The Producers' Market with Street Food will run for two days:

Saturday 17<sup>th</sup> August: 10am to 5pm  
Sunday 18<sup>th</sup> August: 10am to 5pm

The charge for an 8' x 4' stall in the Producers Market is £200. This is for the full duration of the festival and is payable upon confirmation of your booking. If payment is not received within 10 working days of your confirmation the Festival Organisers reserve the right to cancel your pitch booking. This year we will allocate stall pitches on a 'first paid basis' except for those requiring shade.

A £10 discount is available to Slow Food members.

Early Bird Discount

By booking with us quickly businesses will be able to take advantage of a 10% discount from the booking fee reducing the fee to £180. The above conditions for payment still apply and the booking fee must be paid in full within 10 days of your confirmation.

This discount is available to those businesses who apply before 31st January ONLY.

General

The Organisers reserve the right to refuse any booking application which it considers detrimental to the Festival or if there are too many stands selling similar produce. In such cases the views of all parties will be given full consideration, however the Festival Organisers' decision is final.

Stalls may only sell the items listed on their application forms and the Festival Committee reserves the right to ask the stallholder to remove any other items. Stall holders breaking this rule will be asked to leave the Festival.

Market stalls measuring 8 x 4 feet will be provided by the Festival organisers for the Producers Market. The stall includes a table top but traders should bring along a suitable large table cover. It is the Producers' responsibility to ensure the stalls are not damaged or misused during the weekend.

Where possible, food producers attending the Food Festival are asked to provide samples of their wares as “tasters”. This must be covid risk assessed.

Stall holders must keep their immediate area tidy and free from rubbish which must be removed from the site each day.

Stallholders are responsible for any accidents or injuries to members of the public caused by their stalls, staff, or products.

Berwick Slow Food cannot be held responsible for loss of trade due to extenuating circumstances over which we have no control e.g., poor weather, high winds or conflicting national events.

We ask all stallholders to help in publicising the Festival as widely as possible through their own newsletters or websites & social media platforms. Also, please “like” us on Facebook and “follow” us on Twitter and Instagram.

### Public Liability Insurance

All Stall holders must have their own public liability insurance with a minimum cover of £2m. Insurance documents must be provided prior to the festival.

### Food Hygiene Certificate

All Stall holders selling food must have a Food Hygiene Certificate. A copy of the certificate must be enclosed with the booking form and fee. **Failure to provide will result in cancellation of your booking without refund.**

### Eco Friendly Disposables

We will **not** be allowing single use plastics or polystyrene disposables.

You will be required to use compostable, recyclable or biodegradable disposables.

### Risk Assessment

All Stall holders must carry out a suitable risk assessment of their stall and those doing cooking of any kind must bring a suitable fire extinguisher and fire blanket. **Please bring your risk-assessment document to the Festival. Covid should be included in your risk assessment.**

### Timings

All stalls should be ready for trading and staffed from 10am until closing time on both days. **Stalls are not permitted to begin breakdown of their setup before closing time each day which is 5pm.** All vehicles must be removed from the parade ground by 9am and will not be allowed to return until the last member of the public has left the site ground each day.

## Cancellations

Cancellations must be in writing via email to [festival@berwickslowfood.org](mailto:festival@berwickslowfood.org). If received before 1st June 2024 a refund (less £40 administration cost) will be issued to the trader. Any cancellations made after this date will have a refund considered by the committee however the Festival Organisers reserve the right to deny a refund. Should the organisers cancel the event due to national lockdown related issues then traders will be reimbursed in full.

Cancellations made via social media messages or texts will **not** be considered.

## Gazebos and Weights

When using your own gazebo or structure a minimum weight compliance for fastenings must be adhered to. We ask that each corner of your structure is weighed down with at least 40kg resulting in the total weight of 120kg or more. This is a minimum recommendation and should not be seen as the weight required for each type of structure. It is traders' responsibility to ensure the make and model of your gazebo has been taken into consideration and manufacturer recommendations are followed.

Traders are required to ensure their temporary structures are secure for the full duration of the festival. It is traders' responsibility to ensure their gazebos and setups are secure and safe enough to be left unattended during the night. Traders will be held liable to any accidental damage caused by insufficient weight or poor condition of their own gazebo itself. During high winds or where high winds are expected overnight you must take down your own temporary structure yourself before leaving the site.

## Electricity & the use of generators

We are unable to provide power supplies to traders on the producers market. Therefore should you require electricity it is your responsibility to bring your own supply. Should this be a generator we must be notified and supplied with the measurements of the unit.

Traders must ensure that the noise level of the generator will not impact the festival attendees or other traders beside them. Traders must aim to use the quietest generator possible and rubber trunking must be used to cover all wires that are run to and from the electricity supply. Hazard tape must also be in place to draw attention to trip hazards but it alone will not be accepted.

Festival organisers reserve the right to refuse trading should your set up be deemed unsafe by them. Traders will be asked to move unsafe equipment and will not be allowed to take part if they are not able to meet our safety requirements.

All traders using electricity must provide a PAT certificate for the electrical appliances they are using. This certificate must be provided to the Festival

Directors a minimum of 1 week before the Festival, otherwise the electrical items will not be allowed to be used.