

FRI 23RD TO MON 26TH AUGUST

We are delighted to announce that our award winning 'Bolton Food & Drink Festival' will return this August bank holiday. As one of the highlights of Bolton's annual events calendar, we're looking forward to returning in what will be our 19th year. We can't wait to welcome traders and visitors back to our town centre and we're planning to deliver an amazing festival with a packed bank holiday full of food, fun, and celebration not to be missed!

The Event

In 2023, Bolton had a record number of visitors (over half a million) all enjoying the festival and 2024 will be no different. We'll be putting on a fantastic weekend to attract families from far and wide, with the usual exciting mix of fine food and great entertainment. The programme this year includes:

- Great celebrity chefs – New line up to be announced in the coming weeks.
- Special ticketed events.
- Free cookery demonstrations from regional and specialist chefs over the festival weekend. (Subject to change).
- Over 180 food, drink and arts & crafts traders.
- Children's area and activities at key locations across the festival site. (Subject to change).
- World-class street entertainment taking place right across the festival site each day.
- Great live music on dedicated music stages.

Trading Opportunities

- There will be absolutely no guarantee for the location(s) that traders have previously held at this event so please ensure that you identify your first, second and third choice locations.
- There will be additional charges for parking, electricity, and waste facilities (please see application form).
- 'Street Food' traders wishing to trade from vehicles must send in details with dimensions and photos.
- Traders wishing to sell alcohol or vouchers for alcohol as on/off sales – will be limited in number and restricted to certain areas of the festival site. A Temporary Event Notice license (TENS) must be applied for and can be completed online. *(Please only apply for your TENS upon successful confirmation of your application).*

Trader Information

- Standard trading hours 10am - 6pm Fri, Sat & Sun. Mon 10am - 5pm. Bar locations (ON Sales) 10am – 7.30pm Fri, Sat & Sun. Mon 10am – 5pm.
- Stalls are sited in several locations around the town centre. They are all uncovered areas. Traders are expected to provide their own means of shading food items on display.
- The type of gazebo used varies according to venue; trading space is approx. 3m x 3m.
- If you are offered a stall, the exact location, hours of trade, type and size of stall will be specified within an email containing your invoice.
- Traders who are confirmed to attend the event will be issued with further specific instructions with regards to access, loading and unloading which must be adhered to due to traffic movement restrictions which operate within the town centre closer to the event date.

FEES for all four days, stall price includes the cost of 1 stall (3m x 3m) and 1 table only. (All prices include VAT).

- **ON Sales Food & Drink / Premium / Bar Location - £918.00** Vehicles / Trailers - individually priced, limited areas (*Victoria Square, Victoria Square North & South, Newport Street, Oxford Street bar & Deansgate bar*)
- **ON Sales Food - £675.00** (e.g., takeaway food)
- **OFF Sales Food & Drink - £540.00** (e.g., Cheese, breads, jams, etc)
- **Arts & Crafts - £410.00**
- **Electricity from - £100.00**
- **24hr Power - £50.00** Additional charges apply for continuous demand
- **Parking - £16.00** per vehicle (subject to change)
- **TENS** - Licence costs apply if accepted

HOW TO APPLY

- If you wish to apply for a pitch, you will need to return a fully completed application form with supporting documentation by **30th April 2024**.
- ALL FIELDS MUST BE COMPLETED.
- Identification of your first, second and third choice locations.
- Food operators MUST complete all of sections of the application form, supply a copy of their up-to-date food hygiene certificate/Scoring (**Food Rating of 3 or more**) and full details of the food operation including the local authority with which you are registered.
- Copies of up-to-date public liability insurance and PAT test certification for ALL electrical equipment which you wish to use at the event.
- If you are successful, confirmation of attendance (offer email) will be sent out around **31st May 2024**.
- We may not be able to offer you your first-choice location.
- To accept the offer, **you must confirm by email**.
- On receipt of confirmation of stall offer, full payment must be received by **30th June 2024**
- If you are unsuccessful, we will notify you by email and place you on a shortlist.

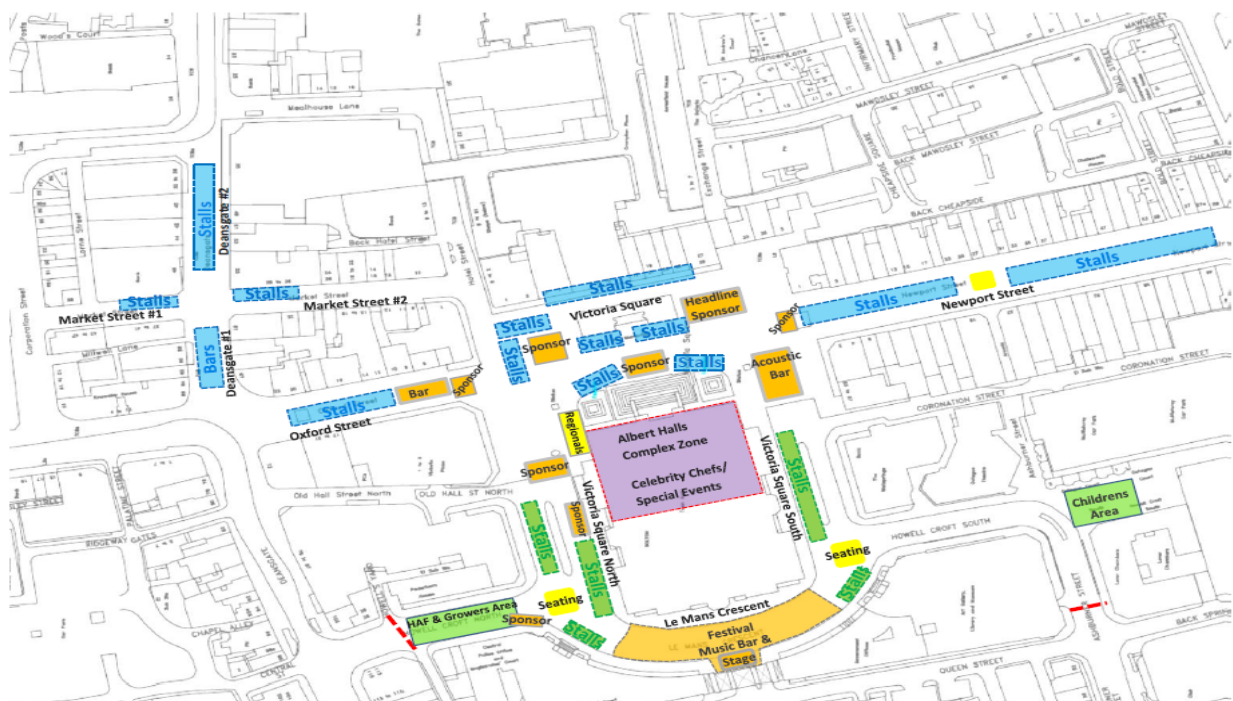
Allocation

Once all applications have been received the following criteria will be used for allocation purposes:

1. Product Mix (favourable to traders who offer healthy food options, half portion option and low sugar drinks, vegan / vegetarian).
2. Previous attendance at the Bolton Food and Drink Festival.
3. Availability within area requested.

As Victoria Square is always oversubscribed with limited availability, we ask that you consider other areas of the festival site as footfall is high throughout the town centre.

Please Note: The site Map is subject to change.



Friday 23rd to Monday 26th August 2024

- Please **POST** applications and supporting documentation. Completing **ALL** fields.
- Closing Date: **30th April 2024**

TRADER DETAILS

Business Name:			
Contact Name(s):			
Street Address:			
Town / City:		Post Code:	
Contact Email:			
Contact No:		Mobile:	
Website(s):			

I have attended the Food & Drink festival previously. If yes, which year(s)?	
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PRODUCT & DIETARY OFFERINGS

Arts / Crafts		Desserts / Puddings		Promotion / Fundraising / Demo's	
Books / Publications		Education / Entertainment		Sauces / Pickles / Chutneys	
Breads / Baked Goods		Fish / Seafood		Seeds / Nuts / Dried Fruits	
Biscuits / Cakes		Fresh Fruit / Veg		Beer / Cider	
Charity / Educational		Fresh Meat / Game / Poultry		Spirits / Liqueurs	
Cheese / Dairy		Honey / Jam / Marmalade		Wine / Sparkling Wine	
Clothing / Jewellery		Ice Cream / Yogurt		Beverages / Non-Alcoholic Drinks	
Confectionary		Olives / Oils		Reduced Sugar Drinks	
Cooked / Cured Meats		Pasties / Pies		Other	

GMO-Free		Halal		Vegan	
Gluten Free		Organic		Vegetarian	
Kosher		Half Portion Option		Healthy Food Option	

List ALL produce especially if selling secondary products due to a conflict of interest with other traders

Are you interested in offering a discount / exclusive offer to holders of a 'Festival Wristband'?
Please state what your offer(s) will be?

No

Yes

PITCH REQUIREMENTS

Own Gazebo	
3m x 3m	
4.5m x 3m	
6m x 3m	

Supplied Gazebo	
3m x 3m	
6m x 3m	

Catering Vehicle / Trailer <i>(inc Tow Bar & Canopies)</i>	

Other: _____

Please Note – Fees are calculated by your requested pitch size prior to the event. When setting up and you ‘expand’ on your pre-planned area for example, storage gazebos / BBQ space / undeclared tow bar / canopy measurements - You could incur further costs.

If you opt for a supplied gazebo, you are also supplied with one 6ft table. We are unable to supply you with extra tables. Please ensure you have enough display equipment and tables to promote your produce.

There will be no reduction in price for bringing your own gazebo / units. The event area is a hardstanding site so weights will need to be used to secure your structure(s). No other vehicles *(including chillers)* will be accommodated next to or close to your allocated pitch. (Parking is available OFF the festival site.)

STALL LOCATION

*(Victoria Square, Victoria Square North, Victoria Square South – Premium Location)
Newport Street, Oxford Street, Market Street and Deansgate)*

1st Choice _____

Same area as 2023

2nd Choice _____



3rd Choice _____

Comments: _____

WASTE GENERATED

Bolton Council is aiming to reduce the environmental impact on all events and would ask that all traders consider the environment when attending our festival. We encourage recyclable packaging and containers and ask that single use plastics are only used as a last resort.

What type of waste do you generate on your stall that will need to be disposed of?

Dirty Water	
Oil & Fats	

Paper & Card	
Glass, Plastic & Cans	

Food	
Other	

Hot Food Traders*

Due to spillage of fats, oils, and grease during the four-day festival, a specialist cleaning up crew is required. A fee of £150.00 will be added to your final costs. (This also includes dough, flour, and sugar residue etc).

Fresh Water – Readily available onsite but ensure you bring your own (named) containers for your units.

Dirty Water – Numerous wastewater containers available onsite.

FOOD BUSINESS INFORMATON

Food traders must forward a copy of food hygiene certificate. A minimum Food Rating of 3 or more is required to attend the festival and bring originals on the day.			For Official Use Only
1.	Name of Food Business Operation? <ul style="list-style-type: none"> • Is the food business registered? • With which Local Authority? 		
2.	Food Rating Score (Please write in the score)		
3.	Name and address of food business operator.		
4.	What types of food are you serving?		
5.	Is all food prepared/ cooked on stall? If no, please give details of facilities on stall.		
6.	Do any foods require refrigeration? If yes, please give details on stall.		
7.	Please give details of cooking arrangements (fuel type/source).		
8.	Please give details of wash hand facilities.		
9.	Please give details of equipment cleaning/ washing facilities.		
10.	Please state how food will be stored overnight.		
11.	Please state the amount of oil carried and if deep frying is used?		
12.	Is real flame cooking involved? If yes, please describe.		
13.	Please state the number of waste bins carried.		

Please ensure your written Food Safety Management System is available when trading.
Please note that Event Managers and Environmental Health Officers will use information given on this application form and / or supporting documents for checks before you attend and on the days you trade.

Opening Check: Date:		Time:	
Signature of officer:		Name:	
Comments/ areas of concern:			

FESTIVAL RULES & REGULATIONS

<p>Applicant(s)</p> <p>1.1 Where possible the Organisers will separate similar products offered for sale and reserve the right to give the public variety and choice. The Organiser's will make reasonable efforts to satisfy requests to reserve specific positions, but guaranteed locations are not possible.</p> <p>1.2 Traders successful in their application must only sell approved goods at prices specified in their application and agreed with the Organisers. The Organisers reserves the right to restrict your product list. Traders found to be selling products which are not approved risk not being invited to trade in future. Derogatory political or offensive language items are prohibited from sale.</p> <p>1.3 Fees when invoiced are calculated by your requested pitch size but if a trader 'expands their area' without declaring it during the application process, the trader could then incur further costs.</p> <p>1.4 You must complete all relevant (valid dated) fire and general risk assessments and make these available for inspection when requested and provide your own (adequate) firefighting equipment where relevant if you use any electrical or gas appliance(s). Inclusive of own equipment and Organisers provided power. ALL staff to be briefed / trained on fire awareness in case of an incident.</p> <p>1.5 Traders are required to provide their business name and address if asked by the public.</p> <p>1.6 Traders are expected to staff their stalls and be open for business on each of the 4 days. The failure of an exhibitor to trade at any time when the festival is open will result in exclusion from future festivals.</p> <p>1.7 Single day bookings will not be accepted.</p> <p>1.8 There will be no monetary discount for bringing your own gazebo.</p> <p>1.9 Traders are to provide their own means of protection against all weather conditions i.e., wind, rain, and sunlight.</p> <p>1.10 Amplified Sound Systems and entertainment must not be operated from any stall within the event without the written consent of the Organisers. Festival Music and performances are provided in some areas.</p> <p>1.11 Traders are always to display the price of goods being sold and any allergen information for ALL their products. Pitch allocation is defined by product range throughout the site and not the direction of which the stall selling front is located.</p> <p>1.12 All stalls / pitches must be staffed, stocked and open to the public as follows: Friday 23rd August, Saturday 24th August, Sunday 25th August from 10am to 6pm and Monday 26th August 2024 from 10am to 5pm.</p> <p>1.13 There is no access to the site until midday on Thursday 22nd August 2024. Access on this date must be agreed in advance. Trading vehicles must not leave the site until after 6pm on Monday 26th August 2024.</p> <p>1.14 There are vehicle restrictions within the town centre. Access and loading / unloading zones will be sent to traders prior to the event. These guidelines must always be adhered to. Access to the site for restocking your stall will be up to 9am and 8pm in the evening on all trading days to ensure the general public's safety. With some areas on Le Mans Crescent restricted.</p> <p>Insurance</p> <p>2.1 All Traders must hold a minimum of £5 million Public Liability Insurance (Non-Food Traders) £10 million (Food Traders) and provide proof to the Organisers that this will be in force on the date of the festival.</p> <p>2.2 Bookings can only be accepted / confirmed once a copy of this documentation has been received.</p>	<p>Power & Refrigeration</p> <p>4.1 All gas equipment must have a current test certificate. Copies of certificates must be provided with your application.</p> <p>4.2 All electrical equipment must have a current PAT test certificate. Copies of certificates must be provided with your application.</p> <p>4.3 An electricity supply will be made available to each stall requesting power; thus, the use of personal generators is strictly prohibited.</p> <p>4.4 24hr Power - Limited to certain areas* Deansgate, Oxford St, Market St, Victoria Square. Newport St*</p> <p>4.5 Traders who require 24hr electric refrigeration, either by vehicle or display must state on their booking form as this will not be available unless pre-booked.</p> <p>4.6 There is NO on or off-site refrigeration available.</p> <p>4.7 All Traders must make sure equipment including refrigeration and kitchen appliances does not exceed what they have requested.</p> <p>TENS</p> <p>5.1 Licence costs apply if accepted to attend the festival. TEN's Applications <u>must</u> be submitted by 1st August 2024.</p> <p>5.2 Off sales alcohol produce purchased from the festival must be sealed in a bag at the point of sale and all licencing conditions to be adhered to.</p> <p>Security</p> <p>9.1 The event does have security but it is the responsibility of Traders to safeguard their property. The Organisers do not accept any responsibility for any loss or damage to products or equipment left on site.</p> <p>Payment Terms</p> <p>6.1 Successful applicants are required to pay their final bill in full to secure their booking by 30th June 2024. Payments received beyond this date may result in you not being permitted to trade and an alternate trader may be sited in your place.</p> <p>Cancellations</p> <p>7.1 Any trader, who cancels a confirmed or reserved stall / pitch for whatever reason after 30th June 2024 date, will incur full fees applicable and the Organiser shall reserve the right to re-let such stall / pitch.</p> <p>7.2 Any trader who cancels on or before 30th June 2024 will be entitled to a full refund of their total costs.</p> <p>7.3 No refunds will be given due to bad weather or ill health.</p> <p>7.4 The Organiser reserves the right to cancel this event at any time due to circumstances beyond our reasonable control including, without limitation, any act of God, government act, war, riot, flood, storm, explosion, pandemic, epidemic (national or local) or civil commotion.</p> <p>Disputes</p> <p>3.1 In the event of any disputes the Organiser's decision is final.</p> <p>General Data Protection Regulations (GDPR) 2018</p> <p>8.1 When making a booking, you agree to the Organisers handling of your submitted data, as follows: You agree to give the Organiser permission to retain your personal information for as long as it may seem relevant to the event Organisers, or you tell us that you no longer want us to retain it. Such personal information (name and contact details) will only be used for the Bolton Food and Drink Festival Organisers to contact you about this event. We may, however, share any website or other social media link that you provide us with to promote your business and the event. If you do not agree with such retention or use of your data, contact us directly so that we can make alternative arrangements.</p>
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Name / Business Name: _____

Position in Company: _____

Signature: _____

Date: _____

PAYMENT

Payments can be made by electronic card, cheque, or cash. (Please ring 01204 333612 if you wish to pay by card).
 Cheques are to be made out to **Bolton Council**. Please write your name or business name on the reverse of the cheque.
 Failure to pay in full on acceptance of a stall offer will result in your offer being withdrawn.
 Full payment must be received by **30th June 2024**

DECLARATION AND CHECKLIST

(Please indicate if certificate(s) need renewing).

I have read the Festival Rules and Regulations and agree to abide by them	
Menu / Price List included / attached	
Public Liability Insurance Certificate included / attached	
PAT Test / Gas Test Certificate(s) included / attached	
I have listed <u>ALL</u> electrical / gas appliances and power intended for use at the event	
Food Hygiene Certificate(s) included / attached	
Hygiene Rating Minimum 3 rating included / attached	
Fire / Risk Assessment included / attached	
Firefighting equipment in place and valid. <i>ALL traders who use electric and/or gas appliances.</i>	
Full description and measurements of stall / trailer given.	
Image of stall / trailer / vehicle included - <i>Applications with no photo(s) of product range and/or stall are incomplete and may not go through to the selection process.</i>	
F.O.G. Fats, oils, and grease cleaning fee of £150.00 per hot food trader gazebo)	
Trader Parking Pass <i>(How many?)</i>	

Alcohol Traders Only	ON / OFF Sales	
I will apply for a Temporary Event Notice Licence	OFF Sales	
	ON Sales	

Declaration and signature of contract: _____ **Date:** _____

Name: _____ **Position:** _____

Please return / post this application form by 30th April 2024 to:

2024 Bolton Food & Drink Festival
 Market Management Office 7, Bolton Market. Ashburner Street, Bolton, BL1 1TJ
 Tel: 01204 333612

bolton.markets@bolton.gov.uk or christina.merrick@bolton.gov.uk