

TRADER APPLICATION FORM

- Applications and supporting documentation **only** accepted by post.
- **All** fields must be fully completed, signed and dated to be accepted.
- Closing Date: **30th April 2025**



FRI 22ND TO MON 25TH AUGUST

TRADER DETAILS

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

I have staff employed for this event. If yes, how many?	
I have attended the Food & Drink festival previously. If yes, which year(s)?	

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

PITCH REQUIREMENTS

Your Own Commercial Gazebo	
3m x 3m	
4.5m x 3m	
6m x 3m	

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

Catering Vehicle / Trailer (inc Tow Bar & Canopies)	

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 commercial gazebo, you are also supplied with one 6ft table and approximately 12kg weights to each leg.

We are unable to supply you with extra tables or weights. Please ensure you have enough weights, 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

1st Choice

2nd Choice

3rd Choice

Same as 2024

Available Area's

Victoria Square
Victoria Square North
Victoria Square South
(Premium Locations)

Newport Street
Oxford Street
Market Street
Deansgate

Late Trading – Victoria Square North & South Hot Food Pitches

(Only tick if available to do so).

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 discourage the use of ‘single use plastics’ which must only be used as a last resort. This website provides all relevant guidance [Single-use plastics bans and restrictions - GOV.UK](#) that you must comply with.

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

Single Use Plastics	
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 **£162.00** 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.

POWER REQUIREMENTS

GAS

Will you be cooking on your stall?

Yes

No

If yes, what fuel will you use?
(Charcoal, Wood, LPG)

ELECTRIC

- Stall holders are required to provide their own distribution beyond the option chosen below.
- Please ensure that you order enough power for your requirements.
- Please ensure your connectors internal and external are fit for purpose.
- We cannot accommodate any changes on the day of the load in.
- A PAT certificate must cover ALL cables / leads and equipment and be current on the date of the festival.
- Power will be costed and supplied as per the options below.

Please tick your power requirements.

Single Phase <i>(230 volt) up to 3KW</i>	16-amp Ceeform socket outlet (blue socket, external)	£108.00	<input type="checkbox"/>
Single Phase <i>(230 volt)</i>	32-amp Ceeform socket outlet (blue socket, external)	£140.00	<input type="checkbox"/>
Three Phase <i>(415 / 230 volt)</i>	32-amp (per phase) 5 pin Ceeform (red socket)	£302.00	<input type="checkbox"/>
24hr Power <i>(Fri, Sat & Sun night)</i>	Limited to certain Areas - Deansgate, Oxford St, Market St, Newport St, Victoria Square. <u>Additional charges apply for continuous demand (e.g. fridges / freezers)</u>	£54.00	<input type="checkbox"/>

EQUIPMENT - You must list **ALL** electrical and/or gas appliances that you intend to use at the event.

Appliance and/or Equipment <i>(inc number of extensions leads etc)</i>	Gas and/or Electric	How many Amps? Watts? Hired?

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 <i>(Please write in the score)</i>		
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:			

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 2025**

DECLARATION AND CHECKLIST

(All boxes must be completed).

I have read the Festival Terms and Conditions and agree to abide by them	
Menu / Price List included	
Public Liability Insurance Certificate included (Minimum £10 million Public Liability Insurance)	
My own commercial gazebo with minimum 12kg weights per leg and displays / tables etc	
PAT Test / Gas Safety Test Certificate(s) included	
I have listed ALL electrical / gas appliances and power intended for use at the event	
Food Hygiene Certificate(s) included	
Food Safety Inspection (Minimum 3 Rating) included	
Fire / Risk Assessment included	
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 £162.00 per hot food trader gazebo/trailer)	
Trader Parking Pass - £17.30 per vehicle <i>(How many?)</i>	

Alcohol Traders – (Tick one box only) I will apply for a Temporary Event Notice Licence	OFF Sales	
	ON Sales	

All fields must be fully completed, signed and dated to be accepted

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

Name: _____ **Position:** _____

Completed application forms and supporting documentation must be returned via post by 30th April 2025 to:

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

FESTIVAL TERMS AND CONDITIONS

General

- 0.1 By submitting an application form you confirm your acceptance of these terms and conditions and any addition, variation or amendment made by us from time to time.
- 0.2 “Organiser” shall mean Bolton Council.
- 0.3 “Event” shall mean the Bolton Food and Drink Festival.
- 0.4 “Trader”, “Stall Holder” or “Exhibitor” shall mean any person or organisation allocated a space to trade at the Event.
- 0.5 “Working Day” shall mean Monday to Friday in any week, excluding public holidays in England.
- 0.6 Acceptance by the Organiser of a trader’s application grants them a right to trade at the Event on the following terms and conditions. Any violation of these terms and conditions will remove this right and the Organiser reserves the right to remove the Trader from the Event without compensation or a refund of the fees paid by the Trader.
- 0.7 The Organiser reserves the right to refuse any application, or part thereof, without stating a reason.

Applicant(s)

- 1.1 Where possible the Organiser will separate similar products offered for sale and reserve the right to give the public variety and choice. The Organisers will make reasonable efforts to satisfy requests to reserve specific positions but guaranteed locations are not possible. As Organiser we reserve the right to change the site plans and layout at our discretion, at any time.
- 1.2 Traders successful in their application must only sell approved goods at prices specified in their application and agreed with the Organiser. The Organiser 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. The Organiser reserves the right to demand the removal from sale of any item deemed unsuitable for the Event (including items not listed on the application form) without paying any compensation to the Trader.
- 1.3 Fees 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.
- 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.
- 1.5 Traders are required to provide their business name and address if asked by the public.
- 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 Event is open will result in exclusion from future events.
- 1.7 Single day bookings will not be accepted.
- 1.8 There will be no monetary discount for bringing your own gazebo.
- 1.9 Traders are to provide their own means of protection against all weather conditions i.e., wind, rain, and sunlight.
- 1.10 Amplified Sound Systems and entertainment must not be operated from any stall within the Event without the written consent of the Organisers.
- 1.11 Traders must 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.
- 1.12 All stalls / pitches must be staffed, stocked and open to the public as follows: Friday 22nd August, Saturday 23rd August, Sunday 24th August from 10am to 6pm and Monday 25th August 2025 from 10am to 5pm.
- 1.13 There is no access to the site until midday on Thursday 21st August 2025. Access on this date must be agreed in advance. Trading vehicles must not leave the site until after 6pm on Monday 25th August 2025.
- 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.
- 1.15 The Organiser accepts no responsibility or liability for parking penalty notices or similar fines and/or penalties issued within the Event area or within the surrounding areas of the Event.
- 1.16 Trader’s must not sub-contract, assign or sub-let any part of their stalls.

Insurance

- 2.1 All Traders must hold a minimum of £10 million Public Liability Insurance and provide proof to the Organisers that this will be in force on the date of the Event.
- 2.2 Bookings can only be accepted / confirmed once a copy of this documentation has been received.

Power & Refrigeration

- 3.1 All gas equipment must have a current test certificate. Copies of certificates must be provided with your application.
- 3.2 All electrical equipment must have a current PAT test certificate. Copies of certificates must be provided with your application.
- 3.3 An electricity supply will be made available to each stall requesting power; thus, the use of personal generators is strictly prohibited.
- 3.4 24hr Power - Limited to certain areas* Deansgate, Oxford St, Market St, Victoria Square. Newport St*
- 3.5 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.
- 3.6 There is NO on or off-site refrigeration available.
- 3.7 All Traders must make sure equipment including refrigeration and kitchen appliances does not exceed what they have requested.

TENS

- 4.1 Licence costs apply if accepted to attend the Event. TEN’s Applications must be submitted by **1st August 2025**.
- 4.2 Off sales alcohol produce purchased from the Event must be sealed in a bag at the point of sale and all licencing conditions to be adhered to.
- 4.3 Traders selling alcohol must adopt the Challenge 25 policy.

Security

- 5.1 The Event does have security, it is the responsibility of Traders to safeguard their property. The Organiser does not accept any responsibility or liability for any loss or damage to products, belongings or equipment left on site.

Payment Terms

- 6.1 Successful applicants are required to pay in full to secure their booking by **30th June 2025**. Payments received beyond this date may result in you not being permitted to trade and an alternate trader may be sited in your place.

Cancellation

- 7.1 If you wish to cancel the booking you must do so by contacting the Events Team by giving written notice of cancellation via email to **bolton.markets@bolton.gov.uk**. The cancellation shall only be effective, final and binding on the Working Day it has been sent, if the cancellation is sent on the weekend or outside of working hours (which are between 8am-5pm) the cancellation shall be effective the next Working Day.
- 7.2 Any trader, who cancels a confirmed or reserved stall / pitch for whatever reason after **30th June 2025** date, will incur full fees applicable and the Organiser shall reserve the right to re-let such stall / pitch.
- 7.3 Any trader who cancels on or before **30th June 2025** will be entitled to a full refund of their total costs.
- 7.4 No refunds will be given due to bad weather or ill health.
- 7.5 The Organiser reserves the right to relocate, postpone or cancel the Event without giving notice.
- 7.6 The Organiser reserves the right to cancel this Event or postpone at any time due to circumstances beyond our reasonable control including, without limitation, any act of God, government act, war, riot, flood, storm, extreme winds, or weather conditions, explosion, pandemic, epidemic (national or local) or civil commotion, strikes or other industrial disputes (a "**Force Majeure Event**"). Where a Force Majeure Event occurs which results in the full Event being postponed the Organiser shall reserve the right to (but is not obliged to) schedule a new date for the Event to take place and confirm the new date to the Trader. The Organiser cannot guarantee a refund if a Force Majeure Event occurs. Where a Force Majeure Event occurs but in the reasonable opinion of the Organiser the Event can continue for any subsequent days following any cancelled days the Organiser reserves their right to continue the Event. We would advise that your business insurance covers these circumstances where possible.

Disputes

- 8.1 In the event of any disputes the Organiser's decision is final.

Liability

- 9.1 Any cost to replace or make good any damage caused by the Trader shall be paid by the Trader.
- 9.2 The Trader will indemnify and keep indemnified the Organiser against actions, proceedings, costs, claims, demands, damages and expenses (including legal costs) which may be brought or made against the Trader in respect of personal injury and damage to property or arising directly out of the acts or omissions or activities in connection with Event.
- 9.3 The Organiser shall not be liable to the Trader for loss of profit, business. Revenue, goodwill, anticipated savings and any kind of indirect, special or consequential loss or damage.

General Data Protection Regulations (GDPR) 2018

- 10.1 When making a booking, you agree to the Organiser 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 Organiser, 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 Event to allow the Organiser 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.

Governing Law

- 11.1 These terms and conditions are subject to English law and the parties submit to the non-exclusive jurisdiction of the English Courts.

RISK ASSESSMENT

Please assess the risks on your stall. ALL traders are required to submit a risk assessment to the Event Organisers. Consider risks such as health and safety, hygiene, weather, cash handling and fire, along with steps you have taken to minimise those at risk.

Trading Name:		
Hazard	Those at risk	Steps taken to minimise risk