

Saturday April 21<sup>st</sup>, 2012

## Booking Form

- Please fill in the following pages clearly and return with your cheque to the address below before December 12<sup>th</sup> 2011. (This Festival is extremely popular and places are filling fast.)
- Due to high demand, we regret that we are restricting stalls to **Cornwall Producers only**.

**If you unable to download this form and require a paper copy sent to you by post please contact Nicky Adair on 07967 308470.**

### Company Details

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_

Company Telephone Number \_\_\_\_\_

Mobile Number (preferably the number we could contact you during the day itself):

\_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Please write a brief description of your business or organisation for possible inclusion on the Food and Music Festival web site and programme:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





## 1. Stall Sizes, Location and Prices please refer to the

<b><u>Main Marquee:</u></b>	<b>£115.00</b>	Stall size: 8 x 5ft.	Electrics available (No cooking).
<b><u>Harbour Market:</u></b>	<b>£90.00</b>	Stall size: 10 x10ft.	Electrics available.
<b><u>Breageside Pitch:</u></b>	<b>£60.00</b>	Stall size: 10 x 6ft.	No Electrics.
<b><u>Harbourside Pitch</u></b>	<b>£60.00</b>	Stall size: 10 x 10ft.	No Electrics.
<b><u>Young Persons Field:</u></b>	<b>£45.00</b>	Stall size: 9 x 9ft.	Limited Electrics.

Craft spaces will be mainly allocated along Commercial Road, but you may request the Young Persons Field if your product is Young Person oriented.

- If you require a larger space than those listed above, you will need to purchase multiple full stalls. No extra footage or half stalls can be booked this year. Please contact Nicky Adair on 07967 308470. **NB. You must strictly not exceed your booked space. Stewards will not permit extra space, under any circumstances.**
- No cooking from stalls will be allowed in the Main Marquee. If you are cooking from your stall you will need to book a Breageside pitch, A Young Persons Field pitch or a Harbour Market Stall (These attractive semi-covered outdoor stalls are used for summer, weekend and Christmas markets.)
- All stalls outside the Main Marquee and the Harbour Markets are spaces only. You will need to bring your own strong wet and windy weather cover, which can be firmly fastened down. eg – gazebo with weights and ropes.
- Community Stall spaces (£10.00) will be located on the Young Persons Field Only. These will be limited. **Maximum sizes will still apply.** Please discuss your requirements with Nicky Adair.
- Your Booking Fee includes listing on [www.porthlevenfoodfestival.co.uk](http://www.porthlevenfoodfestival.co.uk), However, you need to make sure that your booking form and payment is sent in by the **12<sup>th</sup> December 2011** to ensure that you are listed in the Festival Programme which is distributed free on the run up to the Festival. Last year the Festival attracted approximately 15,000 people.
- Stallholders trade from 10am – 5.15pm and may set up from 7am onwards. For Health and Safety reasons, you may not dismantle before 5.15pm even if





you have sold out. Cars must be removed as soon as you have unloaded, and before 9.15. Road Closures start at 9.30am, and Stewards Rule!!

- Your Final Pack with parking voucher, (ONE vehicle only), poster, programme, map etc., should reach you at least two weeks before the Festival.

**All** companies must provide a copy of their Public Liabilities Insurance Certificate (dated during the Festival) up to a minimum of £2 million. *Please return this to us before the Festival – preferably with your booking form.*

Please complete and have ready for collection on the festival day, the Health & Safety, Food Hygiene & outdoor catering checklist forms. These can be downloaded from our website. <http://www.porthlevenfoodfestival.co.uk>

A Food Hygiene inspector will be present on the day to collect the Food Hygiene form and ensure exhibitors comply with Food Hygiene regulations.

Exhibitors are responsible for providing their own hand wash facilities, chilled cabinets, hobs, freezers, cleaning products and kitchenware.

**Exhibitors must take their own rubbish home with them at the end of trading.**

Please note that spaces are limited and are on a 'first come, first served' basis. We retain the right to maintain a fair balance of participation. Please return your booking forms and payment to us as soon as possible to ensure a place in the area of your choice. In the circumstance that the area of your first choice has sold out we will contact you to offer you any other available spaces. If this is of lesser or greater value than the cheque sent to us we will refund or request the amount outstanding. In the circumstance that the area you request has sold out and you do not want to exhibit in a different area or if the event has completely sold out we will return your cheque.





## 2. Stall Requirements

*Please tick appropriate box:-*

<b>I would like to book a Main Marquee stall</b>	<b>£115.00</b>
<b>I would like to book a Young Persons Field Pitch</b>	<b>£45.00</b>
<b>I would like to book a Harbour Market stall</b>	<b>£90.00</b>
<b>I would like to book a Harbourside Craft pitch</b>	<b>£60.00</b>
<b>I would like to book a Breageside outdoor Pitch</b>	<b>£60.00</b>
<b>I would like to book a Community stall</b>	<b>£10.00</b>

## 3. Electricity and Tables

**Provision of electricity is £12-00 per point. Each point is 13 amps. Please make sure your electrical equipment does not exceed this usage.**

Number of electricity points required (note: £12 per point)  
(Main Marquee and Harbour Market stalls only.)

We will be bringing our own generator (due to noise - outdoor pitches only)

We will be bringing our own table/s

We would like to hire a table. (Hire Tables are 6ft x 2ft. Cost £9 each).  
**(Tables must be pre-booked and pre-paid)**

We would like a live reciprocal link to your website (£13.00).

(Our web address is **www.**\_\_\_\_\_ )

**Total Cost** \_\_\_\_\_





## Final Booking Checklist

We have enclosed a cheque to the value of £\_\_\_\_\_ this includes our Booking Fee and other fees payable for electricity and/or table hire/website link charge.

***Cheques are to be made payable to 'The Porthleven Food Festival' and must be returned by 12<sup>th</sup> December 2011. Please note: This is an extremely popular festival and we aim to have a wide variety of producers. If we are unable to offer you your first choice of stall/pitch due to high demand, we will contact you. Please book early to avoid disappointment.***

### PLEASE ENSURE THAT:-

We have enclosed a copy of our Public Liability Insurance

We have downloaded a Risk Assessment form and Food Hygiene checklist

We have read and understood the Exhibitor Information

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Please return this form with payment no later than the 12<sup>th</sup> December 2011 to:**

Nicky Adair – Porthleven Food Festival  
Rainbows End  
3 Peverell Road  
Porthleven  
TR13 9DH

For **Stallholder queries: Contact Nicky Adair on 07967 308470.**

For **General Festival enquiries (publicity, possible sponsorship etc.) Contact Lucy Page on 07854 757989.**

For **regular updates - keep looking at: [www.porthlevenfoodfestival.co.uk](http://www.porthlevenfoodfestival.co.uk)**

