



Swanage Fish and Food Festival Terms and Conditions

These Terms & Conditions apply to all Stallholders.

It is required that all Stallholders co-operate and play their part in ensuring that the festival runs successfully and safely. This includes complying with all of the following Terms & Conditions: -

Insurance & Risk Management

- Your current Public & Products Liability Insurance Schedule or certificate confirming a minimum limit of liability of £2,000,000 must be made available for inspection at any time during the event
- Your list of food Allergens **must** be visible on your stall for the public to view
- All Stallholders must have completed their own Risk Assessment and have it available at any time during the event
- Limited general security will be on site at the event but Stallholders are responsible for the insurance and safekeeping of own goods and/or equipment brought onto the site. The festival organisers do not accept responsibility for any loss of or damage to goods and/or equipment.

Setting-up, closing down, loading & unloading

- On arrival at the festival site, please report to the Site manager for site access and stall location
- All vehicles must be marshalled by festival marshals on and off the site and there is no permission to leave vehicles on the site overnight (unless specifically agreed in advance by the festival organisers)
- Stallholders may apply to the festival organisers in advance of set-up/drop-off if access to the site is required before the first day of the festival.
- Set-up and break-down: timeframes:-

SATURDAY:

- 7am get-in and set-up by 10.45am in time for trading at 11.00am
- All vehicles must be off site by 10.00am

SUNDAY

- No wheeled vehicles can access the site until 4.00pm to break down stalls
- As soon as you have unloaded/loaded your vehicle, it must be removed from the site with the assistance of festival marshals.

5. No on-site parking is provided (there is a long stay council-run car park next to the event site)

Your Pitch

- The fee paid is for your pitch only
- The festival organisers reserve the right to decline any application without reason
- The location of your pitch will be at the discretion of the festival organisers
- The size of your booked pitch is the maximum size you will have for your stall
- Pitch size allows for a 1 metre gap between stalls for guy ropes only, which must be safely marked
- No Stallholder or Trader has the right to sub-let or permit anyone else to operate from their booked pitch
- 7. No electrical power is supplied on site.
- 8. All generators must be silently running, sound muffled and located safely at the rear of your pitch. The festival organisers reserve the right to shut-down or remove any generators emitting excess fumes, smoke or noise. All traders using portable appliances must be able to evidence that the appliances have been Portable Appliance Test (PAT) tested
- 9. Smoking is not permitted in the vicinity of the stalls.
- 10. Amplified music and PA systems are not permitted on your stall



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Open Flames

It is recommended that the following points should be ensured if using an open flame such as a barbeque. This is not an exhaustive list and it is the Stallholder's responsibility to ensure all regulations and Standards are met.

- The naked flame should be enclosed so members of the public cannot access it.
- Any such open flame should be raised off the ground and never left unattended.
- A bucket of water, sand or relevant fire safety equipment should be nearby for emergencies.
- All ashes **must** be taken off site and disposed of safely.
- The festival organisers reserve the right to request you leave the event should all of the above measures not be put in place.

Food Traders

- All Stallholders handling and preparing food must comply with current food hygiene regulations.
- All food traders must be registered with their local authority as a food business. The registration must cover the scope and nature of the activities undertaken at the festival.
- Food traders must make the festival organisers aware of any change in their National Food Hygiene rating as shown on the Food Standards Agency Website.
- All food traders must have sufficient food hygiene training to allow them to handle and prepare food safely in accordance with their Food Hygiene Certificate.
- Stallholders are responsible for removing their own litter and trade waste each day. In the spirit of the festival, please use biodegradable trade waste sacks if possible.
- All trade pitches will be routinely inspected during the event. the festival organisers reserve the right to close down any stall at any time if they consider the stall is not safe, suitable or in keeping with the aims of the festival.
- In the event of bad weather or other disruptions beyond the control of the festival organisers, before or during the event, the festival organisers are under no obligation to refund pitch fees.
- If you are unable to attend the event please contact the festival organisers by email at least 48 hours before the event. Please note that your pitch fee is non-returnable

Protecting the Environment

- In support of Swanage Town Council and our wider environment the festival will be free of all Single Use Plastic (SUP).
- All stallholders must ensure that cutlery, food containers, drink receptacles, straws, stirrers, sauce and condiment sachets and all other catering and packaging items are not made of SUP.
- 'Recyclable' and 'compostable' items are included within the definition of single use plastic and are therefore not permitted on site.
- Essentially, any items that are 'throw-away' are not permitted.
- Swanage Fish and Food Festival organisers reserve the right to request the removal of any item deemed to be SUP from stalls and will be carrying out checks during the event.

Publicising the Fish and Food Festival

Swanage Fish and Food Festival will be taking photos at this event. These images will be used to share news about the Fish Festival, and to publicise next year's festival. Images may be used in press releases, printed publicity and published on our website, Instagram and Facebook Page. They will be stored securely and will not be publicly available. If you would prefer for you or your child not to be photographed, please email the group on admin@swanfishfest.com.

Data Protection

The data we will gather and hold will be managed in accordance with the Data Protection Act (1998). Swanage Fish and Food Festival will not disclose or share personal information supplied by you with any third party organisation without your consent.

Please tick the box below to confirm that you agree to comply with our Terms and Conditions