

Bolton Food & Drink Festival Winner of the 'Best Market Attraction' in the UK, at the Great British Market Awards, January 2019. Our second national award after winning 'Best Food Market' in the UK, 2017! Our third national award after winning 'Best Market Team' in the UK, 2020.



Dear Trader

Bolton Food & Drink Festival - Friday 27th to Monday 30th August 2021

We are delighted to announce that the award winning 'Bolton Food & Drink Festival' will return this August bank holiday. As one of the highlights of Bolton's annual events calendar, and after going 'virtual' last year, we'll be looking forward to returning in what will be our 16th year. This 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 2019, Bolton had a record number of visitors (over 390,000) and whilst we will need to add measures to ensure the health and safety of visitors and traders alike, we are aiming to attract families to our fantastic festival with the usual exciting mix of fine food and great entertainment. The programme this year includes:

- Free cookery demonstrations performed by regional and specialist chefs on Fri & Sat at Bolton Market and over the Festival weekend. (Subject to change)
- Over 200 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.
- Plenty of seating areas, including a family picnic area in our town centre park, Queens Park.
- Great live music on dedicated music stages.

Trading opportunities

The site plan for this year is currently in development due to considerations for safe social distancing but the footprint will include many of the usual areas in the town centre, including Victoria Square, (including North and South), Hotel Street, Oxford Street, Market Street, Newport Street and Deansgate. These are subject to change and confirmation will be given of exact location offered after 30th June.

Please note when completing your application that:

- 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 are fewer pitches available on Victoria Square.
- There will be additional charges for electricity and waste facilities (please see application form).
- Parking is available at a cost of £15.00 per vehicle for the full four-day event.
- '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.
- Applications for a TENS must be submitted by **Friday 9th July 2021 (please only apply for your TENS upon successful confirmation of your application)**.

How to apply

Fully completed applications must be submitted by 5pm, **Friday 23rd April 2021** with:

- 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.

What happens next?

- We will review all applications and issue offer emails by **Friday 28th May 2021**.
- If you have been successful, you must confirm acceptance and make full payment (via electronic card, cheque or cash) by **Monday 7th June 2021**.
- 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.

Trader Information

The Bolton Food & Drink Festival will celebrate its 16th year from **Friday 27th - Monday 30th August 2021**

Our aim is to offer visitors a wide range of the highest quality local and regional artisan produce. In 2019 there were over 200 different traders and stalls at the festival and this year we want it to be bigger and better than ever to coincide with our exciting programme.

TRADING

- Stalls are sited in several locations around the town centre (map to be confirmed by 30th June 2021). They are all uncovered areas. Traders are expected to provide their own means of shading food items on display.
- Minimum trading hours are 10.00am – 6.00pm Fri, Sat & Sun and 10.00am – 5.00pm, Mon.
- 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 in your offer email.

PRICES

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 - £546.00** (e.g. takeaway food)
- **ON Sales Food - Premium Location - £761.00** (see map for defined area which may change)
- **ON Sales Food - Vehicles / alternative size space – individually priced**
- **OFF Sales Food & Drink - £441.00** (e.g. Cheese, breads, jams, etc)
- **Arts & Crafts - £378.00**
- **Electricity Available from - £80.50**
- **24hr Power** - Additional charges apply if power is required for 24hrs continuous demand
- **Parking - £15.00** (per vehicle)
- **TENS** - Licence costs apply if accepted to attend the festival. Applications must be submitted by **Friday 9th July 2021**

HOW TO APPLY

- If you wish to apply for a stall you will need to return a fully completed application form and relevant documentation by **Friday 23rd April 2021**.
- **If you are successful**, confirmation of attendance (offer email) will be sent out around the **28th May 2021**.
- We may not be able to offer you your first-choice location. To accept the offer, you must confirm in writing via email.
- Full payment required by **Monday 7th June 2021**.
- Cheques are to be made out to **Bolton Council**, we also accept card payments and cash (please ring 01204 333612 if you wish to pay by card).
- If you are unsuccessful, we will notify you by email and place you on a waiting list.

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 & low sugar drinks)
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.

Bolton Food & Drink Festival - Friday 27th to Monday 30th August 2021

- Standard trading hours 10am - 6pm Fri, Sat & Sun. Mon 10am - 5pm.
- Bookings are only being taken for all four days.
- Please ensure you read and sign the rules and regulations.
- **ALL FIELDS MUST BE COMPLETED.**
- We accept applications and supporting documents by email and post.
- We accept card payments over the telephone.
- Cheques should be made payable to **Bolton Council**.
- Application must be returned with supporting documentation by **Friday 23rd April 2021**.

PERSONAL DETAILS

Name(s): _____

Company Name (if applicable): _____

Address: _____

_____ Postcode: _____

Email: _____

Daytime Phone: _____ Mobile Phone: _____

Web / Twitter / Facebook: _____

I have attended the Food & Drink festival previously. YES / NO If **yes**, which year(s)? _____

YOUR PRODUCE

- | | | |
|---|---|---|
| <input type="checkbox"/> Beer & Cider | <input type="checkbox"/> Fresh Fruit & Veg | <input type="checkbox"/> Sauces, Pickles & Chutneys |
| <input type="checkbox"/> Books & Publications | <input type="checkbox"/> Fresh Meat | <input type="checkbox"/> Seeds, Nuts & Dried Fruits |
| <input type="checkbox"/> Breads & Baked Goods | <input type="checkbox"/> Game & Poultry | <input type="checkbox"/> Spirits & Liqueurs |
| <input type="checkbox"/> Cakes & Patisserie | <input type="checkbox"/> Herbs & Spices | <input type="checkbox"/> Tea & Coffee |
| <input type="checkbox"/> Charity | <input type="checkbox"/> Honey, Jams & Marmalades | <input type="checkbox"/> Vegetarian Foods |
| <input type="checkbox"/> Cheese | <input type="checkbox"/> Ice Cream / Yogurt | <input type="checkbox"/> Vegan Foods |
| <input type="checkbox"/> Confectionary | <input type="checkbox"/> Non-alcoholic Drinks | <input type="checkbox"/> Wine or Sparkling Wine |
| <input type="checkbox"/> Cooked & Cured Meats | <input type="checkbox"/> Reduced Sugar Drinks | <input type="checkbox"/> Halal Foods |
| <input type="checkbox"/> Crafts | <input type="checkbox"/> Olives & Oils | <input type="checkbox"/> Kosher Foods |
| <input type="checkbox"/> Dairy | <input type="checkbox"/> Pasties & Pies | <input type="checkbox"/> Other |
| <input type="checkbox"/> Educational | <input type="checkbox"/> Promotion / Demo's | |
| <input type="checkbox"/> Fish & Seafood | <input type="checkbox"/> Puddings & Desserts | |

Detail **ALL** produce, especially if selling secondary products due to a conflict of interest with other traders.

- Are you selling food for immediate consumption? Yes No
- Are you offering a half portion size food option? Yes No
- Are you offering a 'healthy' food option? Yes No
- Are you offering a reduced sugar drink option? Yes No
- Are you offering foods suitable for Vegan's? Yes No
- Are you offering foods suitable for Vegetarians? Yes No

Are you interested in offering a discount / exclusive offer to holders of a 'Festival Pass', please state what your offer will be?

STALL / PITCH REQUIREMENTS

Bring Own Stall

- 3m x 3m
- 6m x 3m
- 9m x 3m

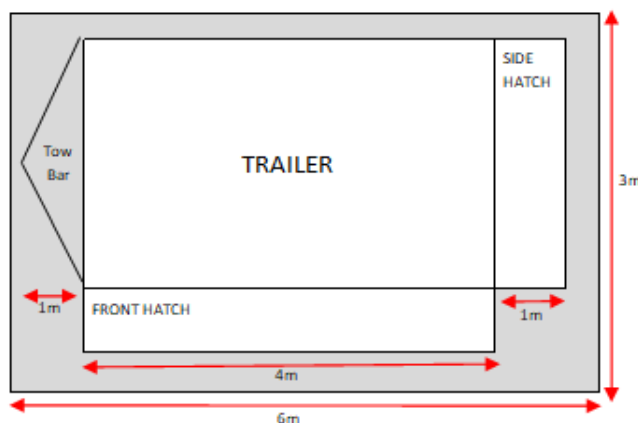
Require a Stall

- 3m x 3m
- 6m x 3m

Catering Vehicle / Trailer

Other Size

If you prefer to bring your own stall/trailer, we may be able to accommodate you, there will be no reduction in price for bringing your own stall. (Please note this is a hardstanding site, so weights will need to be used to secure your structure). Include a **FULL description and drawing** of your pitch / vehicle including **ALL** measurements: - *pizza ovens, window hatches (when opened), tow bars etc*. (See example below). 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 area as 2019

Comments/concerns/requirements:

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

Dirty Water Paper & Card Food
 Oil & Fats Glass, Plastic's and Cans Other

POWER ARRANGMENTS

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GAS

Will you be cooking on your stall? No Yes

If **yes**, what fuel will you use?
 (Charcoal, Wood, LPG, Camping Stove etc)

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 as 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 (230volt) up to 3KW	16-amp Ceeform socket outlet (blue socket, external)	£20.50 per day (£82.00)	
Single Phase (230volt)	32-amp Ceeform socket outlet (blue socket, external)	£25.95 per day (103.80)	
Three Phase (415/230volt)	32-amp (per phase) 5 pin Ceeform (red socket)	£58.75 per day (£235.00)	
24hr Power	Limited to certain areas* Deansgate, Oxford St, Market St, Victoria Square. Newport St* Additional charges apply if power is required for 24hrs continuous demand (e.g. fridges/freezers)		

FOOD BUSINESS INFORMATON

<p>Food traders must forward a copy of food hygiene certificate.</p> <p>A Food Rating of 3 or more is required to attend the Festival and <u>bring originals on the day.</u></p>		For Official Use Only
1.	<p>Name of Food Business Operation?</p> <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.

Water will be available at certain times of the day; traders must provide their own suitable containers.

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

1	Where possible the Festival Office will separate similar products offered for sale and reserve the right to give the public variety and choice. The Festival Office will make reasonable efforts to satisfy requests to reserve specific positions, but guaranteed locations are not possible.	12	Stall holders are always to display the price of goods being sold and allergen information of all their products. Traders are to provide their own means of protection against all weather conditions i.e. wind, rain and sunlight. Pitch allocation is defined by product range throughout the site and not the direction of which the stall selling front is located.
2	Traders successful in their application must only sell approved goods at prices specified in their application and agreed with the Festival Office. The festival reserves the right to restrict your product list. Traders found to be selling products which are not on their application form risk not being invited to trade in future.	13	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.
3	Stall holders must ensure they are adequately insured. Copies of Public Liability Insurance certificates - £10 million (Food Traders) £10 million (Non-Food Traders) must be returned with your booking form.	14	There is no access to the site until midday on Thursday 26 th August 2021. Access on this date must be agreed in advance. Trading vehicles must not leave the site until after 6pm on Monday 30 th August 2021.
4	<u>All</u> gas equipment must have a current test certificate. Copies of certificates must be provided with your application.	15	Stall holders must regularly clear all rubbish and debris from the vicinity of their stalls. This must be disposed of in the allocated trade waste areas.
5	<u>All</u> electrical equipment must have a current PAT test certificate. Copies of certificates must be provided with your application.	16	It is the responsibility of Stall holders to safeguard their property. The Festival Office does not accept any responsibility for any losses or damage.
6	An electricity supply will be made available to each stall requesting power; thus, the use of personal generating sets is strictly prohibited.	17	Stall holders are to display their name and address in a size and style that can easily be seen by the public.
7	24hr Power - Limited to certain areas* <i>Deansgate, Oxford St, Market St, Victoria Square. Newport St*</i>	18	TENS – Licence costs apply if accepted to attend the festival. Applications must be submitted by Friday 9th July 2021 . Alcohol produce purchased from the festival must be sealed in a bag on leaving the trader.
8	Refrigeration – Stall holders 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. Restricted areas on site will apply for 24hr power including refrigerated vehicles. There is NO ON-SITE REFRIGERATION available for traders to use.	19	You must complete all relevant fire and general risk assessments and make these available for inspection when requested and provide your own firefighting equipment where relevant if you use any electrical or gas appliance(s). Inclusive of own equipment and Council provided power.
9	All stall holders must make sure equipment including refrigeration and kitchen equipment does not exceed the area booked.	20	Any stall holder, who cancels a booked stall for whatever reason, shall forfeit the fees paid and the Festival Office shall reserve the right to re-let such stalls. No refunds will be given due to bad weather. If you cancel after Monday 7th June 2021, NO refund will be given.
10	All stalls must be staffed, stocked and open to the public as follows: Friday 27 th 10am - 6pm, Saturday 28 th 10am - 6pm, Sunday 29 th 10am - 6pm and Monday 30 th 10am - 5pm	21	Bolton Council 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.
11	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. Single day bookings will not be accepted.	22	GDPR - Your application data will only be used within the Festival offices for the purpose of assessing suitability for trading at Bolton Food & Drink Festival. Your details will not be shared or sold to any third parties. If you wish for us to delete your data after the 2021 Bolton Food & Drink Festival, please email bolton.markets@bolton.gov.uk

Name / Business Name: _____

Position in Company: _____

Signature: _____

Date: _____

PAYMENT

On receipt of confirmation of stall offer, full payment must be received by **Monday 7th June 2021**.

Payments can be made by electronic card, cheque or cash.

Cheques must be made payable to **Bolton Council** (send to the address below).

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.

DECLARATION AND CHECKLIST

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

I have read the Rules and Regulations and agree to abide by them.	
Copy of menu and price list attached. (if applicable)	
Copy of Public Liability Insurance Certificate attached.	
Copy of PAT Test Certificate attached. (if applicable)	
Copy of Gas Test Certificate attached. (if applicable)	
Copies of my Basic Food Hygiene / Food Ratings Certificate, Minimum of 3 rating . (if applicable)	
Copy of Fire / Risk Assessment(s) attached.	
Firefighting equipment in place and up to date. <i>ALL traders who use electric and/or gas appliances.</i>	
I have listed ALL electrical / gas appliances and power intended for use at the event. (if applicable)	
Full description and measurements of stall / trailer given.	
Photograph 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>	
24 Hour power required. <i>(Limited to certain areas only)</i>	
Parking Pass. <i>(How many?)</i>	

Alcohol Traders Only (Please circle)	ON Sales	OFF Sales	ON / OFF Sales
I will apply for a Temporary Event Notice Licence - TENS <i>(if applicable)</i>			

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

Name: _____ **Position:** _____

Please return this form by Friday 23rd April 2021 to:

2021 Bolton Food & Drink Festival
Market Management Office 7
Bolton Market
Ashburner Street
Bolton, BL1 1TJ

Tel: 01204 333612

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

Please Note: The site Map is subject to change.

