

Terms and Conditions for Exhibitors at Seafood Festival 2018

By submitting the Booking Form you are agreeing to these Terms and Conditions. If you do not follow these conditions you will be asked to cease trading until the problem is rectified. If the problem is such that you are asked to cease trading altogether you will not be refunded your fee.

NEW FOR 2018

- All traders must ensure that they source their fish products from Plymouth where possible. Details for the Plymouth Trawler Agents can be provided if requested. Please contact the Seafood Festival team for more information.
- All traders must ensure that there are no single use plastics at the event and only recyclable and/or bio-degradable items are used.

General

- Stall holders must ensure they comply with all legal requirements relevant to their stall including all relevant food safety, trading standards and health and safety legislation.
- Stall holders must display business contact details, including a permanent business address.
- Stall holders are only permitted to sell within their allocated pitch site. All equipment must be contained within the stall's footprint.
- Smoking is prohibited inside any tent or stall.
- Exhibitors are not permitted to sublet their stand.
- Exhibitors are responsible for any damage caused by or through negligence to their event stand or location.
- Stall holders are to display price lists
- Stall holders are only permitted to sell items as detailed on the booking form. The Events Team on site are able to enforce this on site should it not be adhered to.
- Whilst every effort will be made to meet the requirements of the Exhibitor, Plymouth City Council cannot guarantee a particular position within the show. Final site plans will be forwarded 2 weeks before the event.
- Please note that the organisers will not be held liable for any loss of income during the event.

Exhibitor Documentation

All exhibitors must provide the following prior to the event. Until this has been received your booking will remain provisional.

- Booking Form
- Copy of Public liability insurance (Please note, policy cover must be for £5million or over.)
- Food Traders- Letter confirming local authority registration or copy of food hygiene rating sticker
- Signed Terms & Conditions

All exhibitors will be required to have copies of the following documentation on their stall during the event

- Up to date Public liability insurance (Please note, policy cover must be for £5million or over.)
- Risk Assessment (template attached if required)
- CFOA Fire Risk Assessment
- PAT testing certificates

Additionally for food traders

- Temporary Events Notice (TENS) licence (If selling alcohol)
- Gas Safety Certificates (If using gas at the event)
- Food safety management system (safer food better business or equivalent)
- Food Hygiene Training Certificates
- Copy food hygiene rating sticker
- Organic Certificate (If required)
- Food origin information
- Allergen information

Security

- All exhibitors are responsible for the insurance of their own property and goods brought on to the event site. Plymouth City Council accepts no liability for loss or damage incurred whilst exhibitors' equipment is on site. You may wish to insure your property against damage.
- Security will only be provided overnight from Friday 14 to Sunday 16 September, between the hours of 6pm and 8am.

Payment/Refunds

- Traders will be invoiced on the 20 August 2018 which must be paid immediately. Failure to pay event invoice will mean that you will not be permitted to set up for the event and your stand re-sold.
- Refunds will be made for cancellations received in writing by the 17 August 2018, after this date no refunds will be given.

Site Access

- We will advise you of access points to the site 2 weeks prior to the event.
- Plymouth City Council staff will control vehicle movements.
- There is a 5MPH speed limit for all vehicles on the site. Traders must adhere to the speed limits set.
- No vehicles (excluding street food vehicles for which the booking form applies) can be left on site during the event.
- Whilst on site you must adhere to the vehicle access routes and movement policy and directions provided.

Only Emergency vehicles will be allowed to enter the site once it is open to the public.

Trading is only permitted within the stated hours:

- Saturday 15 September 2018, 10am to 6pm

- Sunday 16 September 2018, 10am to 5pm

Equipment Hire

No tables, power connection or other equipment will be provided unless specifically requested on the application form.

Any equipment hired from Plymouth City Council must be returned in the condition it was given in and signed in/out. Any loss or failure to sign it back in will result in a loss charge being raised to you after the event.

Provision of food and drink:

Alcohol Sales

No exhibitor may sell alcohol without first obtaining a Premises Licence (TENS) from Plymouth City Council, Licensing team. www.plymouth.gov.uk/applicationforms

Food Safety

- Food and drink is to be stored, prepared and served in compliance with all current statutory and regulatory requirements.
- All food stalls must be registered with the Local Authority. Please provide proof of this prior to the event.
- You must hold a food hygiene rating of 3 – 5 at the time of the event. Confirmation of this should be appended to the application form. If you have not yet been given a rating by your local authority you must submit your registration letter and should you be inspected and receive a rating of less than the 3-5 requirement your booking will not be confirmed but may still be charged (depending on whether cancellation date has passed).
- You will have a documented Food Safety Management system in place. This will be available on the stall for inspection.
- All persons working on the food stalls must have food handler training or be supervised with someone who has a valid food hygiene certificate must be presented before the event.
- Ensure all food is kept at a temperature to prevent the growth of food poisoning bacteria. All high-risk food must be at or below 8°C, or if to be served hot at or above 63°C.
- You must ensure you have adequate hand washing/cleaning facilities. Where unpackaged food items are handled these must include a basin or sink with a supply of hot and cold water.
- Antiseptic wipes will only be acceptable if there is no direct food handling e.g. where food on sale is fully wrapped.
- Washing facilities for equipment will be required where you cut, slice or prepare any foods on work surfaces or chopping boards or use equipment to handle open high risk foods. This must be a sink with a supply of hot and cold water or appropriately mixed running water to the sink, separate to your wash hand basin. Suitable drainage must be provided for the sink.

- You must ensure your stall is kept clean throughout the event. You will need to have cleaning equipment and materials including cleaning cloths, detergents and sanitizers.
- Due to the nature of the event location NO refrigerated vehicles can remain on the event site.

Cold water will be available on the show site.

Allergens

Allergen information must be provided for all the foods you sell this includes:

- Cereals containing Gluten e.g. wheat, rye, barley, oats
- Celery and Celeriac e.g. stalks, seeds and leaves
- Eggs
- Fish, Crustaceans and Molluscs e.g. all fish, prawns, lobster, crab, clams, langoustines, mussels, oysters, squid
- Milk
- Mustard
- Peanuts
- Other Nuts e.g. walnuts, cashews, pecan, Brazil, pistachio, macadamia,

Queensland nuts

- Sesame Seeds
- Soya e.g. flour, tofu or bean curd, textured soya protein, soy sauce, edamame beans.
- Sulphur Dioxide and Sulphites
- Lupin Seeds and Flour

Details of these allergens will have to be listed clearly in an obvious place such as a menu, chalkboard or information pack. Where not on show you will need to signpost to where it can be obtained.

- **Food Origin Claims**

- You must provide evidence of any claims made relating to the foods you sell.
- You must fulfil the qualifying criteria and source from the South West's 7 areas; Devon, Cornwall, Somerset, Wiltshire, Gloucestershire, Dorset and Bristol.
- Eggs- produced from chickens reared as above and packed on a farm within the South West. Bird welfare- Lion Code, Freedom Food Certification, Soil Association Organic, LEAF Marque or equivalent.
- Dairy Products: added value dairy products must be made from milk produced on a farm within the South West. Processing and packaging must also take place in the South West.
- Animal Welfare –Assured Dairy Farms status, Freedom Food Certification, Certified Organic or the equivalent.
- Fruit, Nuts, Vegetables & Staples: Where available fruits, nuts and vegetables must be grown, processed and packaged within the South West.
- Where feasible, traditional and heritage varieties of seeds and vegetables from the South West region should be grown. Where a UK variety is not available, the source of the seed or vegetable should be as near to the UK as possible.

- Fish: Sea fish, crustaceans, including eels, must be landed within the South West but preferably Plymouth. Sea fish should come from certified, sustainable sources as recognised by the Marine Stewardship Council (MSC) and/or the Marine Conservation Society or be compliant with in-quota restrictions where applicable. A responsible fish retailer will have a detailed policy document which clearly outlines their sourcing policies with respect to both wild-capture and farmed fish.
- Fresh water fish must be caught in stretches of the rivers within the South West.
- Farmed Fish must be grown, harvested and packed in the South West.

Juices & Alcoholic Drinks:

- If available, the primary fruit, honey or mead, which has been grown/collected within the South West region.
- Where feasible the primary fruit, honey or mead is to be harvested from orchards, fruit farms, etc. that comply with LEAF Marque, Certified Organic or equivalent.
- Processed Foods – jams, chutneys, cakes, pies, ready-made meals etc.
- If available, the primary product of all processed foods must be a South West region product. The processing and packaging must be within the South West region.
- No harmful chemical additives, artificial colours or preservatives must be used.

Product Safety

All products offered for sale must comply with relevant product safety legislation, including appropriate CE and warning labelling if required.

Health and Safety

Every exhibitor is responsible for carrying out a risk assessment of their designated area to ensure that all potential risks are minimised (hazards should be identified and preventative/ protective measures implemented).

A copy of this risk assessment will be available on the stall

Gas Safety

- You will provide details of the type and amount of gas you intend to use at the event. Gas appliance must comply with relevant HSE regulations and must have undergone a gas safe check within 12 months prior to the event. A gas safety certificate for all gas appliances on site will be available for inspection on the stall.
- All gas bottles must be securely stored upright outside (back) of the marquee ensuring it is well ventilated and not blocked by any materials or equipment.
- Appropriate signage should be displayed for employees and the public.

Gas safety risk assessment guides can be found here

http://web.plymouth.gov.uk/gas_safety_in_outside_catering.pdf

Should we find faulty or untested gas appliances or connections within your stall you will be asked to disengage the equipment or may be asked to cease trading with no refund of your fee.

Electricity

- You must provide details of all electrical equipment that you will be connecting to our supply, specifying the type and power rating of each item together with an estimated usage (e.g. Kettle - 3kW - 5 minutes per half hour, Fluorescent Lighting - 320W - Continuous). Each stall will be responsible for ensuring they do not exceed their requested usage which could result in the supply tripping for all the connected stalls.
- You must have PAT certificates for all electrical items on your stall. All electrical equipment must be safe, free from defects and in good working order
- All electrical equipment, connectors and cabling used must be suitable for external use and correctly rated.
- Any electrical cabling shall be placed where it cannot sustain physical damage and does not cause a trip hazard. If this is unavoidable however, you must make sure the cables are suitably protected using purpose made rubber strips.
- Should PCC events team be advised by the Production Team that you have faulty or unsafe electrical items or connections within your stall you will be asked to disengage the equipment or may be asked to cease trading with no refund your fee.

Fire safety

The CFOA Fire Risk Assessment shall be completed and available for inspection on the day of the event.

Suitable fire fighting equipment will be available on the stall throughout the period of trading. This may include a correct type of extinguisher and a fire blanket.

Waste

- All food stall holders must take steps to minimize their use of packaging. Where possible traders are asked to ensure any serving containers or utensils provided to the customer are reusable/recyclable and/or bio degradable.
- Litter and rubbish generated during the event by the business must be cleared regularly from the stall and surrounding areas and not allowed to collect at the back of stalls.
- All refuse shall be kept in suitable containers and shall be of a sufficient size for the amount of litter likely to be generated.
- Bins are provided for you around the site and must be used for waste generated on site.
- Traders are responsible for the cleanliness of the stand and any waste/grease must be cleared before leaving the event site. You may double check with the Events Team on the day if you are unsure.
- Waste Water will need to be collected in clearly labelled waste water container(s) which are capable of being emptied without spillage and manual

handling risks. Where facilities for waste water disposal have been made available on site you must follow the organiser's rules for disposal. Where there are no facilities for waste water disposal the waste water container must be taken back to your food business for suitable disposal off site. Waste water must not be disposed down the open drains.

- Waste oil must be left to cool and emptied into a suitable lidded container. Fats and oils must not be poured into the drains or on the ground. Oils should be returned to your business for collection via a licensed contractor.