

**Forest Showcase Food Festival
Sunday 3rd October 2021
Application Form**



Contact details

| | |
|-----------------|--|
| Contact Name | |
| Company Name | |
| Company Address | |
| Tel: | |
| Email | |
| Website | |

Your produce and company details will appear in the festival programme and website
Please give us a sentence to promote and describe your product

Please list the products you wish to sell: (use a separate sheet if necessary)(NOTE - once accepted, if you change your products we reserve the right to close your stand)

| | |
|---|--------------|
| Please confirm that you are happy for us to use images of you and your produce for promotional purposes | Y / N |
| Are you willing to donate food/drink for the demonstration chefs | Y / N |
| Are you willing to donate food/drink for the competition prizes | Y / N |
| FREE DEMONSTRATING & TALK SPACE –We provide a demonstration space & talk space at no extra charge for stallholders who are willing to demonstrate or talk about their product/craft throughout the day. Would you like to demonstrate or talk? If so what? Please tell us here.. | Y / N |
| Advertising in Free programme – If you would like further information please indicate here Costs range from £25 to £150. 5000 copies printed and distributed | Y / N |
| Xmas Hamper - If you have a product that may be suitable to be included in our Forest Showcase Xmas hamper range please indicate here Please enclose list of item/s & wholesale price/s | Y / N |

| | | | | |
|--|------------|-------|-------------|--|
| Do you sell any of the following? please tick all that apply: | | | | |
| Organic | Vegetarian | Vegan | Gluten Free | |

Requirements

| Option one: Inside Food Marquee | Quantity | Total Price |
|---|-----------------|--------------------|
| Single pitch (includes 6' table) - Local Producer | £70 | |
| Single pitch (includes 6' table) Non Local Producer | £80 | |
| Plus Selling food or drink to consume on site | £30 | |

| Additional | | |
|---------------------------------------|-----|--|
| Additional inside space per meter | £20 | |
| Table (for extra stock behind stand). | £10 | |
| Chair requirements | £5 | |

| Option two: Outside (Non Hot Food) (3m x 3m) | Quantity | Total Price |
|---|-----------------|--------------------|
| Own gazebo - Local Producer | £70 | |
| Own gazebo - Non local producer | £80 | |
| Plus Selling food or drink to consume on site | £30 | |

| Option three: Catering pitch (max 4.5m x 3m) | Quantity | Total Price |
|---|-----------------|--------------------|
| Hot food catering trailer / gazebo Local Producer | £150 | |
| Hot food catering trailer / gazebo Non Local Producer | £180 | |

Electrical cable and sockets – All electrical equipment must be PAT tested.

Please detail your electrical requirements here; no electrical supply will be available on the day unless booked prior to the event.

NOTE: *The use of multi way adaptors will not be permitted.*

| Usage: | Price: | List of equipment to be connected | Qty | Total Price |
|---------------|-----------------------|--|------------|--------------------|
| 13 Amp | £30 per 13amp supply. | | | |
| Chiller Van | £50 | | | |

| | | |
|--------------------|---|--|
| GRAND TOTAL | £ | Payment enclosed Paid by Bacs |
|--------------------|---|--|

It is a condition of participating in the Food Showcase that exhibitors are conversant with, and abide by, the Food Hygiene (England) Regulations 2006.

Further information can be found at <http://www.legislation.gov.uk/ukxi/2006/14/contents/made>

Data Protection Act 1998

The information provided by you on this form will be held on the Forest Showcase’s database in order to process your application.

Your Declaration

I confirm I am conversant with, and abide by, the Food Safety Regulations and that I have a documented food safety management procedure based on the HACCP principles and that all electrical equipment used at the festival, including any extension leads will have a current PAT certificate. The total power consumption of appliances attached to single or multiple outlet extension leads will not exceed the capacity of the extension lead.

- I wish to reserve space at The Forest Showcase 2021 as indicated.
- I enclose/Bacs payment in full
- I will / will not (please delete) be utilising fuels other than electricity (State which e.g. bottled gas)
- I have read the terms and conditions and agree to abide by them.
-

Signed _____ Date _____

Print name _____

Company _____

Exhibitors: your payment

We will send you an invoice once you have been accepted.

Full payment is required by 30th August 2021, if payment is not received your space will be reallocated.

Cheque payable to – Forest Showcase.

Or BACS payment: The Co-operative bank Sort code: 08-92-99 Account 69812035

Please quote your trading name as reference and advise us of payment by email.

Please return your completed forms to: Forest Showcase 2021, P O Box 4, Coleford, Glos. GL16 8YH

FOREST SHOWCASE 2021 RISK ASSESSMENT FORM

(Compulsory)

Please complete the risk assessment form below, and return with your application form.

Name of responsible person: _____

Company Name: _____

Contact Number: _____ Product _____

Please circle all items applicable to your stall:

LPG on site Highly flammable liquids Hot surfaces Food preparation

Generator Electrical equipment Working at height Dry combustibles

Trade Stand Risk Assessment

| Hazard | Persons/Group at risk | Measures in place to reduce the hazard or risks |
|--------|-----------------------|---|
| | | |
| | | |
| | | |
| | | |
| | | |

Please state which Local Authority your food business is registered with.....

Please state your food hygiene rating at the time of your last inspection (if applicable).....

Please enclose copies of the following:

Enclosed

Y/N Food Business Registration Form

Y/N Public Liability (and Product Liability Insurance if required)

Y/N Gas Safety Certificate

Y/N Portable appliance Test

Y/N Latest food hygiene inspection

Y/N Alcohol license

Signature of responsible person: _____