

St Fagans Food Festival

8-9 September 2018

Application

st fagans
sain ffagan
national museum
amgueddfa
werin
cymru
of history

Please note that this is an application only. All necessary paperwork must be received by 19 March 2018.
You will be notified if your application has been successful no later than 6 April.
Please DO NOT send payment with this application.

CONTACT DETAILS

Company Name:

Exhibiting Name:

Description of produce
sold at the event:

Please note stallholders will not be permitted
to sell unspecified items.

Contact Name:

Position in Company:

Address:

Postcode:

Telephone:

Mobile contact during event:

Email:

Website:

Twitter Account:

.....
Your details will only be used for the purpose of this event
.....

What happened in 2017...

The St Fagans Food Festival returned for its 8th year. It was a very successful weekend that welcomed 19,000 visitors over both days. There were over 80 stalls showcasing the finest Welsh food produce, along with plenty of workshops and demonstrations across the site.

Here's what our visitors had to say...

"We visited St Fagans specifically for the Food Festival, although we have often visited the museum before. The food festival is amazing. There was a live jazz band and the place was buzzing." – [Trip Advisor Review](#)

"the food festival which was extremely vibrant and created a great festival atmosphere among the old and ancient buildings." – [Trip Advisor Review](#)

REQUIREMENTS

Please see attached map for pitch space details and positioning. Please note that all stallholders must attend both festival days, prices stated are for the full weekend. The options below are final, subject to terms and conditions attached, and no other structures will be permitted on site.

All prices are exclusive of VAT.

Cooking Onsite

I would like this many 3m x 3m market stalls @ £215 per pitch:

Gwalia Quarter

1

☐

2

☐

3

☐

4

☐

I would like a space with the following trailer dimensions in

Cilewent Corner @ £230:

Please include a photo.

If we can accommodate additional equipment behind your pitch (e.g. fridge trailers or any other form of storage trailers) there will be an additional charge of £50.

Left hatch

☐

Right hatch

☐

N/A

☐

I would like a gazebo pitch space for the following dimensions in

Cilewent Corner @ £190:

Please include a photo.

If we can accommodate additional equipment behind your pitch (e.g. fridge trailers or any other form of storage trailers) there will be an additional charge of £50.

I would like a gazebo or trailer pitch space with the following dimensions in the Bar Area @ £190:

Please include a photo.

For any additional equipment behind your pitch there will be an additional charge of £50.

Left hatch

☐

Right hatch

☐

N/A

☐

Food & Drink Markets

I would like this many 2.4m x 2.4m marquee stall spaces @ £150:

Maentwrog Hall & Cilewent Food Hall

1

☐

2

☐

3

☐

4

☐

I would like this many 3m x 3m market stalls @ £150 per pitch:

Hendrewen Lane

1

☐

2

☐

3

☐

4

☐

Furniture, Equipment & Storage

I would like the Museum to provide me with this many tables @ £8 each:

1

☐

2

☐

Bringing own

☐

I would like the Museum to provide this many chairs @ £5 each:

1

☐

2

☐

Bringing own

☐

I would like the Museum to provide me with this many table top teal handwash units @ £40 each:

1

☐

2

☐

Bringing own

☐

Not applicable

☐

I would like the Museum to provide me with weekend cold storage at £30 per 1m x 0.6m x 0.6m area

1

☐

2

☐

3

☐

4

☐

5

☐

Additional

I would like my website link as above to appear on the National Museum event page until 9 September for £15:

Between June and September 2017 we received over 13,500 page views on the event page

yes

☐

no

☐

You must individually state every appliance you will be using and most importantly wattage consumption. The event organisers will not be supplying any equipment on your behalf. Charges for electricity supply are noted below. **Electrical supply must be ordered in advance - the use of extension cables, multi-way adapters and petrol generators will NOT be permitted.** Please note that the pricing structure below can be applied only to advance booking and notification of requirements. Electrical supplies requested the day of the event will be subject to a 50% surcharge.

APPLIANCE		No. of Sockets	WATTAGE
<div>WATTAGE CONSUMPTION</div> <div>PRICE</div>		TOTALS (for office use only):	

TOTALS (for office use only):

Will you be bringing a gas supply for your stall?	yes <input type="checkbox"/>	no <input type="checkbox"/>	
<hr/>			
If applicable which local authority are you registered with?	<input type="text"/>		
<hr/>			
Please confirm hygiene rating or approval number if applicable: Please contact your local authority for further details	<input type="text"/>		
<hr/>			
How many vehicles will you be bringing to the event?	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
<hr/>			
Will you be selling alcohol at the event? Please note the Museum holds a site permit. The sale and supply of alcohol must be conducted or authorised by the holder of a Personal Licence. Personal Licence holder should either wear or display their licence. The Museum has a challenge 21 policy.	yes <input type="checkbox"/>	no <input type="checkbox"/>	
<hr/>			
Set up time will be between 7am – 9.30am each morning, however would you like the opportunity to set up on Friday 7 September between 4pm – 8pm?	yes <input type="checkbox"/>	no <input type="checkbox"/>	
<hr/>			
If setting up on Friday 7 September do you require electricity overnight, priced at £10?	yes <input type="checkbox"/>	no <input type="checkbox"/>	
<hr/>			
Will you require electricity overnight on Saturday, priced at £10?	yes <input type="checkbox"/>	no <input type="checkbox"/>	
<hr/>			
I would like to camp overnight for £10 per night: Shower facilities are included in the cost	Friday <input type="checkbox"/>	Saturday <input type="checkbox"/>	

50% DISCOUNT ELIGIBILITY*

Have you been trading for less than 12 months?

yes

☐

no

☐

Are you a seafood or related product trader?

yes

☐

no

☐

*Please note there are only a limited number of stalls available with this discount

Please note that if you have not completed the form with all relevant details and supplied necessary documents your application will not be considered.

To help you along please take a look at the following checklist and return all documents to:

Events
St Fagans National Museum of History
Cardiff
CF5 6XB

For enquiries contact Events:
(02920) 573441
events@museumwales.ac.uk

I have enclosed:

A completed, signed and dated application form (scan accepted)

☐

A signed exhibitor agreement (see below)

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A completed risk assessment (see below)

☐

A copy of my public liability insurance

☐

A copy of my hygiene rating certificate

☐

A completed outdoor catering checklist (if applicable)

☐

A copy of my sale of alcohol licence (if applicable)

☐

The sale and supply of alcohol must be conducted or authorised by the holder of a Personal Licence. Personal Licence holder should either wear or display their licence.

ST FAGANS FOOD FESTIVAL 2018 RISK ASSESSMENT FORM (Compulsory)

Please complete the risk assessment form below, and return with your booking form.
(Please complete in BLOCK CAPITALS)

.....
Name of responsible person:

.....
Company Name:

.....
Contact number (inc. Area code):

Please tick all items applicable to your stall:

☐

LPG on site

☐

Highly flammable liquids

☐

Hot surfaces

☐

Food preparation

☐

Electrical equipment

☐

Working at height

☐

Dry combustibles

TRADE STAND RISK ASSESSMENT

Hazard	Persons/groups at risk	Measures in place to reduce the hazards or risks

Signature of
responsible person:

Please tick the box in lieu of signature:

Food Hygiene and Electricity Safety Declaration:

I confirm that I am conversant with current food safety legislation and that all electrical equipment used at the St Fagans Food Festival will have a current PAT certificate on 8th September 2018.

Signed:

Please tick the box in lieu of signature:

Date:

AMGUEDDFEYDD CYMRU / NATIONAL MUSEUM WALES

TERMS AND CONDITIONS FOR PARTICIPANTS (EXHIBITOR)

GENERAL

1. This Agreement is in respect of ST FAGANS FOOD FESTIVAL to be held on 8-9 September 2018.
2. The purpose of this Agreement is to outline the health and safety obligations, and the insurance obligations resulting from participation by non-Museum employees which includes the Exhibitor at the Event.
3. This Agreement is to accompany any specific terms or conditions which may apply to be the Event and which relate to the Exhibitor.

SUPPLEMENTAL AGREEMENT

1. This Agreement is supplemental to any other agreement reached between the Museum and the Exhibitor in connection with the Event. In the event of any conflict between the terms of this Agreement and any other such agreement the terms of this Agreement shall prevail.

HEALTH AND SAFETY

The Exhibitor shall, for the period during which it is on Museum premises [or any land adjacent thereto which is being used by the Museum in connection with the Event including without limit public open spaces, highways and pavements] (collectively 'the Area') for the purposes of the Event:

1. Take all reasonable care for the health and safety of itself and all other persons who may be affected by its acts or omissions including without limit its employees, Museum staff and visitors to the Event.
2. Ensure that any plant, machinery or other equipment used prior to, during or after the Event is only erected, dismantled or operated by adults who are fully trained in its safe erection, dismantling and use.
3. Ensure that in the event of any accident the Museum is informed immediately.
4. Ensure that if food is sold all relevant food hygiene regulations are fully complied with.
5. Comply with all relevant health and safety regulations and statutory provisions and in particular with the Health and Safety policy and guidelines as set out in the Museum's current Health and Safety Policy and Handbook at the relevant time and any further instructions or guidance given by the Museum.
6. Not sell or provide any alcoholic beverages in connection with the Event without first obtaining any necessary licences and the prior written consent of the Museum.
7. Comply with all instructions and conditions laid down by the relevant fire authority, police authority or other competent body in connection with the Event. Exhibitors are responsible for the provision of suitable fire safety equipment on their stall.
8. Not obstruct any exit way, passage or corridor in the Area.
9. Not damage or interfere with or remove any fire-fighting equipment situated on or at the Area.
10. Not bring any explosive, dangerous, noxious or radioactive material into or near the Area.
11. Not overload any electrical or other energy supplied or provided by the Museum in the Area.
12. Not bring any power supply of any nature into the Area without the prior written consent of the Museum.
13. Ensure that when the Exhibitor's involvement in the Event has come to an end, all refuse and rubbish connected with the Exhibitor shall be properly disposed of at the relevant areas designated by the Museum and shall not be left so as to cause public nuisance or any potential danger to any persons.
14. Procure that all the Exhibitor's agents, staff and employees comply with all the terms within the above obligations as set out in this Clause 3.

INSURANCE AND LIABILITY

1. Save for the death or personal injury caused by the negligence of the Museum, its servants or agents, the Museum will not be responsible for the death, injury, disease, loss (direct, consequential or otherwise), expense, cost or damage caused to or suffered by any Exhibitor or to its servants or agents or any other person, animal, article, plant, machinery or thing of whatever nature in the Area from whatever cause.
2. The Exhibitor shall indemnify and keep indemnified the Museum against all claims, costs, damages, losses (direct, consequential or otherwise) or expenses whatsoever in any way arising out of the presence of the Exhibitor or its exhibits or property in the Area including without limit any of the aforesaid arising from any act or omission of the Exhibitor or any of its agents, servants or employees.
3. The Museum bears no responsibility for the insurance of the Exhibitor or its property and equipment.
4. The Exhibitor is to effect and maintain adequate insurance with an insurance company acceptable to the Museum against fire, theft and other risks not only as regards its own property and itself, employees, agents and servants, but also against third party claims and occupiers liability.
5. Without prejudice to the generality of clause 2 the Exhibitor is required to have public liability insurance cover with an insurance company acceptable to the Museum for the period of its involvement in the Event (including erection and dismantling time of any exhibits, equipment and the like), to a minimum level of £1,000,000 (one million pounds) per incident and series of incidents arising out of any one event and a copy of the relevant registered premium and policy(ies) of insurance must if requested be provided to the Museum in advance of the Event as proof that this cover has been arranged.

GENERAL

1. In the event of the Exhibitor failing to comply with any of the above terms and conditions or any other terms and conditions imposed by the Museum, the Museum shall have the right to refuse entry to the Area or to require the Exhibitor to leave the Area and in such circumstances the Museum shall not be liable to the Exhibitor for any losses or expenses of any nature incurred by the Exhibitor as a result of being unable to attend at the Area.
2. Although night security will be provided by the Event Organisers from the day prior until the morning of the final event date, exhibitors and stallholders are responsible for the safekeeping of all goods and items on their stand. Event Organisers will not be responsible in anyway for the loss or damage to exhibitors' property whilst it is on site.
3. All applications for bookings will be considered by the Event Organisers, whose decision is final. However, should any spaces be available after the closing date additional applications will be considered.
4. Although exhibitors reserve the right to note their preferred venue, Event Organisers will make final decisions on exact positioning within the venue. Organisers reserve the right to change any site plans at their discretion. Should applications be unsuccessful within chosen venue space, Organisers may contact you to offer an alternative venue space.
5. If successful and payment has been made, cancellations before 1 July 2018 will receive a full refund. After this time no refunds will be considered. No refunds can be made for circumstances beyond our control e.g. inclement weather.

I/We have read the above 'Terms and Conditions' and hereby agree to observe and carry them out.

Name of Organisation/Exhibitor:

Signed
(by or on behalf of the above)

Please tick the box in lieu of signature:

☐

Date: