
STALLHOLDER APPLICATION FORM EAT CAMBRIDGE ~ SATURDAY 11 MAY 2019

The Eat Cambridge Main Event - a huge one-day food and drink festival in the city centre - will take place on Saturday 11 May 2018. It will mark the start of the festival's two-week programme of fringe events all celebrating and showcasing our local food and drink scene.

To apply for a stall at the Eat Cambridge Main Event at The Guildhall on Saturday 11 May 2019 please complete **ALL** parts of this application form and return it to us by FRIDAY 14 DECEMBER 2018 by email to hello@eat-cambridge.co.uk. Please contact us if you wish to apply by post.

Please note that submission of a form does not guarantee the booking of a stall and by making an application you agree to the payment terms and other conditions of participating in the event. The festival gives priority to showcasing *local* food and drink businesses and products (from Cambridgeshire). Please refer to the application terms at the end of the form for other criteria and stall information. Successful applicants will be notified by email in January 2019.

Thank you for your interest in Eat Cambridge. We look forward to hearing from you!

Company / Product name:		
Website(s) / Blog:		
Facebook page:	Twitter:	Instagram:
Other social media:		
Description of products or services to be displayed / sold:		

Contact name:		
Email address:		
Telephone number:		
Where is your company based / where are your products made? Please enter the address:		
Contact name and number for the day:		
Proposed stall activity (please tick or highlight all that apply):		
Tasting/samples of food and/or drink	HOT	COLD
Selling food and/or drink products	HOT	COLD
Promoting services related to food and/or drink		
Other (please specify):		
If selling food or drink, please specify the Local Authority with which you are registered:		

Please indicate the number of tabletop stalls you wish to apply for (tick or highlight below): Minimum booking is 1 x standard stall. This includes a space in the halls at The Guildhall with one trestle table provided plus space for standing behind it (chairs provided on request). Please indicate if you wish to add extra tables to your booking to increase the area of your stall. Please note: you must bring your own table cloth / covering.

Standard stall @ £100 each

Additional space required (insert number of extra tables requested):

(@ £50 each per extra table/stall space)

Please indicate your requirements for the day below (this is **not** a guarantee of provision; details will be confirmed should your application be successful) (tick or highlight):

Electricity to your stand (£10 charge)

If yes, please detail what equipment you will be using including dimensions, weight and power requirements (w/Kw):

NB. Please note if you don't provide details of your equipment requirements we will not be able to confirm any power to your stall.

Does your stall feature a stand-up banner which you wish to place behind your stall?

Any other requirements / requests (please specify):

Please sign below to confirm you wish to apply for a stall at Eat Cambridge 2019 on Saturday 11 May 2019 and that you agree to the Terms & Conditions of the event.

Signature

Print name

Date

OFFICE USE ONLY

Date received

Application confirmation sent (date)

No. of stalls and position#

Eat Cambridge 2019 Stallholder Terms & Conditions

1. Application Process

1.1 Submitting a form does not guarantee the booking of a stall at Eat Cambridge 2019. Application decisions and availability of stalls will be confirmed in January 2019. Please note that due to the festival being organized by a volunteer there is limited time and resources and we cannot consider applications received after the deadline. There is a separate form and application process for fringe event hosts.

1.2 By submitting a form you agree to the Terms & Conditions of the event and any related payment terms and the conditions of the event venue.

1.3 Your company or product must fulfill the Eat Cambridge festival criteria to participate in the event, with preference given to local, independent food and drink companies and suppliers operating in a varied range of products, sectors and markets.

1.4 Questions about your application should be directed to hello@eat-cambridge.co.uk in the first instance. Please be aware that the festival organiser may be unable to respond to specific queries until all applications have been received and processed.

1.5 A stall booking is only confirmed when the application has been granted successful and full payment has been received. Payment instructions and deadlines will be communicated when the application decisions are confirmed in January 2019. If payment is not received in full by the specified deadline, the stall booking will be released. Please ensure you provide the correct contact details and check your emails regularly so you do not miss any of our deadlines for information and payment.

2. Details and publicity

2.1 By providing your company details, website and social media information you agree to Eat Cambridge using your details for publicity purposes. It is your responsibility to ensure any details provided are current and accurate.

2.2 By providing your details, you agree to Eat Cambridge sharing any necessary information with third parties working in partnership with or in relation to the promotion, publicity, organisation or sponsorship of the festival in order to include your company / product in festival literature and media.

2.3 Eat Cambridge will not share your details with any unconnected third party without obtaining your prior consent.

2.4 By requesting your details, Eat Cambridge does not guarantee any level of publicity for your company or specific product(s) and will endeavor to accurately represent all involved parties in festival publicity and media as necessary to promote the event as a whole.

2.5 In the course of festival promotion, the festival organiser may request from you images, copy and other publicity materials which you should provide in a timely manner and in the required format. Eat Cambridge cannot accept any responsibility for non-inclusion in promotional materials due to delayed receipt or incompatible formats.

3. Stall specifications

3.1 The booking of a stall includes the size and number of tables as specified in the confirmation of successful application. The provision and hire of any additional space, equipment or services must be specifically agreed and paid for in advance.

3.2 Stallholders are responsible for providing an appropriate cloth to cover the table and any required displays, products, kitchenware, serving trays and dishes, and tasting equipment.

3.3 If additional equipment is required, stallholders must arrange the hire at their own cost and co-ordinate the delivery and collection of such items.

3.4 Requirements for power, additional space, or position preferences must be requested and agreed with the festival organiser at time of application. If not, such requests may not be accommodated at a later date.

3.5 Any requests to install your own heating or cooling equipment at your stand must be confirmed at time of application and will be considered on a case-by-case basis in conjunction with the venue's restrictions.

3.6 The festival organiser cannot guarantee specific stall positions, including proximity to other stallholders or potential competitors. The layout of the event is carefully planned in advance and cannot be altered on the day. Eat Cambridge will endeavor to accommodate any specific requests made at time of booking.

3.7 Standard stalls include a trestle table at least 6ft by 2ft 6 inches in size. Additional space is available by paying for extra table space, as set out in the application form. Eat Cambridge is responsible for providing all tables and setting them up in advance of stallholders' arrival. This is an indoor event and pop-up gazebos are not permitted. The stall area includes the tables we provide and there is no space for you to bring your own additional tables/stands/units/fridges/freezers/appliances.

4. Venue requirements

4.1 There is no parking available at the venue. Arrangements will be made for the arrival of stallholders and delivery/collection of goods and equipment. Any schedule agreed with the festival organiser must be adhered to and cannot be changed without prior advance notice.

4.2 Loading / unloading and car parking is not controlled by Eat Cambridge, nor is it connected with the event and the festival organiser accept no liability in respect thereof.

4.3 Stallholders are responsible for meeting all requirements relating to environmental health and trading standards legislation and for obtaining and displaying any required licenses. Electrical items must be PAT tested. No cooking is permitted on stalls at the venue.

4.4 Stallholders are responsible for removing all of their own rubbish, goods and equipment at the end of the event. A charge of £50 will be levied for any clear up operations required after the stallholder has left the event.

4.5 Use of kitchen facilities is entirely at the discretion of the festival organisers and any such requirements must be communicated at time of booking. During the event, stallholders using kitchen areas must be considerate and respectful to the needs of others and keep the area clean and tidy at all times.

4.6 An information sheet with venue opening times, facilities, and instructions for the day will

be issued to successful applicants in due course.

5. Cancellation

5.1 In the event that a stallholder cancels any space that has been booked and paid for, Eat Cambridge will refund fees less 30% to cover costs provided that notice of cancellation is received in writing no later than 2 months before the event and provided that the space / stall can be re-let.