

Gwybodaeth Arddangoswyr 2018

Exhibitor Information 2018

Trefnwyd gan / Organised by:-
Pwyllgor Rheoli Gŵyl Bwyd a Diod Yr Wyddgrug
Mold Food & Drink Festival Committee

Swyddfa Cohebiaeth

Y Dderwen-The Oak, Ffordd Dinbych, Hendre, Yr Wyddgrug, Sir y Fflint. CH7 5QE.

Tel/ffôn 01352741537 / 07775037721/07545431723/07974829051

www.moldfoodfestival.co.uk epost/email: info@moldfoodfestival.co.uk
[/derwenhendre@btinternet.com](mailto:derwenhendre@btinternet.com)

Croeso/Welcome to the Mold Food and Drink Festival [MFDF]. If you are a returning exhibitor you know how successful it is, if you are a new exhibitor then hopefully you will find it pleasurable and profitable. We are now into our 13th MFDF and as such we hope it will be very special for all.

The following information contains all the details you need to know so please take some time to read it carefully. We ask that you complete all forms fully as omissions or errors cause us unnecessary problems and are very time consuming. If you have any queries and/or questions do not hesitate to get in touch. We try to be as supportive and as flexible as possible in accommodating specific requests but as well as entertainment and shows we have over 140 exhibitors to coordinate so unfortunately some things are not possible.

Man Arddangos / Exhibitor Stands

The space that you hire will measure 3m x depth of 2 meters. Each space will be provided with one table measuring 6ft. [1.83m]. Stands must be hired and manned for the full two days with trading continuing until 5.30pm on Saturday and 5pm on the Sunday. Exhibitors must not pack away before the end of the Festival, this is very important as late afternoon visitors should enjoy the same opportunities as earlier visitors and packing away should not pose a risk to the public.

Exhibitors who breach this rule will be banned from future MFDF.

There are no specific lights to individual stalls so in your calculation for electricity please bear this in mind. The marquee is illuminated by overhead strip lights.

Please specify the height of your stand if applicable and any information boards etc. that you propose to use as a backdrop.

Chalets, Vans and Trailers, Gazebos

Wooden chalets, 3m x 2.4m, with opening display frontage and clear spaces for owner provided vans, trailers and gazebos are available around the outdoor MFDF display area. These spaces again are calculated on a 3m frontage and does not include additional widths above 3m nor does it include space for tables, chairs and BBQ etc. such extra space can be provided, if made known to the organisers in the planning process, but there will be a cost

implication. Those inside the marquee will need to cease trading at 5.30 pm on Saturday as the marquees will be closed up then and be subject to security protocols. Those in the outside area however have the opportunity to trade until 8pm on the Saturday as the live music on stage will be playing until then. Overnight security will be on site from the preceding Wednesday to the following Monday morning.

Trydan / Electricity

Standard, rectangular pin electricity sockets at 240 volts enabled to give a maximum of 13amps [can be ordered for light use. Heavy use sockets, up to 16amps, can also be ordered. Please ensure that you have ordered the appropriate electrical requirements on the application form for your stand/unit. It will not be possible to make available any single supplies in excess of 16amps. Electricity used is included in the price of the socket. All of our sockets will accept a standard rectangular pin plug. If you are booking in a chiller van please state your interface requirements. Adaptors are not permitted for safety reasons. Single and multiple outlet extensions are permitted and must be capable of carrying the current you require throughout the two days of the MFDF. In designing the electrical system it is imperative that we be told of any and all electrical equipment that exhibitors will be using. **You need to state the wattage of each appliance being used. This must be clearly noted on your booking form as the electrical load to your stand will be based on the information that you give us. A PAT certificate must cover all cables/leads and equipment and be current on the date of the MFDF.** This is in accordance with regulations 4, 5 and 6 of the “Electricity at Work Regulations 1989” and we will check on this. We cannot allow the use of electric kettles unless it is part of your application. In the past the use of such appliances has caused the electrics to “trip out” due to excessive and unplanned demand on that particular circuit causing problems for us all.

Nwy ac Unrhyw Danwydd Arall – Gas and any other Fuels

You must disclose on your application if you are using bottled gas or any other fuel. We will need to examine the details of every application. If using such you must ensure that no member of the public has access to the equipment and that such equipment is cordoned off, secured and away from electrical connections.

If you are cooking from your stand and there are hot surfaces being utilised you must ensure that the public cannot reach or touch such surfaces. Keep such areas well within your allotted area and ensure that there is a physical barrier between such surfaces and the public.

Gwasanaethau/Services

Apart from electricity which has been dealt with above we will be providing the following:-

1. Overnight security
2. Cold fresh water
3. Trade waste disposable facilities/area [An area will be provided for the collection of waste but you are responsible for getting your waste to the collection area or disposing of it safely and legally yourself. Waste recycling information and facility details are available on request. If you have hot oils, grease or fat that you need to

dispose of, you will need to make your own arrangements to store and remove off site in accordance with statutory regulations. **On no account should such waste be put into the drainage system.**

4. Do not pile waste materials around your stall and leave there for others to clear. **The removal of the waste to an allotted area for later collection is your responsibility.**
5. Medical care through St. John's Ambulance and para medical assistance. There will be a specific cabin with authorised personnel in attendance.

Please do not leave waste on the site at the end of the MFDF and please do not use the portable toilets as a means of getting rid of waste liquids from your stall.

Mynediad i'r Safle / Access to the site

There will be access to the site for exhibitors as from 9am on the Friday. Please keep vehicles to a minimum and do not block road ways and entrances whilst unloading. By Saturday morning we will have locked down the site, secured the fencing, laid out tables, chairs, directional signs and got everything ready for the opening at 10am, so there is no vehicle access to site on the Saturday morning. Once in place it will not be possible to move vehicles off site until close down on Sunday night.

There will be no vehicle access onto the site on Saturday nor Sunday morning.

There is no room for vehicles to be parked on site for the whole of the weekend.

Prisiau / Prices

Per single stand, total for 2 days to include 1 table	£220.00
Extra meter inside space	£77.00 [per meter or part thereof]
Wooden Chalets	£550.00
Vans, trailer, gazebo [outside areas]	£330.00
Extra meter outside space	£110.00 [per meter or part thereof]
Electricity – supply cables and sockets max. 8amps	£50.00
Max supply of 16amps	£75.00
Extra table/s at a cost each of	£6.00

[please be aware that the cost of extra space above the 3 meters will be very strictly controlled.]

Y Safle / The Venue

New Street car park is just a short walk from the centre of the market town of Mold. The MFDF is set up at the bottom end of the car park, firm under foot and the loss of parking for the public is off-set by a free park and ride service. We use the free parking at Flintshire County Council headquarters at County Hall for this service. Free exhibitor parking has been negotiated a short distance away with the kind permission of the Local Health Board. **Exhibitors must use this facility on both days.** There is no exhibitor parking on site nor on the remaining car park and certainly not in the nearby medical centre.

Noddwyr / Sponsorship

If you wish to sponsor all or part of the MFDF there are plenty of opportunities to get your company name known. Contact the MFDF office on 01352 741537 for more information.

Sylw yn y Wasg / Media Coverage

We constantly update the media about MFDF and its participating exhibitors and we receive consistent coverage both in Welsh and English in the local media, radio and television. Press releases are sent out regularly and for specific news items. We are always looking to feature our exhibitors in such stories; so if you have a news story related to your business, let us know and where possible we will feature your business in the press.

Our website, www.moldfoodfestival.co.uk receives thousands of hits and we are linked to many businesses and public websites. Please let us know about your business, send us pictures that we can include on our website.

We are also on Facebook and Twitter and encourage you to engage with the festival through your social media channels.

We send out regular newsletters to exhibitors and to supporters thus increasing the publicity opportunities for both ourselves and your business.

Visitors to the festival are given a branded, recyclable carrier bag and an official programme.

We produce 20,000 promotional leaflets which are distributed all across North & Mid Wales and North West England. Posters are also distributed throughout the area to schools, leisure centres, libraries, supermarkets and independent shops.

[note:- to be listed in the MFDF programme you must have paid in full, completed the application form and sent us details about your company no later than July 1st.]

Y Trefnwyr / The Organisers

The MFDF Management Board is a group of volunteer members who organise the MFDF unpaid. The Board's aim is to run a successful festival which benefits the exhibitors and the area and in particular the town of Mold and the county of Flintshire and draws attention to the local produce on offer and the Cittaslow status of Mold. We aim to show Mold and indeed Flintshire as a visitor destination of itself with excellent quality visitor experiences. We aim to support local food, local food business and support their sustainability.

Chair:- John Les Tomos [01352 741537]
derwenhendre@btinternet.com

Treasurer:- Lindsay Hicks [07545 431723]
info@moldfoodfestival.co.uk
Lindsay_hicks@hotmail.com

The MFDF is strongly supported by the community and by local voluntary organisations as well as Mold Town Council and Flintshire County Council and MPH Builders.

To secure a stand at the MFDF 2018 please return the booking forms attached with all relevant sections filled in.

All stands must be fully paid up by the 31st of May or we will re-let them

Should you wish to pay by BACS then the account and sort code information is:-

Bank:- HSBC, High Street, Mold.

Account Number:- 21679031

Sort Code:- 40-33-10

We look forward to hearing from you and hope we can make the 13th MFDF in 2018 bigger, better and more rewarding all round than ever.

Exhibitor Parking

Exhibitors must use the designated car parking area a few minutes away, on both MFDF days.

We cannot support you if you get a parking fine. Parking on New Street car park is not available to exhibitors. Please do not disregard this request.

We make use of the car parking facilities at the nearby medical centre with their kind permission. However, we designate this area for disabled parking, emergency vehicles and some organiser vehicles. This area is also an emergency meeting point for medical, ambulance and police should there be such a call and therefore a whole section is left empty in anticipation of such use. **There is no parking for exhibitors at the medical centre.**

Casglu Data/Data Collection

From time to time we may need to contact you with information relating to the festival, your booking, your presence at the festival or to request exhibitor information for the festival programme/website. E-newsletters, the festival programme, press releases, and marketing collateral, and social media are prepared for the festival committee by a third party, in this case Gunsmoke Communications. The selling of advertising and design of the festival programme is handled by Newsquest, so some data may be shared with them for these purposes. Data will only be used in conjunction with the organising and promotion of the festival and sharing of festival information and not shared with any other third party other than the festival organisers and marketing providers. If you do not wish us to share your details with the above, please let us know. We won't send any marketing material to people under the age of 13.

Please circle as appropriate.

I agree to my data being held and processed in conjunction with the festival.

Yes

No

If, at any time, you wish to opt out of receiving information and updates or prefer alternate methods of communication, please contact us via any of the methods above or email info@moldfoodfestival.co.uk.

Please see the next page for more detailed terms and conditions

Telerau ac Amodau / Terms and Conditions

1. Whether or not an applicant is offered a space will depend on creating a well-balanced event with a wide choice of stalls although initially we will accept applications on a first come first served basis.
2. 50% of payment must accompany the application [£20 less for those who have paid a deposit] and full payment must be made by May 31st. If not we will re-let your space.
3. If you cancel your stand, fees will be refunded, less £80, but only if cancellation is given before August 1st and we are not able to re-let.
4. Exhibitors must conduct their business in a way that does not interfere with the interests of other exhibitors and must not canvas for customers
5. Exhibitors must be selling their main, normal product lines, and should not be selling products not normally associated with their business. In certain product areas we will limit the sellers to maintain choice for the public.
6. Smoking is not allowed in any enclosed undercover area, this includes the Pergolas and not near any combustible materials/containers anywhere on the site. E.g. near gas bottles.
7. All stands must be set up at least 1 hour before MFDF opens to the public at 10am. In the interest of public safety traders must not dismantle nor remove any part of their stand until after the event closes at 5pm on the Sunday.
8. No part of the boundary fence is to be opened or breached in any way at any time. **No one has authority to tell you different.**
9. £5 million of public liability insurance is in place but exhibitors are reminded that they are responsible for their own insurance for their goods and no liability whatsoever is assumed by the organisers for loss or damage however caused. This includes cancellation of the MFDF for any reason.
10. Exhibitors must have current Food Hygiene and Electrical Safety certificates in place as well as their own public liability insurance as they are responsible for their own goods and any matters arising there from including accidents and/or injuries to the public and any related costs arising there from.
11. Supplied passes for exhibitors and staff must be prominently displayed at all times. No re-admittance to the site will be allowed without these passes and/or arm bands. Everyone must wear their arm bands on site or security will ask you to leave. Passes are not transferrable and nearer to MFDF we will contact you with regards to passes and the number you need.
12. All electrical cables, wires and extensions as well as all equipment must have a current PAT certification. We do not allow the use of adaptors. Power used must not exceed what has been booked. Generators are not allowed on site.
13. All exhibitors must clearly display their prices in an easy to understand format and in a size that can be readily and easily read.
14. All exhibitors must comply with Flintshire County Council health and safety and trading standards requirements. The site will be inspected by officers of FCC on the Saturday morning. Please ensure that you comply with all current Health and Food safety legislation
15. Exhibitors must not allow their stand to cover an area greater than they have paid for: i.e. 3mx2m or multiples thereof.
16. Cabin exhibitors must deposit £50 with the organisers to obtain cabin keys. This will be refunded upon return of the key.
17. Any cooking appliances or other hot surfaces must be situated within an exhibitor's stand area and must be enclosed by suitable barriers to prevent accidental contact by any member of the public.
18. All exhibitors must agree to any request by a MFDF committee member to immediately undertake any action deemed necessary in the interests of public safety.

I _____ have read the terms and conditions and agree to them:

Signed: _____

Date: _____

Ffurflen Gais Medi 2018
Application Form September 2018
Gŵyl Bwyd a Diod Yr Wyddgrug 2018
Mold Food & Drink Festival 2018

Enw Cyswllt / Contact Name.

Swydd / Job Title

Enw'r Cwmni / Company Name.

Cyfeiriad / Address

.....

.....

Côd post / post code.

Rhif Ffôn / Phone Number

Ffôn symudol / mobile phone

Ebost / Email

Pwysig- ysgrifennwch yn glir dyma ein prif ffordd o gysylltu efo chi
Important – please write clearly this is our main way of communicating with you.

Bydd pob gwybodaeth newydd yn dod atoch drwy ebost a chylchlythyr electronic yn unig.
All information and updates will be sent to you by email and e-newsletter only.

Rhowch fanylion am eich cwmi a'ch cynnyrch isod a fydd wedyn yn ymddangos yn llawlyfr GBDW ac ar y wefan. Rhaid cael y manylion cyn y 1af o Orffennaf i'w rhoi yn y llawlyfr.
Please provide your company details and produce/product details which will appear in the MFDF programme and website. These details must be with us by July 1st. for inclusion in relevant publications.

Enw'r Cwmni / Company Name

Cyfeiriad y Cwmni / Company address.

.....

Côd post / post code Rhif ffôn / Phone number

Safle We / Web site

Ebost /Email

Cyfrif Twitter Account

Ffôn symudol / Mobile phone

Gweplyfr / Facebook

Rhowch ddisgrifiad manwl o'r cynyrch y byddwch yn ei werthu [ni chaniateir unrhyw beth sydd ddim ar y rhestr]

Please describe exactly all the products you will be selling. [any product not on the list will not be permitted.]

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.....

Os oes llun o'r buiness ar gael gyrrwch o aton ni ac fe rown y llun ar safle we GBDW

If you can, please supply us with a photograph of your business so that we may put it on the MFDF web site and email to:-info@moldfoodfestival.co.uk

Uchder eich arddangosfa / Stand height

Er mwyn ein galluogi i gynllunio'r safle y gorau posib yn y babell dwedwch wrthym uchder eich arddsangosfa.

To enable us to plan the best use of space in the Marquee please specify the overall height of your stand

Uchder / Height

.....

Fan / Van Trelar / Trailer Pabell / Gazebo

[rhowchgyllch o amgylch eich dewis - *please circle which one you are bringing*]

Rhowch fesuriadau hyd a llêd eich cerbyd/pabell gan gynnwys y tecllyntynnu gan nodi mai'r ochr lle byddwch yn gwasanaethu' rcyhoedd yw'r hyd. Cofiwch bod tâl ychwanegol pan ewch dros 3m o hyd.

Please give us the overall length and depth of your unit/trailer/gazebo, including tow bars etc. with the side serving the public as its length. Oversized units will only be accepted at the MFDF organiser' discretion and then at a price supplement.

Hyd / Length

Llêd / Depth

Eich Datganiad / Your declaration

- 1. Dw i am logi gofod yng Ngŵyl Bwyd a Diod Yr Wyddgrug
- 2. Amgeaf y taliad fel a nodir yn y cyflwyniad
- 3. Dw ddim / mi fyddaf yn defnyddio unrhyw Danwydd arallond trydan

- 1. *I wish to reserve a place at the Mold Food & Drink Festival*
- 2. *I enclose the payment as noted in the introductory note*
- 3. *I will/will not be utilising fuels other than electricity.*

Os ydychwedicylchu “mi fyddaf” manylion isod os gwelwch yn dda.

If you circled “I will” please provide details below.

.....

.....

.....

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Datganiad hylendid bwyd a diogelwch / Food Hygiene and safety declaration

Mae’n amod wrth gymryd rhan yn GBDW fod arddangoswyr yn gwybod am ac yn cadw at Reolaethau Diogelwch Bwyd 1965 a rheolau Rheoli Tymheredd Bwyd 1995 ac unrhyw reolau statudol wedyn. Rhaid i bob offer trydan fod wedi ei archwilio dan reolau PAT , 4, 5 a 6 Rheolau Trydan yn y Gweithlu 1989[EAWR.] Mae hyn yn cynnwys pob offer trydanol, a gwifrau. Rhaid i arddangoswyr gadw at ddeddf 1974, Iechyd a Diogelwch yn y Gweithle a phob rheol diogelwch ac iechyd ers hynny.

It is a condition of participating in the MFDF that exhibitors are conversant with, and abide by the Food Safety [General Food Hygiene] Regulations 1965 and the Food Safety [Temperature Control] Regulations 1995 and other subsequent controls and regulations.

It is also a condition that all electrical equipment used in the Festival has a current PAT certificate under regulation 4, 5 and 6 of the Electricity at Work Regulations 1989. This applies to all equipment and cables. Exhibitors must comply with the Healthy and Safety at Work Act 1974 as well as all relevant Health, Safety and Welfare Regulations.

Dw i’n cadarnhau fy mod i wedi darllen yr holl wybodaeth amgaeedig ac rwyf yn cytuno I ymrwymo â’r telerau a’r amodau a nodir.

I confirm that I have read all the notes in the application and I agree to be bound by the terms and conditions and regulations referred to.

Arwyddwyd / Signed Dyddiad / Date.....

Enw Llythrennau Bras / Print Name

Enw'r cwmni / Company name

Eich Taliad / Your Payment

Taliad llawn os gwelwch yn dda gyda'r cais / Payment in full with the application please
Nid ydym wedi cofrestru ar gyfer TAW / We are not registered for VAT

<u>Anghenion Safle / Stand Requirement</u>	Nifer/Number	Cyfanswm/Total
Pris am safle unigol/Price per single space £220 yn y babell in the marquee	[]	[£]

<u>Anghenion Caban / Cabin Requirement</u>	Nifer/Number	Cyfanswm/Total
Pris am gaban unigol/Price per single cabin £550 tu allan outside	[]	[£]

<u>Anghenion safle allanol /Outside space requirements</u>	Nifer/Number	Cyfanswm/Total
Pris uned unigol / Price for single space £330	[]	[£]

Trydan - Electricity

<u>Defnydd/Usage</u>	<u>Pris/Price</u>	Nifer/Number	Cyfanswm/Total
8amps	£50.00	[]	[£]
16amps	£75.00	[]	[£]

Nodwch isod cyfarpar trydanol a phŵer/ Note below electrical equipment and power usage

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.....
.....

Llogi Bwrdd/Hire of table

Un Bwrdd am ddim / One table free £6 yr un i logi / Hire charge £6 each	sawl un/how many []	Cyfanswm/total [£]
	Cyfanswm Costau/Total Costs	[£]

Dychwelwch y ffurflenni a'r taliad i / Return the completed forms and payment to:-

Gŵyl Bwyd a Diod Yr Wyddgrug, Y Dderwen-The Oak, Efail Parcy, Ffordd Dinbych, Hendre,
Yr Wyddgrug, Sir y Fflint. CH& 5QE.

*Mold Food and Drink Festival, Y Dderwen-The Oak, Efail Parcy, Denbigh Rd., Hendre,
Mold, Flintshire.*

Sieciau yn daladwy i Gŵyl Bwyd a Diod Yr Wyddgrug / Cheques payable to Mold Food Festival
Manylion BACS Details:- Cyfrif/Account 21679031 Còd Rhannu/Sort code 40-33-10

[gadewchi ni wybod ar y cais os ydych wedi gwneud taliad BACS.

[Let us know on the application if you have made a bacs payment]

Dim ond tudalennau 6 i 10 da ni isio yn ôl. We only need pages 8 to 11 back from you