



September / Medi 2018

GUIDANCE FOR EXHIBITORS

We look forward to welcoming you to this year's event.

Croeso mawr i chi gyd.

Mold Food & Drink Festival celebrates its 13th year this year and is set to be another fantastic weekend of celebrity and local chef demonstrations, interactive cooking, live music, children's entertainment plus a whole host of other attractions and we're looking forward to seeing you there.

Once again, this year's Festival is fully booked, and visitors will find an excellent array and variety of produce and services.

We hope the following notes and information will answer all your questions about attending over the weekend but if you have any other queries not answered here, please do contact us. As in previous years, to maximise the use of the site, we will have music on the outside stage until 8:00pm on Saturday. The exhibitor marquees will be secured at 5:30pm and it will not be possible for marquee-based operators to keep their stands open after that time.

Access to exhibitors for setting up will be from 9:00 am on Friday the 14th of September and from 7:00am to 8:30am on both the Saturday and Sunday morning. On arrival on the Friday you need to present yourself to the on-site Festival Office to collect your exhibitor pack. If you are not coming until the Saturday morning, please call/text 077750 37721 during Friday 14th by 2:00pm otherwise I will have to assume that you have withdrawn from the event and your stand or space allocation will be adapted as necessary to avoid an empty display. If you intend coming any earlier than 7:00am on the Saturday or Sunday morning you must let me know so that I can brief security to let you in.

You must be ready for business by 9:30am at the latest. **No vehicles can be allowed onto the courtyard on the Saturday or the Sunday morning.**

A number of portable toilets will be available, reserved for exhibitors.

May I respectfully remind you that your sales prices must be clearly displayed at all times and that you must adhere to the Weights and Measures Act of 1985. By clearly, I mean that the font and size must be readable from at least two feet away from your stall and clearly shown. Each marquee stand will have one table and an electrical socket provided in accordance with your booking form. Each cabin will have one 8-amp socket but no table. Additional sockets will have been provided as per your application form.

Festival officials and/or security staff will be on site continuously from 5:00pm on Wednesday the 12th until take down on Monday the 17th. They will be recognisable from their high-viz jackets with the Festival logo on the front.

The Festival site will be open to the public from 10:00am until 8:00pm on Saturday and 10:00 am to 5:00pm on Sunday. I ask that exhibitors be on site from 9:30am at the latest on both Saturday and Sunday.

All pitch allocations have been carefully planned to ensure a balanced event for the public in consideration of your products, stand heights, electricity requests and in compliance with Trading Standards, health and safety guidelines.

It will not be possible to change or move location, to do so could have a catastrophic effect on other issues and needs.

For those occupying the food court cabins, please note that we will need to charge you a £50.00 deposit for the door key. A receipt will be issued, and the money will be refunded in full upon return of the key on the Sunday. This amount reflects the charge that the cabin supplier will make to us for lost keys.

Please note that with the exception of those within the main marquee who have purchased additional power to feed their refrigeration vans or trailers, **there will be no space available for any storage vehicles, trailers or cabinets etc. to be kept alongside or behind your pitch allocation.** This applies to marquee-based stands, cabins, gazebos, catering vans and catering trailers.

SALE OF ALCOHOL

You are authorised to sell alcohol by me and within the grant of a license, as granted in my name by Flintshire County Council. If you are not, for any reason, conversant with applicable laws for the selling of alcohol please ensure that you, and any person you employ on your stall, are conversant. Please ensure that you do not sell alcohol to any underage person. Please adopt a 21 policy. In other words, if you think that a person may be under 21 ask for proof of age. Please be vigilant and look out for older persons possibly buying for a younger friend and please ensure that you do not sell to a person who has had enough!!

SITE SET UP

Upon your first arrival on Friday the 14th **you must call at the on-site Festival Office.** You will be asked to identify your company and will then be handed a pack which will contain the following:

- The precise location of your booked stand in the marquee, food court cabin or space.
- Two exhibitor passes/wrist bands
- One vehicle pass for parking on Betsi Cadwalader NHS car park, a 5 minute walk away.
- A pre-booking form for 2019. [We have been oversubscribed again this year]

PARKING

Friday the 14th On arrival please give your vehicle registration number to a staff member in the Festival site office. You may bring your vehicle into the fenced compound to unload if there is no vehicle congestion. It would help us a great deal if after unloading you could remove your vehicle to the immediately adjacent New Street Car Park so that others can get in. Please note that this is a pay and display car park and we have **no free parking available outside the compound on the Friday, or indeed on any day.**

Please pay the appropriate fees as indicated on the Pay and Display machines. The Council's Civil Enforcement Officers are responsible for the enforcement of on-street parking regulations and the issuing of Penalty Charge Notices in car parks on any vehicles not displaying a valid parking ticket. If you do not keep to the parking rules—which are rigorously enforced in Mold—you are likely to find a Penalty Charge Notice on your windscreen when you return to your vehicle. Visit: www.flintshire.gov.uk/en/Resident/Roads-and-Travel/Car-parks.aspx for full details on tariffs and available spaces in all of Mold's car parks.

THERE IS STRICTLY NO PARKING ALLOWED IN THE BRADLEY'S MEDICAL PRACTICE OVER THE WEEKEND.

Saturday the 15th **There is no site access for vehicles on Saturday morning.** There are no allocated spaces within New Street Car Park. Parking for exhibitors has been arranged some 5 minutes away. It has been clearly sign posted and there will be stewards present all day at the new parking area. You will be able to walk back to the site. Look for the sign that will direct you to the site with a back entrance for exhibitors—**you must show your pass to gain admittance.** However, this back entrance will be locked at 10:00 am and opened again at 5:00 pm. The only way into the Festival site during the day will be through the main entrance. Please make sure that you are wearing your entry wrist band/pass otherwise staff will refuse you admission.

Sunday the 16th There are no parking charges applicable in New Street Car Park on Sunday. However, please note that in previous years we have received negative feedback about exhibitor vehicles taking up a large number of spaces in New Street Car Park on the last day of the Festival. The sight of trade vehicles parking en-masse around the main entrance, not only detracts from the impression of a serious food festival but also means reduced, convenient parking for visitors to the event.

Therefore, in your own interests and those of other stall holders, please continue to use the allocated exhibitors' car park on Sunday and free-up New Street Car Park for your valued customers.

Vehicles parked outside designated areas or illegally parked on surrounding streets will be liable to a Penalty Charge Notice (PCN) as normal, regardless of participation at the festival.

PASSES

Please ensure that your passes/wrist bands are displayed to our gate staff upon each re-entry. Staff instructions will be to not allow entry without a pass/wrist band. If your staff changes throughout the day, please ensure that you organise additional wrist bands with the Festival Office.

To ensure continuity of Festival quality and choice for the public, I respectfully request that you remain on site, that your display remains operational and, where practical, reasonably stocked with produce until 5:00 pm on the Sunday. This is very, very important - we have a number of bus groups coming on the Sunday and if we want return trade in the future they need to be fully serviced. **Please do not pack up before 5:00 pm. Producers who attempt to do so will put their future applications to exhibit at the Festival in jeopardy. Exhibitors who have packed up early in past years have been put on a blacklist and will not be allowed back again for any future event.**

SECURITY

Please be aware that in the event of a lost child report the whole site will be locked down, no one will enter or leave until the child is found.

A Security firm will be in attendance from 5:00 pm Wednesday, September 12th. There will also be security guards on duty on both Saturday and Sunday during our opening hours. Security will also manage the night time security each evening from 5:00 pm until 8:00 am the following morning. They will finish their duties at 8:00 am on Monday 17th.

The site is securely fenced and must remain so. This is vital in respect of the security of children on site so that they cannot 'sneak off'. Breaches of the fencing cannot be allowed when clearing up as we need to be 100% secure till staff come to clear up the site on the Monday morning.

Please respect this and on Sunday night in particular when clearing up do not breach the fences under any circumstance.

In the event of a fire or other accident please raise the alarm by informing the office. We have procedures in place to respond to an emergency and we have first aid on site, including paramedics all the time. In the event we have to evacuate the site please follow instructions given to you by the marshal responsible for your area. Upon leaving the site please report to the evacuation meeting point which is situated outside the compound to the right of the Co-operative store, [as you look at the store from the Festival site].

PITCH CLEARANCE & HAND BACK

In order for the Festival to comply with the regulations applied by Flintshire County Council for waste management, I ask for your assistance. At the end of business on each day please deposit your waste into the dedicated, screened area. This area is at the top end of the compound on the far left. The Festival committee will take back responsibility for your pitch from you at the end of Sunday when all waste has been removed. If you have used oils/grease it is your responsibility to remove and control that waste safely and within guidelines. **Under no circumstances should such waste be poured down the water gullies. Any exhibitor found to be doing this will be barred from future festivals.**

Please note due to increased security measures hand back may be delayed beyond 5:00pm on Sunday. We ask for your patience at this time.

MOLD FOOD & DRINK FESTIVAL 2019

Next year the Festival will be held on September 21 and 22. Please put the dates in your diary and use the 2019 Pre-Booking form in your exhibitor pack to secure your place in advance.

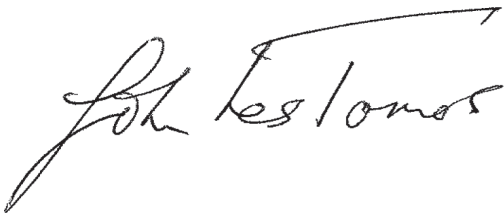
SPONSORSHIP & PROMOTION OPPORTUNITIES

If you would like to discuss sponsorship opportunities for different aspects of the Festival including marquees, the cookery theatre, music stage, various activities, or any other area that is of interest to you, please contact the Festival Office.

Finally, we would like to thank you for exhibiting with us this year and we wish you a very successful Festival.

With kindest regards.

Yours sincerely,

A handwritten signature in black ink that reads "John Les Tomos". The signature is written in a cursive style with a long, sweeping horizontal line above the name.

John Les Tomos

Cadeirydd/Chair, Mold Food and Drink Festival 2018.

Feedback

We are always looking for new ideas, innovations and general feedback so that we can improve the Festival year on year. Are there areas you think we could improve on? Is there something that we could do to improve communications with exhibitors, different layout of the site possibly? If you have got time then please share your comments and thoughts with us so that we can build a better and bigger Festival for the benefit of all, public and business. You can email to our web site at any time and I assure you that your comments will be read and acted upon.