

**Forest Showcase Food Festival  
Sunday 6th October 2019  
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

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Please list the products you wish to sell: (use a separate sheet if necessary)

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Please confirm that you are happy for us to use images of you and your produce for promotional purposes	<b>Y / N</b>
Are you willing to donate food/drink for the demonstration chefs	<b>Y / N</b>
Are you willing to donate food/drink for the competition prizes	<b>Y / N</b>
<b>FREE DEMONSTRATING &amp; TALK SPACE</b> –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..	<b>Y / N</b>
<b>Advertising in Free programme</b> – If you would like further information please indicate here Costs range from £25 to £150. 5000 copies printed and distributed	<b>Y / N</b>
<b>Xmas Hamper</b> - 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	<b>Y / N</b>

## 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			

<b>GRAND TOTAL</b>	£	<b>Payment enclosed</b>
		<b>Paid by Bacs</b>

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 2019 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.
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Signed \_\_\_\_\_

Date \_\_\_\_\_

Print name \_\_\_\_\_

Company \_\_\_\_\_

### **Exhibitors: your payment**

We require full payment by cheque when submitting your booking form, cheque payable to – Forest Showcase.

Or BACS payment: Nat West Bank Sort code: 60-24-77 Account: 20191006

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

This is returnable depending on acceptance into the event.

Please return your completed forms and payment in full to:

**FOREST SHOWCASE  
P O Box 4  
COLEFORD  
GLOS  
GL16 8YH**

**FOREST SHOWCASE 2019 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: \_\_\_\_\_