

ROMAN FESTIVAL

SCHEDULE



Sunday, 24th July 2022

8:00 am – 10:00 am Arrival on site

11:00 am – 3:30 pm Trading Times

APPLY FOR THIS EVENT: IMPORTANT INFORMATION

The event will be held in the open on Orchard Field, Malton.

Please note, we do not offer tables (tressle or otherwise) or gazebos. Please bring your own with you.

There is no electricity, water, power or other utilities. Please bring your own with you.

You must be insured and have suitable trade stand risk assessments, certificates etc (see below) when applying for this event.

No alcohol sales.

Toilets and first aiders will be available on site.

FEES We offer three types of pitch:

Non-Retail Information Stalls (e.g. charities, local organisations etc.) Free

Market Traders (excluding alcohol):

(3m x 3m pitch) £20

(> than 3m x 3m) £25

Food Vendors (Min 4* Food Hygiene Rating required – 5* preferred)

10% commission of gross revenues less the fee as listed above.

CONTACT THE ORGANISER. Email: maltonhorsepower@gmail.com

Your application will be considered by the Roman Festival Team. If your application is granted you will receive a confirmation email. A request for payment will then be issued. Further details about the event will then be sent to your email address a week before the event.

ROMAN FESTIVAL

STAND APPLICATION FORM & TERMS AND CONDITIONS



Sunday 24th July 2022

Stallholder Details

Business Name:

Business website/online sales portals:

What do you sell?

If you are a food vendor, please forward a sample menu along with your allergen list.

Food Standards Agency Rating (if applicable):

4*

5*

Please circle.

Size of Pitch Required

3m x 3m

Other (please specify)

Please tick, and forward, the following mandatory documents, if applicable:

FSA Rating

Fire Risk Assessment

COSHH Assessment

Gas Safety Certificate

Electrical Safety Certificate

Food Hygiene Certificates

Trainer Safety Certificate

Sample menu and allergen List

Public Liability Insurance Policy

General Stand Risk Assessment (inc. assessors name and date assessed)

Covid Documents

Public Liability Insurance Details:

Insurer:

Policy Number:

Sum Insured For:

Less than £2 million; £2 million to £5 million; £5 million to £10 million; More.

Please circle as appropriate.

Your Local Authority:**Contact Details:**

Main Contact: First Name:

Last Name:

Email:

Phone:

Mobile:

Address:

Address 2:

City:

County:

Post Code:

Invoice Details:

Company:

First Name:

Last Name:

Address:

Address 2:

City:

County:

Postcode:

Terms and Conditions

I confirm I have read, understood and accept the Roman Festival Terms and Conditions.

1. General Points

- 1.1 Traders may only attend by an invitation from the Roman Festival Team. This may be withdrawn at any time.
- 1.2 Stalls/pitch plots are non-transferable.
- 1.3 Being granted a plot does not mean that a stall pitch will be in a particular position.
- 1.4 The decisions made by the Roman Festival Team with regards to the event and layout are final.

- 1.5 Traders who cancel within 10 days of the event, or who fail to attend, will still be liable for the full cost of the stall pitch. Food vendors will be charged £25 in lieu of the 10% commission.
- 1.6 Traders are required to be ready by 10:45 am and all vehicles removed by 10:30 am. Access to the site will be provided from 8:00 am. Vehicular access is limited and you may have to wait for a short time for another trader to unload. Details of off-street parking will be provided.
- 1.7 For safety purposes, traders are required to stay for the full duration of the event and only begin packing up after closing time.
- 1.8 The selling of illegal, fake or inappropriate is not allowed. Any traders doing so will be asked to leave the event.
- 1.9 Stalls must be clean and kept tidy at all times. No animals are allowed at the event.
- 1.10 No refunds will be given if the event is cancelled for events beyond the control of the Roman Festival Team.
- 1.11 In the event of an infringement of these terms and conditions, the Roman Festival Team have the right to cancel this agreement by giving notice in writing.
- 1.12 The Roman Festival Team reserves the right to cancel this event at any time.
- 1.13 The rubbish and recycling of any Trader must be taken with them at the end of the event.
- 1.14 Traders must only sell those categories of items specified on the Stand Application Form. Other categories need to be agreed in advance with the Roman Festival Team.
- 1.15 Aggressive, inappropriate or offensive behaviour by any Trader or other members of staff will be asked to leave the event.

2 Public Liability Insurance

- 2.1 Traders are solely responsible for the insurance of their own property and must have Public Liability Insurance cover to the minimum value of £5 million at the time of the event.
- 2.2 Traders must submit photocopies of their insurance cover with the Stand Application Form and have originals with them for inspection, if requested, at the time of the event.
- 2.3 Traders, staff or agents shall not hold the Roman Festival Team/Malton Museum responsible for any loss, damage, theft or destruction of any exhibit, goods, property or equipment.

3 Health and Safety

- 3.1 All stalls must meet Health and Standards in line with the Health and Safety at Work Act 1974.
- 3.2 All food vendors must be registered as food premises with their Local Authority.
- 3.3 Stalls may be inspected by Environmental Health, Trading Standards Officers or other professional body.
- 3.4 Traders selling food must provide all relevant food hygiene and safety certificates and proof of the appropriate licence to trade in advance of the event, as well as make them available for inspection on the day if required.
- 3.5 Each trader is responsible and accountable for compliance with all relevant trading standards legislation and agrees that their details may be passed on. This includes the clear marking of all prices.

- 3.6 Each trader must ensure that all goods sold are compliant with all relevant labelling and health and safety regulations and legislation, and agrees that their details may be passed on.
- 3.7 Food producers agree to be visited at their site of production by the Roman Festival Team or an independent agent if required.
- 3.8 Traders who use powered appliance must supply the relevant safety certificates as well as fire extinguishers and adequate barriers around powered equipment. Stallholders using gas cylinders are expected to provide suitable storage facilities. All cylinders must be installed prior to the opening of the event and must not be transported during the event.

I confirm that I have read, understood and accept the Terms and Conditions.

Signature:

Name:

Date: