

Alfresco Festival Rules and Regulations for Stall Holders

1. General Information
2. Health & Safety Policy Statement
3. Conditions for Electrical Supply
4. Electrical Equipment List
5. Risk Assessment Form

GENERAL

- All exhibitors, traders, caterers, their contractors and employees (Traders) are subject to the rules and regulations of the Festival and by attending the Festival are agreeing to be bound by these rules and regulations.
- Any Trader not complying with the rules and regulations will be removed from the site and any fees paid will be forfeited.
- Any Trader not paying their fees due will not be allowed to take part in any future Festivals until such outstanding sums have been paid in full.
- The Festival organisers are not responsible for anything exhibited on a stand on the site. The Trader is fully responsible for any and all claims arising out of the conduct of the stand.
- No sub letting of stand space is allowed in any circumstances.
- Any person found trading on site without being a bona fide Trader will be immediately removed.
- The Festival organisers reserve the right to remove from the Festival Site any Trader whose stand is not of sufficient quality or contains material likely to cause offence. The definition of "quality" and "offence" rests solely with the organisers.
- All stands should clearly display the name of the Trader and any goods for sale must be clearly priced.
- For the enjoyment of visitors and customers, all stands must be open and staffed throughout the period that the Festival is open to the public.
- Stands should be erected in such a way that does not interfere or overshadow a neighbouring stand.
- Traders must not play music, use PA systems or cause annoyance to adjoining Traders.
- Traders are responsible for keeping their stands clean and tidy. (See section on Refuse.)

INSURANCE

- Each and every Trader shall indemnify the organisers against all claims howsoever caused by or arising from their presence on site. Traders must carry Public Liability Insurance with a reputable insurance company with an indemnity of no less than £5 Million per incident.

- The insurance must be valid for the whole time that the exhibitor is on site over the Festival period.
- It is a requirement of the Festival Insurers that the organisers of the Festival hold a copy of the Trader's Public Liability Insurance certificate. Copies of insurance certificates should be supplied to the Festival organiser.
- It is the Traders' responsibility to ensure that they have appropriate Insurance to cover all other losses and claims that may arise from their activities.

REFUSE

- All traders must remove all their waste from the site at the end of the event

FESTIVAL BUILD UP, BREAKDOWN AND SHOW DAYS

- The site will not be open to Traders until 8.00am on the day of the Festival, and all stalls must be set up by 10.30am.
- Please do not dismantle your stand until 4.00pm, all equipment and stock must be cleared from the site by 6.00pm
- Vehicles can be parked beside the Gourmet Marquee for setting up and breakdown, but must be parked in the disabled bay during the event
- The Festival organisers will not accept any responsibility for damage to any vehicle entering the Festival site and all parking areas, however or wherever it is caused.

SECURITY

There is no security available during the Festival, please make your own arrangements for your stand if you want to leave it unattended

TOILETS and WATER

There is a portaloos with hand wash facilities at the Deer House, and drinking water available at the bar.

REFRESHMENTS

The bar in the Deerhouse will be serving drinks and icecream all day. If you would like to purchase a voucher to eat from the Clay Oven or Creperie alfresco kitchens, please do so from the ticket desk.

DOGS

Dogs are **NOT** permitted in the Gourmet Marquee. The only exception is for Registered Assistance Dogs. They must be kept on leash at all times.

DISCLAIMER OF LIABILITY

The Festival organisers shall not be responsible for any accident, damage or loss however caused that may occur to any Trader, Exhibitor, Caterer or their staff or to any animal, article or property exhibited or brought onto the site by them. Each Trader, Exhibitor, Caterer shall indemnify the Festival organisers from and against all actions, suits, expenses or claims on account of or in respect of any such damage or injury however caused

Alfresco Health and Safety Policy Statement

It is, as far as is reasonably practicable, the policy of Swinton Park as organiser of the Alfresco Food Festival:

- To consult with all interested parties, exhibitors, contractors and volunteers on matters affecting their health and safety.
- To provide and maintain safe plant, machinery and facilities.
- To ensure the safe handling, storage and use of all substances.
- To provide information, instruction and supervision for all involved at the Festival.
- To ensure that all staff, volunteers and contractors are competent to do their tasks and give them adequate training where necessary.
- To prevent accidents and cases of work-related ill health.
- To maintain safe and healthy conditions on-site for the general public, including the provision of toilets and first aid facilities.
- To review and revise this policy as necessary, but not less frequently than annually.

During the build-up and breakdown periods of the Festival and when it is open to the general public, the organisers will ensure that there are safe entrances and exits to the site and work areas within the site and that they are maintained in a safe condition. The organisers will liaise with all exhibitors to ensure that they and any contractors and sub-contractors under their control fulfil statutory duties, including carrying out assessments of the health and safety risks involved in their work activities. The organisers will not be liable for circumstances beyond their control or the failure on the part of any individual or organisation to cooperate with the organisers in respect of health and safety legislation and providing and maintaining a safe working environment at the Alfresco Food Festival.

HEALTH, SAFETY AND HYGIENE

- Health and Safety Officers will be on site throughout the weekend. It is the responsibility of each Trader to comply with any and all Fire and Health and Safety precautions relevant to their stand and activities. This includes any need for fire extinguishers or fire blankets, and first aiders. Traders are responsible for the Health, Safety and Welfare of themselves and their employees and their own contractors.
- H&S risk assessments must be submitted to the Festival Administrator on or before the day of the Festival, please use the attached simple pro forma document if required.
- Any food or drink offered on a stand, whether as hospitality or for sale or as samples, will fall within the provisions of the following legislation:

Regulation (EC) 852/2004
The Food Hygiene (England) Regulations 2006

- Traders should have available for inspection their fully documented Food Safety Management System.

- The sale of alcohol in the Food Hall is restricted to sealed bottles only. Traders are only allowed to offer free taster samples.

Emergency and Evacuation Procedures

In the event of an emergency, exhibitors should follow any instructions given to them by the organisers or event stewards or the police either verbally or over the PA system.

Calling the Fire Brigade

The Fire Brigade should be called immediately to every outbreak of fire, from the nearest available telephone

Emergency Procedures

In the event of a major incident during the Festival, emergency procedures will be put into effect. A major incident may occur as a result of an accidental or deliberate act.

Swinton Park, in conjunction with the relevant authority, will determine the action to be taken in the event of a major incident.

Accident Reporting / Investigation

The Festival contracted first aid/medical providers, will record all accidents in an accident report book and will inform the Festival Safety Officer of all incidents.

All accidents or incidents will be fully investigated to ensure that an accurate record is made in the event of any claim or investigation arising at a later date.

The person responsible for recording all reportable accidents/incidents in accordance with RIDDOR 95 will be the Festival Safety Officer.

First Aid

First aid facilities will be provided by independent personnel and will be on site from 10.00hrs until 4.30hrs each day of the Festival. The first aid point will be clearly identified on the site and on maps and in catalogues. All first aid personnel are qualified first aid and/or medical providers.

Speed limits on the Festival site.

The **maximum** speed limit on the site for any vehicle is 5mph. This should not be exceeded under any circumstances and due care and consideration should be demonstrated by the drivers of all vehicles. Apart from parking by the marquee for setting up and breakdown, please follow the routes for vehicles as indicated at all times.

Other arrangements

Lifting operations

All lifting operations are to be carried out by a competent person.

All lifting equipment /appliances will be operated by a competent person.

The guidance outlined in the Lifting Operations and Lifting Equipment Regulations 1998 will apply to all lifting activity.

Personal Protective Equipment (PPE)

Exhibitors and contractors will be responsible for providing their own personal protective equipment. Individuals are responsible for their own personal safety and must ensure that if PPE is provided for their work activity it must be worn and used correctly at all times while undertaking that activity, in accordance with the manufacturers guidelines.

Storage

Exhibitors are not permitted to store items or equipment of a hazardous nature anywhere on the showground unless agreement has been reached with the Festival organisers prior to the commencement of the Festival. Any items stored must be stored in accordance with specific instructions outlined by the Festival organisers and must be stored safely. Exhibitors and contractors must ensure that the storage of any items or equipment does not contravene fire safety regulations.

CONDITIONS FOR THE SUPPLY OF ELECTRICAL ENERGY & FITTINGS ON HIRE

ELECTRICITY CAN KILL. The organisers of the Alfresco Food Festival take electrical safety very seriously and we expect you to read the following information and instructions.

Not only can faulty equipment cause danger to life but it will also cause disruption to the supply, not only to your stand but to others on the site and in extreme cases the entire site. We are sure you do not wish to be responsible for the losses and inconvenience caused.

1. The supply (if ordered in advance) will be: 240 volts Single Phase 50Hz with a single 13amp switched socket. The supply to each stand is restricted and you will **NOT** be allowed to exceed the number of amps that you have ordered and paid for. Overloading the supply will result in a power cut.

2. It is strictly understood that only **ONE** item of equipment is connected to any one socket outlet. The use of extension leads with suitable multiple socket outlets are permitted.

3. THE USE OF THE FOLLOWING IS PROHIBITED:

- MULTIPLE SOCKET PLUG IN BLOCKS, BAYONET AND OTHER ADAPTORS.
- ELECTRIC KETTLES.
- PERSONAL GENERATING SETS.
- COOKING EQUIPMENT, UNLESS REQUIRED FOR PREPARING FOOD FOR SALE OR DEMONSTRATION.

4. Each exhibitor will be held responsible for any materials etc., supplied by the organisers and affixed to their stand, which are damaged or missing at the end of the show. It is the responsibility of the exhibitor to ensure that supplied equipment is left in good order.

5. The Festival organisers reserve the right to refuse to have connected to the supply any equipment deemed to be faulty.

6. Please ensure that all who work on your stand are aware of these requirements

ELECTRICAL EQUIPMENT TESTING

For purposes of this event "Electric Equipment" is defined as anything that can be or is plugged into the electricity supply.

All electrical equipment will be inspected by our representative to ensure that it has been tested and is safe to use.

Any portable electrical appliance (and this includes larger items such as fridges and display units etc.) over 12 months old, intended for use at the Festival must display a valid Portable Appliance Test (PAT) sticker and the valid certificate must be available for inspection, otherwise power will not be connected.

If the equipment is less than 12 months old it does not require a PAT certificate. In this case the exhibitor must have available for inspection the original invoice as proof of purchase.

Any equipment found to be defective cannot be used on site until all faults have been rectified and the equipment satisfactorily tested.

You should ensure that all your equipment has been tested by your own electrical engineer before the event as the Festival will not have an engineer on site to carry out repairs.

The owners of any equipment that fails our safety inspection or does not have a valid test certificate or label will be asked by the organisers to remove the equipment from the Festival site. This also applies to undeclared equipment unless it is approved by our representatives.

IT IS THE TRADER'S RESPONSIBILITY TO ENSURE THAT ALL ELECTRICAL EQUIPMENT IS SAFE TO USE, AND IS FIT FOR PURPOSE. IT WILL BE YOUR OWN FAULT IF YOUR TRADE IS AFFECTED BECAUSE THERE IS A PROBLEM AND WE PROHIBIT THE USE OF ANY EQUIPMENT.

In the event of any dispute as to the safety of your equipment, the decision of our H & S Officer is final

In order to assist you and us with the safety inspection, we have enclosed an "equipment list". Please complete this with an entry for every piece of electrical equipment (including display lighting), that you intend to use on site, i.e. a separate entry for every item with a plug.

ELECTRICAL EQUIPMENT LIST

Name of Business:					
Person in charge of stand:					
Type of Equipment	Manufacturer	Current Load Amps	OR	Watts	Model Number

Electrical supply required = amps.

I / We confirm that:

- We have read and understand the attached notes relating to the electricity supply and equipment testing.
- The above is a complete list of equipment that will be used at the show.
- We accept responsibility for any damage or losses that may arise from overloading the supply to our stand.
- We will notify you with full details, in writing, before the commencement of the Festival if any of the equipment listed above has, for whatever reason, to be substituted by another item.
- All electrical equipment used on the Festival site will be, where appropriate, be covered by an up to date Portable Appliance Test Certificate.

Signed Date

Please complete and return the equipment list to the Festival organiser on or before the date of the Festival.

RISK ASSESSMENTS

Trade Stand Fire & General Risk Assessment
RECORD OF SIGNIFICANT FINDINGS

Name of Company: _____

Assessment Undertaken By:

Date _____

Signature _____

Print Name _____

Position _____

Type of Stand/Area/Facilities Assessed

Activity Undertaken

STEP ONE-
IDENTIFY FIRE AND OTHER HAZARDS ON YOUR STAND OR AREA THAT MAY POSE A RISK

STEP TWO-
WHO ARE THE PEOPLE VISITING OR WORKING ON YOUR STAND WHO MAY BE AT RISK

STEP THREE-
PLEASE INDICATE WHAT STEPS YOU HAVE TAKEN TO ENSURE THAT THE RISKS IDENTIFIED
HAVE BEEN REMOVED OR MINIMISED AND ARE ADEQUATELY CONTROLLED

ANY ADDITIONAL INFORMATION YOU FEEL MAY BE RELEVANT

Name of "Responsible Person" for your stand or area during the Festival:

Name: _____ Contact Telephone Number: _____