



## Information for Exhibitors

Applications are invited for stalls at the 20<sup>th</sup> Narberth Food Festival on Saturday 22<sup>nd</sup> September (10am-6pm) and Sunday 23<sup>rd</sup> September (10am-4pm) 2018.

We are a not-for-profit event run entirely by volunteers. Gate fees are low, with free entry for under-18s, chef demonstrations, musical entertainment and children's activities are all free – maximising available customer spend. In 2016 we attracted over 6500 visitors.

### Inside stalls

The main marquee, housing chef demonstrations and children's activities, is fully boarded. Stalls come with a table and two chairs as standard and all back on to a tented wall. A supplement is charged for corner stalls (providing extra frontage) and for electricity.

### Outside stalls

No cooking is allowed in the marquee: outside pitches (tarmac surface) are available for those wishing to cook. Electricity is available for a supplement. **No tentage** is provided.

### Food Hygiene

Food Hygiene ratings must be displayed by all stalls where relevant. Warm water and washing facilities are the responsibility of the stallholder.

### Plastic and waste

Narberth town is working towards zero waste and we ask that you support this by using recyclables or compostables wherever possible.

### Selection process

Space is always over-subscribed: to ensure quality and variety some applications have to be refused.

We welcome applications from

- Local & Welsh food and drink businesses
- Small & medium size independent enterprises

And, space permitting,

- High-quality non-Welsh businesses
- Food-related businesses – eg cooking equipment, cookery books

We do not accept craft stalls or sweet stalls. We are unable to accept stalls selling alcoholic drinks by glass or open container. Tea, coffee and other hot drinks cannot be sold unless listed on the Expression of Interest form

- MARCH** Forms downloadable, applications open.  
Applications must be accompanied by a Cheque or BACS payment for the full amount.  
NB Applications at this stage are NOT decided on a first-come, first-served basis.
- MAY 11** Deadline for initial selection
- JUNE 1** Initial decisions notified: acceptance, rejection, reserve list placement.  
Applications after this date will be decided on a first-come, first-served basis.
- AUGUST** Joining instructions circulated

*For questions about the application process, please e-mail*  
[stallholders@narberthfoodfestival.com](mailto:stallholders@narberthfoodfestival.com)

*For general enquiries about the festival e-mail* [info@narberthfoodfestival.com](mailto:info@narberthfoodfestival.com)

Size:                      Date:

Inside:                    Corner:

*Office Use*

Electricity:              Amount:

BACS:                    Cheque:

*Office Use*

## Expression of Interest Form

Business Name:

Address:

Website:

Email:

Contact Name:

Contact Number:

Facebook Page:

Twitter:

**Remember to follow @NarberthFood on Twitter or Like us on Facebook!**

Product range outline .....

Product range specifics (Please give full details, including awards—essential for our selection process): .....

(NB To avoid too much duplication we may have to restrict which products you can sell.)

National Food Hygiene Rating                      1                      2                      3                      4                      5

Stall Preference:

Please circle your stall size and optional extras, add up the values and place in the **Total** box.

STALL	INSIDE	OUTSIDE
2m Frontage	£160	£200
3m Frontage	£240	£300
4m Frontage	£320	£400
<i>Optional Extra's</i>		
Electricity	£35	£35
Corner Frontage	£40	N/A
<b>TOTAL</b>	£	£

**Are you a recently established Welsh food-based business?** We offer a limited number of pitches at heavily discounted rates to suitable Start-Up businesses. Before applying, please email [stallholders@narberthfoodfestival.com](mailto:stallholders@narberthfoodfestival.com) to check your eligibility.

**Gas and Electrical Appliances:**

*All appliances must be safety tested and evidence of this must be provided upon request.*

**NB** *Bringing extra unlisted items can cause interruptions to our power supply at considerable inconvenience to stallholders and others. A check will be made against the list you provide. Please attach separate sheets if necessary.*

**Please list ALL Electrical and Gas Appliances individually below:**

Electrical Appliance	Power Consumption in amps/watts	Date PAT Tested

Gas Appliance	Date Safety Tested

Any further comments:

**Checklist:**

- I have completed the Expression of Interest Form in full and understand the application process.
- I have suitable Third Party Insurance Cover.
- I have included a Cheque for the full amount. Cheque Number .....
- I have made the relevant BACS Payment to ***Narberth Food Festival - Barclays Bank***  
***Account Number 10710857 Sort Code 20-37-82***

Your BACS payment details: ***Please use your Company name in the BACS payment reference.***

Payment Reference: ..... Payment Amount:.....

- I understand that no application will be considered for initial selection without payment in Full.

Signed:

Date:

Please return your completed form to **Narberth Food Festival** by post to:  
*Emily Wiggans, Yr Hen Parlwr, Login, Whitland, Carmarthenshire, SA340TJ*  
Or email to ***stallholders@narberthfoodfestival.com***

For general questions please email ***info@narberthfoodfestival.com*** Thank you!