

If you are interested in having a food stall at Stowmarket Carnival in 2012, you will need to submit an application to, Darryl Chapman before 1st February 2012. The successful stallholders will be chosen from those who apply. Please read the information below about how to submit an application.

Food Vendors are being requested to offer a proposal to have a concession at Stowmarket Carnival in 2012 which will take place on Friday 13th July 2012 (approximate timing 7pm to 10.30pm), Saturday 14th July 2012 (approximate timing 11.30am to 10.30pm) and Sunday 15th July 2012 (approximate timing 12pm to 7.00pm).

There are four concession categories within which vendors can submit a proposal. These are:

- 1) Concession A - the opportunity to sell tea/ coffee and cakes, donuts, waffles etc
- 2) Concession B - the opportunity to sell "Fish and Chips ONLY"
- 3) Concession C - the opportunity to sell supply other types of food including fast food, burger chips and or specialist foods i.e. Indian etc
- 4) Concession D – the opportunity to sell Jacket potatoes and other food types not listed , i.e. baguettes , sandwiches etc

A vendor can submit a proposal to cover more than one category. Or different vendors can submit a joint proposal to cover more than one category.

Each concession will be on a sole supply basis in the categories above and valid for the event.

All applicants agrees to the following conditions should they be chosen to trade at Stowmarket Carnival 2012:

- 1) The vendor will be positioned in a common area at the event where all food concessions will be based. Vendors will need to confirm maximum size required for thier concession as part of their offer.
- 2) The vendor will be required to be self sufficient for electrical needs, although some limited night time power for refrigeration is available and should be requested in the proposal.
- 3) Other than concession A, vendors will **NOT** be able to sell tea or coffee but can sell other non alcoholic drinks such as Coke, Pepsi etc, water and slush puppies.
- 4) The vendor agrees to pay the fee due in two instalments. The first instalment being a deposit equal to 50% of the total cost by 1st April 2012 and the second instalment being payable upon arrival at the event and before the vendor sets up their stall.
- 5) If you are awarded a concession, you must provide a copy of your valid public liability insurance prior to the event
- 6) If you are awarded a concession, you must provide a copy of a thorough risk assessment for your stall prior to the event.
- 7) Food business operators have a legal responsibility to ensure that staff are trained to carry out their duties safely. In order to comply with the law you need be able to demonstrate that all food handlers have an appropriate level of knowledge of food hygiene. EC Regulation 852 states that all food handlers must be instructed and/or trained in food hygiene matters commensurate with their work activity. The vendor agrees to comply with these requirements and to supply upon request to the supplier copies of any certification or other documents requested.
- 8) Should the vendor fail to show at the event on the first day or in the event of a cancellation for any reason after the 1st April 2012 then the deposit is non refundable. If however the supplier has been able to re sell the space allocated to the vendor for the same cost then a refund less a 10% handling charge will be made.
- 9) Should the vendor decide to leave the event before it finishes at 7pm On Sunday 10th June 2011 or at any point during the event then no refund of any monies paid will be due.

In order to submit a proposal for a concession, please email the following information to Darryl Chapman at foodvendors@stowmarketcarnival.co.uk . If you have any questions, you can call Darryl on 01449 616308.

- Which concession(s) you wish to apply for
- Your offer for the concession(s)
- Details of the size required for the concession
- Details of other events that you have traded at
- Any other information about your stall(s) that you feel is relevant
- Confirmation that you agree to terms 1-9 listed above.