

FlavourFest

The South West's largest food & drink festival!

3rd February 2012

Dear Trader,

I'm writing to you to give you some exciting news about Flavour Fest 2012. As part of the new visitor marketing plan

We kept the fees as low as possible over the last three years encouraging early booking with our Early Bird Discount.

Unfortunately due to new traffic restriction regulations within the City Centre we will have to add a slight increase to our costs this year to £385 for an inner stall and £485 for a corner stall. This is a very small raise in costs of £10 per stand to allow for the necessary vehicle access for all vehicles.

You can still take advantage of our Early Bird discount if you book and pay in full before Monday 5th March. Staggered payments in instalments are available to ease your cash flow too – just contact us to arrange this.

Following on from the success of last year we are continuing our one stop mailing this year and ask you to return ALL of your paperwork in one go – saving costly calls to chase for documents, and saving you and us postage and paper. For ease faxing or scanning/emailing forms to us is helpful but since we do still require you to return the £50 “clean site” bond then it may be easier to send it all by post – just the once. For those of you who have public liability that expires before August 17th 2012, please just make a note to send that back when you have it (fax/or email). For your use, there is a ticklist over the page to assist.

We would also like to offer you the opportunity to select a site – on a first come, first served basis. You will see from the attached plan that the greyed out sites have already been booked, but there are plenty left to choose from. Sponsor sites are available and if you are interested in becoming a Flavour Fest sponsor, please contact us for our available opportunities.

We have enclosed all necessary forms for you to complete and this year we would like you to send back copies of your risk assessments and hygiene certificates with the paperwork. This saves us interrupting you at your stall to check your documentation.

Again, to save you time, if your risk assessment for last year will be the same, then please take a moment to review it and if it is still current and relevant, just re-sign and re-date it and we are happy to accept it in this way.

We look forward to hearing from you soon,

Kind regards,



Annette Laurie
BID Finance Administrator
Plymouth City Centre Company

FlavourFest

The South West's largest food & drink festival!

TRADER CHECKLIST

Returned completed booking form	<input type="checkbox"/>	
Number of stalls required	Inner <input type="checkbox"/>	Corner <input type="checkbox"/>
Table required	<input type="checkbox"/>	
Electrical socket point required	<input type="checkbox"/>	
Refrigeration required	<input type="checkbox"/>	
Parking permit required	Colin Campbell Court <input type="checkbox"/>	Bretonside Bus station <input type="checkbox"/>
Returned Env. health form	<input type="checkbox"/>	
Returned copy of Public Liability Insurance (£5million cover)	<input type="checkbox"/>	
Returned copy of Risk Assessment	<input type="checkbox"/>	
Returned copy of Food Hygiene Certificate	<input type="checkbox"/>	
Returned copy of Temporary Event Notice (Alcohol Licence, if applicable) - Please note that you need to apply for this.	<input type="checkbox"/>	
Returned copy of Organic Certificate (if applicable)	<input type="checkbox"/>	

FINANCE

Amount paid	<input type="checkbox"/>	£
Damage Bond of £50 (in the form of a post-dated cheque – 20 th Aug)	<input type="checkbox"/>	

OTHER DETAILS

--	--