

Flavour Fest

Plymouth's regional food & drink festival

FLAVOUR FEST 2012 TERMS AND CONDITIONS

GENERAL

1. Flavour Fest public opening times are:

Friday 17 th August	10.00 a.m. – 5.30 p.m.
Saturday 18 th August	9.00 a.m. – 5.30 p.m.
Sunday 19 th August	10.00 a.m. – 5.00 p.m.
2. Whilst every endeavour will be made to meet the requirements of the Exhibitor, Plymouth City Centre Company cannot guarantee a particular position within the show. Site Plans will be forwarded the week commencing 6 August 2012.
3. Each site measures 3m x 3m x 2.29m high. No tables, power connection or other equipment will be provided unless specifically requested on the application form.
4. Where cooking takes place the exhibitor is responsible for ensuring that spillages are cleaned from the show area and **protective flooring is installed**. The £50 returnable deposit will be retained for the cleanup of any waste/grease or staining left behind after the event ends.
5. Cold water will be available on the show site. Hot and drinking water will not be supplied and you should ensure you bring your own. **All waste water must be taken to the disposal units provided around the site and not disposed of into the surface drains.**
6. Refunds will be made for cancellations received in writing before Friday 6th July 2012, after this date no refunds will be given.
7. All exhibitors are responsible for the insurance of their own property and goods brought on to the event site. Plymouth City Centre Company accepts no liability for loss or damage incurred whilst exhibitors' equipment is on site. Plymouth City Centre Company will however be providing general site security overnight on Thursday 16th, Friday 17th and Saturday 18th August 2011.
8. All exhibitors must provide a copy of their **public liability** insurance **prior** to the event; cover should be for a minimum of **£5 million**. Copies to be returned with your booking form. We do not require a copy of your employer's liability insurance document.

HEALTH & SAFETY

9. Every exhibitor is responsible for carrying out a **risk assessment** of their designated area to ensure that all potential risks are minimised (hazards should be identified and preventative/protective measures implemented). Please note that advertising "A" boards are not permitted. Copies to be returned with your booking form. Please refer to the Registration Form for Temporary Food Premises, Mobiles and Stalls Intending to Trade in Plymouth.
10. Every exhibitor must bring with them **health and safety equipment** relevant to their intended activity e.g. first aid, fire blankets/fire extinguishers. Please refer to the Registration Form for Temporary Food Premises, Mobiles and Stalls Intending to Trade in Plymouth.

VEHICLES & PARKING

11. No vehicles can be left on site during the event opening hours.
12. Parking is available within City Centre car parks. For vehicles under 1.95m high parking is available at Western Approach car park for £5.00 per day. This is a multi storey car park. For vehicles in excess of this height special permits can be ordered in advance for £5.00 per day for Colin Campbell Court car park.
13. Lorry parking is available at Bretonside Bus Station, permits cost £8.00 per day.
[If you have not already booked your vehicle parking permit please contact us]

REFRIGERATION & COOKING

14. Due to the nature of the event location **NO refrigerated vehicles can remain on the event site**. Cool storage can be made available to exhibitors – please ask for details.

ACCESS & SETTING UP

15. Access to site for setting up will be available from 6.00 p.m. on Thursday 16th August. Access routes to your site will be forwarded with joining instructions week commencing 23rd June 2012.
16. No vehicles may access the site between 8.30 a.m. and 6.00 p.m. on Friday or Saturday (5.30pm Sunday). Access before and after these times is unrestricted.
17. No exhibitor may sell alcohol without first acquiring the permission of the Plymouth City Centre Company. Permission will only be granted for sampling and take-away bottled sales.
18. Where Plymouth City Centre Company has granted permission for the sale of alcohol **Exhibitors are responsible** for obtaining a Premises Licence (TENS) for **sale** of alcohol at Flavour Fest. To apply for a Premises Licence please contact Plymouth City Council Licensing Department on 01752 307981. Application forms will need to be received by them before **Friday 13th July 2012**. **PLEASE NOTE** – Flavour Fest is not covered by a generic Temporary Event Notice – **this is your responsibility**. A TENS notice is **NOT** required for sampling.