**Hartlepool Folk Festival 2024**

**Traders: Food and Drink**

**Address:** Middlegate, Hartlepool TS24 0JD

**Dates:** 4th - 6th October (the family festival runs on Saturday and Sunday).

**Trader timings:**

* Friday we recommend 17.00 - 19.00
* Saturday - if serving breakfast and coffee we would recommend 9.00 - 15.00. If serving lunch and dinner we recommend 12.00 - 19.00
* Sunday - if serving breakfast and coffee we would recommend 9.00 - 15.00. If serving lunch and dinner we recommend 12.00 - 19.00.

Traders may begin trading prior to these times if agreed with the Festival Team; similarly any trader who wishes to cease trading prior to these times must agree this with the Festival Team.

Any trader looking to work from the festival campsite must agree this ahead of time with the Festival Team, and we would recommend limited trading hours here, as the site will cease to be busy after the morning rush.

**Set up:** Traders can set up from 15.00 on Friday 4th or any time from 8.00 on the 5th/6th October.

We will hold a walkaround of the site on Friday and again on Saturday first thing, but you need to inform us of when you plan to arrive so that we can organise this with you.

**Outdoor coffee vendors**

* The **car park** opposite the Borough Hall is available for parking, and is directly next to the Town Square where you will be pitched up during the weekend. One coffee vendor will need to enter the History Gardens next to the public toilets, a low brick building. There should be steady footfall to both sites throughout the weekend.
* **Water** is available from the Borough Hall, please access through the Constable’s Bar. The venue is open from 9am. Water can also be sourced from 3 St Hilda Crescent, a 500m walk from your pitch site, before 9.00 or between 16.00 - 19.00
* **Overnight power** is available for one trader on the Squircle. Anyone trading next to the Headland Sports Centre (Union St, off Northgate) will be required to use their own power.
* **Waste disposal** is available via bins and skips at the back of the Borough Hall
* **Security**: we will request an hourly security check from our overnight security service who are managing the campsite, but all vehicles and belongings are left at traders’ own risk.

**Hot food vendors**

You will trade from the ‘Squircle’, the centre of the Family Festival, located at Middlegate, Hartlepool TS24 0JD.

We are using the Headland Sports Centre (Union St, off Northgate), an indoor sports hall attached to the Borough Hall for our indoor food seating area and venue for the first time this year, and encourage you to direct punters to this space for eating whatever they have purchased.

* **Overnight power** is available for three traders on the Squircle. Anyone trading next to the Headland Sports Centre (Union St, off Northgate) will be required to use their own power. Pitches are assigned on a first-come first-served basis.
* There is **running water** available in the Borough Hall, but we recommend bringing something to store this at your vending area if large amounts are required for cooking etc.
* **Waste disposal** is available via bins and skips at the back of the Borough Hall.
* **Security**: the hall will be locked overnight, and we will request an hourly security check from our overnight security service who are managing the campsite, but all vehicles and belongings are left at traders’ own risk.
* We can provide photographs of the space and further information on facilities on request.
* All vendors are required to bring their own cooking apparatus.
* All vendors are to ensure they have their own food storage facilities, including refrigeration and that all food is kept at correct legal temperatures throughout the duration of the event.
* Further information below in the terms and conditions.

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**Footfall:** We are expecting ~600 festival goers and ~200-250 free family festival attendees, though as this part of the event is unticketed it is difficult to predict attendance.

**Other traders:** There will be three hot food vendors outside, plus a stall selling cakes etc. and an indoor bar in the Food Hall. There will be two coffee traders due to popular demand last year, one in the Squircle and the other next to the Sports Hall. Festival goers will have the option of eating at the Headland’s pubs, cafe and fish and chip shops etc., but we will be heavily promoting the outdoor stalls and the Food Hall, and the food offering is relatively limited elsewhere.

**Staying at the festival:** This year we have a caravan and campsite which is a 10-15m walk from the festival site, located between the Headland and Hartlepool Town (off the West View Road roundabout). **Those interested in staying on the campsite must inform the festival team after receiving and signing this agreement.**

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**Terms and conditions**

Traders are responsible for providing their own food preparation and cooking equipment such as chiller cabinets, hobs, freezers, cleaning products, and kitchenware. Exhibitors are also responsible for their own stand’s health and safety signage, equipment and policies and must provide a copy of this on a detailed risk assessment prior to the event.

Food storage section -

All electrical equipment must be PAT tested and certificates visible with the dated test label clearly displayed.

Full inspection of all public liability insurance, hygiene certificates, local EHO registration, and individual risk assessments will be required by the organiser for each trader. If this is not in order, we cannot allow trading until these documents are on file. These MUST be supplied in advance.

**First Aid and Fire Safety**

In the event of an emergency evacuation of the area, traders will be instructed on the course of action by security. In case of a fire, please make your area safe (if safe to do so) and then follow the stewards’ instructions to safety. If you have your own first aid kit please ensure you have it at your stall.

**General**

* The stallholder agrees that they will not hold Hartlepool Folk Festival liable for any losses, injury, or damage to it or its equipment over the course of the festival or that is incurred consequent to their activities at the festival.
* All vendors are to ensure they have their own food storage facilities, including refrigeration if required, and that all food is kept at correct legal temperatures throughout the duration of the event.
* The stallholder accepts that they will not hold Hartlepool Folk Festival liable for the volume of trading at the event.
* Hartlepool Folk Festival will not be responsible for traders’ cash or transactions.
* Hartlepool Folk Festival holds public liability insurance but this does not cover traders’ own stock, equipment, cash, contents, employees’ insurance etc.
* Security and a presence from the Ambulance Service will be provided at the event.
* Lost/found children and/or vulnerable adults should be reported to the Festival Team at the Borough Hall, or kept at your stall while a volunteer radios the Festival Team.

**Payment**

Payment of a **£75.00** pitch fee for the weekend must be made before **Monday 16th September**. If payment is not received, Hartlepool Folk Festival retains the right to revoke this trading agreement. Payment should be made to:

**Account name: Hartlepool Folk Festival**

**Account number: 65400836**

**Sort code: 55-61-00**

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**Agreement**

I declare that I have thoroughly read and agreed to the trading terms and conditions above.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trading/company name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_