

Terms & Conditions for trading at the Edinburgh Street Food Festival 2011

Trading hours (subject to change). 11.00am to 10.00pm on Friday 12th August through 22nd August. Close at 9m on 22nd August.

Successful applicants are granted license to trade at Edinburgh Street Food Festival 2011 under the following terms and conditions. Any violation of these terms and conditions will render this license null and void, and in that event, Edinburgh Street Food Festival reserves the right to remove the trader and any of their possessions from the festival site without compensation or refund of any trading fees or deposit.

Official organisations. Traders are required to co-operate fully with Site Management, Security, Emergency Services, Police and all official organisations such as Environmental Health, Health & Safety Exec, Trading Standards, HMRC.

Payments. Traders must pay all fees in advance. The Edinburgh Street Food Festival reserves the right to reallocate trade space until payment in full and all required documentation has been received and accepted.

Security Deposit is payable at the time of application and will be returned to you in full if the site of your stall is left in good condition, and all equipment provided by us is returned in the condition it was issued to you.

Acceptance of Applications. If you are successful in your application you will be sent confirmation by email and this application form will become part of your trading agreement.

Non-acceptance of Application. Should your application be unsuccessful your payment will be returned.

Cancellation/Non-attendance. If cancellation occurs before 5th August, a 50% forfeit of booking fee will be retained by Edinburgh Street Food Festival. If cancellation occurs after 5th August, the total cost will be forfeited. No fees will be refunded in the event of non-attendance by the stall holder.

Allocation of stall sites will be at the sole discretion of The Edinburgh Street Food Festival and we reserve the right to reallocate stalls if essential for operational reasons.

Behaviour on Site. Any stall holder, or their employees, using intimidating behaviour towards the public, authorities or to Street Food Festival staff will be dismissed from the site. The Edinburgh Street Food Festival reserves the right to refuse admission to the site to any person or organisation who in their opinion would be prejudicial to the good running of the Street Food Festival.

Stall size. All stall plots will be marked out clearly on the ground and stallholders must not take up more space than they have been allocated. Breach of this rule may result in loss of deposit.

Menus and prices must be displayed at all times. Stallholders may not trade in any lines or items not agreed in the booking confirmation.

Trading Name of your stall must be displayed at all times. Requirements of Sections 1200-1208 of the Companies Act 2006 must be complied with. For guidance see - www.companieshouse.gov.uk/about/gbhtml/gp1.shtml#ch10

Sub-letting stalls or part of stalls is not allowed.

Auctions/Raffles. The sale of goods by any kind of auction or raffle is prohibited. Flags. The selling of any type of flags is not permitted.

Trading Standards may carry out inspections. Please ensure that all goods are priced and that all relevant legislative requirements are complied with, including those in relation to fibre content labelling, hallmarking, safety and weights & measures. Any trader requiring further information on compliance with any legislation should approach their local Trading Standards Service for further advice.

Items not permitted on site. Glass, generators, open fires, lasers, fireworks and weapons or potential weapons are not permitted on site for safety reasons and will be confiscated. Traders must co-operate fully with Festival Security in any search of vehicles or stalls.

Sound systems or any other equipment playing amplified sound are not permitted stalls.

Power. Food stalls are provided with 2x13amp sockets providing 6.5Kw max. Traders are required to advise of any additional power requirements in advance. Failure to do so may result in you not having enough power. Traders who pull more power than ordered and cause the circuit to go down will be disconnected. Site staff will check all appliances and any exceeding wattage limits will not be permitted to operate.

Electrical Equipment. All traders are responsible for the condition and safety of their electrics. All electrical equipment must have PAT certification and copies of certification must be sent with your application and made available for inspection at your stall. Any equipment not reaching safety standards will not be permitted to operate.

Gas Appliances must hold a gas safety certificate issued by a Gas Safe registered contractor qualified to inspect Commercial LPG installations. Copies must be sent with your application and applications will not be confirmed until all documentation has been received. A gas inspector will be on-site over the Street Food Festival weekend to check your appliances and certificates before you are allowed to begin trading. Appliances without certification can be certified on-site at an additional cost. Sub-standard equipment cannot be operated. For more information regarding gas safety certification please visit www.gassaferegister.co.uk

Fire Safety. Fire extinguishers of adequate type and quality must be available on your stall. A fire blanket must also be available in food stalls. All materials used in

construction and decoration of stalls must be of non-flammable material. You are required to have conducted a fire risk assessment.

Structures. Stallholders bringing their own structures are required to ensure their stall is adequately secured using suitable materials. Unsuitable, unstable or unsafe structures will be required to be removed.

Recycling. Traders must use the recycling facilities provided.

Disposables. In the interest of the environment we request that traders use biodegradable cutlery/serving containers.

Waste Water and Waste Oil must be disposed of in the containers provided. Inappropriate waste water and waste oil disposal will result in loss of deposit and you may not be invited to trade at future Street Food Festival.

Water Supply. You will have access to a suitable water supply. Please ensure taps are not left running.

Litter. Traders are responsible for keeping both the area in front of their stalls and the area to the rear tidy and free of rubbish. Traders must leave their site as they found it. Traders leaving any rubbish, equipment or structures will lose their deposit and may not be invited to trade at future festivals.

Damage. Any trader found to have caused damage, accidental or otherwise, to the site, fittings, equipment or property of Edinburgh Street Food Festival, or any of Edinburgh Street Food Festival's contractors will lose their deposit and may be billed for the cost of repair.

Setting Up. Food stallholders will be permitted on-site to set up from Thursday 11th August. All stalls must be set up, signed off and ready to begin trading by 10.30am on Friday 12th August. It may be necessary to impose mutually convenient time slots.

Vehicle Access. Vehicles, other than those which are the actual stalls are not permitted on-site during the festival except for deliveries from 11pm to 10am each day. All vehicles are brought on site at their owners' risk.

Driving On-site. No vehicles are permitted to move on-site between 11.30am-9pm without express permission from Festival Control. Vehicles will only be allowed on-site once clearance has been received from Festival Control that the site is safe. When driving on-site, the speed must be kept to 5 mph.

Parking. Food stallholders are permitted to park one vehicle (either storage or refrigerated) on-site during the festival. Free parking is available close by in the Ocean Terminal Parking and in side streets for all other vehicles.

Staying Overnight. Traders may be permitted to sleep/stay on-site overnight

Break down. The site must be vacated by midnight on Sunday 4th September.

Furniture. Failure to return tables, chairs and any other resources provided by The Edinburgh Street Food Festival will result in your deposit being retained and you may be billed for the cost of replacement.

Insurance. It is recommended that stallholders have Public Liability and Employers Liability insurance.

Food and Health & Safety Regulations and all legalities relating to mobile catering units must be conformed to.

Catering units must be kept in a good state of cleanliness at all times. Environmental Health Officers will be onsite to check stalls and equipment before allowing you to operate. If you do not reach the required standards and are not given permission to operate your site rent will not be refunded and you may lose your deposit.

Food handlers should be formally trained in Food Hygiene to REHIS Elementary level or equivalent. If food handlers have not received formal training they must be supervised at all times by someone who has Food Preparation. All food dishes must be prepared in accordance with current guidelines. Food must be prepared off-site, wherever possible. Meat should be brought to site pre-prepared and ready to cook. Re-heating of food in Scotland must be done to at least 82 degrees centigrade.

All stalls/vans that handle open foods and/or provide hot food (even if that food is for sampling only) must have the following facilities: -

- 1 Facilities for cleaning equipment including a potable supply of hot and cold water. All equipment coming onto the site should be cleaned before arrival.
- 2 Facilities for hand washing which must be provided with a supply of hot and cold water and which are separate from facilities for cleaning equipment.
- 3 Soap and hand towels, or paper towels, for washing and drying hands.
- 4 Surfaces must be in good condition and be easy to clean/disinfect
- 5 Cleaning chemicals i.e. a surface sanitiser/disinfectant.
- 6 Facilities must be provided for keeping foods cool. Fridges or other coolers should keep food at 5oC or below. Freezers at least -18o C.
- 7 A temperature probe and antibacterial probe wipes for monitoring hot and cold food and equipment temperatures. The temperatures are to be recorded in a suitable manner.
- 8 All hot foods on display for sale must be kept at 63o C or above.
- 9 All Re-heated food must be heated to 82o C or above.
- 10 Means to dispose of waste water and food waste and other rubbish.

11 An Impervious floor covering should be provided in all food handling units. Keep food off the ground. Keep food covered to prevent the food being contaminated.

12 A first aid box with waterproof plasters.

13 "No Smoking" signage must be displayed.

Limitation of Liability. The Edinburgh Street Food Festival will not be responsible for any losses as a result of the following:

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1. Infringements by stallholders of any patent rights, design, trademark or other protected rights of third parties
2. Damage to any property whatsoever (including stock) or death or injury of any person arising from any action or omission by stallholders and their employees
3. Failure of stallholders to comply with appropriate legal requirements
4. Actions by the general public, local authority, emergency services or similar authority
5. Adverse or otherwise weather conditions

Extra terms and conditions may be attached to this event dependant on decisions made by the organisers or local authorities. You will be notified of any changes.

It's a shame we have to put all this down in writing. The Edinburgh Street Food Festival want this event to be friendly and problem free for everyone – stallholders, public and staff. If you've managed to get to the end, Well done and thank you.

Please keep these terms & conditions for your own reference and sign the application form to confirm you have read and understood them, and agree to be bound by them.