



PRESTON CARIBBEAN CARNIVAL LTD

**TRADERS & CATERERS  
APPLICATION & INFORMATION FORM**

**SUNDAY 23rd JUNE**

**Moor Park, Preston**

Trading Hours: Midday – 7.00pm

**Application Deadline: 5.30pm 31<sup>st</sup> May 2019**

**Please read the terms & conditions before completing the form**

## **TRADING CATEGORIES 2019**

It's very important you read the terms and conditions before signing.  
Both documents need to be signed and returned to us.

### **Category A**

Food Trucks: £450

**Category B – Hot / Cold Food and Meals (including, but not limited to jerk chicken, burgers, pizzas, BBQs, sandwiches and crepes).**

Frontage up to 4 metres: £350

4-5 meters: £400

**Category C – Non hot food (including, but not limited to hot/cold drinks, smoothies, juices, sweets, cakes and ice cream vans).**

Frontage up to 4 meters: £200

Over 4 meters: please ask

### **Category D Food carts/ bikes**

Frontage up to 3 meters: £50

**Category E – Retail (including, but not limited to arts & crafts, clothing, and any other non -food items. Massage, healing and other services).**

Frontage up to 3 meters: £70

4-5 meters: £90

Over 5 meters: please ask

### **Category F – Charity stalls**

Up to 3 meters £50

If the items you are trading are not listed in any of the categories, please email the details of your goods/services to [info@prestoncarnival.co.uk](mailto:info@prestoncarnival.co.uk) to find out the appropriate category for which you should apply.

|   |  |
|---|--|
| NAME OF STALL HOLDER  |  |
| NAME OF BUSINESS  |  |
| FOOD HYGIENE RATING<br>(Business/Market Traders)                                |  |
| Which Environmental Health Office are you registered with?                      |  |
| POSTAL ADDRESS  |  |
| POSTCODE  |  |
| EMAIL   |  |
| TEL (DAYTIME)   |  |
| MOBILE  |  |
| FULL DESCRIPTION OF GOODS TO BE SOLD<br>(Please attach sample menu if catering) |  |
| Stall Size (in meters, please include towing hitch if relevant)                 | Width: (frontage) .....<br>Depth ..... |
| Will you be using a BBQ?  |  |

Note: mobile caterers must comply with all relevant legal requirements and would be expected to operate in accordance with the standards specified in The Chartered Institute of Environmental Health (CIEH) National Guidance for Outdoor and Mobile Catering.

The guidance can be downloaded for free at:

[www.cieh.org/policy/guidance\\_outdoor\\_mobile\\_catering.html](http://www.cieh.org/policy/guidance_outdoor_mobile_catering.html)

| <b>Category</b>                                   | <b>Number of units</b> | <b>Total<br/>£</b> |
|---|------------------------|--------------------|
| <b>A -FOOD TRUCKS £450<br/>6 meters</b>           |                        |                    |
| <b>B – HOT/COLD<br/>FOOD/MEALS</b>                |                        |                    |
| UP TO 4 METERS Frontage<br>£350                   |                        |                    |
| 4 -5 METERS £400                                  |                        |                    |
| <b>C – NON HOT FOOD</b>                           |                        |                    |
| up to 4 meters Frontage<br>£200                   |                        |                    |
| Over 4 meters                                     |                        |                    |
| <b>Category D - Food carts/<br/>bikes £50</b>     |                        |                    |
| <b>Category E - Retail</b>                        |                        |                    |
| up to 3 meters frontage<br>£70                    |                        |                    |
| 4-5 meters<br>£90                                 |                        |                    |
| Over 5 meters<br>Please contact                   |                        |                    |
| <b>Category F – Charity</b><br>Up to 3 meters £50 |                        |                    |

If you are operating from a mobile van please measure the entire length of the vehicle, including the cab or tow bar. If it exceeds the sizes mentioned above, please contact the office to discuss your options.

**Important - Please note that if the festival is cancelled due to poor weather, health and safety issues or any other circumstance outside of the organiser's control, you will be entitled to a 50% refund of your traders' fee. If a separate event is organised in lieu of the festival, traders will be offered a space free of charge on a first come first serve basis.**

## **PRESTON CARIBBEAN CARNIVAL LTD VENDOR UNIT TERMS & CONDITIONS**

1. The vendor is responsible for the erection of their unit and for providing their own weather-proof awning, covers, electricity supply and any equipment required for use in their pitch. **Vendors selling food need to ensure their marquees/units are fire proof.**
2. Any vendor found operating outside of their assigned area as detailed in their application form will be asked to adjust to fit their operations within the marked out area allocated to them. This includes the use of additional tables, chairs or other equipment.
3. **NO DRINKS ARE TO BE SERVED IN GLASS BOTTLES ON THE GROUNDS.** All drinks must be served in a paper or plastic cup. The Preston Caribbean Carnival Ltd will make a note of all vendors observed serving drinks in bottles. They will be cautioned and if they continue to do so will not be allowed to continue to trade.
4. **THE SALE OF ALCOHOLIC DRINKS IS NOT PERMITTED BY ANY VENDOR. PLEASE NOTE IT IS A CRIMINAL OFFENCE TO SELL ALCOHOL WITHOUT A LIQUOR LICENCE. FAILURE TO COMPLY WILL FORCE US TO CLOSE YOUR OPERATIONS WITH IMMEDIATE EFFECT.**
5. A copy of a valid risk assessment, Food Hygiene Certificate and Public Liability Insurance covering your operations on the day must be submitted to the Preston Caribbean Carnival at the time of registration or at the latest one (1) month before the event. This is a requirement for the issuing of vendor units to all traders. **PLEASE ENSURE THAT YOU TAKE A COPY OF YOUR RISK ASSESSMENT, FOOD HYGIENE CERTIFICATE AND INSURANCE WITH YOU TO THE GROUNDS ON CARNIVAL DAY, AS IT IS REQUIRED BY LAW.** Without such documents you will not gain access to the area.
6. **IT IS THE VENDOR'S RESPONSIBILITY TO HAVE ADEQUATE PUBLIC LIABILITY INSURANCE IN RESPECT OF ANY OR ALL ACTIVITIES CARRIED OUT BY THEM IN CONNECTION WITH THEIR OPERATIONS.**
7. Fire extinguishers are required by Law for all vendor units.

8. The vendor must take all reasonable steps to keep the site and ground in the immediate vicinity free from litter and paper, and in proper condition. At the end of trading all trade waste must be placed in the bins provided and must not be left on the ground. Cooking oil must be collected in containers, allowed to cool and sealed with a cover before disposal. Galvanize or other suitable sheeting should be placed under BBQ grills and coal pots to collect ashes and coals that are likely to fall on the ground below. Please ensure that all coal fire are extinguished, allowed to cool and collected in bags and disposed of accordingly.
9. Please be aware that restrictions concerning movement and parking of vehicles will be strictly enforced. Each vendor is entitled to take **ONE MOTOR VEHICLE** into the grounds in connection with their purchase of a Vendor unit. **Parking will be provided for that vehicle behind your vendor unit. Please do not come on the day with extra vehicles as there are no additional facilities for parking.**
10. All Vendor units must be in the park by 9:00 am 9.30 am at the latest. The traffic Department will not allow any vehicle access to the grounds or any movement of vehicles on or off the park between the hours of 9:30am and 8:00pm (Except for Emergency purposes).
11. The vendor unit holder will comply with all legal requirements under statute, by-laws or statutory instrument relating to the sale of food to the public and acknowledge that the Preston Caribbean Carnival Ltd will not be responsible for the supply of such items
12. Vendors are not to exhibit or permit to be exhibited on any part of their site advertising boards, posters, notices or other promotional materials except with the written consent of Preston Caribbean Carnival Ltd. Advertising is restricted to your operations only.
13. **NO PERMISSION HAS BEEN GRANTED BY Preston Caribbean Carnival Ltd FOR MUSIC TO BE PLAYED FROM ANY VENDOR UNIT.** PRS Licences held by vendors are not valid for use on the grounds. Failure to follow the guidelines could result in the vendor being asked to cease operations and to vacate the area.
14. **All vendors are asked not to put any fresh food on the grill after 6:30pm as that could delay your exit from the grounds. Please note you are required to cease operations by 7.30pm and to leave the grounds by 9.30pm at the latest. THERE WILL BE NO EXCEPTIONS.**
15. All vendor units will be photographed for reference purposes. Vendors **are not** required to be photographed, however vendors are required to make good any damage caused to the site by their operations.
16. Preston Caribbean Carnival Ltd will not be liable to the applicant for:
  - a. Theft, damage or loss of any property of the Applicant or Vendor unit holder however caused.

- b. Loss of monies or lack of earnings, caused by inclement weather, position of Vendor unit or any other cause.
- c. Any penalty imposed by anyone due to the applicant/vendor unit holder's failure to comply with any statutory requirement concerning his or her trading activities.
- d. Public Liability Insurance in respect of any or all activities carried out by the applicant in connection with his/her Vendor unit.

17. Vendors will have access to Moor Park from 6.30am on Music Festival Day.

18. Preston Caribbean Carnival Ltd reserves the right to search all vehicles entering the grounds and may do spot checks on units throughout the day to ensure they comply with the regulations. Please be advised that alcoholic beverages found in your units will be confiscated by the licensing authority, if it exceeds the limit allowed for cooking or personal use. Only the goods for sale agreed in this document will be allowed.

19. Please note that CCTV cameras are in operation and will be monitored closely from central command. In addition plain clothes officers will be in place to monitor all vendor units/pitches.

20. Vendors who have not booked and paid in advance will not be allowed to trade on the day. No unit will be reserved in your name without payment being made in full.

21. Please note we no longer accept application forms without full payment unless prior arrangements have been made with the office.

22. Vendor units will be allocated on a first come first served basis.

**23. Preston Caribbean Carnival Ltd reserves the right to refuse access or to remove any vendor that fails to:-**

- Comply with the terms and conditions laid out in this document.
- Comply with any reasonable request made by Preston Caribbean Carnival Ltd.
- Operate during hours within the statutory laws / by laws/guidelines that governs cooking and serving hot & cold foods and beverages.
- If you refuse to operate within the stated guidelines and asked to vacate the carnival site you will not be entitled to any refund of registration fees. In addition you and the organization you represent will be barred from operating a vendor unit at future carnivals.
- Preston Caribbean Carnival Ltd will not be liable to refund any fees for any reason other than cancellation of the Carnival Day event. In this case an administration charge will be deducted from any fees received.

I/We agree to abide by the terms and conditions and agree that I/We will be responsible for the manner in which our business is conducted from my/our Vendor unit.

**DEADLINE FOR REGISTRATIONS IS 31st May 2019. NO LATE REGISTRATIONS WILL BE ACCEPTED.**

**When signed this document becomes a legally binding contract**

|                                       |  |
|---------------------------------------|--|
| <b>Name of Vendor</b>                 |  |
| <b>Signature of Vendor/Agent</b>      |  |
| <b>Date</b>                           |  |
| <b>Preston Caribbean Carnival Ltd</b> |  |
| <b>Date</b>                           |  |

Bank Details for Online payments:

Preston Caribbean Carnival Ltd  
Lloyds Bank Plc  
Sort Code: 30 96 85  
Account No: 29074060

Please quote name/business name as a reference when making a payment.

Cheques to be made payable to: Preston Caribbean Carnival Ltd and posted along with forms to the registered office as follows:

The Treasurer  
Preston Caribbean Carnival Ltd  
Reg. Off: 316 Blackpool Road  
Fulwood  
PRESTON  
Lancs  
PR2 3AE



## NOTES TO OFFICIAL CONTRACT

1. The conditions contained in the contract form the basis of an Agreement between the applicant and Preston Caribbean Carnival Ltd, and the applicant agrees to abide by the conditions stated in the contract, and applicant's signature shall be taken as proof of the applicant's acceptance of these conditions.
2. Applicant's attention is particularly drawn to **Conditions 5 & 6** in the contract relating to the need to present a copy of a valid risk assessment and for each Vendor to carry adequate insurance cover for their own activities/trade.
3. The Applicant should photocopy and keep a copy of the Contract and these notes, and return the original copy of the contract together with the necessary fees to Preston Caribbean Carnival Ltd.
4. Preston Caribbean Carnival Ltd is an equal opportunity organization and would ask all traders to observe our policy and refrain from displaying and selling any item that may cause offence to any race, creed, gender, or religious groups.

## **PRESTON CARIBBEAN CARNIVAL LTD CONTACT SHEET & CHECK LIST**

1. Have you completed the application form correctly and returned within the deadline?  
YES  NO
2. Have you supplied the carnival organisers with a copy of a valid risk assessment and other required documentation covering your operations on the grounds?  
YES  NO
3. Have you got a copy of the risk assessment which you must bring with you to the grounds on carnival day, as it is required by law? Without the risk assessment you will not gain access to the grounds.  
YES  NO
4. Have you photocopied and kept a copy of the application and vendor terms and conditions and returned the original copy of the contract together with the necessary fees to Preston Caribbean Carnival Ltd?  
YES  NO

|                                 |   |
|---------------------------------|---|
| NAME OF CONCESSION CO-ORDINATOR | Dave Williams   |
| CONTACT TELEPHONE (MOBILE)      | 0753 816 0474   |
| E-MAIL ADDRESS                  | <a href="mailto:concessions@prestoncarnival.com">concessions@prestoncarnival.com</a><br>or info@prestoncarnival.co.uk |
| POSTAL ADDRESS                  | Preston Caribbean Carnival Ltd<br>c/o 316 Blackpool Road<br>Fulwood<br>PRESTON<br>Lancs<br>PR2 3AE                    |



























