

Single Use Carrier Bags

The new single use carrier bags charge legislation comes into force in Wales on 1 October 2011. After this, single use carrier bags will no longer be given away free when people buy many goods. Our aim is reduce the amount given out so please ask before providing a new bag, bring a supply of used bags – perhaps your local supermarket will help as they usually collect them, or sell your own branded material reusable bags.

The 5p charge for new bags can be donated as a charitable donation to CFDF's founding charity Cowbridge Charter Trust. Please ensure that you have a receptacle for this and we will provide signage.

For further information on this policy and also exceptions to the rule, see:

<http://www.walescarbonfootprint.gov.uk/business/carrierbags/?lang=en>

Waste Management

We are committed to reducing our level of waste produced so encourage exhibitors to use compostable packaging where possible and separate their waste into the bins provided which corresponds with our local provision for removal. Or better still, you can separate into your home authority's categories and take it with you! Please check when you reach the site which bins are provided and how this should be split. Please do not use the smaller bins which are "front of house" for visitors as larger bins are placed to the rear of the marquee for exhibitors.

Selection Process

Congratulations again for getting a stall at this year's festival. As you know we have changed our applications process and in the interest of clarity this is the procedure that we will be using until further notice:

January-May – build the database of producers/exhibitors by adding emails when they show express interest.

March-May – Send out Expressions of Interest Form to database and any further applicants until deadline passes.

Mid-late April – Deadline for Expressions of Interest

Early May - Selection Committee meet to go through each of forms received. From this a shortlist of exhibitors will be drawn up. The aim is to achieve a diverse range of high quality product.

Further criteria we consider are location, whether they are a primary producer, whether they offer something new to the festival. We aim to get a number of new exhibitors each year.

Certain areas are in very high demand such as the cooking area and we aim to get a good variety.

Mid June – Those shortlisted pay a non-refundable deposit to confirm their place and further information is compiled to draw up final invoices which are due Mid August.

Those who are unsuccessful automatically go on the reserves list and will be contacted if and when a cancellation is received.

The Selection Committee's is final but the list opens again the following January.

Social Media

We are gradually moving towards using both Twitter and Facebook and invite you to join us. We would like to use this largely to advertise things at the festival as and when they are announced, but also would like to include recipes if you are able to provide one.

Toilets

Please note that the toilets on site are NOT FOR PUBLIC USE and are purely for your convenience. Please do not direct the public to these. The public toilets at the Town Hall Car Park.

Exhibitor Position and Requirements

As position is confirmed, we will issue stand numbers to you as well as a plan of the site. Stand position is non-negotiable as we are completely full but if details of requirements have changed please let me know asap. Cowbridge Food and Drink Festival reserve the right to amend the layout and position of exits if required.

Electricity

If your balance invoice does not clearly state an electrical charge, we have received no request for this. If nearer the time you require electricity we may be able to arrange this but cannot guarantee it and you will be invoiced accordingly. Electricity is switched on on the Friday and left running overnight Friday and Saturday.

Our electrical team on site will inspect each stall and equipment.. As usual a PAT testing certificate is required for all electrical items including extension cables over 1 year of age. If items have been purchased within a year they will be exempt but a receipt may be required as proof. If items are deemed unsafe for any reason they will be confiscated and returned at the end of the festival. Items not holding a PAT certificate can be tested on site with all the relevant certificates being supplied after the festival. This service will be charged for at £20 for the first item, £15 for each item thereafter.

Health and Safety

By the time you arrive to set up, you must have provided proof of insurance and appropriate Hygiene Certificates. These must also be brought to site and may be inspected and recorded by organisers and/or local authority representative. Our home authority, The Vale of Glamorgan Environmental Health Department will be given your details to carry out their checks and will inform you of any new legislation. Please read any information provided by them and if you have any queries contact them direct on 01446 700111. Inspectors will be visiting over the weekend and if any of their requirements are breached they may force the stall holder to cease trading – their decision is final and enforceable. No refunds will be offered if you are asked to cease trading

It is recommended that each exhibitor carry out their own Risk Assessment for the duration of the festival. A BLANK RISK ASSESSMENT with some suggested areas to consider will be provided and available on line. Once completed keep this available for inspection also.

Fire fighting equipment will be situated around the marquees and a FIRE EVACUATION PROCEDURE which will be displayed by each fire exit. A full briefing will take place over the PA system at 8.30am Saturday 29th so please pay attention at this time.

Hand Washing and Water

There are hand washing units placed around the marquees for exhibitors and the public to use and these will be filled up regularly. Please ensure that you know where the nearest one is and if you find it empty at any time, let a Marshall know so that we can sort this out. For those who are cooking, if you have your own hand washing unit, we would strongly recommend you bring this.

Water is provided via a new hose and valve adjacent to the cheese and wine marquee but this is NOT an area to be used for washing up or dumping waste liquid.

Washing Up Facilities

A washing up station to the rear of Marquee C, where you will find bins and exhibitor loos also. This is available for exhibitors to use. No washing up or dumping of waste water must be carried out anywhere else on site. Please ensure that waste is put in the bin before washing up to prevent clogging the filter/drain system.

Cooking Area

For those cooking at the Festival we would suggest that your own fire safety equipment be on hand at your stall. The Festival has received recommendations from the Fire Department and will adhere to these standards. We would advise those who are cooking with gas bottles that hoses must be of sound quality and not compromised in any way. All connections in hoses conveying flammable gas from portable containers must be by gas-tight fixings, eg, crimped "O-rings" and not by "Jubilee-type" clips". A safety advisor will be inspecting these over the weekend. Cooking will ONLY be taking place in marquee B. Some warming of food is taking place in other marquees but this is strictly by electrical appliances and by agreement of the organisers prior to this letter.

Access Times

For those setting up on Friday, you will only be allowed access from 5pm to 6.30pm. If you arrive early you will NOT be allowed in if we have not completed the marquee/electrical installation. This also applies to any contractor dropping off equipment such as fridges so please pass on the information. We encourage as many as possible to set up on Friday as on Saturday the craft fayre exhibitors use this route which can complicate matters further!

Otherwise set up in on Saturday 6.30am to 8.30am. Strictly no vehicle access after this point even if you are in the queue so allow plenty of time. If you need to restock for Sunday, we may allow this after close on Saturday but again vehicle access will be limited and please request this during the day as we like to close the gates promptly, or you can reload on Sunday 8.30-9.30am. No vehicle access after this time.

Regardless of this system, due to space limitations there will probably be delays which we will keep to a minimum with your help. No vehicles other than unloading exhibitors will be admitted to site.

Directions and Loading In Procedure

The site is the Car Park to Arthur John on North Road (postcode CF71 7DF) which is parallel to the main street in Cowbridge. We try to operate an unofficial one way system on North Road to make access easier. Enter North Road by the zebra crossing at the Town Hall and then left onto North Road. Stewards in high visibility jackets should be around to direct you. From this direction turn right into the site.

The site traffic is strictly controlled so please bare with us and allow plenty of time. We only allow a few vehicles in at a time, unload them quickly and get the vehicles off site to allow the next in. Exhibitors then return on foot to complete setting up their stands having parked elsewhere.

Exhibitors are requested to turn right out of the site, along North Road, out onto the main street via Eagle Lane. Parking is available in the Cattle Market or Town Hall Car Parks. **DO NOT MOVE VEHICLES WITHOUT A STEWARD'S ASSISTANCE.**

NO EXHIBITOR VEHICLES WILL BE LEFT ON SITE.

On Sunday after closing to public, we will again **STRICTLY** adhere to the above traffic plan to make the loading out process as easy **AND SAFE** as possible. No vehicles will be allowed on site until the last member of the public has vacated the site by 4.30pm.

Security

The site will be patrolled by a security firm over both Friday and Saturday nights but we strongly advise that you remove from site anything that is valuable or mobile. Anything left on site is done so at your own risk and suitable insurance for this should be arranged by yourselves. The Committee takes no responsibility for any lost or stolen property.

Unfortunately this type of busy event does attract the odd opportunist and if you notice someone acting suspiciously, please notify the control point (C6). We will then make a coded PA announcement to alert other stall holders and this will be worded as follows, so listen to announcements, "Will Mrs Bagshot please report to the control at C6"

Post Event Feedback

To further develop the Festival and to satisfy our funding requirements we will issue a feedback form for the event and distribute at the Festival and online. Please complete and return as soon after the event as possible.

PLEASE NOTE THE CLOCKS GOING BACK OVER SATURDAY NIGHT