

Devon Organic Festival 2009 Booking Form

Exhibitors Name(s):		
Business Name:		
Address:		
	Postcode:	
Telephone:	Fax Number:	
Email:		
Website:		
Product(s) / services to be exhibited/sold:		
<p>Will you be bringing a generator? Yes/No There is no electricity to the site or running water.</p>		

Stand Space. This is limited to a 3m x 3m space for a gazebo. If you require additional space please give details here:

I confirm that I accept the exhibitors' terms as detailed on page 2. I have enclosed a copies of my current organic Certificate of Registration and public liability insurance.

Signed Printed Date

DEPOSIT DETAILS

To secure your exhibition space, please enclose your stand fee of £35.00 which is non refundable.

*Please make all cheques payable to **The Forestry Commission**.*

Please return your completed booking form, organic certificate of registration, risk assessment and payment to: Devon Organic Festival, The Forestry Commission, Buller's Hill, Kennford Exeter EX6 7XR

EXHIBITING INFORMATION & TERMS

Logistics

1. Haldon Forest Park will be open from 9am on 20th September 2009 for set up. The event will officially commence at 11am and close at 4pm - exhibitors are not permitted to leave early
2. Each exhibitor will be allocated a 3m x 3m area of open ground, on which a gazebo can be installed.
3. There is no electricity to the site; generators can be used as long as prior consent has been given.
Refreshments will be available for exhibitors throughout the day, lunch will not be provided but the adjacent cafe will be open.
4. Exhibitor space is limited and will be booked on a first come, first serve basis.

Organic Status

1. Exhibitors will need to be certified organic by either the Soil Association or Organic Farmers and growers.
2. A copy of each exhibitor's current organic certificate will need to be included with payment.

Food Safety

1. Produce should be stored and prepared in compliance with Food Safety Regulations as detailed below. For further information visit:
www.foodstandards.gov.uk/multimedia/pdfs/hygienebusinessguide.pdf
2. Please make provisions to bring your own refrigeration units and grills as appropriate
3. Samples should be protected from undue handling

Rules & Regulations

1. Exhibitors must have their own Public Liability Insurance cover up to £5m
2. Exhibitors must comply with the Food Safety Act 1990 - this covers the production, processing, storage, distribution, sale and supply of food, EC Regulation 852/2004 and The Food Hygiene (England) Regulations 2006
3. All exhibitors must be 'registered' with their local authority
4. Exhibitors must complete and return the enclosed 'Risk Assessment' form
5. The Forestry Commission reserves the right to refuse any exhibitor entry if they do not comply with the above terms of exhibiting. These conditions and all other express terms of contract shall be governed and construed in accordance with the Laws of England
6. Exhibitors to remove all trade waste at the end of the festival.
7. Exhibitors to remove their vehicles to the exhibitors parking area before the festival commences. Cars to be removed by 10.30am