

Applications

1. Priority will be given to exhibitors from the Suffolk Area. If spaces are available after the application deadline has passed, the Committee will consider other applications from within a reasonable distance of Suffolk or from exhibitors offering a specialist product not represented at the Festival.
2. The [deadline for applications is 13th May 2022](#). Applications may be accepted after this date in exceptional circumstances but there is no guarantee that later bookings will be listed in the Festival publicity.
3. The submission of an Application Form does not guarantee a pitch at the Festival. Many factors are taken into account when deciding who will trade at the festival - variety, location, pitch requests etc. All applications for bookings will be considered by the Food and Drink Festival Committee. [You will be informed within one month](#) of the deadline if your application has been successful.
4. Your booking will be confirmed once full payment has been received. You will be invoiced for payment after your place is confirmed following a submitted application form. The application form is not valid unless completed in full and signed. By signing the application form you agree to comply with these conditions. We regret that refunds will not be given for bookings cancelled by exhibitors.

Insurance and Legal policies

5. Overnight security on Friday and Saturday nights is provided by the Festival.
6. All stall-holders must have public and product liability insurance, and employers' liability insurance where relevant. Please note that any person minding your stall on a temporary basis is classed as an employee.
7. The Festival carries public liability insurance in respect of its own activities.
8. Traders are responsible for producing and adhering to their own risk assessments for each individual stand.
9. Stall holders are responsible for provision of fire safety equipment on their stands.
10. Any member of the Committee of the Aldeburgh Food and Drink Festival may inspect a stall at any time to ensure the safe and hygienic operation of the site and compliance with the conditions of booking and product descriptions before, during and after the Festival. Any directions given must be complied with immediately.
11. Stallholders undertake to comply fully with trading standards, health and safety, environmental health and all other relevant legislation. Stall-holders are asked to keep their surrounding area as clean as possible throughout the time of the Festival and to dispose of rubbish in the designated refuse area at Snape Maltings.
12. Antisocial behaviour will result in instant dismissal from the Festival.

13. Smoking at any stall is prohibited.

Quality

14. The producer, or someone directly involved with production, must attend the Festival and manage the tradestall to ensure the highest quality.
15. Only top quality produce should be offered for sale at the Festival – the Festival Manager reserves the right to remove substandard items.
16. If claiming organic or similar certification, a copy of the certificate should be available. Receipts should be kept as proof of origin and may be requested by the Festival Manager or Trading Standards.
17. Genetically Modified products should not knowingly be used in the production of goods at the Festival.
18. Processed food must contain at least 25% ingredients of local origin.
19. Any base products should be significantly altered to qualify for sale at the Festival.
20. The Festival is a single-use plastic free event. Please ensure that any takeaway/street food packaging is sustainable and free from single-use plastic.

Attendance

21. In 2022, [The Aldeburgh Food and Drink Festival is open to the public on Saturday 24 September 9:30am – 5pm, and Sunday 25 September 9:30am - 4:00pm.](#)
22. All traders must register their stall and set up at their allocated time. This time will be provided before the event by the Festival Manager.
23. **No vehicles will be allowed on site after 8am on Saturday or Sunday mornings.**
24. Vehicles are permitted on site after 6pm on Saturday, after the site is clear of all visitors, in order to restock.
25. No vehicles will be granted access onto the Festival grounds before 5pm on Sunday 25 September and no stall is to be dismantled before the end of trading at 4.00pm on Sunday 25 September.
26. All electrical equipment must be certified and have a current PAT certificate. This certificate must be made available for inspection by our electrician at the Festival. If you require the Festival's on-site electricians to PAT test your equipment, please let the organisers know during the application process.
27. A maximum of 3kW is supplied per stand if requested and pre-paid.
28. Failure to register, set up or check electricals could result in your stand being sold to someone on the waiting list.

29. If you run out of produce before the end of trading times, we ask that you remain at the Festival until it closes. This should be used as an opportunity to promote your products and other aspects of your business.
30. During the Festival's opening times no vehicles may be parked adjacent to stalls nor used for stock replenishment.
31. Stall-holders must make arrangements, where appropriate, for organising their own handwashing facilities.
32. Stall holders are requested to take any cardboard away with them and all other rubbish must be bagged and put out for collection at the end of each day. The Festival employs a specialist recycling company to sort all waste, but this does not include cardboard.

GDPR

33. The Aldeburgh Food and Drink Festival does not transfer any data to third parties except for software related to newsletters, surveys and bookings, such as Mailchimp, Event Bright or Survey Monkey.
34. Data is held of all successful applicants to enable a continued relationship with future Festivals.
35. Everyone whose details are kept by Aldeburgh Food and Drink Festival has the right to view any information retained by us. We will supply all such data in a digital file within 4 weeks of receiving such a request. The individual can ask for all their records to be deleted from our systems at any time. Such requests may affect the provision of services offered to the individual but, to avoid confusion, such issues will be discussed with the individual before the information is deleted.