

CONDITIONS AND REGULATIONS

NEATH FOOD AND DRINK FESTIVAL 2011

Please note the following important points:-

1. The Food and Drink Festival will be held on Friday 7th and Saturday 8th October 2011 between the hours of 10am and 5pm. Stalls must be set up between the hours of 6.30am and 9.30am on both days and be ready for trade at 10am.
2. All vehicles must be moved from the town centre for duration of the event and will not be allowed to re enter before 5.00pm
3. The position of the standing will be determined by the Council.
4. Trading must not commence unless a permit has been granted by the Council.
5. Sub-letting or assignment in any form is **STRICTLY PROHIBITED**.
6. All rents and charges must be paid in advance of trade commencing.
7. Standings must be vacated and stalls (if any) removed within such time as may be prescribed by the Council.
8. Officials of the County Borough Council shall at all times have full right of access to any standing for the purpose of inspecting or examining same.
9. The electrical installation **must** comply with the following:
 - a. Health and Safety Executive Guidance Note G550 (second edition) Electrical Safety at Places of Entertainment.
 - b. The current edition of the Installation of Electrical Engineers Regulations.
 - c. Regulations under the Electricity Act.
 - d. Any special regulations issued by the Local Electricity Supply Authority.
 - e. Neath Port Talbot County Borough Council CLAW Specification for Electrical Engineering Services.
 - f. The Electricity at Work Regulations 1989
 - g. All cables in connection with lighting or power are to be properly insulated and protected, and laid in such a manner as not to be dangerous or obstructive. No connections are to be made to Street Light Columns.
 - h. The Electrical installation must be installed by a qualified competent person.
10. Traders will be held responsible for the clearing of litter, etc., on and around the ground space they occupy during the trading period, such litter to be placed in suitable containers (i.e. boxes or sacks) ready for collection by the Council's Refuse Vehicle.

11. Traders are requested to minimise the ecological impact of Neath Food and Drink Festival by using recyclable/bio degradable materials where possible
12. No Living Caravans or Trailers will be permitted on or in the vicinity of the standing.
13. Traders must be in receipt of a permit from Neath Port Talbot County Borough Council which shall be displayed at all times on the Standing in a prominent position.
14. The use of microphones and loudspeakers, except where approved by the Council, are prohibited. Excessive use of permitted sound systems might prejudice the perpetrators future trading within the Festival.
15. Street pavements must be protected from possible damage by the legs of the stall.
16. Standings must occupy the space which has been allotted on the permit only. Contravention of this condition may lead to disappointment.
17. **INSURANCE THIRD PARTY LIABILITY** – **Should the applicant not be affiliated on the Market Trader’s Federation, a copy of the Public Liability Insurance must be sent with the rental that is now due. It is essential that all traders are adequately insured against accident, loss, damage, expenses and in particular Public Liability.**
18. No casual trading will be allowed. Space will only be let to those traders who have applied and secured a permit prior to the commencement of the Festival.
19. Traders’ vehicles (excluding vehicles used as stalls) must be removed from the Town Centre by 9.30am/Vehicles will not be allowed to re-enter the Town Centre before 5.00pm. Any breach of this Condition may result in prosecution.
20. It is essential that vehicles use the pedestrianised areas of the town only for purposes of unloading/loading goods. Parking in the Town Centre overnight is strictly prohibited. The vehicles must not obstruct the main thoroughfare at any time. Vehicles will not be allowed into the Town Centre for any other purposes (only vehicles used as a stall will be exempted).
21. It is important that your stall is equipped with a fire extinguisher of appropriate type and that it remains on display in a prominent and easily accessible position. All extinguishers are to be properly serviced and maintained.
22. In order to prevent damage, or surface staining to the street pavements, it will be necessary for you to protect the road surface as follows:
 - a. Eighteen inch square $\frac{3}{4}$ ” plywood, or similar material, must be placed underneath each “leg” of your stall
 - b. Where paint or other such staining liquid is being used or demonstrated, the whole floor area utilised should be protected with an impervious protective membrane.

- c. To protect the street furniture paintwork, the securing of stalls, etc., by tying or otherwise, to said furniture is prohibited.
 - d. You are also requested to take every care to avoid any damage to the street furniture, etc.
23. Stallholders are expected to trade from 10am on Friday 7th and Saturday 8th October to 5pm. Early closing or vacating of standings will be regarded as being in contravention of the rules and regulations and may jeopardise traders applications for future food festivals.
24. Due to current fire regulations, no persons are allowed to sleep in the stalls or vehicles overnight.
25. Offer for sale goods of quality at reasonable prices and maintain a good selection and an adequate stock.
26. All traders, their employees, servants and agents will conduct themselves in an orderly manner to all persons on the fair, including, but not by way of exclusion, of all other users, the officers, agents and customers, and other lawful Council visitors to the fair.
27. All catering/food stalls to comply with the instructions of the Head of Environmental Health and Trading Standards, or any other so designated officer.
28. All traders are to observe and comply with all regulations and all requirements of the Health and Safety at Work Act 1974 and also any other regulations relating to employees of the operators, as far as they relate to the fair and the business of the trader.
29. The Head of Property and Regeneration will have the absolute authority to demand the removal of items from the stall which are considered to be;
- a. Sub-standard.
 - b. Excessive in number.
 - c. Dangerous, offensive or immoral.
30. Traders are requested to read the supplementary guidance contained herein provided by the Council's Trading Standards Section.
31. All traders are to observe all Acts of Parliament and all regulations and bye laws of the Council and other official bodies relating to the sale of goods and trading.
32. Any breach of any of the foregoing Conditions and Regulations will result in the Council's permit being cancelled and consequently, the Stand being vacated by the Trader. No compensation being payable in any event.

Note

All instructions issued by the nominated officers of Neath Port Talbot County Borough Council are to be adhered to – failure to do so will lead to the withdrawal of permits and the exclusion of the offending Trader from future events.