



**The Godiva Festival 2010!  
Coventry's War Memorial Park - 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> July 2010!**

**Join Us For The Year's Best Trading Opportunity!  
Experience The Biggest Free Family Music Festival in the UK!  
85,000 Plus Festival Goers!**

Dear Trader,

First of all I would like to wish you all a very happy and prosperous 2010! Let's hope that this year we are blessed with the same glorious sunshine we were so lucky to have at Godiva 2009!

The Godiva Festival is approaching its 13<sup>th</sup> Birthday and we are looking to create the biggest and best Godiva yet! There are big name acts booked to perform and details of which will be publicised in April. We want our trading to reflect this excitement and are looking for friendly service and quality goods.

And, as the credit crunch affected the majority of traders, as well as the public – to recognise your support, we have decided to reduce our hot food and fast food rates!

As you know we offer one of the best opportunities for traders in the country with upwards of 85,000 festival goers expected each year. To apply for a stall, please complete the following form in block capitals.

**Please Note:** Applications are dealt with on a first-come-first-served basis.

The attached **FULL application form and a signed copy of the terms and conditions** must be received at this office by **10<sup>th</sup> March with a non refundable deposit of 50% of the total fee and a post dated cheque for the balance dated 10<sup>th</sup> April 2010**. Your deposit will **only** be refunded should we not be able to accept your application. Please ensure you have completed the check list. Please make all cheques payable to CV One Ltd.

Please send your completed application forms to:

**Lucie Watson  
Godiva Festival Trading  
CV One Ltd  
1 Castle Yard  
Off Hay Lane  
Coventry  
CV15RF**

Or you can fax your application to **024 7660 7001**

We are all really looking forward to meeting up with you again – let's make it the best 'Godiva' yet! Any questions please just give me a call on **024 7660 7013** and I'll do all I can to help. ☺

Yours sincerely  
For The Godiva Festival 2010

**Lucie Watson**  
festivaltrading@cvone.co.uk

**Food Rates:**

1. **Snack foods e.g. Donuts**  
£500  
(2 metre frontage site only)  
£100 per extra metre
  
2. **Hot food specialist/ethnic inc soft drinks**  
£1800  
(6 metre frontage -site only)  
£400 per extra metre
  
3. **Fast food e.g. Burger/Chips inc soft drinks**  
£2700  
(6 metre frontage- site only)  
£500 per extra metre
  
4. **Ice cream**  
Price on Enquiry

If you sell a brand of food such as pretzels or candy floss we will endeavour to give you the sole concession right for that product.

Please supply pictures/description of your products.

**Notes**

No cans, glass bottles or alcohol may be brought in to the festival for sale or consumption – Any glass bottles or cans brought in will be confiscated and not returned.

Where a license expressly permits sale of soft drinks – These must be in 500ml plastic bottles and sold for no less than £2

No counterfeit goods may be brought onto sight under any circumstances.

– Any trader found stocking these goods will have them confiscated with immediate effect.

Marquees and/or stalls can be provided by CV One; POA.

**Please make sure you have completed the check list as failure to comply with this could result in your application being rejected.**



### Terms and Conditions

- **Traders must only sell goods specified in their application.** Any changes to the application form must be made in writing to the Festival Office at least four weeks prior to the start of the festival.
- **Sub-contracting** stalls or a part of stalls by traders is not permitted.
- **Full payment for stalls must be made before 10<sup>th</sup> April 2010** to: Godiva Festival Trading, CV One Ltd, 1 Castle Yard, Off Hay Lane, CV1 5RF. Non-payment by that time will result in loss of deposit and the site being reallocated. **Please make cheques payable to CV One Ltd.**
- **Traders to be on site and set up on Thursday 1<sup>st</sup> and Friday 2<sup>nd</sup> July 2010**, and be ready to trade by 4pm on Friday 2<sup>nd</sup>, when the festival begins. Access to the site for setting up will be during week commencing 28<sup>th</sup> June 2010 – details to be sent separately prior to this date.
- The Management reserve the right to reallocate stalls if essential for operational reasons or if traders arrive late. The site must be vacated by 10:00am on Monday 5<sup>th</sup> July 2010.
- **All vehicles are brought on site at their owners' risk.** The Festival cannot accept any responsibility for any loss or damage that may occur during the festival.
- **Deliveries.** Traders are responsible for arranging with market managers that delivery vehicles have all necessary paperwork and passes prior to arriving at vehicle gates.
- **We encourage applications for food concessions from anyone who has a freshly prepared or packaged food product.** Only food & beverages may be sold at a food stall, no art or merchandise. Exhibitors not meeting these criteria will be asked to leave the Festival without refund of entry fee.
- **Registration and certificates.** Traders must send with their application forms;
  - HACCP System (documented food hygiene management system)
  - Food handler training permits for every person working on the catering stall
  - Liability insurance (5million public, 5million product and 10million employers' liability)
  - Letter from the Local Authority in which the business is registered, with environmental health certificate, which must be displayed in the unit on site at all times.
  - A health and safety policy document
- **Refrigeration.** Food traders will need proper refrigerated units in which to store their foodstuff suitable for an event of 3 days.
- **Each exhibitor must provide his or her mobile display**, equipment, and must attend to the unit.
- **Exhibitors must have adequate internal cooking and/or cooling equipment** as needed to maintain your product in a safe and healthy fashion.
- **All equipment must meet or exceed NSF specifications.**
- **Setting up.** Exhibitors are responsible for setting up their own equipment (mobile unit, awning, table & chairs, etc.) and keeping their booth space clean.
- **Electricity for markets traders must be provided by the chosen power company.** All power must be provided by the chosen power company. Brought in Generators are not permitted on site for health, safety and noise reasons. Traders must have electric light for safety and security. Please advise the power company of your power requirements in advance; failure to do so may result in you having no or not enough power. Traders who pull more power than ordered and cause the circuit to go down will be disconnected and their stall closed down.
- **We request that food traders use biodegradable disposables.** In the interest of the environment we ask that if at all possible food traders use biodegradable disposable and avoid polystyrene.
- **Closed waste containers** must be provided by the trader and kept to the rear of the trader's space to accommodate refuse generated during the festival.

- **We request that where possible all coffee, tea and drinking chocolate sold at the Festival must be Fair-trade.**
- **No animals are to be brought on site.** This is a license condition.
- **Traders are responsible for ensuring that they and their staff adhere to the published pass system.** The Festival cannot accept any responsibility if traders do not adhere to the system, or lose passes. Trading staff without passes will not be admitted to the festival. Vehicle passes are non-transferable and must not be moved to other vehicle.
- **Amplified Music.** No music to be played without prior agreement with the Festival Management.
- **No broadcasting of visual images** without prior agreement with the Festival Management.
- **No rebates will be given** to traders as a result of adverse weather conditions, acts of god, nor as a result of changes in performance programmes or re-siting stalls within the Festival. The Festival will not accept responsibility for the level of trading during the event.
- **In the event of festival cancellation.** The final payment for the concession (or 50% of the total pitch fee, whichever is greater) will be refunded. Deposits will be retained.

### Health & Safety

- **Traders must comply with the Health, Safety and Hygiene requirements** of the Festival Management and Coventry City Council. Traders are not permitted to start trading until they have been given the go ahead by the Health and safety officer, following a Health and Safety Inspection.
- **Risk assessments** are required for all traders and should be returned with this form
- **Official organisations.** Traders are required to co-operate fully with Site Management, The Event Safety Officer, Security, Emergency Services, Police and all official organisations on site - such as Environmental Health Officers, Fire Officers, Customs and Excise staff, the Environment Agency, Trading Standards Officers and Inland Revenue staff.
- **Wastewater must be disposed of as directed** and not poured on the ground. Traders must ensure taps are not left running.
- **Traders are responsible for the removal and disposal of any waste oil from the site** There will be no facilities provided by the festival management for disposal on site.
- **Structures.** All traders' structures will be checked by the Event Safety Officer for stability. Unsuitable or unsafe structures will be required to be removed.
- **In order to reduce on site traffic,** Traders are expected to bring sufficient stock for each days trading. Vehicle movement will not be allowed during trading hours. Any vehicles being used must have the relevant passes. No motorcycles or unlicensed off road vehicles will be permitted.
- **Items not permitted on site.** Body-piercing equipment, generators, lasers, fireworks and weapons or potential weapons are not permitted on site for safety reasons and will be confiscated. Traders must co-operate fully with Festival Security in any search of vehicles or stalls.
- **An emergency access route** will be established into the main festival site, this must be kept clear of traffic and obstacles at all times

### Fire Safety

- **Fires.** No open fires are allowed on site.
- **No Petrol or Diesel or Gas Generators** will be permitted on site.
- **Fire Safety.** Please ensure that you have adequate exit points in the event of a fire and that you have sufficient lighting to see them.
- We also ask that you have fire safety equipment to the satisfaction of the Event Safety Officer, and that it has been tested in the last 12 months. All your staff should be trained in the event of a fire, and all structures and drapes must be durably flame-proofed to BS3120. **We will have a fire safety officer checking all units over the trading period.**
- **Catering Units** and outlets will be required to provide at least one operational 5kg dry powder extinguisher and a light duty fire blanket.

- **Liquefied Petroleum Gases (LPG).** Traders are only allowed to bring one spare container of bottled gas on site (those for primary use plus 1 spare) and shall be of a fixed type installation stored outside any stall or vehicle, and be positively secured in an upright position. All gas equipment in catering units must have a safety certificate issued within the last three months by a competent approved contractor, and must have a pressure relief valve. The storage of the spare container of LPG must be stored in the designated point as directed by the Festival Management.
- **Waste.** Traders are responsible for keeping both the 5 metre area in front of their stalls as well as their back of market space tidy and free of rubbish. Traders must leave their site as they found it. All rubbish must be put into the appropriate skips or waste fluid containers. We ask you all too please take care of the environment in which you trade.

### **CATERING HAZARDS**

This document does not claim to be complete and is provided solely to assist caterers in operating a safe environment at the Godiva Festival. All caterers must submit risk assessments that apply to their own particular circumstances. Caterers should ensure that:

- All working practices comply with the regulations as outlined in the Management of Health and Safety at Work Regulations 1999,
- All working practices comply within the regulations as outlined in the Manual Handling Operations Regulations 1992,
- All working practices comply with the regulations as outlined in the Personal Protective Equipment at Work Regulations 1992.
- All working practices comply with the regulations as outlined in the Provision and Use of Work Equipment Regulations 1992.

Many hazards are encountered within the catering environment, including:

- Back injuries through incorrect manual handling techniques,
- Bruising, abrasions and fractures due to slips, trips and falls on wet and greasy floors,
- Burns to the hands and forearms from ovens, hotplates, ovenware, plates and hot liquids,
- Cuts to the hands from the use of knives, slicing machinery and can-opening devices, together with those caused from contact with broken crockery and appliances,
- Scalds to the hands, forearms, feet legs and trunk through contact with hot fats, oils and liquids, and boiling water.

Breakdown of hygiene controls can cause illness and deaths to those affected, general areas are mentioned below, but are not inclusive of the stages of food delivery where this can happen:

- Check delivery vehicles and visual inspection of produce against contamination of foreign matter, physical including pests, micro organisms or chemicals when purchasing or taking delivery of produce,
- Check quality and condition of produce, check stores and/or containers, rotate stock, ensure against cross contamination and keep clean and hygienic, and store chemicals separately, when storing produce,
- Check cleanliness of produce, use clean equipment, ensure adequate contact/dwell time in water for removal of bacteria and soiling of equipment and produce,
- Use clean equipment and good personal hygiene; make visual checks in the preparation of food,
- Specify and use food grade packaging, store according to good practice, purchase and check against specification and visually check all packaging.
- Chill produce/food as required according to risk of microbiological growth in a cold store and measure product/food temperature.
- Ensure that all working practices comply with the Food Safety (General Food Hygiene) Regulations 1995.
- Ensure that all working practices comply with Food Safety (Temperature Control) Regulations 1995.

Hazards from the use of flammable liquids are fire and explosion, involving either the liquid or the vapour given off from it. Fires or explosions are likely to occur when vapours or liquids are released

from a controlled environment to areas where there may be an ignition source, or alternatively, when an ignition source is introduced into a controlled environment. Common causes of such incidents are:

- **Lack of awareness of the properties of flammable liquids,**
- **Operator error, due to lack of training,**
- **Hot work on or close to flammable liquid containers,**
- **Inadequate design of equipment.**
- **Inadequate installation or maintenance,**
- **Failure or malfunction of equipment,**
- **Exposure to heat from a nearby fire,**
- **Misuse of flammable liquids for example to burn waste materials or brighten fires,**
- **Inadequate control of ignition sources,**
- **Electrostatic discharges,**
- **Heating materials above their auto-ignition temperature,**
- **Dismantling or disposing of equipment containing flammable liquids,**
- **Movement from storage, Movement within premises,**
- **Dealing with spillages,**

Ensure that all delivery, storage, containment, usage and removal of flammable liquids comply with the regulations contained in the following:

- The Management of Health and Safety at Work Regulations 1992,
- The Health and Safety at Work Act 1974,
- Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972

**Signed:** .....

**Date**.....



## Godiva Festival Trading Application Form

NB. If you are applying for more than one stall please fill in the form for each stall and send them together.

### Your details:

Name of Organisation: .....

Name of Contact Person: .....

Contact Address: .....

.....

Telephone No: ..... Mobile No: .....

E-mail: .....

### Name of stall and details:

Do you require CV One to provide a Marquee/stall? .....

### If you have your own stall:

Stall Name ..... Stall type (please circle) 1 2 3 4

Frontage (M)..... Costs for extra Metres £.....

Please give details of your stall: .....

.....

**Total Cost £**.....

Person Responsible on Site at Event: .....

Mobile No: .....

Will you require vehicle access? Yes/ No                      No. of vehicle passes required.....

If Yes please give details (number and type of vehicles to be used):

.....

\*\*\*\*\*Please note: Any publicity announcing the event before permission has been granted may lead to your application being turned down\*\*\*\*\*

I declare that any information I have supplied is correct, that I have read the terms and conditions, health and safety and fire safety and agree to comply with them. I agree to comply with all and any further regulations that may be imposed by CVOne and the local authority. I understand that I will lose any right to trade on the day if this contract is broken. CVOne reserves the right to refuse any applications.

Signed: .....

Date.....

### Temporary Event Food Safety Checklist

Catering at a temporary event is quite different from using your normal catering kitchen where all of the facilities and equipment are fixed and readily available. When setting up a stall to be used for catering outside the following points need to be taken into consideration.

This checklist should be completed and returned to CV One Ltd prior to the event. If you answer 'NO' to any of the questions you will need to ensure suitable arrangements are made to make sure you have everything you will require or the event.

Safety Points	Circle as applicable	How?	Action Required
Have you got a supply of hot and cold (or mixed) water for hand washing?	Yes / No		
Have you got suitable materials for hand washing? (Hand soap and towels)	Yes / No		
Have you got a supply of hot and cold (or mixed) water for cleaning? Must be separate from hand washing (can be separate bowl)	Yes / No		
Have you got suitable cleaning materials? (Cloths, Sanitizer & multipurpose cleaner)	Yes / No		
Have all staff been instructed in safe food handling practises & personal hygiene?	Yes / No		
Are all staff wearing protective clothing?	Yes / No		
If there is open food on display, is it protected from contamination by customers?	Yes / No		
Are utensils available to avoid the need for staff to handle food, as far as possible?	Yes / No		
Have you got suitable means of keeping food cold? (below 8°C)	Yes / No		
Have you got suitable means of cooking food above 75°C?	Yes / No		
Have you got suitable means of storing food above 63°C?	Yes / No		
Can you check food temperatures?	Yes / No		
Can waste/ dirty water be disposed of or drained away in a suitable manner?	Yes / No		
Can food waste be removed from the stall and suitably disposed of?	Yes / No		
Do you a letter from your local authority stating that you are registered with environmental health?			
Do you have the relevant Fire Safety Equipment and certificates?	Yes / No		

**\*\*\*Access will be refused onto site if you cannot comply with the terms and conditions, or have not completed the checklist\*\*\***