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# TASTE OF Wickham FESTIVAL

SUNDAY 15 SEPTEMBER  
11AM - 5PM

A CELEBRATION OF LOCAL FOOD,  
CRAFTS, MUSIC AND FAMILY FUN

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## STALLHOLDER INFORMATION PACK

Thank you for your interest in booking a stall at the Taste of Wickham Festival 2024.

### About The Taste Of Wickham Festival

The Taste of Wickham Festival is a fantastic free day out, with family entertainment, local produce, street food, handmade crafts and gifts, food demonstrations, history talks, community stalls, craft bars, buskers, dancing and live music.

This popular annual festival takes place in the beautiful village square in Wickham, near Fareham, Hampshire. Over 6,000 visitors came along to the event last year, and we continue to grow. This year's event will be bigger than ever, with new family and live entertainment, additional space for stalls and lots of other exciting activities taking place throughout the village. We are also boosting our marketing activities to a wider geographical area.

We are inviting artisan sellers of all types to apply for a stall. We welcome applications from exceptional stallholders who are passionate about their products and meet our criteria. 65 stalls are available in our local Artisan Marketplace and we are inviting high quality craft, gift and garden businesses to the event, alongside local community organisations.

This year, FUSE Projects has been invited to manage the event on behalf of the Taste of Wickham Organising Team.

### We're looking for stallholders who are...

- Primarily artisanal producers & retailers of crafts, food, drink, gift and garden-related businesses - and are based in Hampshire and the South of England.
- Local community organisations, groups and businesses who offer services to local residents
- Selling products which clearly indicate the provenance or origin of the product, so visitors can easily identify local and world produce.
- Demonstrating active local sourcing where and when products are available from within the South or proof of provenance from another country.
- Using eco-friendly / biodegradable / recyclable food packaging and provide their own ample facilities for refuse and recycling.

To ensure that Taste of Wickham is full of variety and appeals to a wide audience, the organisers reserve the right to decline applications from stall holders whose produce or stall activity duplicates that of an existing Wickham Square business or a business whose application has already been accepted.

Due to our existing pubs on Wickham Square, we are unable to accept applications from stallholders selling alcohol 'by the glass' or to drink onsite. Stallholders selling bottled products will be considered.

All stallholders will be regulated to avoid duplication.

### Food & alcohol sellers

Food vendors will need to have a food hygiene rating of '4' or above and provide evidence of this. If you sell alcohol, you will need to apply for a TEN directly to Winchester City Council. Your pitch location will be provided in advance of the event.

## Pitch fees

- £65 Single 3x3m pitch - cold food, drink, gifts, craft or garden stall, 3x3m
- £125 Double 6x3m pitch - cold food, drink, gifts, craft or garden stall
- £85 Single 3x3m pitch, hot food / street food
- £160 Double 6x3m pitch, hot food / street food
- £150 Ice cream pitch
- In addition, 5 free pitches are available free of charge to local not-for-profit community organisations. The Organising team will shortlist the successful community applicants on 1 June 2024.

## Equipment & power

Please note that we no longer supply equipment on the day and all stallholders must bring their own equipment. Stallholders need to ensure they bring everything needed for a successful day.

The pitch fee is for the ground only. No power, gazebos, water, power or equipment is available to hire in advance, or borrow on the day.

## Marketing

There will be a series of marketing activities including: pre and post event press releases; social networking - Facebook, twitter; local Council publications; other relevant website event listings; printed programme / flyer sent to 3000 residents; posters in public areas; roadside banners. Further details will follow.

## How to apply

Please complete the online Stallholder Application Form at [www.fuseprojects.co.uk/upcomingevents](http://www.fuseprojects.co.uk/upcomingevents). Stallholder applications are managed directly through our Event Management company, FUSE Projects.

## To apply online...

1. Visit: [www.fuseprojects.co.uk/upcomingevents](http://www.fuseprojects.co.uk/upcomingevents).
2. Download and read through the Stallholder Application Pack, which contains our terms and conditions.
3. Click on the 'Online Application Form' button. This will open the application form.
4. Complete the application form and submit it.
5. On receipt, the application will be assessed to ensure the goods identified on the form are appropriate for the festival. We will then be in touch to confirm your application and let you know if you have been successful.
6. Successful stalls will be sent payment details and fees are payable within 14 days of the stall offer. Stalls will receive final confirmation once payment has been received.
7. Stallholders will receive a Stallholder Arrival Pack in the week before the event, containing everything they need to know for the day.

The submission of an application form does not constitute an offer of a stall. Stall offers will be made at the discretion of FUSE Projects.

We are unable to reserve stalls without payment, or confirm pitch locations until the day.

We do not consider applications with information omitted, with missing or out-of-date supporting documents.

**Stallholder applications will close once the event is fully booked.**  
**Stallholder terms and conditions are below.**



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# Taste of Wickham Organising Committee - Stallholder Terms & Conditions 2024

The following terms and conditions are distributed by FUSE Projects. They are written and enforced by the Taste of Wickham Organising Team (hereafter TOWOT).

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## PERMISSION TO USE PITCH

The Taste of Wickham Organising Team permits the Stallholder to use the pitch allocated to them by TOWOT for the erection of a stall for the sale and / or promotion of goods and articles on the given date of the event.

TOWOT shall be entitled in its absolute discretion:

- To allocate pitches
- To consider changes to permitted commodities sold by any traders, ONLY if a request is received in writing in advance of the event
- To allow only those commodities contained in the application form to be sold from allotted stall(s). If unauthorised changes or additions are made, TOWOT reserve the right to remove traders or charge the Stallholder a further full pitch fee for those changes or additions
- To forbid the sale of counterfeit goods. If discovered the Stallholder licence will be terminated immediately with no refunds.
- The proposed range of commodities is not being sold elsewhere on the market by any trader.
- To cancel the market for any health & safety reasons outside our control e.g. adverse weather conditions, without refund at the discretion of the organising committee.

## THE STALL

- No equipment (including gazebos, gazebo weights, tables, chairs and power) is available onsite and all stallholders must provide everything they need for a successful day.
- The event is on a tarmac surface. Gazebos must be in sound condition and suitably secured or anchored to ensure they do not move or collapse in windy conditions.
- The Stallholder must not place goods beyond the boundaries of the pitch either on the ground or hanging except with the permission of TOWOT.
- No trader will display any materials that may cause offence.
- Any costs incurred by stallholder damage to the site will be charged directly to the stallholder by the local Council and / or Hampshire County Council.

The Stallholder must keep:

- The stall free from litter at all times.
- Floor mats must be in place to protect the surface of the paved and road areas where spillage may occur from the items being sold.
- The aisles and access ways adjoining each stall free from refuse and litter at all times in accordance with the Fire Officers recommendation. In addition no stall must obstruct or be likely to cause obstruction to the means of escape from adjacent premises.

## THE STALLHOLDER:

- May not permit any person other than his employees to use the stall .
- the Stallholder acknowledges that this permission to trade is personal to the Stallholder and the parties acknowledge that nothing within this permission shall create the relationship of landlord and tenant.
- Must not do anything at the stall or elsewhere in Wickham as to cause damage to any part of Wickham or cause a nuisance, annoyance, disturbance, inconvenience, injury or damage to TOWOT. or its licensees or other Stallholders. or the owners or occupiers of adjacent or neighbouring premises.

## PITCH FEES & REFUNDS

- The Stallholder must pay the pitch fee to TOWOT within 14 days of the date of the invoice. (All payments are to be made directly into the account specified on the invoice). If payment is not received, it will be assumed that the stall is no longer required and the pitch will be offered to another Stallholder. Any monies paid in advance:
- Pitch fees may be refunded up to a maximum of 50% in the event of TOWOT cancelling the event for any reason, unless the event has operated normally for a period of four hours on the day of cancellation.
- Pitch fees are non-refundable in the case that the Stallholder decides to cancel, unless the original Stallholder is able to find a replacement which is deemed acceptable by TOWOT.

## ARRIVAL & DEPARTURE

- All stallholders will be given a specific time to set up between 8.30-10am to avoid congestion and to ensure that plenty of time is given for setting up. If you are not able to arrive between those times, stallholders should alert FUSE Projects as soon as possible. A maximum of one vehicle per stall is permitted on to the site to unload goods.
  - On arrival, all stallholders must immediately unload their goods quickly and efficiently. Once goods are unloaded, pitch holders must remove their vehicle from the site and park where directed. All vehicles must be removed from the site by 10.30am and will not be allowed back on the site until after the event has finished at 5pm and site is deemed safe. Any pitch found to be trading outside public hours may be fined.
  - Whilst unloading or loading any vehicles and trailers must not cause any obstruction, inconvenience or nuisance to the public or any other stallholder
  - No vehicles are otherwise permitted in the trading area unless previously agreed with TOWOT.
  - Pitch holders may only begin packing up once the event has finished. Under no circumstances may a pitch holder pack up or leave the site before 5pm. If pitch holders have run out of produce, they must use the remaining time as a promotional opportunity.
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## TOILETS

Toilets are available adjacent to the venue. The organiser is unable to provide cover for your stall during the opening hours of the festival.

## SECURITY & THEFT

TOWOT accepts no responsibility for loss or theft of goods while attending the market. All pitch holders must have adequate insurance policies in place.

## PARKING

- Stallholders are able to park in an allocated free parking area. Spaces are limited and given on a first-come-first-served basis. Permits are provided on the day. Additional parking is available in public car parks.
- TOWOT accepts no responsibility for any damage, injury or theft taking place while vehicles are parked in the allocated parking.

## INSURANCE

The Stallholder must hold a valid public liability insurance policy for claims up to £2,000,000. The Stallholder must upload a copy of this insurance certificate at the time of application. Where the insurance renewal is due before the event takes place, the Stallholder will be contacted after the renewal date and asked to send the new certificate.

## RISK ASSESSMENT & FIRE

The Stallholder must upload a copy of their risk assessment at the time of application. All Stallholders are required to include a fire risks section within their risk assessment.

## GENERATORS & POWER

- Anyone wishing to use a generator must specify this at the time of their application. Permission to use a generator will be at the sole discretion of TOWOT and will only be granted in special circumstances to avoid unnecessary noise, risk and nuisance to surrounding stalls, residents and businesses.
- Diesel generators are recommended over petrol to reduce the risk of fire.
- All electrical supplies must be fit for purposes and suitably IP (Ingress Protection) rated for this type of event. All cabling and appliances must be PAT tested (Portable Appliance Tested) and display a sticker showing an appliance number, a test date and a retest date along with a signature or initials. Items purchased in the last 12 months will be exempt from this testing only if proof of purchase can be shown.

## FOOD STALLS

- All catering stalls must be staffed by food handlers who have been trained to Basic Food Hygiene level or equivalent and a copy of the certificate must be provided with the pitch holder's application form.
- Any person selling food items must comply with the Food Safety and Hygiene (England) Regulations 2013 and hold a Food Hygiene Rating of 4 or above.
- A documented food safety management system (such as SFBB or similar) must be present at the event for scrutiny by the Environmental Health Officers.

## USING LPG

- Pitch holders are required to comply with all relevant Health & Safety legislation. All pitch holders using LPG must provide an up to date certificate of inspection from a certified GasSafe engineer.
- Any pressure vessels must have a written scheme of examination and an up to date certificate to demonstrate compliance with the Pressure Systems Safety Regulations. This must be available onsite.
- Copies of all certificates must be provided with the Stallholder's application form and will be checked against the Gas Safe Register.

## ALCOHOL

Any persons wishing to sell alcohol at the event must acquire a Temporary Events Notice from Winchester City Council prior to the event and send proof of this to TOWOT. This must be visible on your stand at all times during the event. Stallholders must:

- Employ at least one Personal Licence holder or hold an individual Temporary Event Notice for their stall.
- Train other employees in the law regarding the sale of alcohol and keep written records.
- Operate a Challenge 25 policy and only accept a passport, photo driving licence or ID cards bearing the PASS hologram as forms of identification.
- On your stand you must hold a refusal log and have it available to check if required.
- Comply with all local and national laws including the Licensing Act 2003.

## SMOKING & ANIMAL POLICY

- There is a strict no smoking policy for all stall holders.
- No "live" animals are allowed on any pitch unless express consent has been given By TOWOT. Any animal pitches registered as such with TOWOT must be fully compliant with Health and Safety Executive Agriculture Information Sheet – AIS23 – Preventing or controlling ill health from animal contact at visitor attractions.

## WASTE & RECYCLING

- The Stallholder must take away all refuse (including vegetable and food produce waste ) and disposed of by their own means offsite. It must NOT be left onsite or in the refuse bins provided for visitors.
  - Any Stallholder found to be using the bins put out for the public will not be invited back to Taste of Wickham.
  - Failure to remove from the site or dispose of the rubbish in the provided bins will result in a fee of £250, charged directly to the stallholder by the onsite commercial waste management company. This will be enforced on the day.
  - If providing food for immediate consumption, the stallholder must provide eco-friendly / biodegradable / recyclable food packaging.
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## COMPLIANCE WITH STATUTORY AND OTHER REQUIREMENTS:

- The Stallholder shall comply with all directions of TOWOT which do not conflict with the permission to trade or statutory requirements. Permission will be terminated immediately in the event of any contravention of the terms of these terms and conditions.
- The Stallholder must comply with all Acts of Parliament and Regulations applicable to the operation of the stall and to the Stallholder's trade or business and any rules laid down by Trading Standards.
- The Stallholder must not do anything that would breach the terms of any permission for the placing of structures in the highway under the Highways Act 1980 or cause any other person to do so.

If you have questions regarding TOWOT's terms and conditions, please email:

[tasteofwickham@gmail.com](mailto:tasteofwickham@gmail.com)

