Trader Application Form Guidance

Timeline
Please find below an outline of the trader process below. These deadlines must be met in order to trade at the festival.

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 January</td>
<td>Deadline for Trader submission of Trader Application Form:</td>
</tr>
<tr>
<td></td>
<td><a href="https://imperial.eu.qualtrics.com/jfe/form/SV_bqaXCW6A9bpvHmZ">https://imperial.eu.qualtrics.com/jfe/form/SV_bqaXCW6A9bpvHmZ</a></td>
</tr>
<tr>
<td>w/c 14 January 2018</td>
<td>Festival Team to confirm success of application</td>
</tr>
<tr>
<td></td>
<td>Festival Team to send Customer Set Up Form</td>
</tr>
<tr>
<td>25 January 2018</td>
<td>Trader deadline for Customer Set Up Form</td>
</tr>
<tr>
<td>w/c 4 February</td>
<td>Festival team to send invoice to traders</td>
</tr>
<tr>
<td>28 February 2019</td>
<td>Full payment of £450 must be received</td>
</tr>
<tr>
<td>29 March 2019</td>
<td>All trader paperwork to be received</td>
</tr>
</tbody>
</table>

About the Festival
Imperial College London and partners across Exhibition Road, including the Science Museum, Natural History Museum and V&A are delivering a joint festival across two days in June 2019.

The Exhibition Road area has long since been dedicated to research, learning and creativity and this festival aims to inspire the curiosity of visitors across the sciences and the arts across the weekend.

The festival will comprise of two days of activities, workshops, talks, performances and exhibitions.

The main catering hub will be location on Imperial College Road, as it has in previous years for the Imperial Festival.

Key information

Address
Imperial College London
Imperial College Road
South Kensington Campus
London
SW7 2AZ

Public Opening Hours
Saturday 29 June – Sunday 30 June
12:00 – 18:00 (tbc)

Site access
Entry 08:00 (tbc) – 09:30. All vehicles offsite by 10:00
Exit: 19:00 – 20:30. All vehicles offsite by 20:30. Please note that no access will be allowed until the public have cleared the site.

Audience
In previous years, the Imperial Festival has attracted 20,000 people to the site across two days. As the 2019 festival will be growing, we anticipate that this number will increase. We understand that it
is important for traders to know the numbers in advance. We will keep traders up to date on number of people registered to attend the festival.

**Key contacts**

Emma Slater, Public Engagement Programme Coordinator, e.slater@imperial.ac.uk
Maria Grigsby, Facilities Compliance Officer, m.grigsby@imperial.ac.uk

**Terms and conditions**

By completing the Trader Application Form, traders agree that they will comply with these terms and conditions. If a breach of these conditions is identified, traders may be asked to leave the site, and will not be entitled to a rebate.

Please refer to the above timeline for all deadlines.

1. **Finance**

   - Traders will only be permitted to trade payment is received by **28 February 2019**.
   - The full fee is **£450+VAT**.
   - Non-payment by that time may result in the stall being reallocated.
   - Within 14 days of the event the cancellation charge will be 100% of the pitch price
   - Within 30 days of the event, the cancellation charge will be 50% of the pitch price
   - No rebates will be given to traders as a result of adverse weather conditions, nor as a result of changes in the programme
   - Traders are not permitted to sublet stalls
   - The festival will not accept responsibility for the level of trading during the event

2. **Paperwork**

   The paperwork listed below must be received no later than **29 March 2019**. If we do not receive this paperwork, you will not be permitted to trade at the festival.

   - Proof of registration as a food business
   - Westminster Caterer Event Notification Form (including full menu and details)
   - Company Health & Safety Policy (if 5 or more people are employed)
   - Public, Product and Employers Liability insurance
   - Copies of Food Hygiene training certification for staff
   - Copy of Food Safety System based on Hazard Analysis Critical Control Point (HACCP)
   - Copy of Risk Assessment
   - Signed Operational Declaration Form
   - Signed Allergen form
   - Copy of PAT testing certificate
   - Copy of gas testing certificate
   - Full menu, pricing and details on options for children (any changes after this submission must be agreed with the festival team)
3. Logistics

2.1 Power

- You will be asked to provide details of your power requirements in the Trader Application Form.
- A power supply of 16A-single phase is included in the pitch fee. If you require additional power, we may be required to charge for this – please discuss this with us as soon as possible.
- Personal generators are not permitted on site for Health & Safety and noise reasons.
- PAT testing certificates for electrical equipment are required, details of which must be.
- Traders will be informed ahead of the festival if there are any changes to power arrangements.

2.2 Water

- You will be provided with a map of locations to obtain water onsite.
- Waste water must be emptied into containers and taken off-site. We will not allow disposal of waste water onsite.

2.3 Vehicles

The Imperial Festival takes place within the College grounds in South Kensington. The College campus is accessible at all times by the public, and therefore we have imposed strict regulations regarding vehicle movement.

- Vehicles can arrive on-site each day between 8:00 – 09.30.
- If deliveries arrive after 9.30am, vehicles will not be granted access. Deliveries after this time will need to be dropped off to the designated area and then transported on foot by the delivery team or trader.
- ALL non-serving vehicles must be off site no later than 10am. Unless those vehicles are serving.
- No vehicles are permitted to drive or park on the grass. The costs to repair any damage made to the grass caused by a trader will be passed on and invoiced post-festival.
- No vehicles are permitted to drive on site during festival opening hours.
- Food stall holders are provided with one parking space per stall. Car registration details can be provided in the Trader Application Form.
- Vehicles that are serving may remain onsite overnight. Vehicles that are not being used for service must be removed from the site overnight.
- A vehicle access map will be provided.

2.4 Pitch and service

This site is restricted on space. It is therefore important that you specify your pitch details accurately in the Trader Application Form. We may not be able to accommodate alterations.

- Traders must not move once allotted a pitch, unless agreed with Festival organisers.
- Traders are responsible for the set up and removal of products on site, only bringing the agreed structures. These must be listed in the Trader Application Form.
- Traders are responsible for fully staffing the stalls and dealing with all issues surrounding their staff (including insurance) for the agreed duration above.
- Traders will be responsible for the efficient serving of their product.
Traders must only sell products that have been listed on their submitted menu. Any changes to this must be agreed in writing with the festival staff.

Dishes may be priced as traders wish, but as a guide the most expensive dish attendees are used to seeing at the festival is £7.

As the festival is a family festival we encourage traders to supply half/child size portions where possible as there is a demand for this.

2.5 Sustainability

As the festival is a family festival we encourage traders to supply half/child size portions where possible as there is a demand for this. We understand that this is challenging, but please consider:

- Incentives for visitors bringing their own cups
- Wooden/non-plastic cutlery
- Paper/non plastic plates or serving containers
- Reduction of packaging
- Using local/sustainable/high welfare/organic suppliers

4. Health and Safety

Imperial College London staff will be checking Trader compliance with Health and Safety throughout the delivery of the festival.

3.1 General Health and Safety

- All gas appliances, flues, pipe work and safety devices must be maintained with a certificate from an appropriately trained and registered Gas Safe engineer.
- All gas cylinders must be located in the open air or housed in a separate, well ventilated, fire-resistant compartment, provided by trader.
- Both full and empty gas cylinders must be removed from site both evenings of the festival.
- Employers’ Liability and Public Liability Insurance must be on display in stalls at all times.
- Any subcontractors must be covered by the trader’s insurance and working agreement.
- All structures should be sound, secured firmly and able to withstand adverse weather conditions.
- Trip hazards (e.g. guide ropes) must be clearly marked and taped down as appropriate
- Appropriate ground protection should be used, such as trackway or matting. This is for the safety of staff and to ensure oils and spillages don’t damage the ground.
- Traders must comply at all times with Health and Safety at Work (1974) regulations.

3.2 Food Safety and Hygiene

- Traders must comply with the Food Safety Act 1990 (as amended), The Food Safety and Hygiene (England) Regulations 2013 and subordinate legislations is required.
- Traders must comply with legislation relating to Health, Safety, Hygiene, and Noise at Work and Working at Height.

3.3 Required items (to be accessible at all times)

- Fire extinguisher
- Fire Blanket
3.4 Prohibited items

- Sale of tobacco, alcohol, weapons, or wax flares
- BBQs
- Animals
- Glass
- Amplified noise

5. Waste Management

- Traders are responsible for catering waste, litter on their pitch and in the small public area directly in front of the pitch. Litter on general site is the responsibility of Imperial College London.
- Traders’ waste/rubbish should be put in bags and disposed of in the allocated bins at the end of each day. Bin details will be provided in your Welcome Pack.
- Traders will be responsible for the safe disposal of any refuse with the festivals waste management system. No facilities will be provided for the disposal of cooking oils, hot coals and waste water.
- Any trader found using public bins, leaving waste behind on site are liable to pay additional charges.

6. Additional information

Additional site information will be provided in your Welcome Pack. This will include:

- Toilets
- Maps (including full site map and vehicle access)
- Security
- Emergency procedures
- Promotion of your involvement in the festival

If you have any questions, please don’t hesitate to get in touch with Emma Slater at e.slater@imperial.ac.uk