



LUDLOW FOOD FESTIVAL 2024 – EXHIBITOR CHECKLIST

Additional Information & Documents Required to accompany your Application.

Documents must be up to date and relevant to the event being applied for.

BUSINESS NAME:

Please check and read through the below carefully, completing where applicable. Return a copy of this tick-sheet with your application, along with copies of the relevant documentation – preferably by email to: events@foodfestival.co.uk

- Yes, I enclose my completed Exhibitor Application Form
- Yes, I confirm I shall use reusable bar and hot drink cups at the Festival

INSURANCE

Please send us your insurance documents regardless of whether they expire before the event or not. If they do expire before the event, please make a note to proactively send us a copy of the new documentation when you have it - preferably by email to: events@foodfestival.co.uk

- Yes, I enclose a copy of my Public Liability Insurance certificate, showing policy number, expiry date and amount covered
- Yes, I enclose a copy of my Product Liability Insurance certificate, showing policy number, expiry date and amount covered
- Yes, I enclose a copy of my Employers' Liability Insurance certificate, showing policy number, expiry date and amount covered

HEALTH & SAFETY

- Name of Local Authority Registered to:
.....
- I attach a copy of my FSA Food Hygiene Rating
- Yes, I use a Food Safety Management system (e.g. SFBB). The system I use is:
.....
- I attach a copy of my signed Health & Safety Policy

- I attach an up-to-date, signed Risk Assessment for Food and Health & Safety (including COVID)
- I attach an up-to-date, signed Fire Risk Assessment
- I confirm I will have Due Diligence Records maintained during, and retained after the Event which will be readily available for inspection if required
- I understand I can only bring pre-approved, fire-retardant Hay or Straw Bales on-site; and that proof of fire-retardant coating will be required
- I am a Street Food Style Vendor and will commit to ensure that no member of staff is left working alone

ALLERGENS - please indicate which statement is relevant to you:

- I confirm that I will clearly display on my stand to invite customers to ask any staff about any allergens or intolerances about any loose foods I sell or give away as samples, and on request, I will be able to produce full product allergen information at the Event.
- I confirm any prepacked items will be sold in compliance with the PPDS (prepacked for direct sale) prepacked food, as defined in the Food Information Regulations 2014.
- I have an Allergen chart for products on sale which will be on display during the Event

ALCOHOL

- I have an Alcohol Wholesale Retail Sale (AWRS) Number; it is:
.....

I CONFIRM I will have the following information readily available for inspection at the Event:

- COSHH documents – cleaning products, sanitiser, disinfectants, etc.
- Fire extinguisher and fire-fighting equipment certification
- Gas test certificate and records – mobile or catering
- Electrical test certificate and records
- Materials flammability certificate (e.g. awnings, gazebos)

If you have any additional information that would be useful for the Ludlow Food Festival office to be aware of, please email it to: events@foodfestival.co.uk

SIGNED BY

Name (printed)

Date

Job Title

Contact number

Email address