

EXHIBITOR INFORMATION

We're looking forward to welcoming you to Shrewsbury Food Festival 2024. To make the event successful and safe for traders and guests we ask you to read this document in full - it contains all the information you need to know for the event.

Event date	Saturday 29th & Sunday 30th June 2024		
Event timetable	Date	Activity	Time
	Thursday 27th June	Street Food traders set-up	10am - 6pm
	Friday 28th June	Exhibitor set-up	10am - 8pm
	Saturday 29th June	Exhibitor set-up	7am - 8:30am
		Vehicles removed from site Open to public	8:30am 10am - 6:30pm
	Sunday 30th June	Exhibitor set-up	7am - 8:30am
Vehicles removed from site Open to public		8:30am 10am - 5pm	
Monday 1st July	Pre-arranged exhibitor breakdown	8am - 10pm	

<p>Directions</p>	<p>Please enter the Quarry Park via the Victoria Avenue (SY1 1HH) entrance. Pass The Armoury on left/river on right and keep straight towards blue access barrier.</p> <p>At the barrier you will be asked to sign your vehicle in, be given set-up wristbands for you and your team and provided with a hi-vis jacket, please return this as you leave.</p>
<p>Vehicles on site</p>	<p>The speed limit on the riverside and festival site is 5mph. Please take care whilst moving your vehicle paying particular attention to pedestrians.</p> <p>All vehicles need to be clear of the festival site by 8:30am on the live event days.</p>
<p>Arrival at Shrewsbury Food Festival site entrance</p>	<p>On arrival at the festival site for set-up you will be provided with a pack containing your car parking pass, staff passes, a copy of this document and WiFi information.</p> <p>If you are only involved with set-up please let the events team know and we will keep the pack for your event team.</p>
<p>Festival set-up & breakdown</p>	<p>During set-up and breakdown, the site is classed as a construction site therefor all persons on site must adhere to the site rules.</p> <p>Children and pets are not permitted on site during either set-up or breakdown.</p>
<p>Security</p>	<p>There will be extra security on site throughout the event BUT all equipment and goods left on site are at your own risk.</p> <p>The security and police may do random searches of your stock, please understand why this is necessary and bear with us.</p> <p>Please do report any suspicious behaviour to us.</p> <p>A Explosive Detection (Bomb) Dog will sweep the site at 9am on event days.</p> <p>Please note that we do not allow exhibitors/vendors to camp or stay in their vehicles overnight on the site.</p>
<p>Description of good and trading details</p>	<p>Only items listed in your application form will be allowed and all goods sold at the festival must comply with current trading stands and relevant legislation.</p>
<p>Allergens</p>	<p>Please note that it is now a legal requirement to display signage on all allergens in the food served so please ensure this is displayed in a prominent location.</p> <p>If your stand contains food specially for gluten free, vegan, or dairy free products, don't forget to promote this.</p>

**Health & Safety,
Licencing &
Environmental
Health**

Safety is everyone's responsibility and therefore instructions must be followed if given by the event team. Please ensure that you have read and understood the notes and conditions of booking sent to you with your booking form.

If you have ordered an electrical supply, you will need to bring your electrical PAT certificate(s) with you. Both Health & Safety and Environmental Health Officers will be visiting over the weekend. Please ensure you have all your up-to-date documentation including but not limited to: public liability insurance, relevant certification, food & hygiene (if applicable) and personal licences.

**Exhibitors selling
alcohol**

Last orders are strictly 30 minutes before closing:
Saturday 29th June at 6:00pm and Sunday 30th June at 4:30.

In order to comply with current legislation you must:

- uphold current licencing regulations
- uphold the Challenge 25 Policy and display the Challenge 25 notices on your stand
- not serve alcohol to anyone under the age of 18

**Recycling & waste
management**

For people serving tasters and food to eat and drink on site please be aware we would like to be as green as possible and for this we need your help!

All plates and coffee cups MUST be compostable and cutlery (wooden). We will also be giving every drink exhibitor reusable cup to use on site – no other plastic glasses are to be used please!

Toilets

There will be SEPARATE exhibitor toilets and hand wash solely for exhibitor use so please use them rather than the public ones. If you have any queries over the weekend, please ask a member of the Shropshire Festivals team, identifiable by their bright pink clothing.

First Aid

If you need medical support, we have an experienced first aid team on site. Alternatively, they can be contacted by any of the event team with a radio.

In an emergency never hesitate to dial 999 telling the operator that you are the Quarry Park, Shrewsbury, SY1 1JA.

WiFi

WiFi will be available for traders to use during the event. To ensure that this successful please do not use for any other purposes that your payment system. Please turn off social media or any programmes that will waste valuable bandwidth.

Event Contacts

During the event, please contact a member of our event team who will be wearing pink.
In the event of an emergency, please contact Shropshire Festivals on **07538 290555**.

Emergency Procedures

Fire

In the event of fire, turn off gas or electricity, if appropriate, and leave your stand asap.
You will be directed to leave via the event perimeter fence and will be advised of the meeting point.

Emergency Evacuation

Emergency Evacuation: in the event of an emergency evacuation turn off gas or electricity, if appropriate, and leave your stand asap.
You will be directed to leave via the event perimeter fence and will be advised of the meeting point.

Lost/Found Child

A **lost** child is a parent/carer/guardian without their child. When this happens the event is locked down until the child is found.
A **found** child is a child without their parent/carer/guardian.
The event team assume control of both of these eventualities and are responsible for reuniting families. Please do not give back a child!

Suspicious packages

DO NOT approach anything that looks out of place or unusual, please contact a member of the event team immediately.

Finally, we wish you a successful Shrewsbury Food Festival!

