



Application form

SATURDAY 16TH & SUNDAY 17TH SEPTEMBER 2023

VILLA MARINA GARDENS, DOUGLAS

The Isle of Man Food & Drink Festival is organised by the Department of Environment, Food and Agriculture. As restrictions continue to ease on-Island following the coronavirus pandemic and focus shifts towards the development of our local economy, we are pleased to announce that this event will take place on 16th and 17th September 2023 in the Villa Marina Gardens. We will of course remain agile and respond to what is an ever-changing situation and will put appropriate measures in place in order to safeguard visitors and exhibitors where necessary.

The Festival will open to visitors on Saturday 16th September at 10am to 5pm with last admissions at 4pm.

Setting up can commence from 9am to 8pm on Friday 15th September. Exhibitors with large and heavy units can drop off on Thursday 14th September. All displays must be dismantled by 12 noon on Monday 18th September. There will be overnight security commencing on Thursday 14th at 6pm to Monday 18th September at 9am.

To ensure a place at the Festival we would encourage you to return your application form as soon as possible and before the **10th May deadline**. More detailed information for exhibitors will be supplied closer to the date, although we are happy to answer queries in the meantime. Contact Hayden on 687520 or email hayden.armour2@gov.im. More information can be found online via <http://www/iomfoodanddrink.com/>

Eligibility criteria

To be eligible for inclusion in the Festival, you need to meet the following criteria:

- All produce sold must be grown, reared, caught, brewed, pickled, baked, smoked or processed locally or, where serving or preparing food, this must contain local produce. Local means produce from the Isle of Man.
- Businesses and craft producers should offer products associated with the food and drink theme and use locally sourced materials where possible.
- All stallholders must comply with current Trading Standards and Environmental Health requirements and it is your responsibility to know these regulations.
- All stallholders selling food/drink must be registered with DEFA Environmental Health and have a registration number.
- Stallholders must provide relevant allergy information.
- All exhibitors must agree to share their performance data with DEFA following the event.

Isle of Man Food & Drink Festival
Saturday 16th and Sunday 17th September 2023 in the Villa Marina Gardens
Application form

Please complete and return the following application form before 10th May 2023 to:

Hayden Armour
DEFA
Thie Slieau Whallian
Foxdale Road
St John's, IM4 3AS.
Telephone 687520 or email: hayden.armour2@gov.im

Please tick where applicable

1. Name:

Business/Organisation:

Address:

..... Post code.....

Phone: **Mobile :** **E-mail:**

2. Please tell us what you intend to do at the Festival:

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3. I wish to attend on: Saturday and Sunday

4. Best Stand award – We encourage all exhibitors to dress their stands in your own individual style and to make the Isle of Man Food & Drink Festival a unique event. The winner will be chosen by a panel of judges and will be announced on the Sunday afternoon. The winner will receive a plaque and rosette.

5. Exhibitors' fees – Please note that the fees below include: both days, marquee cover where required, site charges, power supply, sockets (any number), security and marketing of the Festival.

All costs exclude VAT.

New business

Are you a new food and drink business to the Festival?

For new food and drink businesses who have not attended previous festivals, a single space is offered at a 50% discount. Please select your pitch from one of the categories below:

6. Inside Manx Produce Marquee

Size: Single space—10ft (3m) frontage x 8ft (2.4m) depth

Fees: £224 for both days (no electric); £255 for both days (including electric)

Size: Double space—20ft (6m) frontage x 8ft (2.4m) depth

Fees: £448 for both days (no electric); £490 for both days (including electric)

Size: Triple space—30ft (9m) frontage x 8ft (2.4m) depth

Fees: £662 for both days (no electric); £703 for both days (including electric)

7. Outside Manx Produce Marquee

Size: Single space—10ft (3m) frontage x 8ft (2.4m) depth
Fees: £171 for both days (no electric); £228 for both days (including electric)
Size: Double space—20ft (6m) frontage x 8ft (2.4m) depth
Fees: £228 for both days (no electric); £292 for both days (including electric)

Note: This area is limited to 3 exhibitors providing their own marquee/trailer.

8. Market traders under colonnade

Area: 10ft (3m) frontage x 8ft (2.4m) depth
Fees: £63 for both days (no electric); £104 for both days (including electric)

9. Craft producers with products relating to food and drink

Area: 10ft (3m) Under colonnade (Restricted to 5 exhibitors)
Fees: £63 for both days (no electric); £104 for both days (including electric)

10. Ice cream vendors

Electricity: No electric Including electric
Fees: £342 for both days (no electric); £374 for both days (including electric)

11. Catering Village – this year you will need to visually highlight the local products that you are using. Where possible we would encourage you to use electric.

You have your own catering trailer

Fees: £362 for both days (no electric); £394 for both days (including electric)
Note: You will provide your own catering trailer and must not leave the site until 5pm, after the event has finished.

*You do **not** have a catering trailer and wish DEFA to book a gazebo on your behalf*

Fees: £326 for both days (no electric); £378 for both days (including electric)
Note: DEFA will hire a 10ft x 10ft (3m x 3m) gazebo on your behalf from Event Solutions for 2 days and this cost will be (£90 plus VAT for 1 gazebo) (£180 plus VAT for 2 gazebos) this charge will be added to the above site charge.

Please book one or two gazebo/s for my use.

12. Refrigeration

The Villa Marina kitchen has a large walk in fridge, tick if you would like to use this facility

There will be one on-site refrigeration van, positioned in the back car park. Tick if you wish to use this facility

13. Storage - Tick if you require additional ambient storage inside the Villa Marina

14. Activities – Feedback shows that festival visitors value free samples as well as activities such as demonstrations, competitions and special Festival deals. Please do all you can to build such activities into your stand to benefit your sales as well as build the reputation of the Festival, and indicate what you will be doing to compliment your stand below:

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15. Workshops – To improve overall visitor experience, we would like to encourage education and interactivity; we will be offering extra space alongside your own stand should you wish to hold workshops

or demonstrations with audience participation. This could include coffee tastings, bagel making, cake decorating etc. Please state your intentions for this free space next to your stand and we will do our best to accommodate.

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16. Electric – Please answer as many questions as you can.

Do you require Three phase or Single phase

How many sockets do you require for - 13amp 16amp 32amp 63amp

Please list all electrical equipment to be used i.e. TV/DVD, Heater, hob, fryer, fridge etc.

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If using a microwave, please state if it is standard or a combi built in grill/oven

Trailer/hookup type []

You will need to have a valid P.A.T certificate within the last 12 months, for any electrical equipment brought with you. This will help to minimise tripping of electric supply. Test certificate number

Stand holders are responsible for ensuring that all electrical equipment brought on site is safe to use, in compliance with Health and Safety requirements.

17. Gas – Gas will not be permitted at your stand and electric will be encouraged.

18. Alcohol – Anyone wishing to provide samples of alcohol must be located within the Drinks Tasting Area. In this space, exhibitors will be permitted to do tastings/samples and direct visitors to the Festival Bar for any single serves. Please indicate if you wish to do this

19. Tables – If possible, it would be helpful if you could provide your own tables; however the Villa Marina does have a number of 8ft tables available. Please state quantity of tables required.

..... A number of chairs will be provided at each stand.

20. Tickets – How many staff weekend passes will you require (1 pass will cover the 2 days)

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21. Environmental Health - I am registered with DEFA Environmental Health.

22. Plastics

Exhibitors are banned from selling and/or distributing the following single-use plastics at the Isle of Man Food & Drink Festival: plates, plastic carrier bags, straws (with necessary exceptions i.e. medical use), cutlery, polystyrene food containers for immediate use, polystyrene cups, plastic stemmed cotton buds, balloon sticks, stirrers and oxo-degradable plastics. Further efforts made by exhibitors to reduce their use of plastic and waste will form part of the judging criteria for the Best Stand award.

Cancellations or change of site size

Any cancellations or change in site pitch will need to be made 6 weeks before the event date.

Services

The Department of Environment, Food and Agriculture is committed to ensuring that its services are accessible to all. If you require this document in an alternative format and/or language please contact us to discuss your needs.

Health & Safety

The organisers have to produce a comprehensive Health & Safety plan and also agree various aspects of the Festival with the Emergency Services. To help this process, please note:

- You will need to have a valid P.A.T certificate within the last 12 months, for any electrical equipment brought with you and used during the Festival. This will help to minimise tripping of electric supply.
- Stall holders may be asked further health & safety information to support risk assessments and decisions regarding planning.
- You will need to provide a copy of your Products and Public Liability Insurance with a minimum level of £5,000,000 for each liability valid for the dates of the Festival.
- You will need to complete the FSA allergen training and provide a copy of your certificate: <http://allergytraining.food.gov.uk/english/> . Stallholders must provide relevant allergy information.
- All stallholders must comply with current Trading Standards and Environmental Health requirements. All stallholders selling food/drink should be registered with Environmental Health and provide their registration number.
- If you wish to use any gas appliances, please confirm this on the application form. This will need to be installed by a CORGI qualified engineer and approved by the Fire Officer before use.
- Please provide sufficient information about what you intend to do at the Festival, to enable the organisers to cover any Health & Safety issues and also ensure that a variety of activities, products and services are being offered to visitors.
- There is sufficient power supply on site for everyone, so there is no need for generator use.

Risk Assessments

- **ALL** exhibitors must supply a risk assessment for their stand, along with this completed form.

Personal Information

- We need your consent to process your information for this application; **by signing this form you agree to this.**
- The information you provide here may be shared, for the purposes of this event, with other bodies and trades involved in the event and in accordance with our Privacy Policy which can be found here <https://www.gov.im/about-the-government/departments/environment-food-and-agriculture/privacy-notice/>. A hard copy can be provided.
- If you would like to know what we do with your personal information and your rights in relation to it, our Privacy Policy can be found here <https://www.gov.im/about-the-government/departments/environment-food-and-agriculture/environment-directorate/fisheries-division/privacy-notice/>. Our Data Protection Officer can be contacted on 686781 or at DPO_DEFA@gov.im

Declaration:

In making this application, I acknowledge that I meet the necessary criteria; that any electrical equipment brought onto site by me has a valid P.A.T. certificate and that I will provide copies of Product and Public Liability Insurance certificates, valid for the Festival dates. I will also notify the organisers of all the activities planned for my area of the Festival so that Health & Safety matters can be covered in the Festival plan.

Signature

Date

Disclaimer:

In the preparation of this Event, we have relied on information which we believe to be accurate and reliable. However, neither Isle of Man Government nor any persons involved in the preparation of the Event, accept any form of liability whatsoever for its contents, including opinions, advice or information or for any consequences that may arise.