



## **Stalls and Traders**

### **Expression of Interest Pack 2022**



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## EVENT & PARK INFORMATION

### **About the Newcastle Allotment & Garden Show 2022**

We're thrilled to be bringing the Newcastle Allotment & Garden Show back to Leazes Park for 2022 and to announce that entries are now open!

The event has been held for a number of years and attracts visitors from across the city and the North East including many from the over 60 allotments that we manage. However due to the pandemic the last two shows were celebrated with digital content. But this September will see the event back at its home in the park bringing growers from across the region together in person to celebrate their hard work throughout the year.

The main competition will take place on Saturday 17 September. We have a massive 75 categories open to growers of all ages to showcase their perfect produce and beautiful blooms. Then on Sunday 18 September we will be opening the show to the public and it's free to attend. This day gives everyone the chance to admire the fantastic efforts of the entrants, and celebrate Newcastle's growers.

### **About Urban Green Newcastle**

Urban Green Newcastle is an independent charity, established in April 2019 responsible for the management, maintenance, restoration, enhancement, and protection of the City's 33 parks and over 60 allotment sites.

Our vision is for more people to enjoy and benefit from our beautiful, vibrant open spaces, which are safe, welcoming, and provide a great environment for wildlife and people which is valued by all. To find out more visit [www.urbangreennewcastle.org](http://www.urbangreennewcastle.org)

## EXPRESSION OF INTEREST INVITATION

Offers are invited for traders at our Newcastle Allotment and Garden Show 2022 which will take place in Leazes Park on Sunday 18 September 2022 from 11:00 – 16:00.

We are interested in having wide range of high-quality trading concession at the event and are particularly looking for application from suppliers offering local products / produce and services / information and are particularly seek applications from traders/producers whose values align with those of Urban Green Newcastle and related to the event itself.

Applicants should read details carefully.

Please complete the Event/Festival Expression of Interest no later than **09:00 on Thursday 11 August 2022.**

Any submission after this date may not be considered. Please title all emails as: “Expression of Interest\_TRADERS\_Newcastle Allotment and Garden Show 2022”

### **Stall location**

- The stalls will be located in Leazes Park within the event footprint (you will receive further details if your application is successful)

### **Stall sizes**

- We will give you a space which measure approximately 2.5 metres by 2.5 metres, you must bring your own gazebo/table/chair if required.

### **Set up time**

- Traders must be set up and ready to trade by 10.00. You will have access to the site up until 17.00 on Saturday 17 September (the day before) or from 08.00 on Sunday 18 September (trading day).

### **Trading time**

- The event opening times are from 11:00 – 16:00, trading times will be from 11:00 – 16:00.

### **Stall / trader charges**

- Produce/Makers stall charge is £25 per 2.5m by 2.5m stall.

## FOOD AND REFRESHMENT REQUIREMENTS

1. Food business operators must be able to demonstrate how they ensure food is prepared/processed etc. safely.
2. All food businesses must have a documented food safety management system in place and it must be adhered to and kept up to date.
3. They must comply with current food safety and occupational health and safety legislation.
4. The food outlets may be inspected on the day of the event by officers from the Newcastle City Council, Environmental Health Services to check compliance with the required standards.
5. Food handlers must have received adequate training, instruction or supervision relevant to their food handling activities to ensure food safety is not compromised.
6. During the event, each stalls must:
  - a. Be kept clean and maintained in good repair and condition.
  - b. Have a supply of food grade cleaning chemicals and a supply of clean cleaning cloths.
  - c. Food handlers suffering from sickness/diarrhoea must not handle food stuffs and can only return to food handling duties 48 hours after their last symptom
7. All drinks must be supplied in cans, plastic recyclable containers or similar. Glass or ceramic containers and bottles must not be used or sold.
8. Single use plastic must not be used by traders/caterers or bars on site during the event hire period.
9. All food outlets and associated vehicles must comply with all statutory requirements and comply with the Food Hygiene (Market Stalls and delivery Vehicles) (Amendment) Regulations 1966, the Food Hygiene (Amendment) Regulations 1991, the Food Safety Act 199, the Food Safety and Hygiene (England) Regulations 2013 and the Food Information Regulations 2014 and all other relevant legislation.
10. All food outlets and their staff must hold a minimum of an up-to-date Level 2 qualification in Food Safety in Catering.
11. All food outlets should have received a minimum of a rating 5 from the Food Hygiene Rating Scheme in their most recent Food Hygiene inspection. For more information visit [www.food.gov.uk/safety-hygiene/food-hygiene-rating-scheme](http://www.food.gov.uk/safety-hygiene/food-hygiene-rating-scheme)
12. If you are selling alcohol you must have all relevant licences

## HEALTH AND SAFETY REQUIREMENTS

1. **Each stall holder must be self-contained including providing their own power, water, cleaning facilities and waste disposal.**
2. The Customer shall conduct its business at the site to satisfy the requirements of the Health and Safety at Work (etc) Act 1974 and regulation made under it.
3. **Risk Assessment**
  - a. Stallholders must conduct and provide a copy of their risk assessment to identify hazards that may cause harm to themselves, employees, and members of the public or anyone else that comes into contact with their business and put in place adequate controls as necessary.
  - b. Some of the main hazards which may be found are slips, trips and falls, burns from equipment, gas safety, electrics and fire, vehicle movements during deliveries, manual handling (especially of gas cylinders).
4. **Public Liability Insurance**
  - a. Each stallholder requires adequate public liability insurance and must provide a copy of their insurance certificate that includes the insurance company name, policy number, policy holders name, value, start and expire date
  - b. The minimum value of Public Liability Insurance is £5m.
5. **Gas appliances and cylinders**
  - a. Any gas appliance on which you see the naked flame must have a flame failure device fitted.
  - b. Gas cylinders stored on site must be secure to prevent unauthorised tampering and be well ventilated with appropriate signage indicating flammable material and no smoking.
  - c. Gas installations are to have an accompanying certificate from a LPG Gas Safe registered engineer.
  - d. Anyone carrying out work on gas appliances or fittings must be competent and a Gas Safe Registered engineer with the required qualification for LPG catering equipment on mobile units. Gas engineer registration can be checked at [www.gassaferegister.co.uk](http://www.gassaferegister.co.uk)
  - e. The Customer must provide a copy of the LPG and Generator Maintenance certificate to the Supplier at least 4 weeks prior to the start of the hire period.
  - f. All LPG information needs to be noted in the Event Fire Risk Assessment and the relevant information must be obtained from the contractor to be included in this.
  - g. The number of LPG cylinders brought on site by each caterer must be restricted to one working cylinder and one spare cylinder only. These should be kept secure to ensure that they cannot be disconnected in error.

## **6. Electrics and electric appliances**

- a. Electrics must be installed by a qualified electrician and have an accompanying certificate.
- b. **Portable Appliance Testing (PAT)** - To meet the requirements of both the existing legislation and the new 'Electricity at Work Regulations', it is necessary for all operators who use electrical appliances on site to have their equipment PAT tested. All items which are going to be used should have a sticker showing the safety test date, as well as a reference number. All operators will have a copy of the test certificate on site, which will list all the equipment to be used and show the same reference numbers. The Supplier reserve the right to check all equipment. Any electrical appliances without a PAT Certificate CANNOT be used. Spot checks may be carried out by the Supplier.
- c. Electronic equipment needs to be added to the fire risk assessment.

## **7. Generators - use of generators on site**

- a. Only super silent generators are permitted on site.
- b. When using a generator, this must be switched on only when in use and the ground beneath this must be protected in case of any spills.
- c. All generator information needs to be noted in the Event Fire Risk Assessment and the relevant information must be obtained from the contractor to be included in this.
- d. The Customer must provide a copy of the LPG and Generator Maintenance certificate to the Supplier at least 4 weeks prior to the start of the hire period.

## **8. Firefighting facilities / fire risk assessment**

- a. The Customer must provide adequate firefighting facilities at the event and a fire safety risk assessment prior to the event. Please refer to the Tyne and Wear Fire service for further details [www.twfire.gov.uk](http://www.twfire.gov.uk)

## **9. Frying activities**

- a. Stall undertaking fat frying activities must have a 9kg powder fire extinguisher and fire blanket.
- b. The use of frying equipment needs to be added to the fire risk assessment.

## **10. First aid**

- a. All stalls are to have a first aid kit.

## **11. Rubbish and litter**

- a. It is the Customers responsibility to collect, remove and properly dispose of all rubbish and litter from the site immediately after the event.
- b. The area of use must be left as found

## **12. Samples**

- a. If samples are being handed out, they must comply with appropriate Food Hygiene standards and any allergies / ingredients must be clearly signed.

## VEHICLE ACCESS INFORMATION

1. Access to the park will be off Richardson Road and vehicle restrictions apply. It will be your responsibility to ensure that your vehicle can access this entrance.
2. While accessing the park in a vehicle, priority should be given to park users, keep to designated pathways and the 5mph speed limit must be adhered to at all times.
3. Vehicle access will be from 08:00 on Sunday 18 September and all vehicles require to be off site by 19:00 on the day of the event.
4. Strictly no vehicle movement between 10:00 – 17:30
5. As there will be limited space, you will be required to access your stall area, unload or park your stall and move your car / van from the park.
6. Vehicles must be stationary and secure throughout the event times

## TRADING REQUIREMENTS

1. You are required by Trading Standards to display your trading name and prices clearly on your stall.
2. You and persons working on your stall must have the appropriate rights to work in the UK. By agreeing to take a stall, you are agreeing to have this.



## SUBMISSION INFORMATION

1. Applicants should only complete and email Section 2 of this invitation and return to: [events@urbangreennewcastle.org](mailto:events@urbangreennewcastle.org)
2. Please title all emails/correspondence as:  
“Expression of Interest\_TRADER\_ Newcastle Allotment and Garden Show 2022”
3. Deadline for submission:

**09:00 on Thursday 11 August 2022**

*(Please note that Expression of Interests received after the closing date may not be considered).*

4. Request for further information can be made to  
[events@urbangreennewcastle.org](mailto:events@urbangreennewcastle.org)
5. Decision deadline:

**Monday 15 August 2022**

6. Please allow sufficient time to send your Expression of Interest. All required documents must be sent as a PDF or within a single zip file. We recommend that the total file size should not exceed 10mb.
7. Urban Green Newcastle will respond to your application with an acknowledgement of receipt. We recommend that you include a list of attachments in the email to help ensure we receive your full application.

## TERMS & CONDITIONS

Conditions for submitting an Expression of Interest:

1. This covers the Newcastle Allotment and Garden Show 2022 which will be held in Leazes Park on Sunday 18 September 2022. The event times will be 11:00 - 16:00 with trading times from 11:00 - 16:00.
2. Please refer to the vehicle, food and drink, and health & safety requirements noted in the documents.
3. Applicants will receive an email to let them know if their submission has been successful or unsuccessful.
4. **Costs**  
The application fee is £25 per 2.5m x 2.5m stall per day. The successful applicant will enter into an Agreement with Urban Green Newcastle and any additional requirement charges discussed and agreed will be added to Agreement. Fees noted are exclusive of VAT.
5. Urban Green Newcastle do not bind itself to accept the highest or any offer received and will accept no responsibility for any expenditure incurred by any interested party in relation to the submission of any offer, whether successful or not.
6. **Payment Terms**  
Full payment will be required once your application has been accepted and must be paid 14 days before the event date. Cash is not accepted, and payment will be required via an online card payment system. Details of this will be sent with the acceptance.

## SECTION 3 - YOUR SUBMISSION

### PERSONAL DETAILS FORM

Trading/Organisation Name	
Company Registration No. (if applicable)	
Charity No (if applicable)	
VAT registration No. (if applicable)	
Business Address	
Postcode	
Nature of Business	
Contact name	
Contact Address (if different to business address)	
Telephone No.	
Mobile No.	
Email address	
Website address (if applicable)	

### PROPOSED STALL DETAILS

Name of Stall:	
Size of your Stall:	
Details of the infrastructure of your stall? i.e. gazebo, small unit	

Description / List of what you will offer on your stall:
<p><i>Please provide a brief description of the product you intend to sell, including a menu if possible, as well as the price range. Please include details of any allergens.</i></p> <p><i>Please note: Traders should outline what is unique about their product and if they have produced or added value to everything they are selling.</i></p>

Please note that you'll only be allowed to sell what you have listed and we have agreed with you so please provide as much information as possible.

Please indicate what your stall will offer:

- Hot Food
- Specialty food
- Sweets and confectionery
- Tea / Coffee
- Desserts
- Ice Cream
- Alcohol
- Soft drinks / specialty drinks
- Craft exhibitor
- Information such as leaflets
- Activities and wellbeing
- Products – please specify above
- Other (please provide details if not stated above)

Additional information on your stall:

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Do you have Public Liability Insurance in place?

Yes       No

If so, please attach the policy document to this application. (£5m minimum)

If yes, how much:

- £5million
- £10million
- £20million

What other events have you attended?

Do you have any pictures you can provide? If so, please send these through with your application.

Please use this space to give us any additional information about your stall.

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## STALL HIRE CHARGE

Name of stall	Price per 2.5mtr x 2.5mtr stall (£)
	£25 per day per stall

## AGREEMENT STATEMENT

1. I agree to have completed this form to the best of my knowledge and agree to the terms and conditions noted in this document.
2. I agree that I hereby apply for a stall at the Newcastle Allotment and Garden Show 2022. I agree this transaction is subject to contract and that the final selection of traders for this market is the responsibility of the Urban Green Newcastle only.
3. I understand that, if this application is successful, it will be necessary to enter into and complete a market licence agreement. I have read and understood the general information and comply with all requirements to trade at the market
4. I understand that my details may be passed on to Newcastle City Council Environmental Health and Trading Standards officers and they may raise issues which may affect my ability to attend the market.
5. I agree that Urban Green Newcastle may use the information I have provided on this form for the prevention and detection of fraud.
6. I agree that the Urban Green Newcastle can also share the information provided with other organisations responsible for auditing or administering public money for these purposes.
7. I agree that to having my data stored. See our **privacy policy** for more details on this.

Signature\_\_\_\_\_

Printed name\_\_\_\_\_

Date\_\_\_\_\_