



Fishstock Brixham 2010

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Saturday 11th September 2010

Background

The first Fishstock Brixham Festival was held in September 2008, to popular acclaim. £8,000 was raised and donated to the Fishermen's Mission. (*The Fishermen's Mission is a Company limited by guarantee, Registered in England No: 24477, Registered in Isle of Man No: 694. The Fishermen's Mission is a registered charity, in England and Wales No: 232822 and Scotland No: SC039088. Registered address - Mather House, 4400 Parkway, Solent Business Park, Whiteley, Hants PO15 7FJ.*)

Introduction

This document contains relevant information for stallholders wishing to apply for a stall at the Fishstock Brixham 2010 Seafood, Fishing, Maritime Heritage, Food, Drink and Music Festival.

Please be aware that any applications from traders will only be considered if they are accompanied by a detailed description and pictorial material of what you intend to sell.

All applications must include full payment as detailed below.

Selection Process

The quality and mix of seafood, food, drink, maritime and craft retail products on offer at the Fishstock Brixham 2010 Festival will play an important role in the overall feel of the event and is something magical that the organisers are striving for. The following criteria will be considered when looking at stallholder applications.

- **“Fast Food”** is food sold for immediate consumption on site. The sale of fast food is not permitted without authorisation from the organisers. Exhibitors applying for fast food concessions will apply separately. The number of such concessions will be strictly regulated by the organisers.
- **Heritage** – The fishing and maritime heritage is to be a big part of Fishstock Brixham 2010. Space will be reserved for informational and educational stalls that contribute well to this facet.
- **Locality** – Food, drink and maritime artefacts traders from Brixham and South Devon are given priority over those coming from further afield. Alcoholic liquor may not be offered for sale without prior permission. All exhibitors

offering alcoholic liquor for sale must obtain T.E.N. at least ten days prior to the Festival. A copy of the T.E.N. must be displayed at the stall.

- **Retail Mix** – Ensuring that there is a range of product types to suit the anticipated Fishstock Brixham 2010 Festival audience and customers.
- **Quality** – Products need to be finished to a high standard. They must meet manufacturing standards and may need to be approved by Trading Standards. All stalls must conform to E.H.O. rules and regulations.

Dates and Opening Hours

The Fishstock Brixham 2010 Festival will be held on Saturday 11th September 2010. The opening hours for stall-holders and trade stands will be 10.00am to 5.00pm. Food and Drink concessions serving the Music Festival will remain open until 11pm.

Stalls and rental charges

The fee for a 3metre frontage partitioned bay/stall is **Minimum £50, or 10% of Gross on the day**. Stalls may be rented in 3m multiples, each at minimum £50.

For local Marine Artists and Sculptors conducting workshops and demonstrations, the fee is **reduced to Minimum £30, or 6% of Gross on the day**. (Minimum £50, or 10% of Gross if only displaying completed works.)

For Maritime Heritage and Marine Environmental Information Displays the fee is waived, but they must fill in forms. Such stalls will have Collection Boxes/ Buckets for the Fishermen's Mission.

Those traders who are not successful in their application will be informed and have their fee returned. For those successful applicants a receipt will be sent with confirmation of your stall.

If payment is not received, or if full details not given at the point of application you will not be considered for the Fishstock Brixham 2010 Festival.

What your stall rental buys you:

- The bay/stall partitions are faced with Velcro Compatible material.
- The stalls measure 10 feet wide x 6 feet deep. (Approx.)
- Each standard trading stall will have an **electricity supply** and access to **fresh water supply**. A communal wash-up area is provided with hot water.
- **Marketing and publicity**. The Fishstock Brixham 2010 Festival is advertised, publicised and marketed in order to ensure we receive as many visitors as possible.
- **Supervision and management**. The Fishstock Brixham 2010 Festival is supervised and monitored by an event Manager and team of identifiable volunteer Stewards and SIA Security. Officers and Stewards will be on hand at all times to help stallholders with any practical problems.
- A programme of **entertainment** for all ages will be organised during the event to add to the festival atmosphere.

Location

The entire Fishstock Brixham 2010 Festival will be held in the Fishing Harbour Estate and retail stalls will be sited under cover in the new Fish Market. Food and Drink concessions will be sited for maximum pedestrian footprint.

Setting Up

Infrastructure will be established on Friday 10th September. There will be no security for retailers.

Set up of retail stalls begins on Saturday 11th September and runs from 0600 – 1000. Any vehicles must be cleared from the site by 0930.

Appearance of your stall.

The cooperation of all stallholders is required to achieve an optimal overall appearance of the Fishstock Brixham 2010 Festival.

Stall sign.

It is a requirement that each stallholder displays a sign on their stall, bearing the stall's name.

NOTE all electrical equipment must have a **PAT (Portable Appliance Test) certificate**, unless you can demonstrate it is brand new. You will not be allowed to use any untested equipment within your stall / on site.

All **lighting**, and anything else you require to display your merchandise to best effect is the stallholder's responsibility. The Fish Market is very well lit.

Prior to opening gates to public at 10.30 am the Officer responsible will make a final check on site. All vehicles on the public-access parts of the Festival site will be removed by 9.30am and the Officer will ensure that this is carried out.

Vehicle Movement

In the interests of safety during the setting up period, vehicles must be removed from the site once unloaded and parked elsewhere whilst you fit out and occupy your stall. There are several car parks nearby. Look for additional special parking arrangements and signs on the day.

Stalls

All stallholders must keep their stalls open for the entire duration of the opening hours shown above. NO stallholder will be allowed to open late in the morning or close before closing time. **In case of emergencies, the agreement of the responsible officer must be obtained.** No stall should be left unattended during the opening hours.

Smoking

No smoking is allowed within the covered market area.

Regardless of your location within the market, no stallholder is entitled to display products in any location which falls outside of the footprint of their stall. Any queries regarding this should be addressed to a Steward or the responsible officer.

Waste Disposal

Stallholders must ensure that they keep the site clear of packaging and refuse. They must ensure that the area around their stall is kept clean and tidy throughout the day. All refuse must be removed from site at the end of the market by the stallholder.

Fish Market Closure

All stallholders must empty and vacate their stall by 1830 **on Saturday 11th September**. There will be traffic management arrangements to ensure safe access clear of pedestrians.

Public Liability Insurance

All stallholders trading at the Fishstock Brixham 2010 Festival must hold adequate "Public Liability" Insurance. Evidence of this should be provided in advance of the event. Anyone that doesn't provide this information will not be permitted to enter the Festival site and may forfeit their place and their fee.

Jim Portus,

Event Manager,

Fishstock Brixham 2010.

19 February 2010.

**Fishstock Brixham 2010 Seafood and Music Festival
STALL-HOLDERS' APPLICATION FORM
DEADLINE FOR SUBMISSION – FRIDAY 30TH APRIL 2010**

Company name:

**Name of applicant
(First name, surname):**

Contact address:

Telephone number (land line essential):

Mobile phone number if available:

Daytime contact number:

Email address:

Website address:

Nature of goods to be displayed and/or sold:

Please detail below as much information on your products as possible.

Please be aware that any applications from traders will only be considered if they are accompanied by a detailed description and pictorial information of your products.

SITE LAYOUT

A site-map will be on display during set-up times. This will show clearly locations of named stalls in themed areas. Do not ask to be moved as a refusal might offend.

PAYMENT

If you do not include payment with this application you will not be considered for the Fishstock Brixham 2010 Festival. Cheques should be made payable to Fishstock Brixham. Those traders who are not successful in their application will be informed and have their fee returned. For those successful applicants a receipt for your payment will be sent with confirmation of your stall. We are sure you will appreciate that we have to schedule labour, transport and equipment in advance that cannot be altered at unreasonable short notice therefore, payment is not refundable unless the Festival is cancelled.

DECLARATION & UNDERTAKING

I/We have read the Fishstock Brixham 2010 Festival Information Document and undertake to comply with all terms and conditions therein. In signing this application form I/we indemnify Fishstock Brixham 2010 organisers and its officers against any claims, payments, costs or losses resulting from any failure on my/our part to comply with the said Terms and Conditions.

I/We give permission for my/our stall's contact details to be stored on an electronic storage and retrieval system which will be created for the exclusive use of those involved in the organisation of the Fishstock Brixham Festival. It will not be used by any third party without prior consent.

I/We undertake to take out public liability insurance. Copies of this documentation must be submitted in advance of the event.

Signed:	Dated:
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CLOSING DATE FOR ALL APPLICATIONS: Friday 30TH April 2010

Please return completed forms with relevant pictorial information and payment to:

**Fishstock Brixham 2010,
5, Pynewood House,
1a Exeter Road,
Ivybridge,
Devon,
PL21 0FN.**

[Subsidiary of South Western Fish Producer Organisation Ltd.](#)

[I&P Act 1965 Reg. 21071R. VAT No. 281968219](#)