



Dear Exhibitor

Re: Malton Food Lovers Festival, 25th – 26th May 2019

The above event is fast approaching, and we wanted to pass on final details to you.

Please read this before the event as there is a lot of information which will help you decide which road to use to get into the site. As many of you know, on the Saturday there is also a very short window in which to set-up; so could we please ask that once you have unloaded; that you move your car to the stated car-park and then come back to set-up your stand.

Attached documents:

- Festival Site map
- Indoor Market map
- Exhibitor Stand Allocations – alphabetic and numeric
- Parking permit – please ensure you print the correct one.

Festival Opening Times:

Saturday 25th May:

9am – 6pm (Product and catering stalls: **101 to 412, 501 to 535, 601 to 622, B3 to B7, SF3.1 to SF3.7, SF4.1 to SF4.4, SF5.1, SF6.1**)

9am – 9pm (**catering and bars: B1, B2, SF1.1 to SF 1.8, SF2.1 to SF 2.4**)

Sunday 26th May: 9am – 6pm (**All Product and catering stalls**)

Setting Up:

Please note: This year all exhibitors can set-up on Friday 24th May between 4pm and 8pm

NB: Catering exhibitors are required to set-up on Friday 24th May between 4pm and 8pm

Catering:

When you first access the site:

Please have the following available:

1. Know your marquee / pitch number
2. Fill in the correct colour parking permit (see attached) and have it on display.

Exhibitors within Catering area (No SF1.1 – SF 1.8; SF2.1 – 2.4; SF3.1 – SF 3.7, B1, B2 on map)

- Please enter via Saville Street and exit via Market Street
- You will only be able to restock by vehicle on Sunday between 7am - 8.30am



Exhibitors within Catering area (No SF4.1 – SF4.4, SF5.1, B3 – B7 on map):

- Please enter via Market Street and exit via Finkle Street
- You will only be able to restock by vehicle on Sunday between 7am - 8.30am

All other Exhibitors setting up on Friday or Saturday 25th May:

The marquee or agreed space will be available on **Friday between 4pm – 8pm or on Saturday from 6am**. All vehicles must unload and immediately move to the allocated exhibitor parking. If you have not arrived by 8.30am you will not be able to set up until the following day.

Please have the following available:

1. Know your marquee / pitch number
2. Fill in the correct colour parking permit (see attached) and have it on display.

To avoid congestion on site we are requesting that exhibitors use certain roads to access the Festival site.

Marquee/Pitch No's: 101 – 130, please enter the site via the Market Street entrance. Once you have unloaded please leave via Finkle Street. **Display Blue Car Parking Pass**

Marquee/Pitch No's: 201 – 246, please enter the site via the Finkle Street entrance and leave the site via St Michael Street.
Display Blue Car Parking Pass

Marquee No's: 301 – 319, 401 – 412, 501 – 535, please enter the site via Saville Street and leave the site via Market Street.
Display Red Car Parking Pass

Marquee/Pitch No's: 601 – 622, SF6.1 please enter the site via the Finkle Street entrance and leave the site via Newgate.
Display Blue Car Parking Pass

Sunday Access:

Time of access is: 7am – 8.30am. All other information re access remain as per Saturday's instructions.

Milton Rooms Exhibitors (Indoor Market Area, tables 501 to 535)

You do not need to remove your goods after setting up on Friday evening or Saturday morning. They can remain overnight in this area, however, as always, the responsibility for the safe keeping of the exhibitors' products remains with the exhibitor.

Re-stocking

No vehicles are allowed on site for re-stocking until the Sunday morning between 7am – 8.30am. If an exhibitor needs to re-stock during festival times this can be done by hand.



Dismantling:

All exhibitors must enter and exit the site on the same roads that they have entered/exited the site previously.

Vehicles will be allowed on site when the Event Manager states it is safe to access the site. We anticipate this will be from approximately 6.30pm onwards

Before you leave, your stall must be checked by a member of the Event Team to ensure that stalls are left without rubbish in them and that all hired tables / equipment remain on site.

Exhibitor Parking:

There is parking within the town for exhibitors. Please display your parking permit within your vehicle. Failure to do so, could result in a parking penalty. Please do not park on the surrounding side roads.

Blue Pass – Park in the Wentworth Street Car Park

Red Pass – Park in the Navigation Wharf Car Park

Parking areas for Exhibitors:

Marquee/Pitch No's: 101 – 130, SF4.1 – SF4.4, SF5.1, SF6.1, B4 – B6, please leave via Finkle Street and turn left onto Newbiggin and then first right onto Princess Road to go to Wentworth Car Park. The Exhibitor car parking is on the upper level and will be marked 'Exhibitor Parking' Postcode: YO17 7BN **Display Blue Pass**

Marquee/Pitch No's: 201 – 246, B7, please leave via St Michael Street and turn left onto Newbiggin and then second right onto Princess Road to go to Wentworth Car Park. The Exhibitor car parking is on the upper level and will be marked 'Exhibitor Parking' Postcode: YO17 7BN **Display Blue Pass**

Marquee/Pitch No's: 601-622, please turn right onto Spital Street and cross Newbiggin onto Princess Road to go to Wentworth Car Park. The Exhibitor car parking is on the upper level and will be marked 'Exhibitor Parking' Postcode: YO17 7BN **Display Blue Pass**

Marquee/Pitch No's: 301 – 319, 401 – 412, 501 – 535, SF1.1 – SF1.8, SF2.1 – SF2.4, B1, B2, B3 please leave the site via Market Street and turn left onto Yorkersgate and the car park is immediately on the right marked Navigation Wharf. **Display Red Pass**

Please park responsibly so that vans etc that might need access to their products, are able to open their back or side doors.



Alcohol Exhibitors:

All exhibitors selling alcohol at the festival will be covered by the Premises Licence in the area. The DPS for the event is Caroline Anderson and Mark Brayshaw.

Please ensure that your own personal licence is available for inspection by the DPS.

Please note:

- It is a criminal offence for any person to sell alcohol to a young person who is under the age of 18.
- It is illegal to sell alcohol to anyone aged 18 or over if they are buying on behalf of someone under the age of 18.
- All drinks served on site must be decanted out of glass bottles.
- A challenge 25 policy will be in place at the festival. Please ensure that you have your posters or other material visible.
- All staff serving alcohol must be over the age of 18.

Rules & Regulations on site:

To ensure that the site remains neat and tidy, we ask Exhibitors to note the following rules and regs when on site.

B = Bins. Please ensure that all your waste is placed in black bags and taken away with you each day. **Do not leave black bags next to your marquee. The plastic bins provided on site are for visitor use only.** Please do not leave rubbish in your marquee at the end of the festival.

W = Water sources on site. We recommend that you bring a water carrier with you. Please ensure that the tap is turned off after use. They are marked W on the map.

D = Drains. You will be able to find a drain fairly close to your marquee. These are to be used for the removal of soapy water **ONLY**. Please do not throw oil down these drains.

Oil – please take all oil home with you. Oil must not be left on site when leaving. If your product could cause an oil spill on the tarmac/paving, please provide matting within your marquee to prevent this happening.

Toilets – these are provided on site and are marked on the map.

Parking – there is strictly no parking on the festival site, or on any of the roads around the site. The parking available to Exhibitors is clearly documented above.

Generators – no exhibitor generators are allowed on site. All electric requirements must be booked via Eventowl .

Leafleting – No leafleting is to be allowed outside of an exhibitors stall area.



Food Safety / Hygiene Certificates – Please ensure that these are either on display at your stall or available for inspection on the day.

First Aid – there are mobile first aid providers at the festival and the ambulance vehicle will be sited on Newgate. Should you need any first aid provision, please contact the Event HQ.

Lost Property – please hand lost property into the Event HQ.

Fire Extinguishers – it is the responsibility of all exhibitors to provide their own fire extinguisher if they require one.

Main Contact Details:

If you have any queries, or require any help during the festival, please do not hesitate to contact one of the festival team who will be in BRIGHT GREEN t-shirts.

If you are not able to find anyone, please go to the Event HQ building (marked on the map) and they will be able to contact one of the team via radio.

Cathy Burger – Event Manager

Social Media and PR:

We are encouraging all Exhibitors who use FB and Twitter to post positive social media posts before and during the festival.

Twitter: @visitmalton

FB: <https://www.facebook.com/visitmalton/>

Instagram: visitmalton

We are also encouraging the use of #visitmalton

Should you have any exciting PR news on the lead up to the festival, please contact either Holly or Helen at Hatch. Hollymg@hatchcommunications.co.uk
helensimpsonpr@hatchcommunications.co.uk

We are looking forward to seeing many familiar faces and meeting new ones too!

See you soon – and should you have any queries, please contact Cathy on:
07816971292 or cathy@foodfestivalsltd.co.uk