



## **Exhibitor Booking Form**

### **Embrace Elgin**

**City of Elgin BID**

**13 Harrow Inn Close**

**Elgin**

**IV30 1BP**

**(01343) 550652**

[events@elginbid.co.uk](mailto:events@elginbid.co.uk)



#### **Elgin Food & Drink Festival 2020**

Following the success of our Twin Centre event in 2018 & 2019, located within the Elgin Town Hall & the St Giles Church we will be continuing with this format. Feedback from the public was very positive with many people stating they spent longer in the venues as they were not affected by the weather.

<b>Business Name:</b>	<b>Contact Name:</b>		
<b>Address:</b>  <b>Telephone:</b>  <b>Mobile Contact:</b> <b>(on day of the event)</b>  <b>Email:</b>  <b>Website:</b>			
<b>Brief description of business and the products you intend to exhibit/sell:</b> (Max 30 words. This may be used for promotional purposes)			
<b>Food/Drink Samples:</b> <b>Will you be offering food or drink samples?</b>  Yes <input type="checkbox"/>  No <input type="checkbox"/>  <b>If yes, please provide details:</b>			
<b>Sink Requirements:</b> A limited number of sinks will be available to food and drink businesses. Please book early to avoid disappointment.  If you require guidance on sink requirements, please contact the Elgin BID office when confirming your booking.  <table data-bbox="193 1478 1402 1695"> <tr> <td data-bbox="193 1478 796 1695"> <b>Are you providing your own sink?</b>   Yes <input type="checkbox"/>   No <input type="checkbox"/> </td> <td data-bbox="796 1478 1402 1695"> <b>Do you require a sink be provided?</b>   Yes <input type="checkbox"/>   No <input type="checkbox"/> </td> </tr> </table>		<b>Are you providing your own sink?</b>  Yes <input type="checkbox"/>  No <input type="checkbox"/>	<b>Do you require a sink be provided?</b>  Yes <input type="checkbox"/>  No <input type="checkbox"/>
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<b>Legal Requirements:</b> <b>Have you secured all legally required licenses to sell produce at an outdoor market?</b>  Yes <input type="checkbox"/>  No <input type="checkbox"/>  Please contact The Moray Council for guidance – 01343 543451 <b>Please note, Elgin BID hold an Occasional License (for alcohol) – no individual license is required.</b>			

**Electricity Requirements:**

Electricity supplies are limited and prioritised for refrigeration purposes. An additional charge of £5 is applied per item connected. **All electrical items must be PAT tested and copies of certificates provided prior to the event and originals taken along on the day.**

**Do you require electricity?**

Please provide requirements e.g. item description and ampage

Yes

No

Item 1:

Item 2:

*I confirm all electrical items are PAT tested.*

**Table Hire:**

All exhibitors are required to hire a table for the day. These will be supplied for you.

**Each table is 1.8m x 0.75m.**

Tables will be in place for your arrival, chairs can be provided if needed. You are welcome to bring a tablecloth if you wish. **Please note you will be provided with ONE table for your booking.**

**Table Hire - £54.00 (incl. VAT) PAYMENT MUST BE MADE WITHIN 2 WEEKS OF BOOKING PACK BEING RECEIVED TO SECURE BOOKING.**

**Additional Requirements:**

Please provide information on any further requirements you may have.

**Cookery/Craft Demonstrations:**

To provide the public with additional entertainment and add to the atmosphere of the festival we invite exhibitors to give cookery/craft demonstrations. If you would like to get involved, please email Tina to discuss on [tina.mainland@elginbid.co.uk](mailto:tina.mainland@elginbid.co.uk) when you confirm you booking.

**Would you like to host cookery/craft demonstration?**

Yes

No

Event Checklist	
Booking Form Complete (all relevant fields)	
Risk Assessment Provided	
Payment included	
<i>Market Stall Hire</i>	<i>£54.00</i>
<i>Electricity Provision</i>	<i>£5.00 per item</i>
Event Food Safety Checklist	
PAT Test Certificates Provided	
Gas Certificates Provided	

**Payment Details:**

BACS:

Account No: 60520671

Sort Code: 82-63-07

Please use your **business name** as a **reference**

Please make cheques payable to: **City of Elgin BID Ltd** and send to 13 Harrow Inn Close, Elgin, Moray, IV30 6JB.

**PAYMENT MUST BE MADE WITHIN 2 WEEKS OF BOOKING PACK BEING RECEIVED TO SECURE BOOKING.**

**I confirm all information provided is correct**

**Signed:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

## CITY OF ELGIN FOOD AND DRINK FESTIVAL 2020 EXHIBITOR RISK ASSESSMENT FORM



In order to maintain high standards and adhere to legal requirements and recommended good practice for an event of this size, **it is essential every exhibitor** completes the attached Risk Assessment template and returns it with their booking form. You should consider what risk there is:-

- for you and your staff when laying out your stand,
- for you and your staff working on your stand,
- for the general public visiting or purchasing from your stand.

To make this easier we have inserted some examples which will act as a guide.

<b>Company Name:</b>	<b>Contact Name:</b>		
<b>Address:</b>	<b>Telephone:</b>		
<b>Postcode:</b>	<b>Mobile:</b>		
<b>Signature:</b>	<b>E mail:</b>		
	<b>Date:</b>		

  

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?
<p>Look out for hazards that could result in significant harm under your working environment and stand.</p> <p>This is your own assessment of your own business.</p>	<p>There is no need to list individuals by name.</p>	<p>For those hazards that you have already identified and which you already controlled in some way, please list the measures that you already have in place (and will apply at this event).</p>	<p>For the hazards listed, do the precautions already taken control the risk satisfactorily, or are there some further measures which you need to take?</p>	

**CITY OF ELGIN FOOD AND DRINK FESTIVAL 2020  
EXHIBITOR RISK ASSESSMENT FORM**



What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?
<p><b>Example</b> Gas appliances.</p>	<p><b>Example</b> Staff, members of public could suffer serious/fatal injuries as a result of explosion/release of gas.</p>	<p><b>Example</b> Inspection, service and test carried out by Gas Safe registered engineer at least once every 12 months.</p>	<p><b>Example</b> Appliances and fittings to continue to be maintained in a safe condition and serviced by a Gas Safe engineer.</p>	<p><b>Example</b> Business owner.</p>
<p><b>Example</b> Slip and trips.</p>	<p><b>Example</b> Staff, members of public may be injured if they trip over objects or slip on spillages.</p>	<p><b>Example</b> Good housekeeping, areas kept tidy. Stock and items stored safely and away from members of the public. Walkways kept free from obstructions such as electrical cables.</p>	<p><b>Example</b> Maintain good standards of housekeeping throughout day. Spillages cleaned up immediately using suitable methods and areas left dry.</p>	<p><b>Example</b> Business owner/ staff.</p>

Please continue on a separate sheet if required.

This checklist has been supplied to City of Elgin BID Ltd by  
The Moray Council Environmental Health Department

## Outdoor and Event Catering Food Safety Checklist

We have provided the checklist below to help you identify any hazards and for you to put the necessary controls in place to make sure that the food is safe to eat. This is specifically designed for caterers and food business operators attending outdoor events. Please also take a completed checklist with you to the event.

**If you answer 'no' to any of these questions, then there may be potential problem which will increase risks of something going wrong.** Most of these are common sense practices, which you have probably been following for years.

<b>Business Information</b>			
<b>Business name:</b>			
<b>Operator name, phone number and email address:</b>			
<b>Type of food offered for sale:</b>			
<b>Are you registered with a local authority as a food business? If so, which authority?</b>			
<b>What is your current Food Hygiene Information Scheme rating?</b>			
<b>Setting up your stall</b>			
<b>Food safety management</b>			
1. Do you have a documented Food Safety Management System such as CookSafe, RetailSafe or Safer Food Better Business?	<b>Yes</b>	<b>No</b>	<b>N/A</b>
2. Do you keep monitoring record sheets, training records, etc?	<b>Yes</b>	<b>No</b>	<b>N/A</b>
3. Are these available for inspection on your trailer/stall?	<b>Yes</b>	<b>No</b>	<b>N/A</b>
4. Are you aware of relevant food labelling and allergen requirements? (Allergen info available at: <a href="http://www.food.gov.uk/business-industry/allergy-guide">http://www.food.gov.uk/business-industry/allergy-guide</a> )	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Storage</b>			
5. Are all food storage areas under cover and protected from contamination? Are they clean and free from pests?	<b>Yes</b>	<b>No</b>	<b>N/A</b>
6. Do you have refrigeration or a method of keeping food chilled?	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Food preparation and service areas</b>			
7. Have you got washable floor coverings for the food preparation areas? What precautions have you to keep mud out of the stall in wet weather?	<b>Yes</b>	<b>No</b>	<b>N/A</b>
8. Are all worktops and tables sealed or impervious?	<b>Yes</b>	<b>No</b>	<b>N/A</b>
9. Do you have wash hand basins? Are they supplied with hot and cold water, liquid soap and disposable paper towels?	<b>Yes</b>	<b>No</b>	<b>N/A</b>
10. Have you got sinks which are large enough to wash food and equipment in (including bulky items)? Are they supplied with hot and cold water?	<b>Yes</b>	<b>No</b>	<b>N/A</b>
11. If there is no mains drainage have you made hygienic provision for the disposal of waste water, e.g. waste pipe from sink to waste water carrier?	<b>Yes</b>	<b>No</b>	<b>N/A</b>
12. Have you got fresh water containers? Are they clean and have they got caps?	<b>Yes</b>	<b>No</b>	<b>N/A</b>
13. Do you have a means of temperature monitoring such as temperature probes (with probe wipes)?	<b>Yes</b>	<b>No</b>	<b>N/A</b>
14. Have you got adequate natural/artificial lighting, particularly for food preparation and service at night?	<b>Yes</b>	<b>No</b>	<b>N/A</b>
15. Is all your food equipment in good repair?	<b>Yes</b>	<b>No</b>	<b>N/A</b>

<b>Cleaning</b>			
16. Is your stall/vehicle clean? Can it be kept clean?	<b>Yes</b>	<b>No</b>	
17. Do you have a cleaning schedule to ensure areas are kept clean?	<b>Yes</b>	<b>No</b>	<b>N/A</b>
18. Are cleaning chemicals be stored away from food?	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Cross Contamination Prevention</b>			
19. Are food and food contact materials, such as packaging, protected from contamination at all times?	<b>Yes</b>	<b>No</b>	<b>N/A</b>
20. If you use raw (meat and unwashed veg) and cooked or ready to eat foods, are they separated at all stages?	<b>Yes</b>	<b>No</b>	<b>N/A</b>
21. Are you using BS EN 1276 or 13697 'food-safe' sanitiser to disinfect food contact surfaces?	<b>Yes</b>	<b>No</b>	<b>N/A</b>
22. Is all frozen meat and poultry thoroughly thawed before cooking? Do you have an area set aside for defrosting such items?	<b>Yes</b>	<b>No</b>	<b>N/A</b>
23. Do you use separate chopping boards for raw and cooked food?	<b>Yes</b>	<b>No</b>	<b>N/A</b>
24. Have you got separate raw and ready to eat preparation work top space?	<b>Yes</b>	<b>No</b>	<b>N/A</b>
25. Are separate utensils and equipment used for raw and cooked food, e.g. tongs, knives, graters, peelers etc?	<b>Yes</b>	<b>No</b>	<b>N/A</b>
26. Is the unit free from pests, and is open food protected from flying insects and other contamination?	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Food waste</b>			
27. Have you suitable waste bins and an adequate method of waste disposal?	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Staff</b>			
28. Are all your food handlers trained, supervised or given instruction to ensure food safety?	<b>Yes</b>	<b>No</b>	<b>N/A</b>
29. Are your staff washing their hands regularly, e.g. on entering the unit, after visiting the toilets, between handling raw and ready to eat food, etc?	<b>Yes</b>	<b>No</b>	
30. Do your staff display a good standard of personal hygiene and wear clean over-clothing?	<b>Yes</b>	<b>No</b>	
31. Are your staff aware they must not work with food until at least 48 hours after their last symptoms if suffering from certain illnesses?	<b>Yes</b>	<b>No</b>	
32. Have you a first aid box with blue waterproof plasters?	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Safe food practices during the event</b>			
<b>Storage</b>			
33. Is stock rotation carried out, and is stock within expiry dates?	<b>Yes</b>	<b>No</b>	<b>N/A</b>
34. Are high-risk foods (e.g. cooked rice) stored under refrigeration below 5°C?	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Purchase</b>			
35. Are you purchasing raw ingredients or food products from a reputable company?	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Preparation</b>			
36. Are on site work practices able to control cross contamination (as set out in numbers 19 to 26)?	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Cooking</b>			
37. Is meat and poultry cooked until it is piping hot (above 75°C)?	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Reheating food</b>			
38. Is all food reheated to above 82°C? Is food only reheated once?	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>After cooking</b>			
39. Is food cooked and served straight away?	<b>Yes</b>	<b>No</b>	<b>N/A</b>
40. If 'no' is it held at 63°C or above until served?	<b>Yes</b>	<b>No</b>	<b>N/A</b>
41. Once cooked, is food protected from contact with raw food and foreign bodies?	<b>Yes</b>	<b>No</b>	<b>N/A</b>

**Remember that food poisoning is preventable - you can help avoid it by carrying out these checks.** JH2015