Rotary Dragon Boat Festival

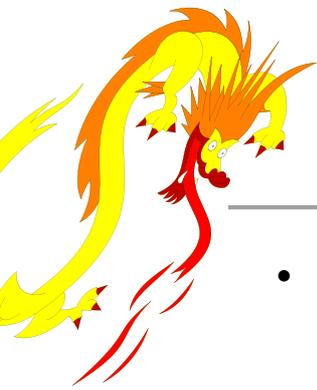Abingdon-on-Thames
Sunday 9th September 2018

Notes for Stallholders

General Information

The organisers expect to attract between 2,000 and 3,000 visitors to this charity event

Stallholders cannot sell any 'fast food' such as BBQ food, tea/cakes, hot and cold beverages.

- **Contact:** Project Manager: Paul Thompson, 5 Overmead, Abingdon OX14 5NB
  Telephone: 07970 362094
  Email: db2018-stalls@abingdondragonboats.org.uk

- **Aim:** To provide an enjoyable, successful family day, whilst raising funds for our charitable causes

- **Booking:** To book stall holders must complete the registration form and pay the appropriate fee. The booking will be confirmed when the fee has been received.

- **Stall pitches:** Single stall pitches are 3m x 3m. Double pitches are 6m x 3m and triple pitches are 9m x 3m.

- **Toilets:** There are sufficient mobile toilets. However stallholders may need to bring their own warm water hand washing.

- **Public Liability, Product Insurance, Employers Liability insurance:** Stallholders should hold valid public liability insurance. These certificates must be produced when booking and should be available on the day.

- **Food hygiene certificates:** Stallholders must comply with the Food Safety (General Food Hygiene) Regulations 1995 (including listing allergens) and should hold up to date, level 2 food hygiene certificates for all members of their staff preparing food. These certificates must be produced when booking and should be available on the day.

- **Food hygiene rating:** Stallholders should have current food hygiene rating certificates. These certificates must be produced when booking and should be available on the day.

- **Opening times:** The site will be open from 8am for setting up. Stallholders will be able to drive their vehicles to their pitches to unload and set up. The event will finish around 5pm, after which vehicles will be allowed back onto the site to pack up.

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- **Parking:** There are separate parking areas for stallholders, organising staff, visitors and people with mobility issues. Car parking will be controlled by marshals. Parking is free. All vehicles must be removed from the main event field and parked in the adjoining car parking field by 9:30 am.

- **Waste:** There will be skips on site but we ask you to please clear all rubbish from on and near your pitch.

- **Leaving the site:** Stallholders may not move their vehicles until after the public have vacated the site. The event will finish around 5pm, after which vehicles will be allowed back onto the site to pack up.

- **Stall types:** Stallholders are expected to bring their own gazebos, tables and chairs. Please indicate on the registration form which type of stall you will operate.

- **Water:** As we are sited in a field you will need your own supply of water. The Local Authority requires food handlers to have their own supply of warm water and soap & towels for hand washing.

- **Electricity:** No electrical supply will be available on-site.

- **Generators:** Stallholders using generators must use quiet generators. Refuelling generators will not be permitted on site.

- **Gas Cylinders:** Stallholders using gas cylinders must comply with Gas Safety (Installation and Use) Regulations 1998 and complete the separate questionnaire when booking.

- **First Aid:** First Aid will be provided by British Red Cross.

- **Charities:** Rotary Club of Abingdon Vesper who run activities such as:
    - Barge trips providing special days out for a range of people of all ages for whom such an activity really 'makes a difference'. This includes people living with disabilities, disadvantages and the elderly.
    - Outings to music festivals for young people who would not normally be able to enjoy one due to life-limiting illness or disability
    - Local community projects
    - International projects supporting people in poverty in Africa and India
    - Fighting to eradicate polio globally