



## LUDLOW SPRING FESTIVAL 2024 – EXHIBITOR CHECKLIST

### Additional Information & Documents Required to accompany your Application

Documents must be up to date and relevant to the event being applied for

**BUSINESS NAME:** .....

*Please check and read through the below carefully, completing where applicable.  
Return a copy of this tick-sheet with your application, along with copies of the relevant  
documentation – preferably by email to: [events@foodfestival.co.uk](mailto:events@foodfestival.co.uk)*

- Yes, I enclose my completed Exhibitor Application Form

### INSURANCE

*Please send us your insurance documents regardless of whether they expire before the event or not. If they do expire before the event, please make a note to proactively send us a copy of the new documentation when you have it - preferably by email to: [events@foodfestival.co.uk](mailto:events@foodfestival.co.uk)*

- Yes, I enclose a copy of my Public Liability Insurance certificate, showing policy number, expiry date and amount covered
- Yes, I enclose a copy of my Product Liability Insurance certificate, showing policy number, expiry date and amount covered
- Yes, I enclose a copy of my Employers' Liability Insurance certificate, showing policy number, expiry date and amount covered

### HEALTH & SAFETY

- Name of Local Authority Registered to:  
.....
- I attach a copy of my FSA Food Hygiene Rating
- Yes, I use a Food Safety Management system (e.g. SFBB). The system I use is:  
.....
- I attach a copy of my signed Health & Safety Policy
- I attach an up-to-date, signed Risk Assessment for Food and Health & Safety (including COVID)
- I attach an up-to-date, signed Fire Risk Assessment

- I confirm I will have Due Diligence Records maintained during, and retained after the Event which will be readily available for inspection if required
- I understand I can only bring pre-approved, fire-retardant Hay or Straw Bales on-site; and that proof of fire-retardant coating will be required
- I am a Street Food Style Vendor and will commit to ensure that no member of staff is left working alone

**ALLERGENS - please indicate which statement is relevant to you:**

- I confirm that I will clearly display on my stand to invite customers to ask any staff about any allergens or intolerances about any loose foods I sell or give away as samples, and on request, I will be able to produce full product allergen information at the Event.
- I confirm any prepacked items will be sold in compliance with the PPDS (prepacked for direct sale) prepacked food, as defined in the Food Information Regulations 2014.
- I have an Allergen chart for products on sale which will be on display during the Event

**ALCOHOL**

- I have an Alcohol Wholesale Retail Sale (AWRS) Number; it is:  
.....

**I CONFIRM I will have the following information readily available for inspection at the Event:**

- COSHH documents – cleaning products, sanitiser, disinfectants, etc.
- Fire extinguisher and fire-fighting equipment certification
- Gas test certificate and records – mobile or catering
- Electrical test certificate and records
- Materials flammability certificate (e.g. awnings, gazebos)

*If you have any additional information that would be useful for the Ludlow Food Festival office to be aware of, please email it to: [events@foodfestival.co.uk](mailto:events@foodfestival.co.uk).*

SIGNED BY .....

Name (printed) .....

Date .....

Job Title .....

Contact number .....

Email address .....