



## FOOD TRADER FORM

All bookings are subject to the LSM Traders terms and conditions which are on the website and must be read in full. **This form applies to indoor and outdoor traders.**

<https://www.leedssteampunkmarket.co.uk/food-and-drinks-traders.php>

**~~ Please read the notes at the end of the form for guidance on the sections ~~**

YOU DO NOT NEED TO PRINT THIS FORM OFF – CLICK ENABLE EDITING AT THE TOP, FILL IN ONLINE, RESAVE AS A NEW NAME AND EMAIL IT BACK TO ME WITH ALL CERTIFICATES ATTACHED. THANK YOU.

Company Name	
Registered Address	

Landline No		Mobile No	
Email Address			
2 <sup>nd</sup> email			
Contact Name			

Please give a detailed description of your products/services.  
It is important to give us detailed information and please also attach a selection of high-res photos to show examples of your products and stall set up.

Website/Online Shop Address	
Facebook profile	
Facebook page Address	
Size of space needed *****	
Do you need access to power or have your own generator?*	

Which date/s are you booking for? Which day/s? <b>**Delete as appropriate</b>	7 <sup>th</sup> – 8 <sup>th</sup> December 2019 (Castleford)	*Sat only / Sun only / tbc
	7 <sup>th</sup> – 8 <sup>th</sup> March 2020 (Leeds)	<b>N/A AS CAFÉ ON SITE</b>
	2 <sup>nd</sup> – 3 <sup>rd</sup> May 2020 (Leeds)	*Sat only / Sun only / tbc
	4 <sup>th</sup> – 5 <sup>th</sup> July 2020 (Leeds)	*Sat only / Sun only / tbc
	3 <sup>rd</sup> – 4 <sup>th</sup> October 2020 (Halifax)	<b>N/A AS NO OUTDOOR SPACE</b>
	Dec date tbc 5/6 Dec 2020	*Advise if interested anyway

If you advise available for several events..	You will be sent information as each event comes up - please reply at the time to confirm you're still able to do it. Not a problem if you can't as I have quite a few names of others. <b>add any further notes or comments in the section below</b>
	<b>CHECKLIST FOR ATTACHMENTS</b>
PLI **	
FSA Food Hygiene Rating ***	
Level 2 Food Safety in Catering ****	
Outdoor Catering Checklist *****	
Food Safety Management System *****	
Risk Assessment *****	
Any other notes	
Signed & Date	

On receipt of this form, I will reply so you know you are definitely booked in and send you an invoice for your deposit. This is new and is non-refundable due to food traders pulling out with little or no notice in the past leaving me with no hot food available.

Full payment is taken at the end of the weekend of the 10% of your takings minus your £20 deposit. Don't forget I try out your wares for lunch for myself +1 😊

No pitch is confirmed without an email from LSM to confirm payment received.

Thank you for your understanding.

**All food stalls should be registered with their local authority and must have a food hygiene rating of 3 or above.**

\* Power may be accessible – you will need a LONG extension lead in case it's not right next to you. Preferable to have your own generator.

\*\* The only reason for replying "no" to previous question is because you've not got your renewal yet and getting it started closer to the date of the event.

Send either the original downloaded document the insurers sent you. It will be called Statement of Insurance or Certificate of Insurance. If not scan it in and send as an attachment. If you are taking a photo please ensure you have a large size/resolution so that I can zoom in on it and read it! Then attach it to the email. Most insurance companies will allow you to take out new PLI (or renew it) and for it to be dated in advance commencing from the actual trading date to save you paying for dead time.

\*\*\* This must show contact address, trading address and local authority with whom they are registered.

\*\*\*\* This is what was formerly Basic Food Hygiene and needed for all people working on your stall.

\*\*\*\*\* The Outdoor Catering Checklist based on local authority's national guidance and must be filled in by every food trader and indoor traders doing anything edible.

\*\*\*\*\* There must be a Food Safety Management System in place for the business. Appropriate sections of this should be available at the event. It should specifically address the practices being undertaken at the event.

\*\*\*\*\* If you don't have a R.A. basic templates can be found online, it's all mainly common sense!

\*\*\*\*\* If outdoor, dimensions of your set up. If indoor, single table or two. Indoor traders charged at normal pitch fee per 6ft.