



CALL OUT: Food/Drink/Catering Stands

Deadline: 9am on Monday 26th September 2022

After the success of our inaugural event last November and demand from both participants and visitors, Dumfries and Galloway Council have agreed to support the event again. We are really pleased to have the Council's support and hope that the event will grow to become a regular fixture in the creative calendar.

The fair showcases work by Upland members and offers the chance to sell work at Easterbrook Hall in Dumfries, one of the region's biggest event venues which regularly hosts fairs and major events. Held in November, the fair hopes to tap into the festive buying period and give artists and makers the chance to sell work for Christmas gifts. We hope to encourage D&G residents and visitors to shop local and support independent creative businesses.

We are looking to expand our offering and cater to needs of both our exhibitors and visitors by having food and drink available to purchase at the event. This presents an opportunity for us to bring in food and drink vendors into the event.

If this is of interest to you and your business, please have a look at the following:

Fair Information

Event Name – Winter Art & Craft Fair*

Location – Main Hall, Easterbrook Hall, The Crichton, Bankend Road, Dumfries, DG1 4TA

Dates – Saturday 5th & Sunday 6th November 2022

Opening hours: Saturday 5^h November 12 noon – 5pm and Sunday 21st November 10am till 4pm (exact opening hours to be confirmed)

Exhibitor/Vendor Setup: Saturday 5th 9.00-11.00am / Takedown: Sunday 6th 4pm – 6pm

Catering hours – Saturday 5^h November 12 noon – 5pm and Sunday 21st November 10am till 4pm (exact opening hours to be confirmed)

**As part of the event planning and promotions, new branding and the event name is under development.*

Have a look at photos from the 2021 event on our Flickr here: <https://flic.kr/s/aHsmXeJii>

What we are looking for

We are looking for:

- Up to 6 food/drink stands (or stations) offering a range of food and drink
 - People should be able to buy and eat food immediately

- Foods could be a mix of hot and cold.
- Foods could be prepared and sold on site or preprepared/packaged and sold
- A range of types of food and drink that will appeal to a range of audiences
 - E.g. Stand holders (might need takeaway options)
- Food/drinks for a range of budgets
- Foods/drinks for the time of year (event will be in November)

Responsibilities (includes but is not limited to)

Vendors will be responsible for the following:

- Preparing and setting up their stands/stations and manning it throughout the duration of the event
- Ensuring that all electrical equipment is up to standard and PAT tested with visible certificate
- Ensuring all food preparation, storage and service meets current Health and Safety and Food Hygiene Guidelines (vendors should be able to produce relevant certificates if asked)
- Present clear signage for any allergens
- Tidying up their stand area at the end of the event
- Any insurance for their stand equipment, staff and customers

Upland will be responsible for the following:

- Providing staff for the organisation of the event
- Providing staff for the duration of the event
- Providing the venue for the event
- Press, advertising, digital promotions for the event
- Any print, external signage etc for the event

Full terms and conditions will be supplied to the chosen vendors for agreement.

Stand Information and Fees

We are aiming to present up to 6 stands in the Gilchrist Room at Easterbrook Hall. The art and craft fair will take place in the main hall with the food and drink area in the adjoining room. We are only offering inside catering. If this excludes you e.g. your business operates from a van, please contact joanna@weareupland.com to discuss.

Unlike the art and craft stands, we are not allocating a set space or size of space for vendors as this will depend on what food and drink vendors come forward and the space they require. We do however anticipate that the food/drink vendors will need at least a 6ft wide space which is 3ft deep, therefore this is the standard size available. Double stands are available also.

Standard stand – 6ft wide/3ft deep	Double stand – 12ft wide
Stand fee - £50	Stand fee - £100

In your application you will be asked to submit details of the size of space and facilities you require. You will also be asked to inform us about what equipment you will be bring and your stand setup.

Successful stand holders will be invoiced once they have been informed of their selection and fees will be payable immediately to secure your stand.

Selection Process

In order to get the right food and drink for the event, we will be looking at applications based on the following:

- Type of food/drink (making sure we have a good mix of food/drink on offer)
- Your setup and offering (what you will have on sale/how you will present your offering etc)
- Other stand applications (size of stands requested/space available, making sure offerings complement one another)

Applicants will be informed of the outcome of their application within 2 weeks of applications closing.

How to apply

To apply please send an email with the following as separate attachments (not all in one document):

- Application (word or PDF only):
 - Tell us about what food or drink you plan to sell at the fair
 - Tell us about your experience in selling at similar events
 - Tell us about your stand setup, do you have your own kit? What facilities do you require?
 - Tell us which fee category you fall into/request (standard or double stand)
- Link to your website or social media where we can see your food/drink for sale at other events OR 4 images of your stalls/setup at similar or previous events.

Please note, we can only accept Word or PDF. Documents saved as Jpegs, Pages, Works etc are not accepted.

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If you have any queries regarding this opportunity or any concerns in completing the application process due accessibility issues, please contact joanna@weareupland.com

COVID-19

Upland will be mindful of covid-19 when presenting this event. We will monitor the situation and implement any covid safety measures necessary.

Data Protection

Please note: any information submitted with regards to this application will be held by Upland securely. We will not pass on your information to unrelated parties. By submitting the information required for this application you consent to these terms.

Contact

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www.weareupland.com