



Food Trader Information pack and application form

THANK YOU FOR YOUR INTEREST IN THE FESTIVAL!

You are receiving this information pack as a food trader who has expressed an interest in trading at IF: Milton Keynes International Festival July 2025.

If you require any further information about the trading opportunities available please contact Bethany at Bethany.Morgan@stables.org

ABOUT THE FESTIVAL

Since 2010, IF: Milton Keynes International Festival has taken place every two years and plays a key role in the cultural development of Milton Keynes. It is recognised as a landmark in the UK's cultural calendar and has established a strong brand and growing attendance drawn from the city and beyond.

Creating unique and memorable experiences, the Festival is designed to encourage people to see a different side to Milton Keynes, presenting a world-class, multi-arts programme which includes new commissions, site-specific and participatory projects, large-scale/outdoor and family events, concerts, theatre, dance, music and visual arts installations.

Events take place in unusual locations across Central Milton Keynes, including parks, public squares, retail spaces, and the online and digital realm.

The Festival is produced by The Stables (one of the UK's leading music organisations and based in Milton Keynes) and is supported by Arts Council England, Milton Keynes City Council, alongside partnerships across the corporate, educational, charitable and community sectors of Milton Keynes and beyond.

The Stables has just marked its 55th anniversary. It has a mission to enrich people's lives with opportunities to access, participate in and experience live music and the arts in general.

stables.org
ifmiltonkeynes.org

INFORMATION FOR TRADERS

This year's IF: International Festival will transform central Milton Keynes for 10 days from 18 - 27th July, including the return of The Spiegel tent and Acoustic Stage at the Festival Central in Campbell Park. This year's festival will include large-scale outdoor events, circus shows, comedy, cabaret, installations and free family activities. Previous festival years have seen audiences of 65,000 across the city.

The majority of events are free and although admission to certain events will be controlled the areas themselves will not be restricted to solely Festival attendees, opening up the opportunity to benefit from regular, casual footfall and visitors to the designated locations. **Extended trading times may become available as the programme evolves.**

Please have completed applications returned to Bethany at IF Festival by Friday April 18th at bethany.morgan@stables.org

IF: Milton Keynes International Festival is opening up the following trading opportunities:

| | DATES | Location | Pitch Rate per day | Trading times | Expected attendance | Pitches available |
|------------------|--|---------------|--------------------|--------------------|---------------------|--|
| Opening Night | Friday 18th July | Campbell Park | £290* | 1.30pm - 11.30pm | 4,000 | 5 food 1 ice cream 1 hot drinks |
| Opening Saturday | Saturday 19th July | Campbell Park | £170* | 10.30am - 11.30 pm | 2,500 | 4 food, 1 ice cream 1 hot drinks |
| Opening Sunday | Sunday 20th July | Campbell Park | £170* | 10.30am - 11.30 pm | 2,500 | 4 food, 1 ice cream 1 hot drinks |
| Mid-Week | Monday 21st, Tuesday 22nd, Wednesday 23rd, | Campbell Park | £100* per day | 5pm - 11.30 pm | 1,000 per day | 2 food 1 ice cream 1 hot drinks |
| Closing Friday | Thursday 24th Friday 25th July | Campbell Park | £115* | 10:30am - 11.30 pm | 1,300** | 4 food, 1 ice cream 1 hot drinks |
| Closing Saturday | Saturday 26th | Campbell Park | £170* | 10.00am - 11.30pm | 2,800** | 4 food 1 ice cream 1 hot drinks |
| Closing night | Sunday 27th July | Campbell Park | £170* | 10.30am - 11.30pm | 2,800 | 4 food 1 ice cream 1 hot drink |

***There will be a discounted pitch rate for vendors who are available for the entire 10 days.**

**** The Festival is also running a large scale event for audiences of 9,000 at Secklow Gate. We expect a proportion of this audience to visit Festival Central as part of their experience.**

CONSIDERATIONS:

Pitch fee

The pitch fee as stated above is payable in advance to IF: Milton Keynes International Festival. If the Trader fails to comply with the conditions outlined in their contract they will lose the right to use the allocated space and IF: Milton Keynes International Festival may allocate the space to another trader. The trader will not be refunded the site fee. No refunds will be given in the 90-day period to the start of the Festival.

BOND for damages

A bond of TWO HUNDRED POUNDS (£200) is payable and returned with the signed terms and conditions. This bond is not part of the Site Fee, the bond will be returned in full provided the pitch is left clean, clear of waste and without damage no later than 28 days after the close of the Festival.

Security

Overnight security will be in attendance at Festival Central however we recommend not leaving any cash on the stall overnight or leaving out any high value, easily portable objects. The Festival cannot be held responsible for any loss or damage to goods or equipment left onsite. You are advised to take out sufficient Insurance to cover your goods and equipment for Loss, Damage, Fire and Theft, to remove goods overnight where possible, and to ensure your stall is properly secured at night.

Electricity

Traders will have use of electricity on site at Campbell Park ,which can be pre-arranged for a one off fee of £100. It is essential the Festival is fully aware of your electrical requirements prior to the event. If you require electrics please use the supply provided by the festival. **Petrol generators are not permitted on site.**

All electrical equipment on site must have been tested and have a current PAT test certificate.

Water

Traders will have use of water for hand washing facilities on site at Campbell Park.

Trading hours

The Trader must trade for the agreed pitch duration outlined in their contract (TBC). Traders will have access to the site approximately 2 hours before opening.

Festival Central

On a pre-arranged basis Traders will be able to use the free staff parking onsite at Campbell Park. If vendors are trading for consecutive days vehicles can stay in situ. If any vehicles are left in the staff car park or in situ, it is at your own risk. No vehicles will be able to access the festival site once it is open to the public.

Waste Management

Traders will be responsible for keeping their pitch space clean and tidy and clear of rubbish during the Festival. Before leaving the site at the end of the festival the Trader shall ensure that the allocated space has been tidied and cleared of rubbish and is free from all the Traders belongings, goods and equipment. Failure to do so may lead to the

Traders bond being withheld. Traders will be required to dispose of waste, water and cooking oils responsibly.

Environment Credentials

You will be expected to use biodegradable and sustainable serving products. In efforts to reduce the environmental impact of the Festival, the use of single use plastic will be deterred. All traders must use reusable recyclable or biodegradable containers, packaging and products. Please find below a list of unacceptable items:

Plastic bottles
Plastic straws
Plastic Cutlery
Carrier bags

Plastic Food
containers
Single-use sachets
Plastic cups and
lids

Public Liability Insurance

All Traders **must** possess public liability insurance up to £5m at the event and employer's liability of £10m. We recommend contacting the National Market Traders Federation for more information, please refer to: www.nmtf.co.uk . Insurance must be with a reputable insurer and a copy of insurance policy must be included with the application.

Access

It is important that the Festival is welcoming to the public and considerations and adjustments are made for people with access requirements. We are aiming to improve access for all Disabled people including Wheelchair Users, Deaf or Hard of Hearing, Blind and Visually Impaired people, those with long- term health conditions and Neurodiverse customers. Traders will be provided with guidance on how to provide the best accessible service.

Health & Safety

You will be required to provide risk assessments and method statements in relation to food safety, fire safety, working practices, customer service and any other public health issues

**THANK YOU FOR YOUR INTEREST IN THE FESTIVAL!
IF YOU WISH TO PROCEED PLEASE FILL IN THE
APPLICATION FORM BELOW.**

Completed application forms to be returned to Bethany at Bethany.Morgan@stables.org

PLEASE COMPLETE THIS FORM TO MAKE AN APPLICATION TO TRADE AT IF: Milton Keynes International Festival 2025.

Please note this document does not constitute a binding contract. Once IF: Milton Keynes International Festival has received all paperwork only then will a contract with Terms and conditions be issued.

Trading name:

Registration and Contact Details:

Name of Stallholder

Name of business, as registered with local authority

Name of local authority

Have you previously had a food hygiene inspection? YES / NO

Address at which the business is registered

Correspondence address (if different from above)

Telephone / Mobile:

E-mail:

Website:

Please summarise what you sell, consider options for all dietary requirements and an example of pricing:

Can you accept cash and card payments?

Please **indicate** the days that you are available to trade over the Festival period:

Electricity requirements: Please outline your electricity requirements. Please note: access to electricity will cost £100

| | |
|---|--|
| <p>Gas: Gas cannot be stored overnight. Please confirm if you will be bringing your own gas supply.</p> | |
| <p>Access & Disabilities: Please outline how you will ensure people in wheelchairs or with other disabilities will be proactively assisted? <i>For example large print menus</i></p> | |
| <p>Plastic waste: The Festival is aiming to cut down the amount of plastic used on site.</p> <p>Therefore, we require all traders to use biodegradable cutlery, no plastic straws, recyclable cups (paper) and to separate recyclables where possible.</p> | |
| <p>Pitch size required: This is the pitch size, NOT your frontage/structure size. Be sure to include all space required for preparation including equipment, guy ropes, pegs etc. Max pitch size is 6m wide x 3m deep</p> | |
| <p>Type of pitch required (Van, trailer, marquee)</p> | |
| <p>Pitch width in metres</p> | |
| <p>Pitch depth in metres</p> | |
| <p>Stall width in metres</p> | |
| <p>Stall depth in metres</p> | |
| <p>Do you want to use the free staff parking at Campbell park? Or stay at the Festival site overnight?</p> | |

Checklist - The following documents must be included with the application in order for the application to be considered:

| | |
|--|--|
| A valid copy of your Public Liability Insurance for at least £5,000. This must state renewal date, policy number and level of cover | |
| A valid copy of your Employer's Liability for £10m. This must state renewal date, policy number and level of cover | |
| A copy of your Food standard inspection report/ Local Authority 'Star Rating' Certificate and food hygiene certificate | |
| Photos of your stall | |
| PAT Test Certificates | |
| (If using LPG). A copy of your electrical, gas and LPG installation compliance certificates for all relevant equipment issued within the last 12 months. These can be obtained from qualified electricians and Gas Safe http://www.gassaferegister.co.uk/ . | |
| Health & Safety Risk Assessments (Including Fire, Food Safety and LPG storage if applicable). | |
| Health and Safety Policy Document (required if you employ 5 people or more) | |
| <i>Where appropriate</i> - HACCP (Hazard Analysis Critical Control Points) Assessment | |

In order to receive your refund for the £200 BOND FEE in a timely manner please complete the below form.

| |
|--------------------------|
| Full Name: |
| Business Address: |
| Bank Details |
| Account Name: |
| Sort Code: |
| Account Number: |

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