

Expression of Interest

Information for Catering Vendors for
Freedom Festival 2023

Freedom Festival Arts Trust

Inspired by the reformist legacy of William Wilberforce and the wider abolitionist movement, Freedom Festival Arts Trust has been presenting the annual Freedom Festival since 2007. This has evolved into one of the UK's most innovative, bold and distinctive international arts festivals. A commitment to presenting work which explores themes of freedom sets it aside from other comparable festivals, celebrating the city's unique history and contribution to the cause of freedom whilst also engaging in a global conversation around this intrinsic human value.



Image from Freedom Festival 2022

Freedom Festival

Since 2007, the annual festival takes place throughout the streets of Hull, reimagining familiar spaces with an extraordinary programme intricately weaving moments of joy, wonder and contemplation, reconnecting local people to their city whilst supporting the growth of the visitor economy. Since 2016 the festival has attracted annual audience figures in excess of **100,000** and generated over **£17m** additional spend in the city.

It is fair to say that the perception of the Freedom Festival has shifted, from one of seeing the festival as a single annual attraction to recognizing it as a major contributor to the city's cultural transformation. **Freedom Festival's big weekend** will take place throughout the city from **Friday 1st to Sunday 3rd September 2023**.

See the website www.freedomfestival.co.uk for full programme listings (when available) and more information.

Freedom Festival Arts Trust | Room 905 | Floor 9 | K2 Building | 60 Bond Street | Hull | HU1 3EN | UK

Freedom Festival Arts Trust is a registered UK charity (number 1158439) with the company number 8530799



Freedom Festival Catering 2023 EOI

1) Event Details

Sites are to be confirmed but events will take place in Zebedee's Yard, Princes Dock Street, Whitefriargate, Trinity Square and surrounding areas from **Friday 1st to Sunday 3rd September 2023**. We are looking for vendors to join us from around 6pm on the Friday evening and stay through to Sunday afternoon.

2) Catering Details

We are looking for up to **four catering trucks** to be in Zebedee's yard, providing food and refreshments for our audiences from Friday evening, Saturday afternoon and evening and Sunday afternoon.

Traders will be selected based on quality of offer and integrity of produce. Quality is understood in terms of taste and authenticity, and integrity extends to environmental and social responsibility. We look to promote the best food and drink that does not harm our environment, food producers, animal welfare and human health.

Priority will be given to providers of innovative cuisine, representing local, national and international flavours, utilising fresh, locally-sourced, fair trade produce and sustainable packaging. The condition and look of your unit is equally important so you must provide images to support your application.

3) Criteria

You must adhere to the minimum standards to be considered:

Essential Criteria

- **No alcohol sales will be permitted.**
- You must be able to document the production and traceability of the products that you use. (Priority will be given to caterers who are able to evidence the use of locally sourced produce).
- Fish – derived from sustainable sources (MSC/organic certified)
- All meat products to be Red Tractor and/or RSPCA
- All food packaging must be made from either wood, paper/cardboard or leaves and this includes straws and pizza trays
- No pizza boxes, single use plastics or expanded polystyrene
- All caterers must offer a vegetarian option and vegan where possible

Desirable Criteria

- Menus should be based on seasonable local produce where possible.
- Where possible menus should celebrate the city of Hull and the Yorkshire region
- Provision of a vegan option available
- Where foods unavailable from the UK is required, aim to source from Europe
- Provide basic info to customers about ethical and environmental standards at the stall and on menu boards e.g. 'Free Range Moroccan chicken Tagine', or displaying any certification or a policy

Marks/certifications we like to see:





All caterers must be able to document the production and traceability of their product.

4) Rates

A rate of **£500.00 + VAT** for the weekend (Friday evening until Sunday afternoon). Power will be charged separately as per your requirements.

Please note: You must include the full size of your unit including guy ropes & towbar. Failure to do so will result in you being charged extra on site or potentially not being allowed to operate.

5) Damage Deposit

A **£150.00** cash damage deposit will be taken from you on arrival by the concessions manager. You will be fully responsible for maintaining your plot. An inspection will be carried out prior to you vacating the area and, if there is any damage or cleaning is required to return it to its original condition, you will be charged directly to cover associated costs. The damage deposit will be refunded to you upon vacating the plot if we are satisfied that no damage has occurred and no cleaning is required.

6) Power Rates

All power requirements will be supplied to the concession by the festival and paid for additional to the Pitch fee (as above). Rates for power hook up for the duration of the weekend are **£135.00** up to 16amps. If you require more or less power, do let us know.

No generators will be allowed on site other than those the festival is operating.

We require concessions to state 'operating times' power load and 'non-operating' power load, this will ensure we manage the connection of units promptly when arriving (for fridge units etc.).

7) Payment Terms

- **Deposit payment** - A deposit of 50% of the total fee (including power) will be required to secure the plot in full. A contract will be issued alongside an invoice if you have been successful in your application. **Please note: The deposit is non-refundable.**
- On receipt of notification confirming your plot, you have a period of **ONE week** to determine if you wish to proceed. At the end of that period you must return your signed contract and pay the deposit in full. If it is not received, we will reallocate your stand.
- **Final balance payment** - The outstanding 50% is due no later than 31st July 2023 If you fail to make the final payment, we reserve the right to offer out the plot to caterers on our waiting list.

8) Accommodation

There are no camping facilities on site; you will be required to make your own accommodation arrangements. Catering personnel found camping/sleeping on site will be asked to leave by festival security.

9) Application form

This form constitutes an expression of interest. If you wish to be considered as an official caterer at Freedom Festival 2023, please complete and return this document by email to:

info@freedomfestival.co.uk



Catering Concessions Application Form

Organisation Name:

Contact Names: 1)

2)

Address for correspondence:

Registered Address (if different):

Contact Number (prior to event):

Mobile Number (on-site):

Email Address:

Number of staff with your stand:

Please briefly describe what your catering unit offers:

Units proposed in this EOI will be checked on the day to ensure they are the same being proposed as arriving on site. Non-compliance will see units being turned away.

Please specify Space Required:

Type of Unit (i.e. Mexican, Pizza etc.)	Full Unit size – including all back of house footprint and vehicles if appropriate	Power requirement
m xmamps



Local authority Food Hygiene registration:

Checklist - please indicate which of the following apply to the products you offer:

- Locally or regionally grown/sourced ingredients
- Free-range
- Organic
- Fairly traded produce or products
- Ethical and environmentally sustainable production
- Red Tractor/RSPCA Freedom Food Assurance (meat products)
- MSC/Organic Certification (fish products)
- Vegetarian option
- Vegan option

Please attach the following to your application:

- Risk Assessment
 - Photograph of Exhibition Stand
 - Environmental Policy
 - Employers Liability Insurance (£5m)
 - Food Safety Documentation/Hazard Analysis
 - Relevant Food Hygiene Rating System Certificate
 - Public & Products Liability Insurance (£5m cover each)
 - Gas Safety Certificate (if relevant)
 - Electrical Test Certificate (if relevant)
 - Company Health & Safety Policy
 - Method Statement Certificate
 - Full Menu
- Please tick to confirm that all equipment on or relating to the stand has been tested and serviced and that current test certificates will be available for inspection on site.**

If you do not comply with our minimum standards on site during random inspections, you will be asked to stop trading.

If you are successful in your application, you will be required to pay a 50% deposit up front, and **payment in full will be due no later than 31st July 2023.**

PLEASE NOTE - Due to limited capacity, we are unable to chase for contracts/payments. As such, we ask you to meet the deadlines stated.

The deposit is non-refundable. If you do not meet the payment deadline Freedom Festival Arts Trust reserve the right to issue your designated plot to another supplier.

- Please tick to show that you agree to these payment terms.

Signature:

Name:

Date:

Please email your completed form, along with any relevant attachments, to

info@freedomfestival.co.uk