



Food Vendor Guidelines and Agreement

Helensburgh Beer & Gin Festival 2025

Dear Valued Vendor,

Thank you for your interest in participating in the **2025 Helensburgh Beer & Gin Festival**, hosted by the Helensburgh Events and Reinvestment Trust (HEART). As a volunteer-run, not-for-profit organisation, HEART uses the festival to raise vital funds to reinvest in our local community through grants and events that enrich Helensburgh & Lomond.

Now in its 16th year, our festival celebrates the best in local and national food and beverages. This year, we expect to welcome over **2,500 attendees** and have worked hard to enhance our marketing to make this our most successful event yet.

The festival will be held at the **Helensburgh Civic Centre**, a charming venue that blends historic Victorian architecture with modern amenities. The event will feature live bands, social spaces, and a dedicated food court, offering attendees a fantastic culinary experience.

To ensure the success of the event and smooth collaboration, we've outlined updated guidelines and terms for participation below. Please read carefully and provide all requested information during your application.

We look forward to working with you to deliver an unforgettable event!

Warm regards,

Alison Sturgeon

Helensburgh Beer & Gin Festival

Vendor Guidelines and Agreement

Event Details

- **Location:** Helensburgh Civic Centre, 38 East Clyde St, Helensburgh, G84 7PG
 - **Dates and Times:**
 - **Friday, 16th May:** 5pm–11pm
 - **Saturday, 17th May:** 1pm–11pm
 - **Setup and Tear Down:**
 - **Setup:** From 10am on Friday, 16th May (to be completed by 5pm).
 - **Tear Down:** After the event ends on Saturday or by 2pm on Sunday, 18th May.
-

Participation Fee

- **Pitch Fee:** £600 (payable upfront).
 - Payment must be made no later than **30 days after your application is approved** to secure your place. Failure to pay on time will result in your application being cancelled.
-

Key Vendor Responsibilities

1. Food Safety and Documentation

- Vendors must adhere to all UK food safety and hygiene regulations.
- Required documentation:
 - Valid food hygiene certification.
 - Proof of registration with your local council as a food business.
 - Risk assessments (where applicable).
 - A copy of your Food Safety Management System (e.g., HACCP).
- All paperwork must be submitted as part of your application.

2. Menu and Pricing

- Vendors must provide:
 - A full menu.
 - Pricing for all menu items.

3. Marketing and Promotion

- Vendors are required to submit the following upon application:
 - Business logo (high-resolution format).
 - A brief description of your business (max. 50 words).
 - Relevant promotional assets (e.g., images, branding materials).
- Vendors agree to promote their participation in the festival through their marketing channels, such as social media, website, or email newsletters.
- HEART will also promote vendor involvement across its platforms, ensuring visibility and recognition.

4. Volunteer Discounts

- Vendors agree to provide a **20% discount** on food purchased by event volunteers. Volunteers will be easily identifiable by their branded festival T-shirts.

5. Insurance and Liability

- Vendors must provide proof of valid Public Liability Insurance.
- Vendors are responsible for ensuring their operations comply with all relevant safety standards and regulations.
- The Helensburgh Events and Reinvestment Trust will provide the necessary event licenses and insurance but does not cover individual vendor liabilities.

6. Cancellation Policy

- HEART reserves the right to cancel vendor participation at its discretion (e.g., due to failure to provide required documentation, non-payment, or other breaches of agreement). In such cases, vendors will be notified promptly, and refunds will only be issued at the organiser's discretion.

Key Dates and Deadlines

- Application Submission Deadline: **15th March 2025**.
- Payment Deadline (upon approval): **30 days after approval**.
- Documentation Submission Deadline: **15th April 2025**.

Agreement

By signing this agreement, you confirm your understanding and acceptance of these terms. You also commit to adhering to all guidelines and deadlines to ensure a safe and successful event for all involved.

- **Vendor Name:** _____
 - **Contact Name:** _____
 - **Phone Number:** _____
 - **Email Address:** _____
 - **Signature:** _____
 - **Date:** _____
-

Next Steps

Please email the following to **[contact@helensburghheart.com]** along with this signed agreement:

1. A copy of your food safety documentation.
2. Proof of Public Liability Insurance.
3. Your logo (high resolution).
4. A short business description (max. 50 words).
5. Your menu, including pricing.

If you have any questions or need assistance, please don't hesitate to contact us. We're here to help you prepare for a successful festival.