



TRADERS FAQs

I've never traded before. Where do I start?

It's straightforward, and we are happy to help you along the way!

To start, you will need:

- Public and Employers Liability Insurance Certificates. (Food traders are required to carry a minimum £5m cover. Non-food traders are required to carry a minimum £1m cover)
- Banners or branding for your stall
- Choose to bring your own gazebo or tent or pay for a pitch. (bringing your own gazebo is cheaper)
- A basic risk assessment
- 5 star hygiene rating and training to evidence your ability to handle food with care (where applicable) / Food Hygiene Training Certificate (food handlers only)

How do I set up a food stall?

There are several legal requirements you should be aware of when setting up your street food business. In addition to the basic requirements above, (where applicable to your business):

- Apply for a food business registration. (You can register via <https://register.food.gov.uk/new/index>)
- Apply for a temporary street trading licence (Contact Milton Keynes Council for this.)
- Get a Gas Safety Certificate (where applicable). This must be carried out by a Gas Safe registered engineer qualified to work on the equipment you are bringing to site).
- Obtain alcohol licence (if you plan to sell alcohol)

- Health & Safety Documentation (Policies, Risk Assessments including implementing a Food Safety Management Systems (as appropriate) and Fire Risk Assessment, Training Records etc.)

What other documentation may I need?

Whether you come to site as a food trader, non-food trader, bar, campaigner or charity, you are operating as a legitimate business and as such have to comply with current legislation. Regardless of whether or not you are selling a product or service to the public, you will need documentation in place, some of which will be requested in advance of the Festival.

To include, but not exclusively:-

- PAT Test Certification
- Written Scheme of Examination for all pressurized Systems (including coffee machines)
- Food Safety Management System (SFBB, NCASS, COOKSAFE or similar)
- Written allergen information on all unpackaged food together with fully completed Allergen Matrix documentation.
- Labelling for any Pre-Packed Food For Direct Sales.

Food traders and bars MUST be registered with a Local Authority.

All food traders and bars will be visited onsite by Food Safety Officers.

Before you begin to trade you MUST clearly display a PINK TRADER PERMIT CARD which will have been sent to you with your Welcome Pack.

Once trading, our Food Safety Officers will visit every trader and award either a Blue, Amber or Purple Card based on their compliance with food safety legislation.

Traders awarded a Purple Card are considered safe to continue trading. Traders receiving Amber cards will have some areas requiring attention and improvement but will be allowed to continue to trade, with another visit to confirm compliance.

Any trader considered unsafe will receive a Blue Card and will not be allowed to trade until a further inspection has taken place.

Is there anything I am not allowed to sell?

In your application we would ask that you give details of everything you wish to sell onsite. Successful applicants will be advised in their Agreement of any products listed on their application which cannot be sold. If any Trader is found selling prohibited items such as drug paraphernalia or weapons, the bond fee will be forfeited and the Trader may have to answer to the local authorities.

What if I don't need a pitch, can I just walk around the festival and sell my goods?

No. Unauthorised trading is strictly prohibited.

All traders must have an authorised static pitch from which to trade. Pitches are only available through the application process.

Mobile/roaming traders and fly-pitchers are strictly prohibited. Anyone found to be selling products without the authorisation of AfroPark Fest will have their items confiscated and may be evicted from the festival site.

Can I fundraise on site on behalf of a charity/campaigning organisation?

Fundraising for your organisation on site is strictly prohibited without prior permission from AfroPark Fest.

This includes:

- Collection boxes for cash donations
- Card donation machines
- Taking bank details to sign people up to memberships

Donations or payments that are permitted:

- Suggested donations in exchange for workshops or activities
- Payment or minimum donations in exchange for products and merchandise

The collection of personal data on site by charitable or campaigning organisations is also prohibited without prior permission. Please consider this when planning your activities.

How do I get approval to fundraise at AfroPark Fest?

If you are a charity, campaigning organisation, CIC, CIO, or other non-profit company, interested in fundraising at AfroPark Fest, please send an email to

vendors@afroparkfest.co.uk with information about the charitable organisation ie, you provide the charity number, name and brief purpose of the organisation.

Please give as much information as possible about what you do and what you would bring to the Festival.

Please include photos and sketches if you have any available, as well as any social media pages or logos relating to the cause.

AfroPark Fest will provide a marquee for charitable organisations to set up in.

Please note that there is no electricity in this field and generators are not allowed on site.

If you need power to run your stall, please consider other options, for example solar.

If your application is successful, you will be allocated a short stay vehicle pass to allow you to drop equipment and stock to your stall. Your vehicle will then need to be parked in the Festival car park.

THAT'S IT! Easy! Send us a message with any questions or queries you may have at vendors@afroparkfest.co.uk We look forward to seeing your pitch!