**MXMK: Made By Milton Keynes**

**Food Truck/ Local Food Festival**

Saturday 3 October 2015

The Buszy, Central Milton Keynes

**General Information**

**Introduction**

MXMK is Milton Keynes’ new food festival, intended to feature the best of what surrounds MK.

In a remarkable space, between MK’s train station and the Centre:MK, food trucks will have their own dedicated car park, local food providers can choose between an outdoor pitch or an indoor pitch, and visitors can choose to wander the car park, or use space inside at tables and chairs to enjoy their purchases.

The event will run from 10am – 6pm, with an evening gig from 7-10:30 for any truck that wants to stay to cater.

Any profit from the event will be going to MK Food Bank. Costs are kept deliberately low, to encourage the event’s success, with the aim of it becoming a regular feast of what surrounds Milton Keynes.

**Charges**

|  |  |  |
| --- | --- | --- |
| **Standard Pitch (limited to 35 pitches)** | **Cost inc VAT** | **Please state requirements** |
| 3m x 3m in a subdivided marquee | £50 each pitch |  |
| Power – 1 x 13 amp supply | £20 each |  |
| Table hire – 6ft trestle tables | £8 each |  |
| **Catering Pitch (limited to 15 pitches)** |  |  |
| Allow 6m x 3m space. Own Gazebo/structure | £100 each pitch |  |
| Power – 1 x 16 amp supply | £40 |  |
| Table hire – 6ft trestle tables | £8 each |  |

|  |  |
| --- | --- |
| What will you sell on your stand? | |
| How many vehicles will need access to the event field for set-up? | |
| How many people will be working on your stand? | |
| How much space do you require? **Note: Please include space for guy ropes. You may not park your vehicle at your stand unless you specifically ask. If you need extra space, you must pay for it.**  Standard pitch: 4m frontage x 6m deep | Frontage: m  Depth: m |
| Do you need extra access space to tow a trailer into position? If so, how much? **(Note, unless specified above, you must then park your vehicle in the exhibitors car park)** |  |
| Which Local Authority is your food business registered with? |  |

**Standard pitches**

* Standard pitches will be situated in marquees, each subdivided into 3m pitches
* Access will be from the front of the pitch
* No power will be provided as standard but can be arranged
* Location of pitches will be decided by the management and their decision will be final
* All pitches will be positioned on a tarmac surface

**Catering concessions**

* Pitches will not be located in the marquees
* Own gazebos or covers will be required

**Power**

* Power is an additional charge and must be pre-booked
* Power is supplied via generators
* Power will not be left on overnight

**Setting up and restocking**

* Saturday 3 October from 7.30am – 9.30am
* We’ll aim to ensure load-in favours those who need longer to set-up
* All vehicles must be moved to the exhibitor car park by 9.30am
* Load-out will be organised from 6-7pm for those departing pre-gig
* There will be no vehicle access when the festival is open to the public

**Parking, Security and Health and Safety**

* The Buszy will provide assistance with security on the day
* Stall holder parking is included in the price of your pitch

**Rubbish and Food Waste**

* Each exhibitor is responsible for their own rubbish removal
* Public litter bins provided are not to be used for trade waste
* By arrangement, flattened cardboard can be collected on the night

**Selection process – How to apply**

* If you would like to apply to exhibit, please complete the enclosed application form. **Please note that returning this form does not constitute a stall booking.**
* A selection process is involved.
* All new applicants need to supply as much information as possible (samples, photos, testimonials) to support the application.
* To maintain the high standards of this event, we try to ensure no duplication of stalls and any application with no supporting documentation will be discounted.
* Please include an image of your stall at previous events.
* **Please do not send payment now.** In order to achieve the appropriate mix of products on offer at the festival, we reserve the right to allocate stalls at our own discretion and will confirm whether you have been successful in due course.
* Deadline for applications is **Friday 25 September 2015.**
* You will be notified if you have been successful by **Friday 25 September 2015 latest** and you will be required to send contracts and deposit within 7 days to confirm your pitch.
* Please enclose a copy of your Public Liability Insurance, a risk assessment for your stand and any relevant hygiene certificates

**Marketing**

Please provide a brief 30 word summary of the products that you will be exhibiting. This will be included on the event page on our website.

For more information, please contact:

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