



Stalls Manual – Japan Matsuri 2015 on Trafalgar Square

Dear Stallholder

This document includes information for the event you have been invited to attend and/or trade on Trafalgar Square.

All questions should be directed to the nominated Georgie Docker at Your Audience with Japan Matsuri Stall Team on your cc.

Stallholder	
Stall Number	
Delivery Slot	
Trading Hours	
EHO Inspection Time	
Tablecloths	
Briefing Date	
Briefing Time	
Briefing Venue	
Japan Matsuri Project Manager	Izumi Kurosawa
Your Audience Project Manager	Georgie Docker

Completed documents that must be returned asap:

Public Liability Insurance Certificate (5 million)	
Risk Assessment	
Method Statement	
PAT Certificates	
Caterer Notification Form (Westminster)	
Catering Concessions Form (GLA)	
Registration Document or Inspection Certificate	
Health & Hygiene Certificate	



1. Venue Information

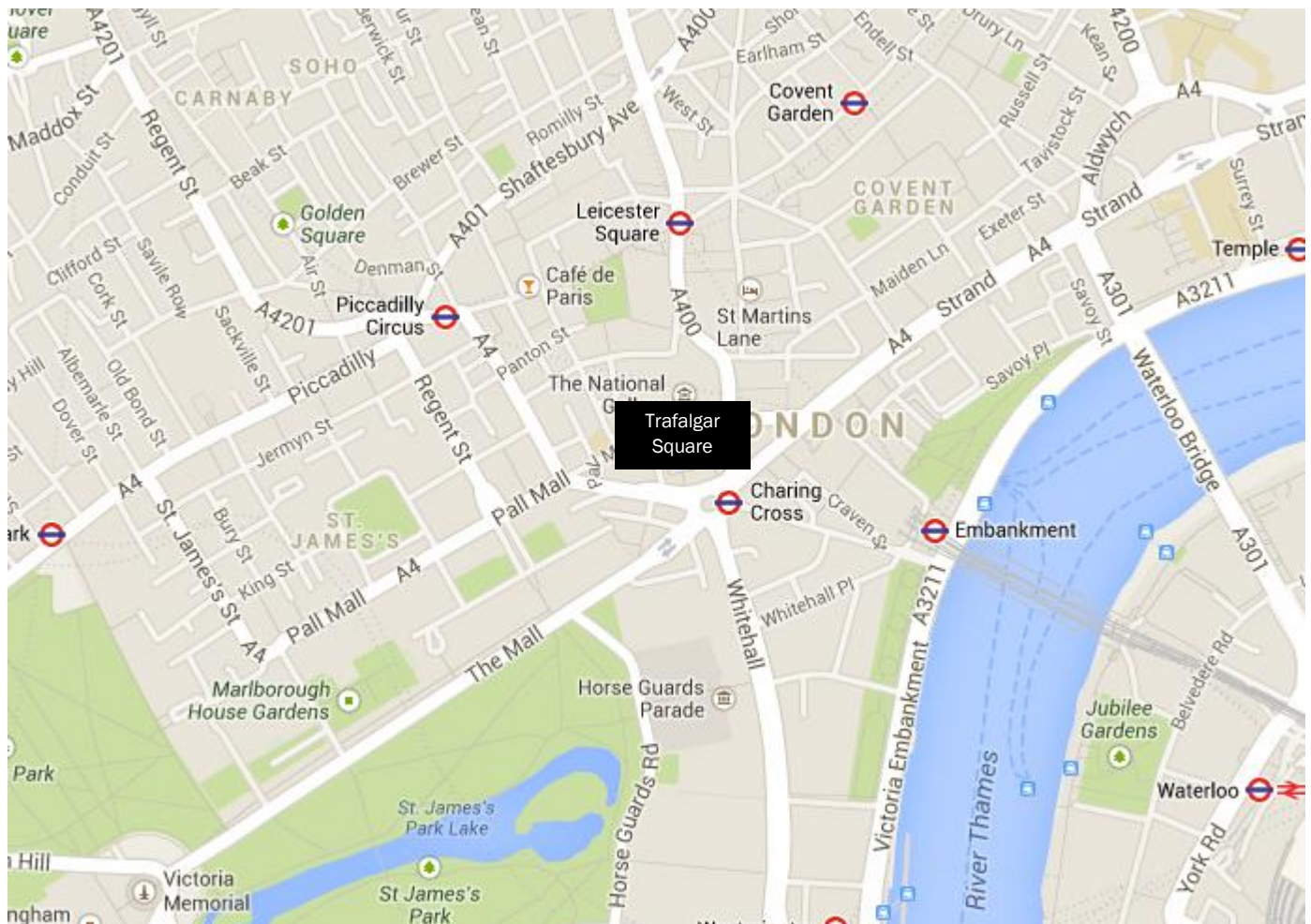
Address

Trafalgar Square
Westminster
London WC2N 5DN

Access

Access to the event site can only be granted during your allocated slot (see 2. SHOW TIMINGS - Build) it is of utmost importance that all drivers, delivery companies are informed of this as this is the only time deliveries are allowed during the day, deliveries of any food or produce is not permitted outside of these times. Out of these times, food produce or any other deliveries must be carried out by hand/foot.

Location Map





2. Show Timings

Your Audience will give you your own delivery slot to arrive and set up your stall, as well as breakdown and collect. Please ensure you arrive on time and depart by the time your slots finish. You can continue to setup your stall after the delivery window has finished but any vehicles must be clear from site. Your vehicle must be leak-free from oil and not be bigger than a Transit Van. If your vehicle leaks any oil or substance onto the ground, you will be charged for the damage caused. You will need a “banksman” to assist you driving on to the Square (they will walk ahead of your vehicle in the direction it is travelling) and you must drive at a walking pace at all times.

Strictly: There will not be any vehicle access outside your allocated slots.

Delivery Timeslots Available

Up to 5 hours ahead of EHO inspection time

Breakdown Timeslots Available

Up to 2 hours after event trading hours cease

Trading Hours

The Event will have strict trading hours – there is to be absolutely no trading outside of this time.

There will be an inspection by the Environmental Health Officer (EHO) and Health & Safety Manager before trading commences. All stallholders are expected to have complied with all food safety and hygiene requirements and paperwork.

Please note: It is usual for trading to cease up to 30 minutes before the show time end.

Imported Goods

Any imported goods (from outside the EU) must adhere to the UK Sale of Goods Act, match the item’s description (based on the UK Trading Standards), be safe, legal to sell, declared to Her Majesty’s Customs and Excise and have paid the import duty and VAT. This includes any food ingredients.

Show Timings (Breakdown)

Breakdown will commence as soon as the square has been cleared of visitors and the site manager has sealed the entrances. This is different from the time of which you are no longer permitted to trade.

Position of your Stall

Please see the site map and “Stall Allocation” for reference of where your stand will be. Please also find attached a general Site Plan for the event.

Please note: You may have restricted trading hours if there is no lighting available in your area.



3. Documentation

It is essential that all stallholders submit their paperwork 8 weeks in advance of the event. If you are unclear over what is expected please get in touch with the project manager now. Some of these documents may take you some time to obtain or complete.

- Public Liability Insurance Certificate (PLI Certificate)**
 - Must be in date and have at least £5 million cover.
 - Risk Assessment**
 - Please use the attached document if you do not have your own.
 - Method Statement**
 - This must be specific to this event. The attached document will help you.
 - PAT (Portable Appliance Test) Certificate for all electrical items**
 - Anything electrical over one year old must be show evidence of a PAT certificate. A receipt must accompany items less than a year old 4 weeks in advanced.
 - Registration Document or Inspection Certificate***
 - This can be a letter from your local council accepting your application to register as a food business or a certificate of inspection of your food preparation premises (rated out of 5 stars).
 - Health & Hygiene Certificate***
 - Must be in date and the named person on the certificate must be present on the day. This might also be called Food Safety Training or something similar.
 - Catering Concessions Form (GLA)**
 - This is the document attached that you are required to complete by The Greater London Authority, you must sign and return this along with all other documentation. Upon signing this you are agreeing to adhere to all of the GLA requirements and guidelines.
 - Caterer Notification Form (Westminster)**
 - This is the document attached that you are required to complete by Westminster Council you must sign and return this along with all other documentation. Upon signing this you are agreeing to adhere to all of Westminster's requirements and guidelines.
- **These documents are only required for food stalls.**
 - **Without completed documents you will not be able to attend or trade on Trafalgar Square.**



4. Stalls

There are four possible types of stalls available:

- Hot food stalls
 - Consisting of 2 qty. wooden trestle tables at 1.8m x 60cm each, 1 qty stainless steel trestle table at 1.8m x 60cm, 1 qty. double gas hobs (Fig. 1), 1 qty. tall fridge (Fig. 2), 2 qty. 13amp power sockets (rated at maximum of 3kW each)
- Cold food stalls
 - Consisting of 3 qty. trestle tables at 1.8m x 60cm each, 1 qty. tall fridge, 2 qty. 13amp power sockets (rated at maximum of 3kW each)
- Shop stalls
 - Consisting of 2 qty. trestle tables at 1.5m x 90cm each, 2 qty. 13amp power sockets (rated at maximum of 3kW each)
- Brand stalls
 - Consisting of 2 qty. trestle tables, 2 qty. 13amp power sockets (rated at maximum of 3kW each)

Additional items can be provided by us but will incur a charge. We must check your own cooking equipment in advanced. You cannot bring any cooking or heating equipment to site without it being signed off 6 weeks in advanced.

Fig. 1



2 x Single gas burners available in Hot food stalls
(gas provided and managed by us)

Fig. 2



Tall refrigerator available in all Hot and Cold food stalls.

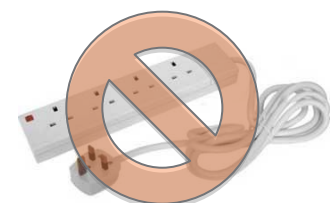
Electrical Power

All stalls on the main square will have 2 qty. 13amp power sockets available. They will be rated at 3000w each at any one time (equivalent to a standard kettle). Cooking equipment draws a lot of electrical power, which is why we have to be strict on allowance.

We will need to approve all electrical and cooking equipment coming to the event. If you wish to bring a number of different pieces of electrical or cooking equipment, only two can be plugged in at any one time. You may request additional power but a charge will incur and has limited availability.

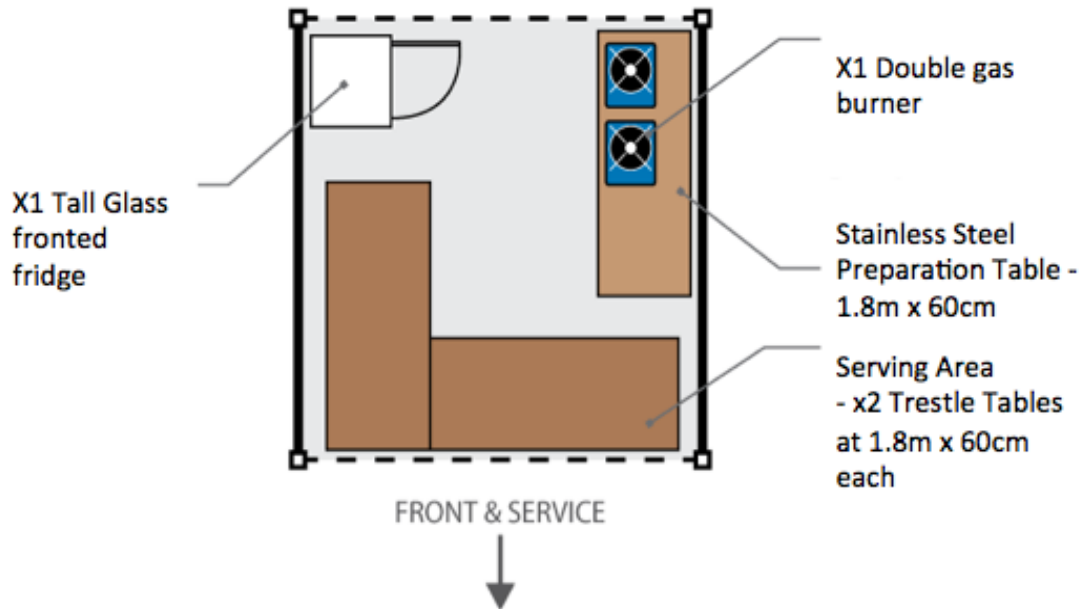
Strictly: 4-way and other power extension cables are not permitted.

Remember, you will need to show your PAT certificates and risk assessment related to each cooking method and piece of electrical equipment.



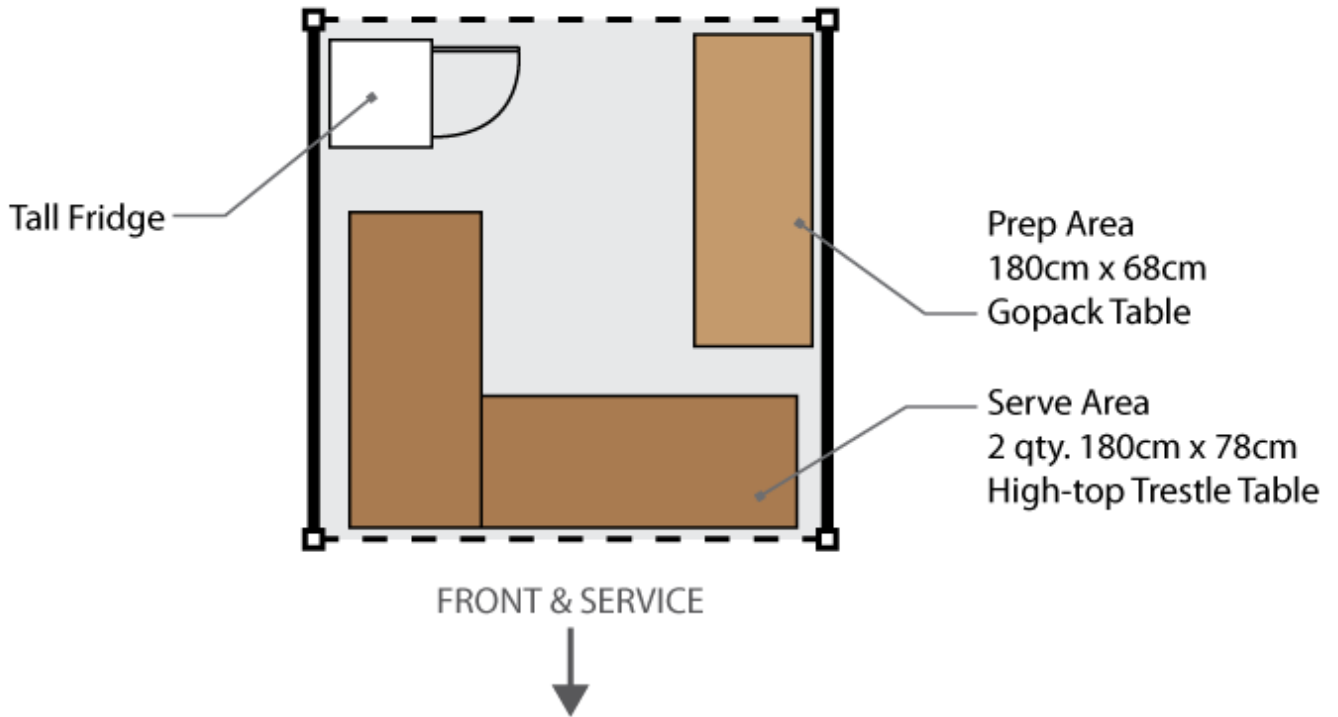


Hot Food Stall Layout



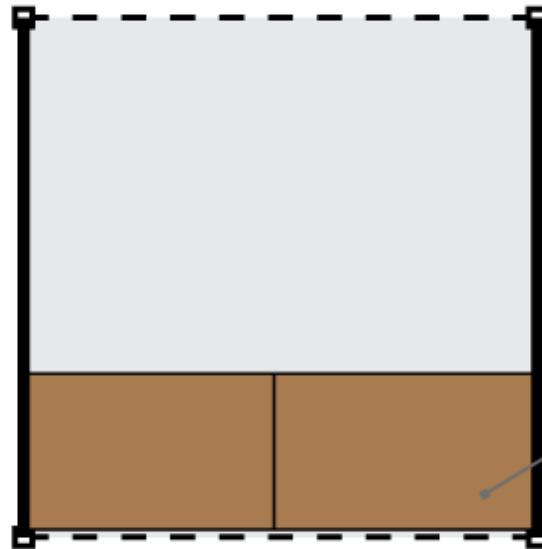


Cold Food Stall Layout





Shop & Brand Stall Layout



Serve Area
2 qty. 150cm x 90cm
Trestle Table

FRONT & SERVICE





5. Stall Operation

Disposables

It is essential you bring your own disposable plates, bowls, cups and containers to serve your produce in. It is also essential disposables are environmentally friendly (starch-based). All disposables must be stored inside your stall along with your food, etc. Disposables will not be provided to any stallholders at the event.

Tablecloths

Stallholders will need to bring their own tablecloth. You will need to ensure the tablecloth covers the top of the tables all the way down to the floor (at least 2m x 2m). You will need one for every table in your stall (check the stall layout for your stall). It is vital the general public cannot see underneath the tables in your stall.

Supplied Cooking Equipment

If any additional equipment is supplied, or you are bringing to site (with our permission) you must clear the contents away after use. You will need to supply all cooking oil and fuel (including BBQ coal but excluding gas). We will manage all gas supplies. You will need to clear any oils or coals from site, but these must be cooled before removal. Please do not use the drains in the ground on the site.

Storage

All stock and equipment will need to be stored within your stall parameters. There is no lockable storage available at your stand or anywhere else at the Event.

In the event of rain, we require all stock to be stored off ground level or in waterproof boxes – you will need to provide these.

There is also nowhere for additional chillier/freezer vans to be stored.

Cash Trading

Please bring sufficient float for your cash payments. There are no float or change facilities available. You will need to bring your own tills, money pouches or strongbox as you see fit.

Please Note

- Consider the limited space you will be operating in when choosing which equipment to bring. The fire officer may tell you to reduce your cooking facility if it is too crowded.
 - In order for us to accommodate your extra items please contact - stall@japanmatsuri.com with the items you wish to bring to the event including the wattage of each piece of equipment, which must be **rated at a maximum of of 3kW each piece of equipment.**
- To avoid power issues at the event, we will remove any equipment that trips the power system.
- Hand wash units will be supplied for hand washing only. Please do not take water away from these for any other purpose.
- If you require fresh water, please use the single supply pipe on the Main Square. This single supply pipe must be used by all stall-holders and is accessible throughout the day. Please



Your Audience



bring suitable water containers/vessels to carry water from the stand-pipe to your stall, these will not be provided.

- Please do not use the drains on the site.
- Anyone seen dispensing waste cooking oil in the provided waste containers or site drainage will be fined.
- All rubbish put into the bins must be flattened first, this is the responsibility of each stall holder.
- Kitchen rubbish should be put into heavy-duty refuse sacks and put straight into the bins behind the stalls, this is the responsibility of each stall holder.
- You must be able to answer any questions about the ingredients you are using.
- You will need to bring all of these items to site:
 - All documentation in case of inspection
 - Food temperature probes
 - First Aid kit
 - Fresh water containers
 - Waste water containers
 - Kitchen foil and cling film
 - De-greaser and floor brooms/brushes
 - All usual utensils and cleaning equipment
 - All disposable plates, bowls, cups and containers to serve your produce in



6. Dispensing

Glass must not be dispensed on site. The content of any glass bottles must be decanted into a plastic or paper cup, which you will need to provide.

7. Getting to Site

You have vehicle access to site before and after the event in your designated slot only. Vehicles are not permitted anywhere on site outside of these times.

8. Parking

The site is in central London and so there is very limited parking available locally and is very expensive.

9. Public Transport

Leicester Square Underground and Charring Cross Underground and National Rail stations are a few moments walk from the site. Local bus routes can also be found on <http://journeyplanner.tfl.gov.uk>.

10. Trafalgar Square Bylaws

All stallholders must act within the rules of the Trafalgar Square Bylaws. Relevant laws applicable include:

- Do not leave any waste unattended and do not feed the birds
- Do not attach any banner or article to, climb or interfere with any tree, plinth, plant, box, seat, railing, fence, statue or other structure whether permanent or temporary (you may however attach a banner to the top rail to the back of your own stall)
- Do not interfere with any notice or sign
- Do not interfere with, remove or displace any stone, paving slab or tree
- Do not exhibit any notice, advertisement or any other written or pictorial matter outside of your stall
- Do not leave vehicles unattended
- Do not use any pedal cycle, roller skate, ice skate, scooter, roller blade, skate board or other foot-propelled device
- Do not play or cause to be played a musical instrument
- Do not operate any amplified noise equipment (including music played through speakers)
- Do not use any apparatus for the transmission, reception or reproduction of sound or speech, except apparatus designed and used as an aid to defective hearing, or apparatus used in a vehicle so as not to produce sound audible to a person outside that vehicle, or apparatus where the sound is received through headphones (including loud-hailers or megaphones)
- Do not project any missile manually or by artificial means
- Do not erect or keep erected (i) any tent, or (ii) any other structure that is designed, or adapted, (solely or mainly) for the purpose of facilitating sleeping or staying in a place for any period
- Do not use any tent or other such structure for the purpose of sleeping or staying in that area



- Do not place or keep in place any sleeping equipment with a view to its use (whether or not by the person placing it or keeping it in place) for the purpose of sleeping overnight in that area
- Do not erect or cause to be erected any structure for the purpose of enclosing or restricting access to any part of the Square

11. Fines

The Greater London Authority will issue fines for any misuse on the Square.

- Damage to the ground is an automatic £600+ fine. This includes oil spills (from food, cooking equipment or vehicles) or tyre marks left on the square (from over-loaded, poorly maintained or poorly driven vehicles).
- If the drains on site are used fines will exceed £2000+.
- Waste removal starts at £50 per black bag and £250+ per pallet.

Please ensure all of your staff are aware of these conditions. The GLA will monitor the ground throughout the day so please inform us of any damage immediately.

12. Briefing Session

You are requested to attend a briefing session for the event in advanced. The date, time and location are listed on the front page of this document. It is compulsory every stall holder or a representative from each stall attends this session.

13. Risk Assessment Template

For Food Stallholders

Please use the attached template and guide.

If you have any questions in advanced please get in touch with us directly.

We look forward to working with you on this event and wish you the best success on the Square.



6. Templates

For Brand/Info Stallholders

Please ensure you fill this in for your Safe Working Practices for each area of risk. If you have any additional areas of risk you will have to list them in the same way as the existing ones.

Task/Hazard	Safety Risk	Safe Working Practices
What activities are you undertaking?	(E.g. giving out brochures)	•
General Working Practices	Objects/obstructions both internal and external cause risk of slips, trips and falls.	• • •
Wet Surfaces	Slippery surfaces will increase risk of slip/fall hazards.	• • •
Stock/Utensil Equipment Storage	Any equipment/stock/utensils not stored in its designated place may provide a trip/fall.	• • •
Refuse Storage	Incorrect storage of refuse could allow for slip, trip or fall.	• • •
Visibility (poor lighting or glare)	Unsatisfactory visibility may increase risk of slips, trips and falls.	• • •
Personal Belongings	If left in an untidy manner, objects could cause slips, trips and falls	• • •
Weather	During wet and cold periods surfaces will become slippery.	• • •
Fire Exits	Obstructions will cause slips, trips and falls.	• • •

For Food Stallholders

Please use the attached template and guide.