

The Great Exhibition Road Festival 2026 Saturday 6 and Sunday 7 June 12:00hrs – 18:00hrs

Food Trader Terms & Conditions

Pre-Festival Contact: Festival Team
festival@imperial.ac.uk

Thank you for your interest in trading at The Great Exhibition Road Festival 2026. In this document you will find the information you need to inform your application to trade with us.

If you have any questions you should contact: festival@imperial.ac.uk

Contents

TRADER TIMELINE	2
TRADING DATES AND HOURS	2
TRADING LOCATIONS.....	2
FESTIVAL OVERVIEW	2
PITCH FEES	3
NOTES ON LOCATIONS.....	3
NOTES ON FEES.....	4
MENU AND SUSTAINABILITY EXPECTATIONS	4
CAR PARK	4
FINANCE	5
DOCUMENTATION	5
CONDITIONS OF TRADING	7
1. Pitch Size, Location, and Safety	7
2. Toilets	7
3. Power	7
4. WiFi Access	8
5. Water	8
6. Vehicles/Deliveries	8
7. Waste Management	8
8. Sustainability.....	9
9. Live Festival Days – Operations	9
10. Food Hygiene and Health and Safety	10
11. Music	11
12. Cancellation.....	11
13. Promotion.....	11

TRADER TIMELINE

Please find an outline of the process below.

Deadline	Action
Monday 20 October 2025	Applications open
Sunday 23 November 2025	Applications close
Tuesday 2 December 2025	Festival Team to confirm your application status – if successful or not
Friday 12 December 2025	Deadline for trader to accept or reject pitch offer
Once trader accepts offer	Traders sent the payment link for their pitch
Friday 19 December 2025	Full payment due for all traders
Monday 9 February 2026	Trader deadline for all health and safety documentation and detail on power requirements
Up to Sunday 15 March 2026	75% cost for cancellation (up to 11 weeks before Festival)
From Monday 16 March 2026	100% cost for cancellation (11 weeks or less from the Festival). No refund will be given
Monday 11 May 2026	Car parking information submitted (driver contact details, vehicle registration and vehicle type)
Monday 25 May 2026	Trader Briefing sent, including a reminder of these terms and conditions
Saturday 6 & Sunday 7 June 2026	The Great Exhibition Road Festival

TRADING DATES AND HOURS

Saturday 6 June, 12:00hrs – 18:00hrs

Sunday 7 June, 12:00hrs – 18:00hrs

TRADING LOCATIONS

Imperial College London, Imperial College Road, South Kensington Campus, London, SW7 2AZ

Prince's Gardens, Watts Way, London, SW7 1BA

FESTIVAL OVERVIEW

The Great Exhibition Road Festival returns to South Kensington next summer. A large section of the Festival is held on the Imperial College London South Kensington campus, which includes Prince's Gardens.

Exhibition Road is transformed into an engaging festival to celebrate with a programme of awe-inspiring talks, creative workshops, live musical and other artistic performances and innovative hands-on demos and live experiments. The Festival is hosted by Imperial College London in partnership with iconic museums, research and culture organisations, including the Natural History Museum, Royal College of Music, Science Museum, V&A and many more.

We anticipate that audiences of all ages will attend, with significant numbers of family groups made up of adults with an interest in science and their children. Anticipated figure to the Festival, across all sites over the weekend is 50,000.

Visit the Great Exhibition Road Festival website for more information.

www.greatexhibitionroadfestival.co.uk

PITCH FEES

All fees must be paid by **19 December 2025** to secure the pitch. Traders will not be able to change location once the pitch has been confirmed.

Location	Pitch size	Type of trader	Fee
Dangoor Plaza	3m x 3m	Hot food	£625.00
	3m x 3m	Coffee/Sweet	£375.00
Prince's Gardens	3m x 3m	Hot food	£375.00
	3m x 3m	Coffee/Sweet	£275.00
All areas	Up to 1m extension (width)	Any	£150.00
	1.01m-2m extension (width)	Any	£275.00
Power	Any	Any	£85.00

NOTES ON LOCATIONS



Dangoor Plaza:

This is the Imperial College Road site next to Dangoor Plaza which will have a performance and seating area, alongside exhibitors and other activities.

In 2025, sited 15 traders were sited here - 12 hot food, 1 ice cream van, 1 coffee.

For 2025, estimated footfall for this area was 14,000 people across the weekend.

Prince's Gardens:

This is the Family Fun Zone, hosting activities and workshops for families with children aged 12 years old and under. It includes a stage programmed with shows from popular institutions such as the Science Museum.

In 2025, 5 traders were sited here – 2 hot food, 1 sweet, 1 ice cream van, 1 coffee.

For 2025, estimated footfall for this area was 11,000 people across the weekend.



NOTES ON FEES

If a trader requires a pitch that is larger than the standard 3m x 3m there will be **an extra charge of £150.00 for up to 1m extension of width and £275.00 for 1.01m-2m extension of width**. Single pitches bigger than 3m x 4.5m are not allowed. A 3m x 6m pitch would incur two pitch fees as a charge.

Power can be provided for the cost of **£85** for the weekend. Traders will draw power from the existing supply on site. Generators are not permitted under any circumstances for safety, noise and sustainability reasons. Battery is acceptable as an alternative power source if a trader wishes to provide their own.

Important Note: Any extra payments made AFTER THE PAYMENT DEADLINE of 19 DECEMBER for power and/or pitch extensions will NOT be considered unless agreed with the festival team first.

MENU AND SUSTAINABILITY EXPECTATIONS

It is very important that the application to trade considers the menu offering, pricing, and environmental impact.

- The menu should consider **different dietary needs**, as well as vegetarian and vegan options.
- The menu should include options for children, as families are a large percentage of the audience. This should be a smaller option and a cheaper price where possible.
- One of the missions for The Great Exhibition Road Festival is to achieve greater awareness of environmental impact and to **encourage high standards of sustainability** among all stalls. When reviewing applications to trade, one of the criteria looked at is sustainability. For instance, the use of plastic cutlery and plastic sachets is greatly discouraged. Compostable plates, non-toxic cleaning products, and Fairtrade produce are preferred.

CAR PARK

Traders are provided with one parking space per pitch. Overnight parking is not guaranteed. Requests for parking must be made as soon as possible. The following information must be submitted to the Festival team by **Sunday 11 May 2026**.

Driver name:
Driver phone number:
Vehicle registration
Vehicle type (car/van*):
Drop off/Day parking/Overnight parking:

**Must specify dimensions/make of the van (e.g. long-base transit).*

All traders will be sent a **Vehicle Access Pass** which they must print out before arrival on site. The pass must be visible in windscreens on arrival to gain access. Upon arrival, traders will be directed to their allocated pitch so they can unload. Traders must then park their vehicle in a designated space on site before returning to their pitch to set up. **All vehicles must be off site or parked by 10:00hrs.** Any equipment needing to be brought to the pitch after the vehicle access times must be carried by hand or by using trolleys.

All persons entering the car park do so at their own risk and neither Imperial College London nor any person acting on its behalf is in any way responsible for loss, injury or damage sustained by them or

for loss or damage to vehicles and their contents left within the car park. This does not exclude liability caused by the College's negligence or other breach of duty.

Full regulations for car parking are found [here](#).

FINANCE

Deadline	Action
Tuesday 2 December 2025	Festival Team to confirm your application status – if successful or not
Friday 12 December 2025	Deadline for trader to accept or reject pitch offer
Once trader accepts offer	Traders sent the payment link for their pitch
Friday 19 December 2025	Full payment due for all traders
Up to Sunday 15 March 2026	75% cost for cancellation (up to 11 weeks before Festival)
From Monday 16 March 2026	100% cost for cancellation (11 weeks or less from the Festival). No refund will be given

No rebates will be given to traders as a result of adverse weather, major incident or if the event has to be cancelled if it falls in the National Mourning Period for a senior member of the Royal Household.

DOCUMENTATION

If an application is successful, in order to trade at the Festival and before arriving on-site, all requested documentation must be completed and returned.

All documentation must be received no later than 9 February 2026.

Document	Notes
Forms provided by Imperial College London to be filled in and returned	
External Caterer Notification Form	With signature
Operational Declaration Form	With signature
Allergen Form	With signature
Power Requirements (if requested)	Trader must supply list of appliances with wattage, amperage, and plug type for each appliance
Standard health & safety documentation	
Draft menu	Including child friendly/family options
Proof of business registration	
Proof of registration with local authority as a food business	
Company Health & Safety Policy	If 5 or more people are employed
Public, Product and Employers Liability Insurance	Must cover the dates of the Festival
Copy of Food Hygiene training certification	For every staff member handling food – certificates must be no older than three years old
Copy of Risk Assessment <i>Please see guidance below (page 10)</i>	The Risk Assessment must cover hazards and mitigations for the stall structure and trader operations.

	Traders must include a section for fire safety which should include hazards around fire and fire safety mitigations. Traders must state the type, quantity, and size of fire extinguishers on their stall as part of the assessment. Traders should also include a method statement on what to do in an emergency situation and how to raise the alarm in an emergency.
Copy of Food Safety System	Based on Hazard Analysis Critical Control Point (HACCP)
Copy of PAT testing certificate	Applicable to all devices and units drawing power
Copy of gas testing certificate	If applicable

Following the paperwork deadline and the review of all trader's health and safety paperwork, the Health and Safety Compliance Manager, Fire Safety Team and Estates Team will review the documents to ensure they are satisfactory.

CONDITIONS OF TRADING

By submitting an application, traders are agreeing to adhere to the following Conditions.

1. Pitch Size, Location, and Safety

There is restricted space on site. Therefore, the Festival team need accurate information on the required pitch size to allocate an appropriate space. Traders will be allocated the size requested on their application. There is no flexibility on the day.

Traders may only bring the structure mentioned in their application. Traders should contact the Festival team immediately if it is necessary to bring an alternative. All structures must be secured firmly and able to withstand adverse weather conditions. Refunds will not be offered in the event of adverse weather.

Structures should be double weighted to ensure they can withstand adverse weather conditions. Traders should ensure the risk assessment explains how the structure will be secured, and what weights will be used. If traders are using a vehicle or other type of unit, they must again explain how it will be secured on site.

Every trader must have suitable, waterproof ground protection for the entire footprint of the stall, e.g. fire-resistant graded matting or fire-retardant graded tarpaulin, to protect the ground from oil, burns and other spillages. This is compulsory. Great care must be taken to avoid causing damage to the site, including the grass, plaza, fittings, furniture, equipment, and other property belonging to Imperial College London or designated representatives. Reinstatement fees will apply for all remedial works required at the trader's expense.

Traders cannot move location once allocated.

Traders cannot sublet stalls.

2. Toilets

Some trader blocks will have a dedicated portaloo for use by traders. The nearest public toilets are located next to the Queen's Tower and Prince's Gardens. These toilets will be accessed by visitors, so it is strongly suggested the traders use their specific porta-loos. These toilets will be pointed out on arrival.

3. Power

Power will not be provided unless requested in the application form. Power for the weekend costs £85. The provision of power will be subject to power availability on site and Imperial College London Maintenance approval once the application has been reviewed. **Due to the configuration of the site, it will not be possible to run any additional power to the stall on the day. Equally, it will not be possible to provide power on the day if it has not been requested in advance. On-the-day requests will be denied.**

Generators are not permitted on site under any circumstances for safety, noise and sustainability reasons. Traders must ensure they request the appropriate amount of power to enable the Festival team to plan ahead. All electrical equipment on site must have a valid PAT certificate if the device or appliance is older than two years old.

Traders **must** provide their own adaptor cable to connect equipment. See image opposite. Please note that the Festival team will not have spare adaptors on the day so if traders do not have one, they cannot draw power. Refunds will not be permitted in this instance.



Important Note: Imperial College London cannot guarantee that power will stay on overnight which will impact food refrigeration. This should be considered in the trader application before applying. Imperial College London cannot accept liability nor be held responsible for produce spoiled from lack of overnight power.

4. WiFi Access

Traders will have access to WiFi should they wish to connect PDQ machines.

The WiFi system is accessible by all on campus and therefore may be slow at times. It is advisable that traders supply their own mobile WiFi connection to mitigate against this.

5. Water

Traders will have access to water on both sites. The locations will be pointed out on the morning of set up. Water is shared amongst all traders. Traders should bring suitable containers to transport water.

IMPORTANT NOTE: Wastewater must be emptied into containers and taken off-site at the end of each day. Traders CANNOT dispose of liquid waste on the grass, local drains, or any other part of the Imperial College London estate. Reinstatement fees will apply for all remedial works required at the trader's expense.

6. Vehicles/Deliveries

Vehicle arrivals, departures, and deliveries must take place within the vehicle movement period outlined below:

Time	Notes
07:30hrs – 09:30hrs	Vehicle access allowed
09:30hrs – 10:00hrs	Time to get off site or parked
10:00hrs – 19:00hrs	No vehicle access or movement on site. Vehicles landlocked
19:00hrs – 21:00hrs	Vehicles leave site (if not parking overnight)

Vehicles must travel at 5MPH with hazard lights on or amber beacon if visibility is poor.

Deliveries should be directed to the entrance of Exhibition Road at the junction with Prince Consort Road. Security cannot take deliveries, nor be held responsible for them, so traders must ensure they are available on site to receive them. Any re-stocking outside of the vehicle movement period must be done by hand.

7. Waste Management

Traders are responsible for their catering waste and litter in the area directly in front of their pitch. Litter on the general site is the responsibility of Festival team. Traders must ensure they have sufficient waste bags, which should include recycling, general, and food waste.

Waste should be put in bin bags and disposed of offsite. Any trader found using public bins or leaving waste behind on site are liable to pay additional charges.

IMPORTANT NOTE:

Please note there are NO facilities on site for the disposal of oils, hot coals, and wastewater. They must all be removed from site for disposal at the end of trading.

8. Sustainability

One of the missions for The Great Exhibition Road Festival is to achieve greater awareness of environmental impact and to **encourage high standards of sustainability** among all stalls. When reviewing applications to trade, one of the criteria looked at is sustainability. For instance, the use of plastic cutlery and plastic sachets is greatly discouraged. Compostable plates, non-toxic cleaning products, and Fairtrade produce are preferred. Traders that demonstrate good practices will be looked at more favourably.

9. Live Festival Days – Operations

On the day, traders must:

1. Ensure they are set-up and ready to trade by 12:00hrs.
2. Adhere to trading hours - 12:00hrs – 18:00hrs each day. They will be expected to stop trading at 18:00hrs so traders should ensure they only cook what they know they will sell by 18:00hrs. Traders will be asked to get ready for closing approximately 20 minutes before the end of the event.
3. Be prepared for a Health and Safety inspection on Saturday, anytime from set up to closing.
4. Keep their stalls appropriately staffed at all times and have measures in place for staff welfare. Traders are responsible for the behaviour of their staff. If the Festival team deem the behaviour of staff inappropriate, illegal, foul, criminally damaging to property or offensive, they will be asked to leave the site immediately.
5. Only sell items on the menu submitted with the application. Products not listed may not be sold without prior agreement. If in doubt, traders should check with the Festival team. The sale of tobacco, alcohol (in any form e.g. brandy-coffees), herbal highs, weapons, or wax flares is strictly prohibited. BBQs are not permitted. Prohibited items will be confiscated, and the trader may be asked to cease trading or leave altogether. Refunds are not permitted in this instance.
6. Ensure adequate, waterproof ground protection is in place for the entire footprint of the stall, e.g., fire resistant matting or tarpaulin, to protect the ground from oil, burns and other spillages. Great care must be taken to avoid causing damage to the site, including the grass, plaza, fittings, furniture, equipment, and other property belonging to Imperial College London or designated representatives. Reinstatement fees will apply for all remedial works required at the trader's expense.
7. Keep fire routes and exits around their stall clear at all times.
8. Keep their stall and the immediate area in front clean and tidy at all times.
9. Ensure soap and hand washing facilities with running hot water is available on the stall. An urn with hot water and a bowl beneath is not adequate. This should be separate from other sinks where utensils and equipment are washed.
10. Ensure restocking with a vehicle takes place within the vehicle movement period. Restocking outside of the vehicle movement period must be done by hand.
11. **Remove empty, partially used, and full cannisters from the site overnight.** The storing of LPG gas cannisters in vehicles overnight is strictly prohibited.
12. **Ensure they are offsite by 21:00hrs on Sunday 7 June.**

10. Food Hygiene and Health and Safety

Traders must ensure the following are completed and sent to the Festival Team by Monday 9 February 2026:

Document	Notes
Forms provided by Imperial College London to be filled in and returned	
External Caterer Notification Form	With signature
Operational Declaration Form	With signature
Allergen Form	With signature
Power requirements	Traders must supply list of appliances with wattage, amperage, and plug type for each appliance
Standard Health & Safety documentation	
Draft menu	Including child friendly/family options
Proof of business registration	
Proof of registration with local authority as a food businesses	
Company Health & Safety Policy	If 5 or more people are employed
Public, Product and Employers Liability Insurance	Must cover the dates of the Festival
Copy of Food Hygiene training certification	For every staff member – certificates must be no older than three years old
Copy of Risk Assessment <i>Please see guidance below</i>	The Risk Assessment must cover hazards and mitigations for the stall structure and trader operations. Traders must include a section for fire safety which should include hazards around fire and fire safety mitigations. Traders must state the type, quantity, and size of fire extinguishers on their stall as part of the assessment. Traders should also include a method statement on what to do in an emergency situation and how to raise the alarm in an emergency.
Copy of Food Safety System	Based on Hazard Analysis Critical Control Point (HACCP)
Copy of current PAT test certificate	Applicable to all devices and units drawing power
Copy of gas test certificate	If applicable

All working practices must comply with the following regulations:

- Health and Safety at Work 1974
- Food Safety 1995 (General Food Hygiene)
- Food Safety 1995 (Temperature Control)
- Food Hygiene (England) Regulations 2006
- Food Safety Act 1990

Health & Safety rules:

- Traders must comply with legislation relating to health and safety, food hygiene, noise at work and working at height (e.g. when erecting structures).
- Traders must ensure there is an in-date 5kg dry powder fire extinguisher and fire blanket and be trained in the use of their firefighting media.
- Traders must have a fully stocked first aid box on the stall and have blue plasters for any minor cuts and injuries. A first aid tent will be operational on Imperial College Road during the Festival's opening hours.
- Traders must ensure LPG gas canisters are firmly secured and positioned away from public access (e.g., chained with padlock and anchored or locked in a cage).

Empty, partially used, and full cannisters must be removed from the site overnight.

The storing of LPG gas cannisters in vehicles overnight is strictly prohibitive.

- Traders using LPG are only permitted to have 1 cylinder in use with 1 spare per stall.
- Food allergen information must be clearly displayed. Staff should be equipped to answer questions about allergen ingredients.
- Animals are not allowed on site except registered assistance dogs.
- Glass should not be brought on site. Items must not be sold in glass containers.
- Trader's Public Liability Insurance and Employer's Liability Insurance must be on display. Trader's Health & Safety documents must be available on site for inspection if required.
- Suppliers delivering to or working on the stall must hold Public Liability Insurance.
- Traders should complete their health and safety, fire and food management checklist before coming on site. They must have sign-off from the Health and Safety Compliance Manager before trading starts.
- Smoking is NOT permitted in or around the Campus.
- Traders should make sure they **do not** have hot areas in close proximity to the customer serving area.

11. Music

Traders must not have amplified music or a PA system on their stall.

12. Cancellation

Up to Sunday 15 March 2026	75% cost for cancellation (up to 11 weeks before Festival)
From Monday 16 March 2026	100% cost for cancellation (up to 11 weeks or less from the Festival). No refund will be given

If Imperial College London cancels the event, traders will receive a full refund. The exception to this is in the event of adverse weather, a major incident or if the event falls in the National Mourning Period for a senior member of the Royal Household.

13. Promotion

The Great Exhibition Road Festival may feature traders on the Festival website.

Traders are encouraged to promote their participation in the event. However, The Great Exhibition Road Festival and Imperial College London do not permit unauthorised use of The Great Exhibition Road Festival logo on any materials.

Traders are required to comply with these Terms and Conditions. If a trader is asked to leave due to contravening the above rules, they shall not be entitled to any rebate. You will be asked to accept these terms and conditions at the end of your application form.



Thank you for reading this document carefully. We look forward to welcoming you to The Great Exhibition Road Festival 2026.