



Inclusion & Diversity East Anglia (IDEA)

Saturday 4th October 2025 @ 10am till 5pm

Food Vendor Application Form

Thank you for being part of the Inclusion & Diversity East Anglia (IDEA), please complete this form.

Deadline for application is 19th of September 2025.
If you are accepted as a vendor, payment must be made
in full by 30th September 2025

Please pay the charge within 2 weeks of confirmation to secure your spot.

Banking Information (HSBC)

Name: **Inclusion & Diversity
East Anglia (IDEA)**

Account number: **0271 2407**

Sort code: **40-36-15**

Business name	
Primary contact name	
Telephone number	
Email address	
Website or social media (if applicable)	
Type of Cuisine or Food offered	
Please describe your menu items (attach additional sheet if necessary)	
Do you require electricity?	[Yes] [No]
Stall dimensions (e.g. 3x3m)	
Do you have your own gazebo / trailer?	[Yes] (If yes, provide dimensions of the gazebo / trailer and ensure you have proper weights for the gazebo) [No] – (IDEA will not provide gazebo)

Inclusion & Diversity East Anglia (IDEA) – formerly Black History Month (BHM) Peterborough

Registered Charity Number: **1214621**

Do you have a valid Food Hygiene Certificate?	[Yes] (attach copy) [No]
Do you have fire extinguisher?	[Yes] [No]
Do you have a Liability Insurance	[Yes] (attach proof of insurance) [No]
Vendor Fee	£80 space in Cathedral Square
How will you take payments?	[Cash] [Card reader] [Other] (Please state)
Special requirements or accommodations	
Attachments Checklist	☐ Copy of food service permit ☐ Proof of liability insurance ☐ Food Hygiene Certificate ☐ Risk assessment ☐ Fire extinguisher

Please return by 19th September 2025 at the latest to: info@incadea.org