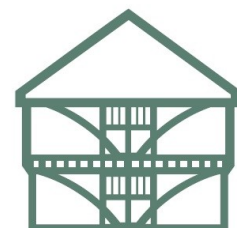


# Application Form 2019 - 3 Day Event

Please complete **ALL** fields of the application form in '**CAPITAL LETTERS**' and return the application form with the **required supporting documentation** to [tradestands@wealddown.co.uk](mailto:tradestands@wealddown.co.uk) or by post to: The Events Team, Weald & Downland Living

## Your Details

<b>Applicant's Full Name</b>	
<b>Company Name</b>	
<b>Full Address and postcode</b>	
<b>Website address</b>	
<b>Email address</b>	
<b>Telephone No</b>	
<b>Mobile No</b>	
<b>Full description of the products</b>	
<b>Is your Product locally sourced or produced</b> Please state where	
<b>Charity Registration No.</b> (Charity only)	
<b>For exhibitors handling consumable products and caterers only:</b>	
<b>Food Hygiene Rating</b>	
<b>Local Authority/Address</b>	
<b>Type of food you are offering</b>	
<b>Are you cooking/preparing food on site</b>	



# Application Form EXHIBITOR

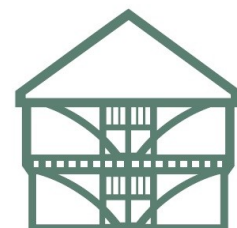
An exhibitor is classed as anyone not selling food for immediate consumption. If you are selling a mix of items with some food items for consumption on the day, you will need to apply.

Please tick event/s you wish to participate in :

**WINTER :** 22nd, 23rd & 24th November 2019 Christmas Market

<u>Zone</u>	<u>Stand size</u>	<u>Price</u>	<u>Please tick</u>
<b>Traditional Marquee</b>	Single Pitch (2.5m x 2m)	<b>£180</b>	
	Double Pitch (5m x 2m)	<b>£240</b>	
<b>Inside Space: Museum House</b>	Single Pitch <u>ONLY</u> (2.5m x 2m)	<b>£200</b>	
<b>Inside Space: Gridshell</b>	Single Pitch <u>ONLY</u> (2.5m x 2m)	<b>£220 + VAT</b>	
<b>Outside Space</b>	Single Pitch (5m x 5m)	<b>£200</b>	
	Double Width Pitch (10m x 5m)	<b>£260</b>	
	Double Depth Pitch (5m x 10m)	<b>£260</b>	
	Double Pitch (10m x 10m)	<b>£315</b>	
<b>Power</b>	Single 13 amp or 16 amp socket	<b>£80 + VAT</b>	
	32 amp socket	<b>£150 + VAT</b>	
<b>Tables</b>	6ft x 2ft trestle table	<b>£12.50 + VAT</b>	
<b>Chair</b>	Single folding chair	<b>£2.50 + VAT</b>	
<b>Advertising</b> Advertising space in event programme  Please email your advert to Marketing : <a href="mailto:emmakeen@wealddown.co.uk">emmakeen@wealddown.co.uk</a> *6 weeks prior to the event	1/8 page (62mm x 40.25mm)	<b>£25 + VAT</b>	
	1/4 page (62mm x 84.5mm)	<b>£50 + VAT</b>	
	1/2 page (128mm x 84.5mm)	<b>£100 + VAT</b>	
	Full page (148mm x 210mm)	<b>£200 + VAT</b>	
	Additional Ads Design/alteration service	<b>£40 + VAT</b>	
	<b>Total</b>	<b>£</b>	

\* Please note failing to submit your advert before the deadline may lose your space and you will not be entitled to a refund



# Application Form CATERER

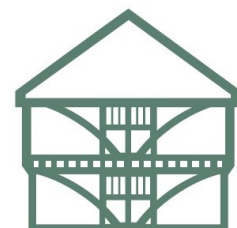
Our catering prices are outlined below. Please tick all the boxes of all the services required.

Please tick event/s you wish to participate in :

**WINTER :** 22nd, 23rd & 24th November 2019 Christmas Market

<u>Zone</u>	<u>Stand size</u>	<u>Price</u>	<u>Please tick</u>
<b>Outside Space</b>	Single Pitch (5m x 5m)	<b>£320</b>	
	Double Width Pitch (10m x 5m)	<b>£370</b>	
	Double Depth Pitch (5m x 10m)	<b>£370</b>	
	Double Pitch (10m x 10m)	<b>£490</b>	
<b>Power</b>	Single 13 amp or 16 amp socket	<b>£80 + VAT</b>	
	32 amp socket	<b>£150 + VAT</b>	
<b>Tables</b>	6ft x 2ft trestle table	<b>£12.50 + VAT</b>	
<b>Chair</b>	Single folding chair	<b>£2.50 + VAT</b>	
<b>Advertising</b> Advertising space in event programme  Please email your advert to Marketing : <a href="mailto:emmakeen@wealddown.co.uk">emmakeen@wealddown.co.uk</a> * <u>6 weeks</u> prior to the event	1/8 page (62mm x 40.25mm)	<b>£25 + VAT</b>	
	1/4 page (62mm x 84.5mm)	<b>£50 + VAT</b>	
	1/2 page (128mm x 84.5mm)	<b>£100 + VAT</b>	
	Full page (148mm x 210mm)	<b>£200 + VAT</b>	
	Additional Ads Design/alteration service	<b>£40 + VAT</b>	
	<b><u>Total</u></b>	<b>£</b>	

\* Please note failing to submit your advert before the deadline may lose your space and you will not be entitled to a refund



# Application Form CHARITY

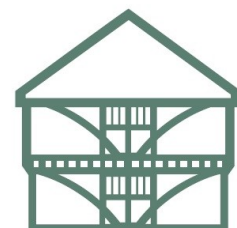
A limited number of spaces are available for charities up to 50% discount on the below prices. Any charities attending must only use the pitch for promotional purposes and the sale of items for the benefit of the charity.

Please tick event/s you wish to participate in :

**WINTER :** 22nd, 23rd & 24th November 2019 Christmas Market

<u>Zone</u>	<u>Stand size</u>	<u>Price</u>	<u>Please tick</u>
<b>Traditional Marquee</b>	Single Pitch (2.5m x 2m)	<b>£100</b>	
	Double Pitch (5m x 2m)	<b>£120</b>	
<b>Outside Space</b>	Single Pitch (5m x 5m)	<b>£100</b>	
	Double Width Pitch (10m x 5m)	<b>£130</b>	
	Double Depth Pitch (5m x 10m)	<b>£130</b>	
	Double Pitch (10m x 10m)	<b>£160</b>	
<b>Power</b>	Single 13 amp or 16 amp socket	<b>£80 + VAT</b>	
	32 amp socket	<b>£150 + VAT</b>	
<b>Tables</b>	6ft x 2ft trestle table	<b>£12.50 + VAT</b>	
<b>Chair</b>	Single folding chair	<b>£2.50 + VAT</b>	
<b>Advertising</b> Advertising space in event programme  Please email your advert to Marketing : <a href="mailto:emmakeen@wealddown.co.uk">emmakeen@wealddown.co.uk</a> *6 weeks prior to the event	1/8 page (62mm x 40.25mm)	<b>£25 + VAT</b>	
	1/4 page (62mm x 84.5mm)	<b>£50 + VAT</b>	
	1/2 page (128mm x 84.5mm)	<b>£100 + VAT</b>	
	Full page (148mm x 210mm)	<b>£200 + VAT</b>	
	Additional Ads Design/alteration service	<b>£40 + VAT</b>	
	<b><u>Total</u></b>	<b>£</b>	

\* Please note failing to submit your advert before the deadline may lose your space and you will not be entitled to a refund



# Required Supporting Documents

Your booking will be confirmed once we have received your forms and documents, and after a careful consideration. Please note, we cannot provide specific feedback. Once accepted to trade, you will then be sent a **Confirmation letter** and **invoiced in full** for immediate payment.

Please ensure the following are included:

- \* Booking Information Form including personal information and pricing
- \* Risk Assessment for **each** event for your stand, equipment and product/services
- \* A copy of your valid Public Liability Insurance with your details and the expiry date visible
- \* Catering stands / Traders handling consumables : A copy of your Food Hygiene Rating Certificate

The Museum reserves the right to exclude any product or stand which is considered unsuitable.

By signing below, you are agreeing to attend the above show should you be successful.

- BY TICKING THIS BOX, I AGREE TO SUBMITTING ALL THE ITEMS ABOVE AND HAVE READ THE TERMS AND CONDITIONS (Please click [here](#) for our T&C's)

SIGNED: \_\_\_\_\_ Date \_\_\_\_\_

FULL NAME (in capital letters): \_\_\_\_\_

