



## EXHIBITOR APPLICATION FORM

**Autumn Countryside Show**6<sup>th</sup> & 7<sup>th</sup> October 2018

Please complete ALL fields of the application form in 'Capital Letters' and return the **application form** with the **pricing list** and **signed requirements page (pages 1, 3/4 and 7)** to [tradestands@wealddown.co.uk](mailto:tradestands@wealddown.co.uk) or by post to: The Events Team, Weald & Downland Living Museum, Singleton, Chichester, West Sussex PO18 0EU

<b>Contact Name</b>	
<b>Company Name</b>	
<b>Legal Status, (sole trader, limited company)</b>	
<b>Nature of Business i.e. Caterer, Trader, Demonstrator</b>	
<b>Description of Business</b>	
<b>Is your Product locally sourced or produced? Please state where.</b>	
<b>How does your product relate to this event?</b>	
<b>Address and post code</b>	
<b>Website address</b>	
<b>Email address</b>	
<b>Telephone No</b>	
<b>Mobile No</b>	
<b>Risk Assessment</b>	Attached YES/NO
<b>Public Liability Insurance</b>	Attached YES/NO <b>Number:</b>
<b>Food Hygiene Rating:</b>	<b>Local Authority/Address:</b>
<b>Type of food you are selling/offering. Are you cooking or preparing onsite?</b>	

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## EXHIBITOR AND CATERER BOOKING FORM AND PRICES

### **Autumn Countryside Show**

6<sup>th</sup> & 7<sup>th</sup> October 2018

Visitors to the Weald & Downland Living Museum's Autumn Countryside Show on 6 and 7 October will experience the immersive autumnal sights and sounds of the countryside at the end of the harvest. This popular show features traditional working demonstrations, including heavy horses and vintage tractors ploughing, steam-powered threshing, plus a horticultural show, rural craft demonstrations, displays, competitions and stands with a countryside theme.



The Museum's 40-acre downland site is the perfect location for this annual festival, which showcases traditional countryside activities. Working plough horses are a firm favourite, with the Museum's own Shire horses among the teams at work. Vintage tractors will prepare the ground for sowing after the harvest and a diverse collection of tractors and farm implements will be on display.

The weekend's celebrations also include falconry displays plus the Dog and Duck Show, which offers spectators a fascinating insight into canine behaviour and training using dogs' natural instincts. Watch as the expert sheep dogs herd ducks over and around an obstacle course.

EXHIBITOR PRICES

## Exhibitor Spaces available:

<u>Zone</u>	<u>Stand size</u>	<u>Price (inc.VAT)</u>	<u>Please tick</u>
<b>Inside Space- Traditional Marquee</b>	<b>Single Pitch</b> (2.5m x 2m)	<b>£150</b>	
	<b>Double Pitch</b> (5m x 2m)	<b>£210</b>	
<b>Outside Space- Market Square/ Field on Grass</b>	<b>Single Pitch</b> (5m x 5m)	<b>£180</b>	
	<b>Double Width Pitch</b> (10m x 5m)	<b>£240</b>	
	<b>Double Depth Pitch</b> (5m x 10m)	<b>£240</b>	
	<b>Double Pitch</b> (10m x 10m)	<b>£295</b>	
<b>Power</b>	Single 13 amp or 16 amp socket	<b>*£80</b>	
	32 amp socket	<b>*£150</b>	
<b>Tables</b>	6ft trestle table	<b>*£12.50</b>	
<b>Chair</b>		<b>*£2.50</b>	
<b>Camping*</b> *Please note we do not allow camping on the Sunday night	Friday Night	<b>*£20</b>	
	Saturday Night	<b>*£20</b>	
<b>Advertising</b> Advertising space in event programme. Please email your advert to <a href="mailto:marketing2@wealddown.co.uk">marketing2@wealddown.co.uk</a> at least 1 month before the event	<b>Colour 1/8 page</b>	<b>*£25</b>	
	<b>Colour 1/4 page</b>	<b>*£50</b>	
	<b>Colour 1/2 page</b>	<b>*£100</b>	
	<b>Colour Full Page</b>	<b>*£200</b>	
<b>*Prices will be VAT Applicable</b>	<b><u>Total</u></b>		

CATERER PRICES**Catering Spaces available:**

<u>Zone</u>	<u>Stand size</u>	<u>Price (inc.VAT)</u>	<u>Please tick</u>
<b>Outside Space- Market Square/ Field on Grass</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</b>	
	32 amp socket	<b>*£150</b>	
<b>Tables</b>	6ft trestle table	<b>*£12.50</b>	
<b>Chair</b>		<b>*£2.50</b>	
<b>Camping*</b> *Please note we do not allow camping on the Sunday night	Friday Night	<b>*£20</b>	
	Saturday Night	<b>*£20</b>	
<b>Advertising</b> Advertising space in event programme. Please email your advert to <a href="mailto:marketing2@wealddown.co.uk">marketing2@wealddown.co.uk</a> at least 1 month before the event	Colour 1/8 page	<b>*£25</b>	
	Colour 1/4 page	<b>*£50</b>	
	Colour 1/2 page	<b>*£100</b>	
	Colour Full Page	<b>*£200</b>	
<b>*Prices will be VAT Applicable</b>	<b><u>Total</u></b>		

DEMONSTRATOR PRICES**Demonstrator Spaces:**

<b>Admin Fee</b>		<b>£30</b>	
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Please note if you wish to sell any products or items relating to your Demonstration, any trading with adhere an extra cost. Please contact [tradestands@wealddown.co.uk](mailto:tradestands@wealddown.co.uk) to discuss your requirements.

**EVENT SET UP, RESTOCKING AND BREAKDOWN INFORMATION**

If you require early set up this needs to be agreed with the Organiser as access may be limited and at the Exhibitors own risk: the Organiser will take no responsibility for any loss.

*Please note: A pitch cannot be reserved and is not booked until we accept, take payment for and confirm your booking application.*

<b>DATES</b>	<b>From</b>	<b>To</b>
<b><u>SET UP Times</u></b>		
<b>Friday 5<sup>th</sup> Oct</b>	<b>2pm</b>	<b>7pm</b> <b>(Latest entry 6pm)</b>
<b>Saturday 6<sup>th</sup> Oct</b>	<b>7:30am</b>	<b>9:45am</b>
<b>Sunday 7<sup>th</sup> Oct</b>	<b>8:00am</b>	<b>9:45am</b>
<b>EVENT DAY ONE</b>	<b>10:30am</b>	<b>5:00pm</b>
<b>EVENT DAY TWO</b>	<b>10:30am</b>	<b>5:00pm</b>
<b>BREAKDOWN</b>	<b>5:00pm</b>	<b>7pm</b> <b>(Failure to breakdown within these times will incur a charge)</b>
<b>RESTOCKING</b>	All restocking must be done within the setup times. <b>NO</b> vehicles are permitted to move onsite during the Event opening times.	

**All Exhibitors must be set up with all vehicles removed ready to trade 45 min prior to Event start.**

**EXHIBITOR LOCATIONS**

**Standard marquee spaces** - Grass standard pitches for trading one side only. Please note, corner or entrance pitches available on a first come first served basis and not guaranteed!

**Historic Buildings** - These are bookable at selected events, please refer to the Building Spaces Available document on our website. **Please do not attach or hang anything to the fabric of the Museum buildings.** You

must display boldly the name under which you are trading within your hired space, as required under the 1985 Business Names Act however large banners and 'A' boards are not accepted without prior permission.

#### **Outside on Grass**

- Pitches will be allocated on arrival
- The allocation and position of space is entirely at the Organisers discretion
- The Venue has a reputation for quality and Trader's stands should be well presented and reflect the theme of the event
- The Organiser will not take responsibility for damaged marquees
- The Organiser cannot guarantee any alternative spaces for the pitch.

#### **ADDITIONAL REQUIREMENTS**

**Tables and Chairs:** Please pre-order the correct number of tables prior to the event, as we do not guarantee extra will be available on the day. The tables are 6ft x 2ft.

**Electricity:** This can be hired at our events (see booking form.) Electrical items should be compliant with the Health & Safety at Work Act and have an up to date (PAT) Portable Appliance Test label certificate. It is not permissible to bring your own generator or other means of electrical supply. Electric heaters are not permitted.

#### **BOOKING INFORMATION TO NOTE**

Priority is given to quality handmade and local products relevant to the event. Although you may indicate a preferred location, it's not always possible and due to the nature of the Museum's usage which may be changed at short notice.

**Once your application has been accepted, you will then contacted for payment and then sent a confirmation letter and receipt invoice.** Passes, maps and wristbands will be sent out 6 weeks prior to the event.

**Exhibitor wristbands** will be issued as standard with the exhibitors confirmation pack. Wristbands are for use by one person and cannot be transferred to another person. Further wristbands for staffing purposes or to replace any lost can be purchased prior to the event at a discounted rate. (Exceptions made for some catering and demonstrator groups only at our discretion.)

**Vehicle passes** must be displayed in clearly in the windscreen area of your vehicle at all times otherwise you may not have access to the trade stand parking. Passes will be issued with wristbands six weeks prior to the event, additional passes can be requested and given at the discretion of the Organiser.

**REQUIREMENTS**

Your booking will be confirmed once we have received your forms, which should include:

- Booking Information Form including personal information and pricing (per event)
- 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 must submit their food rating at the time of booking. The museum does not accept stands with a rating of 4 or lower.

Once accepted to trade, you will then be sent a **Confirmation letter** and **invoiced in full**, for immediate payment.

The Museum reserves the right to exclude any product or stand which are not considered to be suitable.

I AGREE TO SUBMITTING ALL THE ITEMS ABOVE AND HAVE READ THE TERMS AND CONDITIONS.

Please tick box and sign below:



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

NAME (in capitals): \_\_\_\_\_