



EXHIBITOR APPLICATION FORM

Food Festival5th – 7th May 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** to trdestands@wealddown.co.uk or by post to: The Events Team, Weald & Downland Living Museum, Singleton, Chichester, West Sussex PO18 0EU.

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

EXHIBITOR AND CATERER BOOKING FORM AND PRICES

Food Festival

5th - 7th May 2018

This year's Food Festival will take place from 5th - 7th May 2018. This event typically welcomes more than 5,000 visitors over three days and is one of our most popular show. We are looking for over 100 exhibitors – ranging from caterers, local food producers and crafts – to attend this three day event.

The theme of this year's Food Festival is 'Heritage of Food'. This is in celebration of our new Bakehouse and Dairy exhibit buildings, which will open in early spring; the event will be largely incorporated into the main Museum site, with stands available around our exhibit buildings and grass areas. There will be a limited amount of shedding space within the Museum site.

There will be ticketed talks for the visiting public in the Cookery Theatre, which will include some 'high profile' chefs – these will be announced nearer the time of the event so please check our website for details! There will also be a series of free talks in our Building Crafts Gallery, which will include skills such as cider brewing and foraging techniques.

Music, entertainment and activities (such as headdress making and 'Dan the Hat' the magician) will take place around the Museum for the public to enjoy.

Thank you for taking an interest and applying to our event, we hope to see you there!



EXHIBITOR PRICES

Exhibitor spaces available:

<u>Zone</u>	<u>Stand size</u>	<u>Price</u>	<u>Please tick</u>
Traditional Marquee	Single Pitch (2.5m x 2m)	£180	
	Double Pitch (5m x 2m)	£240	
Inside Space: Shedding	Single Pitch (3m x 3m)	£200	
Inside space: Museum Building (limited spaces available)	Single Pitch (2.5m x 2m)	£180	
	Double Pitch* (5m x 2m) *subject to building	£240	
Outside Space: Market Square/ Field on Grass	Single Pitch (5m x 5m)	£180	
	Double Width Pitch (10m x 5m)	£240	
	Double Depth Pitch (5m x 10m)	£240	
	Double Pitch (10m x 10m)	£295	
Power	Single 13 amp or 16 amp socket	*£80	
	32 amp socket	*£150	
Tables	6ft x 2ft trestle table	*£12.50	
Chair	Single folding chair	*£2.50	
Camping* *Please note we do not permit camping on the Monday night	Friday night	*£20	
	Saturday night	*£20	
	Sunday night	*£20	
Advertising Advertising space in event programme. Please email your advert to marketing2@wealddown.co.uk at least 1 month before the event	Colour 1/8 page	*£25	
	Colour 1/4 page	*£50	
	Colour 1/2 page	*£100	
	Colour full page	*£200	
*Prices will be VAT Applicable	<u>Total</u>	£	

CATERER PRICES**Catering spaces available:**

<u>Zone</u>	<u>Stand size</u>	<u>Price</u>	<u>Please tick</u>
Outside Space: Market Square/ Field on Grass	Single Pitch (5m x 5m)	£320	
	Double Width Pitch (10m x 5m)	£370	
	Double Depth Pitch (5m x 10m)	£370	
	Double Pitch (10m x 10m)	£490	
Power	Single 13 amp or 16 amp socket	*£80	
	32 amp socket	*£150	
Tables	6ft x 2ft trestle table	*£12.50	
Chair		*£2.50	
Camping* *Please note we do not allow camping on the Monday night	Friday Night	*£20	
	Saturday Night	*£20	
	Sunday Night	*£20	
Advertising Advertising space in event programme. Please email your advert to marketing2@wealddown.co.uk at least 1 month before the event	Colour 1/8 page	*£25	
	Colour 1/4 page	*£50	
	Colour 1/2 page	*£100	
	Colour full page	*£200	
*Prices will be VAT Applicable	<u>Total</u>	£	

DEMONSTRATOR PRICE**Demonstrator spaces available:**

Admin Fee		£30	
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Please note if you wish to sell any products or items relating to your Demonstration, any trading will adhere an extra cost. Please contact 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.

DATES	From	To
<u>SET UP Times</u>		
Friday 4th May	2pm	7pm (Latest entry 6pm)
Saturday 5th May	7:30am	9:45am
Sunday 6th May	8:00am	9:45am
Monday 7th May	8:00am	9:45am
EVENT DAY ONE	10:30am	5:00pm
EVENT DAY TWO	10:30am	5:00pm
EVENT DAY THREE	10:30am	5:00pm
<u>BREAKDOWN</u>	5:00pm	7:00pm (Failure to breakdown within these times will incur a charge)
RESTOCKING	All restocking must be done within the setup times. NO 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 mins 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!

Marquee shedding: Open fronted tunnel-style tent at the Food & Folk Festival only, Available to local **food producers** only - no dividers between stalls.

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 is not always possible 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 be contacted for payment and 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 (see attached)
- 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 is considered unsuitable.

I AGREE TO SUBMITTING ALL THE ITEMS ABOVE AND HAVE READ THE TERMS AND CONDITIONS. PLEASE TICK BOX AND SIGN BELOW:



SIGNED: _____

NAME (in capital letters): _____