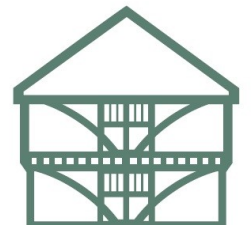


Application Form 2019 - 3 Day Event

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 or by post to: The Events Team, Weald & Downland Living Museum, Singleton, Chichester, West Sussex PO18 0EU.

Your Details

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



Application Form EXHIBITOR

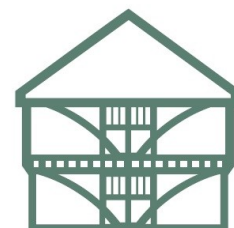
An exhibitor is classed as anyone not selling food for immediate consumption. If you are selling a mix of items with some food items for consumption on the day, you will need to apply.

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

* 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

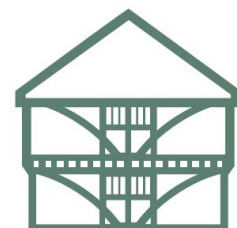
Our catering prices are outlined below. Please tick all the boxes of all the services required.

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>
Outside Space	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 + VAT	
	32 amp socket	£150 + VAT	
Tables	6ft x 2ft trestle table	£12.50 + VAT	
Chair	Single folding chair	£2.50 + VAT	
Advertising Advertising space in event programme Please email your advert to Marketing : emmakeen@wealddown.co.uk * <u>6 weeks</u> prior to the event	1/8 page (62mm x 40.25mm)	£25 + VAT	
	1/4 page (62mm x 84.5mm)	£50 + VAT	
	1/2 page (128mm x 84.5mm)	£100 + VAT	
	Full page (148mm x 210mm)	£200 + VAT	
	Additional Ads Design/alteration service	£40 + VAT	
	<u>Total</u>	£	

* 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

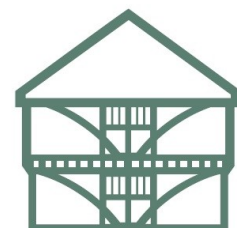
A limited number of spaces are available for charities up to 50% discount on the below prices. Any charities attending must only use the pitch for promotional purposes and the sale of items for the benefit of the charity.

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

* 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): _____

