

APPLICATION FORM - TRADE STAND

Please return your completed application form to:

Shelley Mckevitt Headcorn Special Events, Headcorn Airfield, Headcorn, Kent. TN27 9HX

Email: shelley@headcornevents.co.uk

Telephone: 08456 526 263

COMPANY INFORMATION	
Company Name:	
Product or Service:	
Website:	
Address:	
Facebook:	Twitter:

CONTACT INFORMATION	
Contact Name:	
Email:	
Telephone:	Mobile:

ARRIVAL INFORMATION	
Date you will be arriving:	
Vehicle Make & Model:	Reg No:

STAND SPACE - OUTSIDE			
All Stands are 12 metres deep and the minimum order size/frontage is 2 metres. Sold in full metres only.			
Per metre frontage (MIN 2 METRES)	£30.00 per metre		£
Location of Stand (see Site Map)			

STAND SPACE - INSIDE MARQUEE			
This is for Arts and Crafts Exhibitors Only.			
All Stands are 3 metres by 3 metres (Larger spaces can be requested). Sold in full metres only.			
Standard Stand 3 metres x 3 metres	£95.00		£
Additional metres required			

No application will be considered unless deposit, Insurance docs and Risk Assessment is received.

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ADDITIONAL CAMPING AND PASSES

All exhibitors will receive 4 weekend trader passes, plus 2 tents or 1 caravan pass for staff to camp over the weekend. Please fill in below if you require any additional passes.

Additional Caravan	£20.00		£
Additional Tent	£10.00		£
Additional Passes	£10.00		£

PROGRAMME LISTING

We shall be selling programmes as people arrive into the show ground. The programme will have lots of information on the attractions, a site map and a list of all the exhibitors.

Please confirm that you are happy for us to display your company information;
This may include – website, contact number, email, Social Media accounts.

YES NO

PAYMENT

Please note – **50% deposit** is required to confirm booking, final payment is due 1 month prior to event

TOTAL AMOUNT DUE £

Please select how you would like to pay;

- Cheque to be made payable to 'Headcorn Special Events Ltd'
- BACS to Sort: 60-60-08 A/C: 4667 6422 – use SMS then company name as reference
- Credit/Debit card payments – please call 08456 526 263

AGREEMENT

I/We confirm that I/we have read, understood and agree to abide by the rules and conditions as laid down by the Event Organiser enclosed in the Exhibitors Information Pack.

PRINT NAME

DATE

SIGNATURE

I have enclosed copies of;

- RISK ASSESSMENT PUBLIC LIABILITY INSURANCE

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RISK ASSESSMENT

EVENT The Southern Model, Arts and Crafts Show

EVENT DATE 10th and 11th September 2016

ACTIVITY	WHO IS AT RISK	POTENTIAL HAZARD	PREVENTATIVE MEASURES	RISK RATING
Eg. Unloading generator from van	Self & employees	Back injuries	Minimum 2 person lift – manual handling techniques	

COMPANY

NAME

POSITION

SIGNATURE

DATE

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SITE MAP

