

APPLICATION FORM - TRADE STAND

Southern Model Show 7/8 September 2019 Please
return your completed application form to:

Beverley Clark Headcorn Special Events, Headcorn Airfield, Headcorn, Kent. TN279HX

Email: beverley@headcornevents.co.uk Telephone: 08456 526 263

Any food or beverage enquires please email: john.wyatt@wynningsandweaver.co.uk

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; YES NO
 This may include – website, contact number, email, Social Media accounts.

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.

I agree to the terms and conditions that I and any accompanying attendees will abide by the Code of Conduct. I acknowledge that security will be provided on the Friday and Saturday evenings and am aware that any loss or damage to my equipment is the responsibility of myself as detailed in point 21.5 on the "Terms of Use" on the headcornevents.co.uk website.

PRINT NAME	DATE
SIGNATURE <input type="checkbox"/>	
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 7th & 8th September 2019

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

