



2nd & 3rd September 2023

Trade stand application form

(non food and beverage applications only)

Please complete and return your application to:

Beverley Clark, Headcorn Special Events, Headcorn Airfield, Headcorn, Kent TN27 9HX

Email: beverley@headcornevents.co.uk Mobile: 07703 125357

COMPANY & CONTACT INFORMATION

Company Name & Address	
Trader Products Description	
Website address: WWW.	Facebook:
Contact Name	
Contact email	
Mobile (REQUIRED)	Landline

COMPANY & CONTACT INFORMATION

Date you will be arriving to set up
Vehicle make & model
Vehicle Registration

OUTSIDE STAND SPACE – PLEASE SELECT ONE OF THE FOLLOWING OPTIONS

12 Metre Deep Pitch, minimum width 2 metres @ £30 per metre width

Width required (full metres only)	@ £30.00 pm	Total for pitch £
Preferred location of stand		

6 Metre Deep x 6mt Wide Pitch - (price includes 4 day/weekend passes)

All plots are 6mt wide x 6mt deep, no additional metres available, please book 2 or more modules if a wider pitch is required. For a 12 metre deep pitch – please use the section above.

6 Metre square module £85.00 Each	No. Req	Total for pitch £
Preferred location of stand		

Please note the following:

Specific location requirements will be on a first come first served basis. We do however, reserve the right to re-position your stand if necessary. You will be given advanced warning prior to set up if this is found to be necessary.

No application will be considered confirmed without a booking deposit, Risk Assessment and a copy of an up to date Public Liability Insurance Certificate which must cover the period of your booking.

Please sign to accept the conditions of this booking:

Signature

Date

APPLICATION FORM - TRADE STAND

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		£

PAYMENT
<p>Please note – 50% deposit is required to confirm booking, final payment is due 1 month prior to event</p> <p style="text-align: center;">TOTAL AMOUNT DUE £</p> <p>Please select how you would like to pay;</p> <p><input type="checkbox"/> Cheque to be made payable to 'Headcorn Special Events Ltd'</p> <p><input type="checkbox"/> BACS to Sort: 60-60-08 A/C: 4667 6422 – use SMS then company name as reference</p> <p><input type="checkbox"/> Credit/Debit card payments Please call 01622 891539 Mon-Friday 9am – 5pm – Please note, these calls will direct Through to Weald Air, if the line is unattended, please leave your name and number for a return call.</p> <p>PLEASE CONFIRM BY EMAIL THAT YOUR PAYMENT BY BACS OR CC HAS BEEN MADE to beverley@headcornevents.co.uk so that your payment can be confirmed – thank you</p>

AGREEMENT	
<p>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.</p> <p>I agree to the enclosed terms and conditions that I and any accompanying attendees will abide by the enclosed/attached 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 property and equipment is the responsibility of myself which is as detailed in point 21.5 in the 'Terms of Use' on the headcornevents.co.uk website and attached trader pack.</p>	
Please sign to accept the conditions of this booking	DATE

PLEASE REMEMBER TO INCLUDE:

RISK ASSESSMENT FORM AND COPY OF UP TO DATE CERTIFICATE OF PUBLIC LIABILITY INSURANCE CERTIFICATE