

APPLICATION FORM - TRADE STAND

Southern Model Show 9/10 September 2017
Please return your completed application form to:

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

Email: beverley@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 8th & 9th September 2017

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

