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APPLICATION FORM

SOUTHERN CO-OPERATIVE FOOD PAVILION

**ROYAL ISLE OF WIGHT COUNTY SHOW**

**Sunday 25 June 2017**

**Closing date for entries: Friday 16 June 2017**

Company / Organisation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nature of Business \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Postcode \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile No (required for event) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Food Pavilion Trade Stands (Space includes 6’ table)** | | | |
| **Early Bird Offer (until 31 March 2017)** | **Standard Rate** | **No. Required (Maximum 3)** | **Total** |
| **£65** | **£85** |  |  |
| **Electricity Required** (please add more as required) | **£40** per 16 amp (= 1 double socket) |  |  |
| **\* Wight Marque Members Food Pavilion** | | | |
| **Early Bird Offer (until 31 March 2017)** | **Standard Rate** | **No. Required (Maximum 3)** | **Total** |
| **£48.75** | **£63.75** |  |  |
| **Electricity Required** (please add more as required) | **£40** per 16 amp (= 1 double socket) |  |  |

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| --- | --- | --- | --- |
| **Advertising** | **Standard Rate** | **\*Wight Marque Members** | **Total** |
| Display one banner in the Main Ring | £50 | FREE |  |
|  | **TOTAL AMOUNT PAYABLE** | |  |

\* To find out more about the Wight Marque scheme please visit [www.wightmarque.co.uk/](http://www.wightmarque.co.uk/) or telephone 0845 226 9098.

Your checklist:

🞏 Completed General Risk Assessment. 🞏 Completed Fire Risk Assessment.

🞏 Copy of full Third Party and Public Liability Insurance (valid on the Show Date).

**I / We agree to the Terms and Conditions as set out on page 2.**

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please complete and return this form, together with the General Risk Assessment, Fire Risk Assessment and a copy of your Public Liability Insurance and payment - either by cheque payable to ‘IW County Show Ltd’ or BACS transfer to **IW County Show Limited, NatWest, Account: 47601981, Sort Code: 54-10-34** to: IW County Show, Shide Meadows Centre, Shide Road, Newport, Isle of Wight PO30 1HR, Tel 0845 226 9098, or email to [riwas@naturalenterprise.co.uk](mailto:riwas@naturalenterprise.co.uk)

Terms & Conditions for Traders & Exhibitors

Royal Isle of Wight County Show

1. The Show organisers reserve the right to accept or decline applications for Trade or Exhibition space and also determine the allocation of tent and site positions. The Chairman’s decision on all matters shall be final and binding. Bookings will not be accepted until full payment is received (no post-dated cheques please).

2. There can be no unauthorised raffles, collections, or games of chance. No flyers or advertising material to be distributed around showground or put on vehicles.

3. All Traders and Exhibitors are responsible for the security of their property at all times.

4. All Traders, Exhibitors, and their staff must be in possession of a valid entry pass for the Show.

5. No part of the stand or exhibit should extend beyond the front of the allocated area. If you bring your own tent, you should apply for enough space to accommodate this. Please keep to the marked areas allocated to you.

6. All vehicles belonging to Traders, Exhibitors, and their staff must parked in the allocated Trade Parking area adjoining the main entrance.

7. Entry to the Showground and setting up may take place from 13:00 & 17:00 hrs on Saturday 24th June and must be completed by 08:00 hrs on Sunday 25th June.

8. There will be no vehicle movement allowed on site between 08:30 and 17:00 hrs on the day of the Show.

9. Taking down may not begin before 17:00 hrs on Sunday 25th June, and must be completed by 12:00 noon on Monday, 26th June.

10. Traders and Exhibitors must at all times have due regard for public safety. All thoroughfares must be kept clear of obstructions. ALL exhibitors must comply with the relevant Health & Safety requirements. Completed general and fire risk assessment forms should be submitted with the application.

11. Traders are not permitted to use their own generators. Electricity can be requested at an additional charge. If you request electricity on the day of the show without pre-booking you will be charged £50 which will be collected by the Electrician on the day.

12. Please note that there must be NO SMOKING in any enclosure to which the public is admitted, including tents, marquees, toilets, etc. Your co-operation in this is appreciated.

13. All traders and exhibitors are required to have full third party and public liability insurance - please supply copy certificate with application.

14. Cancellations notified up to 30 days prior to the Show will be subject to a charge of 50% of the fee paid. There will be no refund for cancellations after this date. Should the Organisers cancel or curtail the Show, for reasons beyond their control, no refunds will be made.

15. Please remember that the officials are unpaid volunteers and also wish to enjoy the Show. The Committee will fully support the officials in carrying out their duties, and any person not complying with these conditions will be ordered to leave without compensation.