

HUNTON STEAM GATHERING 8th & 9th September 2018
LOCAL FOOD MARKET
EXHIBITOR BOOKING FORM

Company Name:	
Contact Name:	
Products to be exhibited:	
Contact address:	
Telephone:	
E-mail:	
Website:	

Please tick the days you would like to attend and the stand size you require within the marquee:

Date	Price per Day	Please tick below
Saturday 8 th September	£40.00 (no VAT) for a standard single size stand	
Saturday 8 th September	£70.00 (no VAT) for a double size stand	
Sunday 9 th September	£40.00 (no VAT) for a standard single size stand	
Sunday 9 th September	£70.00 (no VAT) for a double size stand	

Self-contained trailer stands may be accommodated adjacent to the marquee if too large to go inside. Please note the cost for self-contained stands is £60 per pitch per day. Please indicate the days you would like to attend:

Date	Price per Day	Please tick below
Saturday 8 th September	£60.00 (no VAT)	
Sunday 9 th September	£60.00 (no VAT)	

Do you require power (all exhibitors)?

	Yes	No
<i>Power outlet</i>		

Please outline any additional requirements below:

WE REQUIRE THAT ALL EXHIBITORS CARRY SUITABLE PUBLIC INDEMNITY INSURANCE. Please sign to confirm this below:

Signature: _____

PLEASE NOTE BOOKING FORMS CAN BE E-MAILED TO:-

suewhite45@hotmail.co.uk BUT, CHEQUES MUST BE MADE PAYABLE TO:

Hunton Steam Gathering AND THEN SENT TO:

**Sue White
3, Glebe Close
Barton
Richmond
North Yorkshire
DL10 6JZ**

**A STAND WILL NOT BE CONFIRMED AS BOOKED UNTIL PAYMENT IS
RECEIVED**

HUNTON STEAM GATHERING 8TH & 9TH SEPTEMBER 2018

LOCAL FOOD MARKET

BOOKING TERMS AND CONDITIONS

1. *Once a stand is booked the full charge is due, whether or not the booking is subsequently cancelled. Please note that no monies will be refunded if cancellation is received. Cancellation by the HSG committee due to unforeseeable circumstances will result in a refund.*
2. *A standard single size stand includes a 10ft table. There will be room behind the stand for a pop up banner. A chair will be provided with each table. Exhibitors can choose to dispense with the table and chairs if they wish to create their own stand area – please indicate on the booking form if you wish to do so. Please note that a double size stand can be accommodated (20ft) at a cost of £70.00 per day.*
3. *The stalls will be allocated on a first come first served basis so please return your application form together with payment as soon as possible to avoid disappointment. Please note that receipts, tickets and a vehicle permit will be sent together in late August and unless you hear from us prior to this date then you may assume your booking has been accepted.*
4. *Two admission tickets and one vehicle permit per stand will be issued with each application. Vehicle permits must be displayed in the vehicle windscreen. If you have additional staff or helpers who will be attending the show at any time during the day you must purchase any extra tickets required at a special discounted rate of £5.00 each.*
5. *To ensure that we have a good variety of stalls in the marque the Local Food Market Steward reserves the right to refuse an application if too many similar businesses have already been booked.*
6. *Exhibitors may only sell product types listed on their booking forms.*
7. *It is the responsibility of the exhibitors to ensure that there is no damage caused by the delivery, setting up, dismantling or removal of the stand to the venue. Any damage will be the responsibility of the stand holder and may result in a subsequent repair charge.*
8. *High risk food (e.g. meat) must be transported, stored and displayed at a temperature below 8° (ideally 1 - 5°). Such food may be displayed unrefrigerated for a one off period of no more than 4 hours. There needs to be a system in place for monitoring food past 4 hours. Cooked food must be served at a minimum of 65°C – these are legal requirements, and adherence is the exhibitors responsibility and not that of Hunton Steam Gathering.*
9. *Electrical equipment should be thoroughly safety checked before being brought on site.*
10. *The table top stands do not come “dressed”. Table cloths should be provided by the exhibitor.*
11. *Gates open to the public from 10am daily. The local food marque will close at 5pm on Saturday 8th September 2019 and 4pm on Sunday 9th September. NO VEHICLE MOVEMENTS WILL BE ALLOWED BEFORE THAT TIME.*
12. *Access to the venue can be made from 7am each morning. Stands can be set up on the Friday before the show.*
13. *All stands and other material brought to the show must be removed from the venue. Unused brochures and other collateral cannot be left at the venue for disposal. Any surplus resource left at the venue may attract a disposal charge of up to £30 plus VAT. Bins will be provided at the end of the day for your waste.*

14. *Exhibitors are responsible for any materials delivered to or made from the venue and for their materials and possessions during the show. The venue accepts no responsibility or liability in that regard.*
15. *Access to at least one 13 amp electricity socket can be arranged. Any additional power needs must be raised with the organisers well before the event to enable needs to be met.*
16. *All exhibitors must comply with their own trade/professional stands to meet the health and safety standards required by law. Hygiene, Equipment and appliance certification should be readily available for inspection.*
17. *Self-contained trailer stands may be accommodated adjacent to the Marquee if too large to go inside. The cost for these is £60.00 per pitch per day.*