

Space required inside Festival Marquee

	Price	Sub total
Standard stall - 10' x 8' - includes 3 free exhibitor passes	<input type="checkbox"/> £150 for 2 days	<input type="text"/> £

Space required using own Marquee

10' x 8' Marquee - exhibitor must bring own marquee includes 3 free exhibitor passes	<input type="checkbox"/> £150 for 2 days	<input type="text"/> £
Additional space extra foot frontage - Price per foot	<input type="checkbox"/> £20 per foot	<input type="text"/> £

Additional Facilities Required

Electricity supply -

per socket, one 13amp plug per socket; @ £40 per 13amp socket.

NB One 13amp socket is needed for every 3000 watts or part thereof.

Please list ALL electrical equipment you intend to use in these boxes, OTHERWISE WE WILL NOT BE ABLE TO CONNECT YOU.

Item	Kilowatts
	Kw
	Kw
	Kw
	Kw
	Kw
	Kw
	Kw
	Kw
	Kw

Total Kw	<input type="text"/>
13amp Sockets Needed:	<input type="text"/>
Cost - @ £40 per 13 amp:	<input type="text"/> £

	Quantity	Price each	Sub total
Table - trestle style, wooden top, no cloths	<input type="checkbox"/>	£6 for 2 days	<input type="text"/> £
Chairs	<input type="checkbox"/>	£4 for 2 days	<input type="text"/> £
Additional exhibitor passes	<input type="checkbox"/>	£5.00	<input type="text"/> £
Publicity leaflets free of charge	<input type="checkbox"/>	free	

TOTAL ex VAT:	<input type="text"/> £
VAT at 15%:	<input type="text"/> £
TOTAL inc VAT:	<input type="text"/> £

Your details

Business name:

Contact name:

Address:

Town / City:

County: Post Code:

Telephone number:

Fax Number:

Email address:

Website address: www.

Description of product I wish to sell (this is NOT optional).

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Please contact me about sponsorship opportunities

I am willing to donate ingredients for the cookery demonstrations

I wish to set up on (please tick one box only)

Friday (8pm gate locked) 11am-1pm 3pm-5pm 5pm-7pm

Saturday morning (All vehicles out of castle by 10am) 7am-8am 8am-9am

All vehicles will be allowed 30 minutes to unload and then must be moved to the Exhibitor car park

Basis of Agreement

I have read and understood the enclosed Terms and Conditions of Booking and agree to comply with them. If my application is successful, I agree that I will only sell products that are cooked and / or produced locally as I have described them on this form. I understand that prior approval of Ludlow Marches Food and Drink Festival Board is needed before changes to the products or categories of products I offer to sell can be made.

Please complete, sign and return this form together with your payment, made payable to "Spring Event", to the Operations Manager, Spring Event, Stone House, Corve Street, Ludlow, SY8 1DG. We regret we can't accept applications without full payment and a signature.

If you have previously exhibited and have been re-invited to apply for the 2010 Festival, your confirmation and VAT receipt will usually be sent within ten working days. If you are applying for the first time it may take a little longer.

Signed.....Date.....

6. Stallholders are responsible for provision of fire safety equipment on their stands.

7. Any Director of Spring Event or EHO officer may inspect a stall at any time to ensure the safe and hygienic operation of the site and compliance with the conditions of booking and product descriptions before, during and after the Festival. Any directions given must be complied with immediately.

8. Stallholders undertake to comply fully with trading standards, health and safety, environmental health and all other relevant legislation. Stallholders are asked to keep their surrounding area as clean as possible throughout the time of the festival.

9. The Spring Event is open to the public each day from 10am (subject to successful licence application), and closes at 8pm on Saturday and 5pm on Sunday. Stallholders may set up on Friday 7th May. All vehicles will be allowed 30 minutes to unload and then must be moved to the Exhibitors' car park. Please arrive in good time to be fully operational at 10am on Friday morning. No stall display is to be taken down before end of trading at 5pm on Sunday 9th May. When car passes will be given to allow entry to pack up.

10. It is a condition of the Festival's booking of the Castle that **no vehicles are to be parked in the Outer Bailey after 9am** during the Spring Event. Access for vehicles is available at set-up times and for replenishing or removing stock at the following times: after 8pm on Saturday; before 9am on Saturday and Sunday; and for taking down stalls after 5pm on Sunday. **VEHICULAR ACCESS IS NOT AVAILABLE AT ANY OTHER TIME.** There will be a shuttle on request to enable stock to be replenished at other times. Please note that the entrance to the Castle is quite narrow and low. Disabled drivers or others who, for very exceptional reasons, wish to request exemption from the no-parking rule must apply to the organisers beforehand so that a request may be made to the Castle on their behalf.

11. All electrical equipment must be certified and have a current PAT certificate. This certificate must be made available for inspection by our electrician at the Festival. A maximum of 3 kilowatts is supplied per stand except by prior arrangement.

12. Hand wash facilities are available on site to exhibitors.

13. Facilities on site will be available for disposal of rubbish.

The Castle owners have asked us to point out that even simple things like hot water can damage the grass. Please dispose of all waste and litter thoughtfully.

PLEASE NOTE:

All packaging used for serving foods **MUST** be compostable. i.e. wooden cutlery. **NO** plastic containers or utensils are to be used.

Spring Event

**Saturday 8th, Sunday 9th
May 2010**



Application form

FOR USE BY: Vendors in the Castle Gardens
LOCATION: Freestanding and in covered area in the Castle Gardens inside Ludlow Castle
Saturday 10-8 and Sunday 10-5

General terms and conditions of booking

1. Applications for bookings will be taken for the Spring Event which accord with the Ludlow Marches Food and Drink Festival mission statement. Priority will be given to exhibitors from the Marches counties (ie the counties that border England and Wales). If spaces are available after the closing date the committee will consider other applications from within a reasonable distance of Ludlow or from exhibitors offering a specialist product not represented at the festival and again within a reasonable distance from Ludlow.
2. The deadline for applications for bookings is 10th April 2010. Applications may be accepted after this date in exceptional circumstances but there is no guarantee that later bookings will be listed in the Festival publicity.
3. All applications for bookings must be accompanied by a cheque for the full payment for stall/s and equipment booked. The application form is not valid unless completed in full and signed. By signing the application form you agree to comply with these conditions. We regret refunds will not be given for bookings cancelled by exhibitors.
4. All applications for bookings will be considered by the Board of Ludlow Marches Food and Drink Festival, whose decision is final.
5. There will be overnight security on all nights when the Festival is set up. The organisers carry public liability insurance in respect of their own activities. All stallholders must have public and product liability insurance, and employers liability insurance where relevant.