|  |
| --- |
| **FOR OFFICIAL USE ONLY** |
| Date Received |  |
| Date Revised |  |
| Reviewed by (initials)  |  |
| Accepted |  |
| Declined  |  |

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 **THIS FORM MUST BE COMPLETED IN FULL FOR YOUR APPLICATION TO BE CONSIDERED**

|  |  |
| --- | --- |
| Surname |  |
| Forename(s) |  |
| Title (E.g. Mr, Mrs, Miss, Ms)  |  |
| Full Address (Including Postcode)  |  |
| Contact Number |  |
| Email Address |  |
| Date of Birth |  |
| Emergency Contact Details(Name, Relation & Number)  |  |

|  |  |
| --- | --- |
| Name of Business |  |
| Outline your products |  |
| Name of owner (If different from above) |  |
| Address of business, including postcode (If different from above) |  |
| Vehicle Registration Number |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Stall Requirements** | Price | Qty | Total Fee |
| 3M x 3M Space Only – Hot Food  | £105.00 |  |  |
| 3M x 1.2M Pre-Built Stall – Hot Food | £115.00 |  |  |
| 6.5M x 2.5M Space Only - Hot Food Van | £105.00 |  |  |
| 3M x 1.2M Pre-Built Stall – Cold Food & Drinks | £69.00 |  |  |
| 3M x 3M Space Only – Cold Food & Drinks | £59.00 |  |  |
| 3M x 1.2M Pre-Built Stall – *Alcohol to consume off site\** | £95.00 |  |  |
| 3M x 3M Space Only – *Alcohol to consume on site\** | £150.00 |  |  |
| 3M x 1.2M Pre-Built Stall – *Alcohol to consume on site\** | £160.00 |  |  |
| 3M x 3M Space Only - Products | £59.00 |  |  |
| 3M x 1.2M Pre-Built Stall – Products | £69.00 |  |  |

*\*If you are selling alcohol, CJ’s Events Warwickshire Limited will be covering the event with several TENS with Warwick District Council Licencing Team. There is* ***no requirement*** *for traders to apply for their own TENS.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Electricity Requirements** | Price | Qty | Total Fee |
| 1 x 13 amp Sockets\* | £15.00 |  |  |
| **Multi Socket extension leads are not permitted to be used as this can cause overloading and cause power to fail, not only to you but the whole site. \*1 Socket = 1 Plug.**  |
| Please provide details of all electrical items to be used (please note that equipment which does not carry a current PAT test certificate is not permitted to be used under any circumstances. A copy of certification should be available to view upon request) – |

**Documentation**

The following documentation is required as a condition of trading at our events. These will be kept on file and held in accordance to the Date Protection Act.

|  |  |
| --- | --- |
| Public Liability Insurance | Please attach copy |
| Photo Identification (E.g. Passport or Driving licence)  | Please attach copy |

*if you don’t already hold a Public Liability Insurance, we can provide insurance, contact our office for more details.*

**Local Authority Registration** (For food stalls only)

Please provide details of your Local Authority Registration below and supply a copy

|  |  |
| --- | --- |
| Name of Local Authority |  |
| Contact Name at Local Authority |  |
| Minimum Food Rating of 3 | Please attach copy |
| Food Hygiene Certificate | Please attach copy |

**Food Hygiene Certificate** (for food stalls only)

All food stalls must have appropriate registration with their local authority, please attach documentation with return where possible.

|  |  |
| --- | --- |
| Date of issue |  |
| National food hygiene rating(If certified by your council) [www.ratings.food.gov.uk](http://www.ratings.food.gov.uk)  |  |

If your application is successful ALL TRADERS will be required to complete a WDC Food Registration To Trade Form, even if you have previously completed one. We will contact you in due course to request this document.

If your application is successful, you will be sent an invoice for payment to secure your place at the 2017 Festival. This can be paid by Cash, Cheque or Card via phone or online.

Please **DO NOT** attempt to make any payments until you have received confirmation of acceptance onto the festival. Any refunds required are subject to our Terms & Conditions.

By printing your name below, you are indicating all the above is true to the best of your knowledge and agreeing to our Terms & Conditions of Application and/or our Event Regulations for the event.

I understand and accept that I may be prosecuted if any information in the application is known to be untrue or false.

**Print name:**

**Date:**

**Please return this completed form by email to the person you’d been dealing with, if this is a new enquiry please return it to** info@cjseventswarwickshire.co.uk

***Please note stalls will be accepted according to their suitability and not on a first come, first served basis, submission of your application form does not guarantee a place at the festival.***
 **Have a question about one of the events, we’d love to help you:**
Telephone: 01926 800 750 (Dial 1 in an emergency)
Email: info@cjseventswarwickshire.co.uk
Visit: [www.cjseventswarwickshire.co.uk](http://www.cjseventswarwickshire.co.uk)

CJ’s Events Warwickshire Limited, The Cow Yard, Church Farm,
Church Lane, Budbrooke, Warwick, CV35 8QL

**TERMS AND CONDITIONS OF APPLICATION**

1. **The deadline for applications is Friday 30th March 2018.** However, in exceptional circumstances, or if space is available, applications may be accepted after this date at our discretion. We reserve the right to refuse any application.
2. We regret that exhibitors are not able to specify the exact location of their stand/space; however, we will attempt to be accommodating where possible.
3. **A non-refundable 50% deposit of total booking fee is required to secure your place at the festival. This is payable upon confirmation of acceptance; an invoice will be sent to you which will include payment details and a due date (usually payable within 7 days). The remainder of the balance must be made in full by no later than Friday 27th April 2018, failure to meet these deadlines will result in the cancellation of your booking.**
4. Stallholders are responsible for provision of fire safety equipment on their stalls. CJ’s Events Warwickshire Limited reserve the right of inspection by the Fire Safety Officer of all stands and equipment.
5. Please be aware that an 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**.
6. The provision of food and drink is governed by **Food Hygiene Regulations**. It is the **exhibitor’s responsibility** to **comply with Environmental Health Organisations regulations**. For further information, contact a member of the Food and Occupational Safety & Health Team on 01926 456710 or visit - [http://warwickdc.gov.uk/WDC/Environment+and+planning/Food+safety/Food+hygiene+and+quality/](http://warwickdc.gov.uk/WDC/Environment%2Band%2Bplanning/Food%2Bsafety/Food%2Bhygiene%2Band%2Bquality/)
7. Stallholders are asked to keep their surrounding area as clean as possible throughout the festival. Stallholders are responsible for the safe and responsible disposal of any waste produced by themselves; **Under no circumstances may refuse of any kind be left on site.**
8. All electrical equipment must be listed on the booking form, certified and have a current PAT certificate. A copy of this certificate must be returned with the booking form and also be made available for inspection at any time, before during or after the Festival. **Please note that non-PAT tested equipment must not be used under any circumstances.**
9. All exhibitors must have valid public liability, product liability and employee liability insurance and a site risk assessment. Failure to produce these documents will result in immediate cancellation of their booking.
10. Exhibitors will be liable for any damage they cause, and no blame or liability will be passed on to CJ’s Events Warwickshire Limited under any circumstances.
11. Warwick Food Festival is open to the public from 10am and closes at 6pm. Stallholders may arrive on site at their allocated time slot only. Please note there is a maximum time limit of 1 hour for unloading. All vehicles must be moved to the FREE Exhibitors’ car park immediately after unloading. **No stall display is to be taken down before end of trading at 6pm, and no vehicles are permitted on site outside of their allocated times.**
12. The application form is not valid unless completed in full and signed. By signing the application form, you agree to comply with these conditions.
13. The 50% deposit payable upon booking confirmation is non-refundable.
14. We regret credits or refunds will not be given for bookings cancelled by exhibitors under any circumstances. No refunds will be given due to inclement weather or adverse conditions.