LUDLOW MARCHES FOOD & DRINK FESTIVAL

VENDOR – under 'Festival Marquee' Application Form 2019

Friday 13th, Saturday 14th & Sunday 15th September 2019 - Ludlow Castle

BUSINESS NAME	
CONTACT NAME	
TRADING ADDRESS	
TOWN / CITY	
COUNTY / POST CODE	
TELEPHONE & MOBILE	
EMAIL	
WEBSITE ADDRESS	www.

BRIEF DESCRIPTION OF PRODUCT I WISH TO SELL – THIS IS NOT OPTIONAL
YOU MUST ALSO SUPPLY PICTURES OF THE STAND & PRODUCTS TO SUPPORT THIS APPLICATION

NB The cooking of hot food is not allowed under the Festival Marquee

Please continue on a separate sheet if there is not enough space

Please complete preferred AREA	**SPACE**	**COST for 3 DAYS**	**TOTAL**
OUTER BAILEY	3m x 3m	£420	£
INNER BAILEY	3m x 3m	£420	£
INNER BAILEY - Own marquee	3m x 3m	£420	£
CASTLE GARDEN	3m x 3m	£420	£
CASTLE GARDEN- Own Marquee	3m x 3m	£420	£
ADDITIONAL ITEMS	**QUANTITY**	**COST for 3 DAYS**	
13 AMP Socket (1 socket=13amp)		@ £55 per 13amp socket	£
16 AMP Socket		@ £80	£
32 AMP Socket (limited no. available)		@ £150	£
Cabled Internet feed for card terminal		@ £35	£
TABLE – 6ft trestle, no cloth		@ £6 each	£
CHAIR – foldable type		@ £4 each	£
ADDITIONAL EXHIBITOR PASSES		@ £5 each	£
		SUB TOTAL	£
		VAT @ 20%	£
		TOTAL AMOUNT PAYABLE (incl VAT)	**£**

Number of EXHIBITOR WRISTBANDS required per day– TOTAL of 9 in all	**FRI**	**SAT**	**SUN**	**£ FREE**

ALL ELECTRICAL ITEMS YOU WISH TO USE ON YOUR STAND MUST BE LISTED BELOW

ITEM (S)	WATTAGE

Please return this form together with the 'Method of Payment/Additional Info + Signature' Form to:
info@foodfestival.co.uk, or by post
Event Manager, Ludlow Food Festival, Unit 12, The Business Quarter, Eco Park Road, Ludlow SY8 1FD

Ludlow Marches Food & Drink Festival – A company limited by guarantee, registered in England and Wales no 4230963. VAT reg no 783 6218 07.
Registered office: dhjh, 81 Teme Street, Tenbury Wells, Worcestershire WR15 8AE
Ludlow Marches Food & Drink Festival is operated on a not-for-profit basis. www.foodfestival.co.uk Tel: 01584 873957

LUDLOW FOOD FESTIVAL

LUDLOW MARCHES FOOD & DRINK FESTIVAL
VENDOR – under 'Festival Marquee'
Payment/Info Required

PAYMENT METHOD

A MINIMUM NON-REFUNDABLE DEPOSIT OF £100 IS REQUIRED UPON CONFIRMATION OF APPLICATION AND RECEIPT OF INVOICE.

No application can be processed without this. Full payment is due no later than 1st July 2019.
After this date the Event Organisers reserve the right to re-let the space.

BUSINESS NAME	
CONTACT NAME	
TELEPHONE	

CHEQUE PAYMENT:	Office Use:
I enclose a cheque for £ Please make cheques payable to: **LUDLOW MARCHES FOOD & DRINK FESTIVAL**	Received: Chq No: Banked:

BACS PAYMENT: £	Office Use:
Please DO NOT make a payment until your booking has been accepted – an invoice will be sent to you – *thank you!*	Invoiced: Invoice No: Received:

ADDITIONAL INFORMATION & DOCUMENTS REQUIRED

Name of Local Environmental Health Authority Registered to:

Copies of the following:

- **FSA Food Hygiene Rating** (if applicable)
- **Public, Product & Employee Liability Certificates, including Policy No**
- **Health & Safety / Fire (if applicable) Risk Assessment(s)**

ALLERGENS, (if applicable) **please tick the appropriate box below:**

[ ] *The products I produce for consumption to the public are **free from Allergens**, they have been tested to confirm this and I have proof of the testing together with supply chain trace of ingredients.*

[ ] *The products I produce for consumption to the public **may contain Allergens**, and I have a nominated person who will handle all food allergy queries from consumers.*

NB It is a mandatory requirement for signage and notices to be in place at the event - failure to provide this information on the day will result in your being unable to trade!

Copies of these above documents shall be submitted to the Event Organisers at the time of booking either by post or electronically by email. Your application with not be processed without these.

USEFUL WEBSITES: www.allergyuk.org, www.food.gov.uk

Alcohol Wholesale Retail Sale (AWRS) No. (If applicable)

PLEASE TICK (√) the following:

PREFERRED CONTACT VIA	Email	Post
PLEASE CONTACT ME ABOUT SPONSORSHIP OPPORTUNITIES	Yes	No
I AM WILLING TO DONATE INGREDIENTS FOR DEMONSTRATIONS	Yes	No

I have read and agree to the Terms and Conditions of Booking for the 2019 Ludlow Food Festival

SIGNED:		DATE:	
NAME IN PRINT:		POSITION:	

Please return this form together with the 'Exhibitor Application Form' to: info@foodfestival.co.uk, or by post Event Manager, Ludlow Food Festival, Unit 12, The Business Quarter, Eco Park Road, Ludlow SY8 1FD