Ludlow Food Festival
A Feast of a Festival

LUDLOW MARCHES FOOD & DRINK FESTIVAL

Vendor Application Form 2016

Friday 9th, Saturday 10th & Sunday 11th September 2016, Ludlow Castle

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

VENDOR - Inside Castle - HOT FOOD / DRINKS to be consumed on site

- *ALL applications MUST attach a **DESCRIPTION OF THE PRODUCT(S) YOU WISH TO SELL** together with a copy of the **SUGGESTED PRICED MENU** for the event – **THIS IS NOT OPTIONAL***
- *Please attach a **PICTURE OF THE COMPANY** at a similar event*
- *Please let us know where you **SOURCE YOUR INGREDIENTS** from?*
- *The Board of Directors consider ALL applications: we therefore ask you to 'bid' on the trading space with a starting bid of **£455**; simply enter the amount you feel the trading space is worth to you. Allocation is NOT just done on price BUT also on locality of ingredients, product differentiation, menu and display. We are VERY limited on space in the castle and therefore will not be able to accept all entries. All applicants will be notified by 30th April 2015.*

Allocated space for each VENDOR pitch is a maximum of 5m x 2.5m - EXTRA space will be £30 per metre

Please tick if bringing your own **MARQUEE [ ]**
Exact size: ……..

Please tick if using a **MOBILE UNIT [ ]** **NB the castle entrance is max 8'4" (W), 6'6 (H) to start of arch – 11'6" at centre!**
Exact **SIZE**, including tow bar: **……. m x ……. m**

		STARTING BID for 3 DAYS from £455	**£**
ADDITIONAL ITEMS	**QUANTITY**	**COST for 3 DAYS**	
13 AMP Socket (1 socket = 13amp)		@ £50 per 13amp socket	£
16 AMP Socket		@ £75	£
32 AMP Socket		@ £150	£
Internet feed for till/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	WATTAGE

Please return this form together with the
'Method of Payment/Additional Information Required + Signature' Form to:
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

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Exhibitor Payment/Info Required

PAYMENT METHOD

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: 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!***	

Bank: Barclays **Sort Code**: 20-53-22 **Account Number**: 00164208 **Account Name**: Ludlow Marches Food & Drink Festival Please quote your TRADING NAME as reference and advise us of payment by email	Received:

ADDITIONAL INFORMATION REQUIRED

Name of Local Environmental Health Authority Registered to:

Name of Public, Product & Employee Liability Insurer:

Policy No:

Copy of these documents to be submitted to the Event Organisers no later than one week prior to the event taking place

PLEASE TICK (√) the following:

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

I WISH TO SET UP ON:
THURSDAY 11AM – 7PM [ ]
FRIDAY MORNING 7AM – 9AM [ ] ALL VEHICLES TO BE OUT OF THE CASTLE BY 9AM

I have read and agree to the Terms and Conditions of Booking for the 2016 Ludlow Food Festival

SIGNED:		DATE:	
NAME IN PRINT:		POSITION:	

Please return this form together with the 'Exhibitor Booking Form' to:
Event Manager, Ludlow Food Festival, Unit 12, The Business Quarter, Eco Park Road, Ludlow SY8 1FD

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LUDLOW MARCHES FOOD & DRINK FESTIVAL
Vendor – Inside Castle
General Terms & Conditions 2016

2016 FESTIVAL RULES & CONDITIONS

It is understood that in signing for and purchasing exhibitor space at the Ludlow Marches Food & Drink Festival that the festival rules and conditions will be adhered to. The Ludlow Marches Food & Drink Festival is being organised by the Board of Ludlow Marches Food & Drink Festival, subsequently referred to in these terms and conditions as the Event Organisers.

EXHIBITOR APPLICATIONS

Applications for bookings will be taken for the Ludlow Food Festival in accordance with the Ludlow Marches Food & Drink Festival mission statement. All exhibitors must be within the area of the Welsh Marches (the counties that are adjacent to the border between England and Wales). The Event Organisers, whose decision is final, will consider all applications for bookings. If spaces are available after the closing date the Board will consider other applications from within a reasonable distance of the welsh border or from exhibitors offering a specialist product not represented at the festival and again within a reasonable distance from the welsh border. The deadline for application for is 1st April 2016. Applications may be accepted after this date but will not guarantee a listing in the Festival publicity. All applications for bookings must be accompanied by full payment, either by cheque or BACS details. NO application can be processed and confirmed without this. We regret refunds will not be given for bookings cancelled by exhibitors.

ALLOCATION OF EXHIBITOR SPACE

The Event Organisers will allocate exhibitor space within your chosen area of the festival. We regret that exhibitors are not able to specify the exact location of their stand. Please note that exhibitors may express a preference for the area in which they wish to exhibit; however, spaces will normally be offered on a first come first served basis and cannot be guaranteed. The Event Organisers reserve the right to change the site plan at their discretion.

SUB LETTING

The sub-letting of all or part of a stall by an Exhibitor is forbidden unless authorised by the Event Organisers in writing prior to the festival.

DESCRIPTION OF GOODS

The application form for space must contain an accurate description of goods to be exhibited or sold. Only items of this description will be allowed. All goods sold at the festival must conform to current trading standards and other legislation. All exhibitors are required to display prominently on their stand full contact details (Business name, postal address, phone number); it is also helpful to display email address and website address. The use of radio microphones, amplification devices and music devices are strictly prohibited unless written permission is given.

HEALTH & SAFETY

All exhibitors must have public, product & employee liability insurance. At all times, whilst on the site, you will ensure that your stall and surrounding area, equipment and all or any other property is in a condition that is safe for all person who may reasonably and foreseeable come into contact with it or be affected by it. The Event Organisers and the Environmental Health Officer reserve the right of inspection, before, during and after the festival.

FIRE SAFETY

Exhibitors are responsible for the provision of suitable fire safety equipment on their stalls. The Event Organisers and the Fire Safety Officer, of all stands and equipment, reserve the right of inspection.

ELECTRICAL EQUIPMENT

All electrical equipment must be certified and have a current PAT certificate and to be made available for inspection by the Event Organisers' electrician. Please note that non-PAT-tested equipment cannot be used under any circumstances. PAT testing is available on site at a cost of £15 per item.

SECURITY

Although night security will be provided by the Event Organisers, from the day prior until the morning after the event, exhibitor stall holders are responsible for the safe keeping of all goods or items on their stand. The Event Organisers will not be responsible in any way for the loss or damage to Exhibitors' property whilst it is on site.

VEHICLES

On arrival at the castle, on your selected set-up day and time, a deposit of £20 will be required to enter the castle. A maximum of one hour is allocated for unloading your vehicle. If you leave the castle within one hour your deposit will be refunded to you; after this time the deposit will be donated to our chosen charity of the year. It is a condition of the festival that no vehicles are to be parked on the site after 9am during the festival opening times. Access for vehicles is available at set-up times and for replenishing or removing stock at the following times only: after 5.45pm on Friday and 7.15pm on Saturday; before 9am on Saturday and Sunday, and for taking down stalls after 5.45pm on Sunday, once the public are clear from the site! . Vehicles should be removed to the festival's exhibitors' car park. The location of this will be provided by the Event Organisers prior to the festival. The Event Organisers reserve the right to withdraw the access at their discretion. A manual 'trolley' system will be in place to replenish stocks whilst the festival is open to the general public.

LITTER/WASTE/HOT WATER

The owners of Ludlow Castle ask that exhibitors observe their request that litter and waste be disposed of thoughtfully and that all hot water is not disposed of directly onto the ground as this will have a damaging effect on the grass. Exhibitors will be liable for any damage they may cause. Adequate facilities will be provided on the site to accommodate this.

WRISTBANDS must be worn at all times, without which NO admittance will be allowed, with NO exceptions to the rule!