



Please put N/A (not applicable) where appropriate

Event participant application form

Name of event you are applying for		Event date
Name of your organisation:		
Organisation address:		
Contact name:	Daytime telephone number:	
Contact name and number for on the day of the event if different:		
Email address:		
Website address / Facebook / Twitter:		
<p>Please itemise all stock you will be displaying and selling. Your booking will be accepted on what is listed here. You may be requested to remove anything you display at the event that is not listed on this form.</p>		
<p>If working with food please list which borough you are registered with Please give a description of the activity you will be undertaking, if you are not selling stock. Your booking will be accepted on what is written here. You may be requested to cease your activity if you undertake anything different at the event.</p>		
Please list any further details which we might need to be aware of:		
<p>Fees must be paid to secure your booking. Once your application has been approved, we will send you payment instructions. Once you have paid, fees are not refundable as we will be turning down other applications.</p>		

Checklist

This checklist will help you make sure you are sending us a complete application. If you do not send all the information we require, we will not be able to process your application and you may not be allocated a stand space at the event.

Please Tick:

I have booked enough space (standard pitch is 3m x 3m) to contain all I wish to do at the event

I have completed all the boxes on this application form

I agree to abide by the event regulations and Health and Safety Policy which will be sent to me in advance of the event and follow the instructions of the marshals on the day of the event. Those people who will work with me, or represent me, at the event will receive a copy of the above documents and will also abide accordingly.

I have enclosed a copy of my up to date public liability insurance cover to the value of £2m

I have a sponsor that requires coverage and have enclosed an application accordingly

I have enclosed a letter of authorisation from the charity organisation I will be representing

I have enclosed an up to date copy of my relevant certificates, Risk assessment, Fire Risk Assessment, Operational plan/method statements, ADIPS, PATs and licenses

I will comply with relevant acts and regulations in relation to the activities I will undertake

I have taken a copy of this application form for my records

STAND HOLDERS AGREEMENT

I have read, understood and agree to abide by the Event Regulations and the event Health and Safety Policy. Those people who will work with me, at the event will receive a copy of each and will also abide accordingly.

T&C's: You will need to provide your own stall, tables and chairs, gazebo and anything else you may need. There will be no electricity so you will need to supply your own electricity. Petrol generators are NOT permitted. You need to take your own rubbish away with you. Your pitch is not confirmed until we have approved your application and received payment. Once paid, fees are not refundable as we will be turning away other sellers or attractions. In order to assist a great turnout, you agree to help promote this event via your own customers and contacts by word of mouth, sharing social media posts and displaying posters, fliers etc. that we will supply.

On receipt of your completed form we will send you payment details, parking arrangements and set up and derig arrangements.

Please tick here if you have read and understood this application.

Signed: _____

Print name: _____

Organisation: _____

Date: _____

FOR OFFICE USE ONLY

Date received: _____

Stand numbers allocated: _____