



Application Form

E: janet2007@me.com

M: 07710 462540

W: www.fibre-east.co.uk

Fibre-East

28/29 July 2018

****Strictly No Dogs****

Please read the following **BEFORE COMPLETING YOUR APPLICATION FORM!**

- Spaces at Fibre-East are in high demand. In order to be considered for a space, you will need to be able to comply with the following:
- Complete the Application Form attached with the correct contact details **you wish us to use**, and email it back to the above address.
- Complete the accompanying Risk Assessment Form and Camping Form (if appropriate).
- Invoices are sent within two weeks of receipt of Application Forms and is confirmation of your acceptance. The Invoice is payable within 10 days from date of issue and all monies paid are non-refundable.
- A copy of your PLI for £2M **must be sent to us by 15 June 2018**. We appreciate some insurances may be due for renewal after this date and before Fibre-East - in these cases, **you must inform us** and provide a copy as soon as it becomes available.
- If we have not received your Insurance or notification of its renewal date - **you will not receive your Stallholder Pack** and we will assume you no longer wish to attend and your space will be released to the waiting list and **all monies paid forfeited**.

Reminder emails will no longer be sent.

Key points on this sheet:

Application Form: Ensure the contact details you wish us to use for post and emails is on the form.

Invoices: Are issued within two weeks of receipt and approval of Application. Payment is then due 10 days from date of Invoice.

Insurance: A valid copy of PLI for £2M is required by 15 June 2018 - if after this date, we must be informed of the renewal date and **you must ensure we have a copy** on our files before the Event dates. **No reminder emails will be sent.**

Stallholder Packs: Will **NOT** be sent out if we do not have a copy of your insurance or notification of a renewal date. **No reminder emails will be sent.** You cannot attend Fibre-East unless we have your insurance on file and all monies paid will be forfeited.



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Part 1 = Application Form

Company Name:	
Contact Name:	
Address:	Email:
	Website:
	Landline:
	Mobile:
Description of Products: This information is used	



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Part II – Booking Form

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All spaces are allocated at the discretion of the Organisers.

Acceptance: Invoices are sent within 14 days of receipt and approval of an Application and is your confirmation of acceptance.

Payment: Required by Bank Transfer (details on the invoice) **10 days** from date of date of invoice.

Insurance: A valid copy of your PLI for £2M (minimum) is required by **15 June 2018**. No reminders will be sent.

Wristbands: If you require more wristbands than are sent in your pack, these can be purchased and you should indicate how many more you require on the form above. Price per person for one day is £7 and £14 per person for the weekend.

Wristbands are issued according to space size: A guide is as follows;

5 sq mtr = 2 : 8, 10 and 12 sq mtr = 3 : 20 sq mtr and above = 4

Spaces are guaranteed on receipt of full, non-refundable payment

By submitting an Application Form, you are agreeing to our Terms and Conditions

Company Name:				
Actual Size	Approx. Measurements	Price Each	No.	Total Price
5 sq mtrs	2.5m (wide) x 2m (deep)	£120		
8 sq mtrs	4m (wide) x 2m (deep)	£193		Sold Out
10 sq mtrs	5m (wide) x 2m (deep)	£240		
12 sq mtrs	4m (wide) x 3m (deep) Herdwick only	£289		Sold out
20 sq mtrs	5m x 4m	£396		Sold Out
15 Sq mtrs	5m (wide) x 3m (deep) 1 only Herdwick	£360		Sold out
Tables	Approx 6' long x 2'6" deep	£10		
Wristbands – one day	If you require more than we provide in the Pack. One Additional Wristband @ £7 each	£7		
Wristbands – Weekend	@ £14 each per person	£14		
Grand Total				



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Part III – Risk Assessment

****Strictly No Dogs****

Company Name:	
Contact Name:	
Contact No.'s	Mobile: Landline:

	Yes	No
Do your products, or any part of them, represent a danger to the public?		
If 'yes', please give details here with precautions to be taken		
Are your products damaging to health in any way (i.e. possible skin irritation from dyes etc, sharp pointed objects etc)?		
If 'yes', please give details here with precautions to be taken		
Does your stand/activity represent any harm to the public?		
If 'yes', please give details here with precautions to be taken:		
Please list any other product/activity or potential danger represented by your stand and state what measures you will undertake to limit risk:		

I/We have assessed our stand/activity/products and I/We have covered and addressed any potential risk to the general public.

Signed..... **Position in Company**.....



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Camping Request

****Strictly No Dogs****

There is no charge for camping

Camping is basic as there are no facilities at the school. However, the Sports Pavilion will remain open 24 hours giving access to toilets and showers. This is for the sole use of exhibitors and volunteers camping. Please treat it with respect and be mindful of other users. There is a tap at the side of this building where water containers can be refilled.

Camping Passes will be sent out with the Stallholder Packs 4 weeks before the Event.

No additional passes will be issued once the Stallholder packs have been sent out.

Anyone without a pass will not be able to stay overnight.

Company:	
Contact Name:	
Email:	
Mobile:	

Camping Request

Campervan	Caravan	Tent
Names of those camping		

Please leave the site clean and tidy