



LUDLOW SPRING FESTIVAL

'Street' Vendor Application Form 2019

Saturday 11th & Sunday 12th May 2019 - Ludlow Castle

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

'Street' style Vendor - 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 £300 for the two days**, 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 so give us as MUCH information as possible to work from.
- We are VERY limited on space in the castle and therefore will not be able to accept all entries. The **deadline for applications is 28th February 2019** - all applicants will be notified by mid March 2019.

Allocated space for each VENDOR pitch is a maximum of 5m x 2.5m – EXTRA space, price on application

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 2 DAYS from £300			£
ADDITIONAL ITEMS	QUANTITY	COST for 2 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 - 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 6 in all	SAT	SUN	£ FREE
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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 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



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'Street' Vendor Payment/Info Form

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 APRIL 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 SPRING FESTIVAL	Received: Chq No: Banked:

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

ADDITIONAL INFORMATION & DOCUMENTS REQUIRED

Name of Local Environmental Health Authority Registered to:

Copies of the following:

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

ALLERGENS, 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 will 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 Spring Festival

SIGNED:		DATE:	
NAME IN PRINT:		POSITION:	

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