

SUFFOLK SHOW CATERING STANDS 2017

Wednesday 31 May & Thursday 1 June

WAITING LIST APPLICATION FORM

Please note that we cannot guarantee sites to all the catering units who apply and sites are often not allocated until February. All applications will be considered, further information will only be sent to those who have been successful. If your application is unsuccessful, and unless otherwise instructed, we will keep you on our waiting list.

Your unit/s will be charged on a commission rate of net takings of 23% for catering units, confectionary at 25% & 17.5% for alcohol units. A deposit will be required and will be confirmed when accepted. The final income for your unit will need to be confirmed 1 week following the show and your final payment for your stand will be due within 2 weeks following the show. A VAT receipt will be issued on receipt of payments.

CONTACT DETAILS

Name:		Telephone:	
Company:		Email:	
Address:		Website:	
		On Show Days	
		Contact name:	
		Contact Number:	

STAND DETAILS

Please indicate below the space and area you require:

SIZE	x metres	Estimated cost of stand*	£
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Please indicate which areas you will consider at the show if they become available:

STAND (See Brochure)	Please tick	Comments
Outside the Food Hall		
Around the Grand Ring		
Beside the Bucklesham Ring		
Adnams Beach Eats		
Eat Street		
Red Poll		
Waddlegoose area		
Farm Discovery Zone		
Corner site @ additional £89.00		

OPTIONAL EXTRAS	Price ex VAT	Please tick
Water Stand pipe	£84.00	
Water connection to sink	£105.00	
Electric Single phase		
Electric 5kw	£187.00	
Electric 5kw + lead	£200.00	
Electric 8kw	£195.00	
Electric 15kw	£257.00	
Limited 3amp Ring main**	£70.00	
5kw service area Food hall only	£130.00	
Electric Three phase		
Electric 15kw	£257.00	
Electric 45kw quote	TBC	

TICKET EXTRAS	Price ex VAT	No required
Set up/break down pass	£0.00	
Exhibitor - 2 day pass	£26.67	
Adult - 1 day pass	£18.33	
Senior Citizen - 1 day	£15.83	
Membership - 2 day pass	£50.00	
VP membership	£112.50	
Exhibitor Car Pass - 2 day	£5.00	
Car pass - 1 day	£3.33	
Caravan Pass	£42.50	
Show day Trade pass***	£16.66	
Enhanced Wi Fi	£29.16	
Limited Wi Fi	£0.00	

All prices need VAT added

**restricted to Foodhall, Equine Shedding and Rural Skills only. NOT OTHER CATERING AREAS.

*** entry restrictions apply

Sub Total of above

£

Vat to be added on invoice

STAND ACTIVITIES

Food and Drink	Consumable food		Details
	Drinks		
	Hospitality refreshments		
	Free samples		
	Selling food to take home		

Alcohol	Selling alcohol	
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Note a TENS is required from Suffolk Coastal District Council

Products	Vegetarian options	
	Vegan options	
	Gluten free options	

Entertainment	Using audio or music equipment	
	Live band or music	
	Bringing own seating	

STAND BUILDER/MARQUEE CONTRACTOR		Mobile tell:
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All Catering applications must be sent with a photo and description of your products, a risk assessment, and all related H&S documents. Alcohol sales must apply for a TEN licence and may also be required for other entertainment - please discuss with Suffolk Coastal District Council.

Please note:

SHOW PROGRAMME

Please tick if you are happy for these details to go to relevant third parties (e.g. media, contractors etc.)

Contact info (if different from overleaf):	Catalogue description (no more than 30 words)

The deadline is 28 February 2017; if late, incomplete or illegible entries will be excluded and we reserve the right to edit your entry

OTHER PAPERWORK

Risk Assessment	Enclosed		To follow
Public liability	Enclosed		To follow
Trailer H&S certificate	Enclosed		To follow
Personnel certificates	Enclosed		To follow
Current Corgi Gas Certificate	Enclosed		To follow
Photo of stand	Enclosed		To follow
Leaflet or brochure	Enclosed		To follow
Water	To be booked		Not required
Electric	To be booked		Not required
Wi Fi	To be booked		Not required

I understand I am being placed on a waiting list and there is no guarantee space will be offered. If my booking is accepted, I confirm I have read and accept the conditions as outlined in the By-laws of the Association.

Name:	Position:	Signature:	Date:
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Please return all paperwork to :

Paula Slater, Suffolk Show, Trinity Park, Felixstowe Road, Ipswich, Suffolk IP3 8UH

Email: Paula.slater@suffolkshow.co.uk

Please complete both sides (Do not send payment at this stage; you will be invoiced if you are accepted).

DATE RECEIVED:	ACKNOWLEDGED:
ACCEPTED:	DATE: