



TRADE STAND APPLICATION FORM

All sections of the application form must be completed for your application to be accepted

Company Name:
Contact Name:
Position in Company
Email address:
Telephone:
Mobile:
Address:
Postcode:
Website:
Brief description of your exhibit:
I will be demonstrating: Yes/ No Exhibitors who diversify from their product description may be asked to leave the show

<u>Agreement:</u> In submitting this application I/ we agree to comply with the terms and conditions of entry into the Southport Flower Show. Full details available at www.southportflowershow.co.uk	
Signed:	Date:
SFS USE ONLY Date Application Received:	

Preferred Trade Stand Position	Alternative 1	Alternative 2	Please tick this box if you would like your stand to be judged

Open Trade Stands

Size	Price	VAT @ standard rate of 20%	Quantity	Total	25% Deposit
3m x 3m	£400.00	£80.00			
6m x 3m	£756.00	£151.20			
6m x 6m	£1512.00	£302.40			
9m x 3m	£1134.00	£226.80			
9m x 6m	£2268.00	£453.60			

Covered Trade Stands (stands E1 – E54 are all covered stands. If you require a covered stand in a different area please contact the Southport Flower Show office)

Size	Price	VAT @ standard rate of 20%	Quantity	Total	25% Deposit
3m x 3m	£756.00	£151.20			
6m x 3m	£1512.00	£302.40			
6m x 6m	£3024.00	£604.80			

Horticultural Display Stands (to check if you are eligible please refer to in the Supplementary Trade Stand Information document)

Size	Price	VAT @ standard rate of 20%	Quantity	Total	25% Deposit
6m x 6m	£870.00	£174.00			
9m x 6m	£1305.00	£261.00			
12m x 6m	£1740.00	£348.00			

If you can't find a stand listed above to suit your requirements please calculate your preferred stand size below. Stand frontages are available in multiples of 3m, for example 3m, 6m, 9m, 12m, 15m and so on

Bespoke Stands

Bespoke Stand Size	Price Open Space £42 m/2 Covered Space £84 m/2	Quantity	VAT @ standard rate of 20%	Total	25% Deposit

Additional Optional Requirements

Flooring, carpets and lining are only available with covered stands

Size of Marquee	Flooring	Carpet	Lining (available upon request)	Subtotal	VAT @ standard rate of 20%	Total
3m x 3m	£42.65	£42.65				
6m x 3m	£79.83	£79.83				
6m x 6m	£114.49	£159.73				
Water Stand Pipe @ £100.00						

Additional Passes Order Form

Type of Pass	Price (includes VAT @ 20%)	Quantity	Sub Total
Build Up & Breakdown Pass	6.00		
Car Park Pass	15.00		
Exhibitor's Pass	18.00		
Campsite Pass	TBC		
Recorded Delivery of passes	9.60		
		Total	£

Summary of Payment

Total Cost of Trade Stand (incl. VAT)	
Trade Stand Deposit	
Additional Requirements (marquee flooring, water, etc)	
Additional Passes	
Payment Enclosed (trade stand deposit PLUS additional requirements PLUS additional passes if applicable)	SFS USE ONLY: Type of Payment
	Date Payment Received
Outstanding Balance Due 1st May 2017 (Total cost of trade stand LESS trade stand deposit)	

Payment

A 25% deposit must accompany your application form. The balance of ALL trade stands must be paid by 1st May 2017. **Bookings made on or after 1st May must be paid for in full at the time of booking.**

PLEASE NOTE THAT TRADE STAND BOOKINGS WILL CLOSE ON FRIDAY 28TH JULY 2017 APPLICATIONS FOR TRADE STANDS AFTER THIS DATE WILL NOT BE ACCEPTED

Payment method – please tick your chosen method of payment

By cheque: please make cheques payable to **Victoria Park Management Company (Southport) Limited:**

By BACS: Account number: 11189068 Sort code: 16-32-10

By credit card: or debit card:

Card number:

Expiry date:

Issue number: (switch only)

Valid from:

3 Digit security code:

Please note that there is a 2% surcharge for paying by credit card.

Cancellation of booking

Once you have booked if you are unable to exhibit for any reason please contact the Flower Show office as soon as possible. In all cases 10% of the trade stand cost will be retained to cover administration expenses. Deposits are non-refundable after 1st April.

If you have paid in full and cancel before the 1st June 75% of your trade stand cost will be refunded.

If you cancel on or after 1st June 50% of your trade stand cost will be refunded

If you cancel on or after 1st July **no refund** of your trade stand cost will be made

Before returning your application, please check that you have completed the following: -

- Trade exhibitor contact details - page 1
- Position, type and size of stand - page 2
- Additional marquee requirements or dedicated water supply, additional passes & payment summary - page 3
- Selected payment method - page 4
- Show publicity and web site information form – page 5
- A photograph of your stand if you have not exhibited with us before
- A copy of your public liability insurance

Please return all of the above to: -

Joanne Taylor
Southport Flower Show
Victoria Park
Esplanade
Southport
PR8 1RX

Or by email to: joanne@southportflowershow.co.uk. For further information please visit our website www.southportflowershow.co.uk or telephone 01704 547147.

Victoria Park Management Company (Southport) Limited is the trading element of the Southport Flower Show Charity. Registered Company No.03016129.

Southport Flower Show is a registered charity; its main fund raising event is the annual show



Greenbank High School

Company Name:
Contact Name:
Email address:
Telephone:
Mobile:
Address: (if different to details already supplied)
Postcode:
Area you are exhibiting/trading e.g GFM, Trade Stand, Food etc:
Arrival date (available from Sunday 14 th): Approximate arrival time:
Departure date (available until Monday 22 nd): Approximate departure time:
Number of campsite passes required (1 per pitch):
Type of pitch required (tent, caravan, motorhome):
Signed: _____ Date: _____

PLEASE BE AWARE IF YOU DO NOT HAVE A PASS YOU WILL NOT BE ALLOWED ON TO THE CAMPSITE

Please ensure that your payment of £60.00 per pitch (includes VAT @ 20%) is enclosed. Cheques should be made payable to Victoria Park Management Company (Southport) Ltd.