



17th – 20th August 2017

Food Trade Stand Application Form

(All food & drink sold must be packaged for consumption off site ONLY. For confectionary please complete the Confectionary 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

Agreement: 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

2016 trade exhibitors wishing to retain the same stand in 2017 please return your completed application form and deposit no later than 9th December.

Food Marquee

Size	Price	VAT @ standard rate of 20%	Quantity	Total	25% Deposit
3m x 3m	£603.00	£120.60			
6m x 3m	£1206.00	£241.20			

Open Trade Stand

Size	Price	VAT @ standard rate of 20%	Quantity	Total	25% Deposit
2m x 2m (stands B16 – B24) available to book singularly by independent Artisan Producers ONLY	£300.00	£60.00			
3m x 3m	£400.00	£80.00			
6m x 3m	£756.00	£151.20			
6m x 4m	£1008.00	£201.60			
6m x 5m	£1260.00	£252.00			
6m x 6m	£1512.00	£302.40			

Covered Trade Stand

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			

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				

Food Village Parking

Priority parking behind the Food Marquee will be given to those Exhibitors **whose products necessitate refrigeration and who have paid for an electrical supply with the electrical contractors.** Spaces are limited to one space per stand and spaces will be allocated on a first come first served basis. Depending on availability, Exhibitors whose products do not require refrigeration may be permitted to book space on a first come first served basis.

Price (includes VAT @ 20%)	Please tick if required
£24.00	

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, 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**

Show Publicity and Web Site Information

We appreciate that the contact details you supplied us with on page 1 may differ from those you wish to appear on the website and on any show documentation.

Please complete the following to ensure that we print the correct contact details. For those exhibitors who have applied for a covered trade stand the company name that you supply us with below will appear on the sign board above your stand.

Company Name:

Telephone Number (preferably a landline):

Email:

Website:

Twitter: @

Facebook: facebook.com/

Description (no more than 100 characters, to include spaces and punctuation – please use the boxes provided). Southport Flower Show reserves the right to abbreviate your description if in excess of 100 characters.

Please note that your description should be a true indication of the products that you are selling. Exhibitors who diversify from their product description may be asked to leave the show.

Please circle which category best suits your exhibit from one of the following:

Accessories & Jewellery, Art, Clothing & Footwear, Confectionary, Energy, Food & Drink, Garden Buildings & Furniture, Garden Equipment & Supplies, Health, Holidays & Hobbies, Home Improvements, Home & Lifestyle, Media, Motoring, Organisations, Plants, Trees, Bulbs & Shrubs.

The deadline for content is 16th June 2017. Bookings received after this date will be included on the website only. **Trade stand applications will not be accepted if this form is not completed.**



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.