

Office Use Only

Date rcvd	
Tender	
PLI	
Risk Ass	
Food Hyg	
Inv No	
Paid	

181st HADLEIGH SHOW

at HOLBECK PARK, HADLEIGH, IP7 5PE

SATURDAY 21st MAY 2022

By kind permission of Mrs E Holden



TENDER APPLICATION FOR CATERING TRADE STAND SPACE

Please complete all sections applicable in BLOCK CAPITALS and retain a copy for your records:

Exhibiting Company / Stand Name	
Registered Local Authority	
Contact Name	
Address*	
Post Code	
Main & Mobile Telephone	
Email Address	
Web Site*	www.

*Please note: We will publish your website details in the Show Catalogue (or address if no website shown). Please tick here if you do not wish these to be shown. ☐

Brief Description of what you offer

With this form please attach the following:

- Photo of unit
- Hygiene Certificates
- Public Liability Insurance Certificate
- Risk Assessment & Fire Equipment
- Gas/Electrical Certificates (where applicable)

1 - ONE showground Vehicle Pass and THREE personnel passes will be issued to each trade stand exhibitor

2 - NO parking is available on the Showground AFTER 8.30am on Show Day (unless within your stand)

3 - WI-FI –access to Wi-Fi will be available in 2022 on a first come, first served basis. Please complete the application form if required.

Secretary – Mrs Tory Lugsden, HFAA, PO Box 388, Eye, IP23 9AQ

Telephone: 07584 568055

Email: secretary@hadleighshow.co.uk

www.hadleighshow.co.uk

Follow us on [twitter](https://twitter.com/hadleighshow) @hadleighshow [f](https://www.facebook.com/hadleighshow) The Hadleigh Show

Registered Office: Arcade Chambers, 2-6 Arcade Street, Ipswich, IP1 1EL. Company No: 1955491. Charity No: 293326. VAT No: 259 5170 81

Catering Stands Stands are between 5 and 10 metres deep. Minimum 3 metres frontage. Your selected frontage size MUST accommodate your WHOLE stand, <u>including Tow Bars, Guy Ropes etc..</u> Electricity is available on SOME parts of the showground – if required – please include the cost in your application.				
Size of pitch required metres frontage bymetres deep				
YOUR TENDER BID (£) EXCLUDING VAT & ELECTRICITY +VAT				
Extras – please state quantity required				Ex VAT
13 amp sockets: Please state total load required in watts* (see letter for details)	No:	@ £55 each		=£
	Total wattage required:			
Wi-Fi: Individual codes available on show day	@ £30 per stand	Number of devices to be used:		=£
Catalogue Ad (Colour)	Full Page = £100	Half Page = £60		=£
Additional Passes:	No:	@ £14.40 (price exc VAT)		=£
	TOTAL EXTRAS			=£
	TENDER BID (as above)			=£
	SUB TOTAL			=£
	VAT @ 20%			
	GRAND TOTAL INC VAT (to be invoiced)			

Please return your completed form to;

Catering Trade Stand Applications, HFAA, PO Box 388, Eye, IP23 9AQ by 25th JANUARY 2022.

Applications will not be considered unless all documents are provided. Confirmation of acceptance will be by email together with an invoice requiring 50% deposit by the 1st March 2022 and balance due by the 1st May 2022.



Colour advertising in the Show Catalogue is available (price in tables). Copy and/or artwork should be sent directly to Keith Avis Printers, 68 High Street, Hadleigh, Suffolk IP7 5EF, telephone (01473) 823131, email kelvin@keithavis.co.uk by the **1st April 2022** (printer's charges for author's corrections etc. will be reclaimed).

PLEASE NOTE – *The Hadleigh Show requires Catering trade stands to submit a tender bid. In order to present a balanced display of trade stands, the Show Committee will wait until all application forms have been returned before deciding whom to accept and where to place the applicant. Confirmation of acceptance will be by email together with an invoice requiring a 50% deposit by **the 1st March 2022** and balance **due by the 1st May 2022**.*

Applicants are reminded that:

- 1- Hadleigh Farmers' Agricultural Association (HFAA) cannot accept liability for any loss or damage to your property at the Show nor for injury caused to any member of your organisation.
- 2- You must make arrangements to be suitably covered by your insurance.
- 3- HFAA insist that you also have adequate public liability insurance and that you enclose a Risk Assessment (example form enclosed for your convenience if required). Your stand must comply with latest requirements of DEFRA, Health & Safety Executive and Local Authorities.
- 4- If a trade stand or stall holder cancels before the show refunds will only be given if the space can be re-sold.
- 5- The HFAA is committed to protecting your personal data and processing it only in accordance with legal requirements. For more details you should request a copy of our GDPR policy. We will process your personal data as it is necessary for The Hadleigh Show.

I/we confirm that we have read, understood & will abide by the enclosed **Show Rules and Regulations** (tick box) ☐

I/we enclose a completed **Risk Assessment** (tick box) ☐

I/we enclose a copy of a valid **Public Liability Insurance Certificate** for the show period (tick box) ☐

I/we enclose a **Food Hygiene Certificate** (tick box) ☐

Signed: _____ Date: _____