

Office Use Only

Date rcvd	
Tender	
PLI	
Risk Ass	
Food Hyg	
Inv No	
Paid	

185th HADLEIGH SHOW

at HOLBECKS PARK, HADLEIGH, IP7 5PE

SATURDAY 18th MAY 2024

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*	

*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)

PASS ALLOCATION:-

ONE showground Vehicle Pass and THREE personnel bands will be issued to each trade stand exhibitor, for stands over 10m you will receive TWO showground vehicle passes and FIVE personnel bands.

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

NO generators are permitted on the showground

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 either 5m or 10 metres deep

Your selected frontage size MUST accommodate your WHOLE stand, including Tow Bars, Guy Ropes etc

Pitch Type (tick)	Hot Food		Drinks & Light Snacks	
Size of pitch required (minimum 3m) - _____ metres frontage by 5m* or 10m* metres deep (*delete as required)				
YOUR TENDER BID (£) EXCLUDING VAT & ELECTRICITY (please note minimum tender £300 for hot food, £150 drinks and light snacks)				
..... +VAT				
Extras – please state quantity required				Ex VAT
13 amp sockets:	No:	@ £50 each (for stands under 10m) @ £100 each (for stands over 10m)		=£
	Total wattage required Please state total load required in watts* (see letter for details)			
Wi-Fi: Individual codes available on show day	@ £40 per stand	Number of devices to be used:		=£
Catalogue Ad (Colour)	Full Page = £120	Half Page = £70		=£
Additional Passes:	No:	@ £14.40 (price exc VAT)		=£
Additional Show Vehicle Passes:	No:	@ £8.33		=£
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 26th JANUARY 2024.

Applications will not be considered unless all documents are provided. Confirmation of acceptance will be by email together with an invoice.



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 2024** (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.*

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: _____