

MARGATE'S BIG EVENT

Saturday 18 and Sunday 19 June 2011



Commercial Exhibitors application form

Please complete this form and return it as soon as possible with your payment, copy of public liability insurance, risk assessment, and where appropriate, food hygiene certificate. Please note: Stand space will be allocated on a first come first served basis. Remember to include a photograph of your stand.

1. COMPANY/BUSINESS INFORMATION (BLOCK CAPITALS PLEASE)	
EXHIBITOR'S TRADING NAME:	
CONTACT NAME:	
ADDRESS:	
POSTCODE:	
TELEPHONE NO: MOBILE NUMBER;	
FAX NO:	
E-MAIL:	
WEBSITE:	
2. PRODUCT INFORMATION	
Please supply a description of your products and a diagram below of your stand layout with measurements. <u>A photograph of your trade stand</u> is also required. Your product description may be used in advertising.	
3. STAND SPACE* INFORMATION	
N.B. A STANDARD EXHIBITION SPACE IS 3 METRES X 3 METRES (9 SQUARE METRES) Please feel free to call us for a quotation if you require additional space on 01843 577167 or 577638. N.B. Payment may be made with most major credit and debit cards over the telephone.	
a) STANDARD UNCOVERED SPACE @ £350 per weekend (VAT is not payable on this site)	

4. STAND PAYMENT	
Full payment should be made at time of booking. ALL APPLICATIONS ARE SUBJECT TO SPACE AVAILABILITY AND ARE ACCEPTED AT THE ORGANISER'S DISCRETION. Cheques should be made payable to: THANET DISTRICT COUNCIL	
How are you making your stand payment? (Please circle as appropriate)	Card payment over the phone for the amount of: £
	By cheque which is enclosed in the amount of: £
5. MARKETING	
The following will be available for exhibitors to distribute to customers or use in their own promotion. Please indicate if you would like to receive any of the promotional material. (Circle as appropriate)	
Posters	Leaflets
6. HOW DID YOU HEAR ABOUT MARGATE'S BIG EVENT?	
7. IMPORTANT DOCUMENTS	
The following documents must be enclosed with your completed application form. Failure to do so will delay your application being processed.	
INSURANCE	
I/we enclose a copy of the £5 million public liability insurance cover	
RISK ASSESSMENT	
I/we enclose a copy of our risk assessment as requested	
FOOD HYGIENE CERTIFICATE	
I/we enclose a copy of our food hygiene certificate as requested and our registration details	
8. DECLARATION	
I/We hereby submit my/our application to exhibit at MARGATE'S BIG EVENT 2011. I/We have read and understood the information, terms & conditions of MARGATE'S BIG EVENT 20101 and agree to abide by the same.	
Signed:	Date:

Please return your completed application form and payment to:

MARGATE'S BIG EVENT
 Thanet District Council
 PO BOX 9
 Cecil Street
 Margate, Kent CT9 1XZ
 Telephone: 01843 577167 or 577638

Email: events@thanet.gov.uk