



COUNTRYSIDE DAY – SATURDAY 12TH MAY 2018
HAMPSHIRE FARE EXHIBITOR BOOKING FORM

1. Contact Details

Company Name	
Trading Name	
Contact Name	
Company Address	
Email Address	
Website Address	
Telephone Number	
Mobile Number	
Please briefly describe your product for use in the Programme	

2. Stand Booking

Caterers Rates		
Stand-alone food outlets selling food/drink*	<input type="checkbox"/> 6m frontage x 4m depth £270	£
Exhibitor (selling food related products only)*	<input type="checkbox"/> 3x3m £65	£
Must bring own marquee/gazebo and all furniture		
Exhibitor Passes	2 included per pitch	
Additional Passes	<input type="checkbox"/> Additional passes @ £6.00 each	£
Vehicle Pass	1 included per pitch (<i>please note NO vehicles will be allowed onto campus after 9.00am</i>)	Free of charge
Additional Pass	<input type="checkbox"/> Additional passes	Free of charge
Total Cost (all prices include VAT)		£

3. Payment Options

We are paying by:

☐ BACS

☐ Card

☐ Cheque

a) **BACS Transfer:**

Please transfer payment into the following account:

Nat West Sparsholt College Hampshire

Sort code: 55-81-26

Account No: 75061449

All transactions must include the reference CSD2018/your trading or company name

b) **By Debit/Credit card** – please phone 01962 797292 to make a payment.

c) **By Cheque:**

Please make cheques payable to 'Sparsholt College Hampshire'

4. Insurance

All exhibitors must carry Public Liability Insurance (and Employer/Product Liability if appropriate) to cover the event date. Please enclose a copy of your current Public Liability certificate with this booking form.

Please tick to confirm that a copy is enclosed

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5. Food Hygiene Certificate

Please enclose a copy of your food hygiene certificate for those attending with this booking form.

Please tick to confirm that a copy is enclosed

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6. Risk Assessment

Please outline all possible risks such as contamination, setting up procedures or hazardous stand displays.

Please tick to confirm that the risk assessment below or on a separate sheet is complete

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Risk Assessment prepared by

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Assessing the risk – identify the hazards of your stand / activity e.g. lifting and handling stock	Risk Rating: High / Medium / Low	Reducing the risk – identify control measures e.g. stock only to be moved by staff who have completed a manual handling course	Outcome: High / Medium / Low

Signed Name Date

Booking forms will **NOT** be accepted unless signed, Insurance Certificates, Food Hygiene Certificates, Risk Assessment received and Health and Safety Questionnaire completed. An email will be sent as acknowledgement of your booking and appropriate documentation received.

Please return this form with appropriate payment and documents by return either electronically to caroline.eade@sparsholt.ac.uk or Caroline Eade, Marketing and Events Co-ordinator, Sparsholt College, Westley Lane, Sparsholt, Winchester, Hampshire SO21 2NF.

DEADLINE FOR RETURN: WEDNESDAY 31ST JANUARY 2018