



E: femarketplace@gmail.com

W: [www.fibre-east.co.uk](http://www.fibre-east.co.uk)

M: 07710 462540

## **PLEASE READ THIS CAREFULLY BEFORE COMPLETING YOUR APPLICATION FORM**

Stalls at Fibre East are in high demand. In order to be considered for a space you will need to:

- Complete the application form attached fully, including the risk assessment form and return by email wherever possible.
- If you would like to be in a specific area or have any special requirements. **PLEASE STATE THESE CLEARLY** on the application form. We cannot guarantee we will be able to honour them all but we will do our best.
- Please indicate if you would like a camping space – we cannot guarantee these nearer the event.
- Please note that we must receive a copy of your insurance/public liability certificate by the 30<sup>th</sup> June. If your date is after the 30<sup>th</sup> June and before the date of the event. YOU MUST let us know. If we have not had your certificate or notification by the end of June. We will assume you no longer want your space and reserve the right to offer it to someone on the waiting list. Payment is non-refundable.
- Please be aware that by completing and returning an application form, you are agreeing to our Terms & Conditions (which include the above) - Please read these carefully!



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**Fibre-East**  
**29-30 July 2017**

Redborne School and Community College  
Amphill, Bedford MK45 2NU

In order for your Application to be considered, you will need to return the following:

Part I and II: Application Form  
Part III: Risk Assessment

Camping Request Form (if applicable)

**30 June 2017** – PLI for £2M due by this date. If your renewal is due after 30 June 2017, please let us know and we will mark our files accordingly. **It is your responsibility to make sure we have a copy on our files by the due date.**

**Tables:** Please make sure you have filled in the section for Tables. We cannot fulfill requests for these after our order has been placed.

**Stallholder Pack:** This is sent out to applicants 4 weeks prior to the Event. **Please read through the contents before asking any questions – the answer may be in the pack.**

**Preferences:** If you have any preferences regarding neighbouring exhibitors, please advise us at time of Application. Changes to layout plans cannot be made at a later date.

**Sharing Spaces:** If you wish to share a space, all parties will need to complete an Application Form, Risk Assessment and provide their own PLI for £2M

**Stands/Exhibits:** Please consider the increase in competition in fibre and yarn stockists and make your stand/exhibit as exciting, colourful and inviting as possible.

**Electricity:** There is **NO** electricity in any of the Marketplace areas.

**Camping:** Camping Passes will be included in your Stallholder Pack. For both exhibitors and volunteers, there will be a designated camp area. Your camping request form should be returned with your Application Form and Risk Assessment.

**Field:** There will be a dedicated camping and parking area for Exhibitors.

**First Aid Cover:** First Aid cover will be provided for the duration of the event on Saturday and Sunday.

**Security:** Overnight Security will be provided for the Friday and Saturday nights

**Please Note: Stallholder packs are sent out 4 weeks prior to the Event.**

**No additional parking or camp passes will be issued after their dispatch**



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## **Fibre-East 29<sup>th</sup> & 30<sup>th</sup> July 2017**

### **Part I - Application Form (Must be accompanied by Part II)**

**Please complete and return these forms by email or post to the address given above**

**\*\*Strictly No Dogs\*\***

<b>Company:</b>	
<b>Contact Name:</b>	
<b>Address:</b>	<b>Email:</b>
	<b>Website:</b>
	<b>Landline:</b>
	<b>Mobile:</b>
Description of Products NB The full description given here is what is taken into account in the selection process. Please use separate sheet if necessary.	

**PLEASE READ THE BOOKING FORM CAREFULLY BEFORE  
COMPLETING**

**Fibre-East  
29<sup>th</sup> & 30th July 2017  
Part II - Booking Form  
(Must accompany Part 1)**

**Company Name:**

Actual Size	Approx. Measurement	No.	Price Each	Total Price
5 sq. mtrs.	2.5m (w) x 2m (d)		<b>£120</b>	
8 sq. mtrs	4m (w) x 2m (d)		<b>£193</b>	<b>Sold out</b>
10 sq. mtrs.	5m (w) x 2m (d)/4m (w) x 2.5m (d)		<b>£240</b>	
12 sq. mtrs	4m (w) x 3m (d) (Herdwick only)		<b>£289</b>	
20 sq. mtrs. (Corner)	5m x 4m		<b>£396</b>	
28 sq. mtrs	7m (w) x 4m (d) (Jacob only - 2 available)		<b>£558</b>	
Tables	6' long x 2'6"		<b>£10</b>	
Wristbands	Please state number required (one day, one additional wristband) @ £7 each		<b>£7</b>	
Wristbands	Please state number required (weekend, one additional wristband) @ £14 each		<b>£14</b>	
<b>GRAND TOTAL</b>				

**All spaces are allocated at the discretion of the Organisers.**

**Acceptance:** Invoices are sent approximately 14 days after receipt of Application and act as your confirmation of acceptance.

**Payment:** Required by bank transfer within 10 days of receipt of the emailed invoice or a late payment fee will be added.

**Insurance:** A valid copy of your PLI for £2M (minimum) is required by 30 June 2017. Please make a note on your calendar!!

**Wristbands:** IF YOU REQUIRE MORE WRISTBANDS THAN ARE SENT IN YOUR PACK, THESE CAN BE PURCHASED AND YOU SHOULD INDICATE HOW MANY MORE YOU REQUIRE ON THE FORM ABOVE. PRICE PER PERSON WILL BE £7 FOR ONE DAY OR £14 FOR TWO DAYS.

**Generally speaking bands will be distributed as follows:  
5 m<sup>2</sup> = 2 : 10 and 12 m<sup>2</sup> = 3 : 28 and 30 m<sup>2</sup> = 4**

(Actual numbers in packs is determined by the organisers and may differ from above)

**Spaces are only guaranteed on receipt of full,  
Non-refundable, payment**

**By submitting an Application Form you are agreeing to our Terms and Conditions**



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**Fibre-East  
29<sup>th</sup> & 30<sup>th</sup> July 2017  
Part III**

**Risk Assessment Form**

**\*\*Strictly Working Dogs Only\*\***

Exhibitor/ Company Name:	
Contact Name:	
Contact No.'s	Mobile:  Landline:

	Yes	No
Do your products, or any part of them, represent a danger to the public?		
If 'yes', please give details here with precautions to be taken		
Are your products damaging to health in any way (i.e. possible skin irritation from dyes etc, sharp pointed objects etc)?		
If 'yes', please give details here with precautions to be taken		
Does your stand/activity represent any harm to the public?		
If 'yes', please give details here with precautions to be taken:		
Please list any other product/activity or potential danger represented by your stand and state what measures you will undertake to limit risk:		

I/We have assessed our stand/activity/products and I/We have covered and addressed any potential risk to the general public.

**Signed**..... **Position in Company**.....



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## **Fibre-East 29<sup>th</sup> & 30<sup>th</sup> July 2017**

### **Camping Request**

**\*\*Strictly No Dogs\*\***

**There is no charge for camping**

Camping is basic as there are no facilities at the school. However, the Sports Pavilion will remain open 24 hours giving access to toilets and showers. This is for the sole use of exhibitors and volunteers camping. Please treat it with respect and be mindful of other users. There is a tap at the side of this building where water containers can be refilled.

**Camping Passes will be sent out with the Stallholder Packs 4 weeks before the Event.**

**No additional passes will be issued once the Stallholder packs have been sent out.**

**Anyone without a pass will not be able to stay overnight.**

<b>Company:</b>	
<b>Contact Name:</b>	
<b>Email:</b>	
<b>Mobile:</b>	

### **Camping Request**

Campervan	Caravan	Tent
<b>Names of those camping</b>		

**Please leave the site clean and tidy**