

CHILLI FIESTA 2019
TRADER APPLICATION FORM

FRIDAY 9 AUGUST 2019 – SUNDAY 11 AUGUST 2019

For further information on completing this form and the terms and conditions, please see our Application Guide and Terms and Conditions on the Chilli Fiesta web page

<i>Company Trading Name</i>	
Company Name (if different to above)	
<i>Nature of Business</i>	
Contact Name	
Address (including postcode)	
<i>Website Address</i>	
<i>E-Mail Address</i>	
<i>Telephone No.</i>	
Mobile No.	

The information you provide in the boxes in italics may be used on event guides and literature provided to the public (including on West Dean's website – www.westdean.org.uk) – Please tick here if you would not like this information to be used

PITCH OPTION

Please indicate your preferred pitch option by ticking in the final row of this table:

	ZONE 1 – OUTDOOR PITCHES ONLY	ZONE 2 - OUTDOOR	ZONE 3 - OUTDOOR	ZONE 2 - MARQUEE	ZONE 3 - MARQUEE
Who provides tent / sales point?	Trader	Trader	Trader	Organiser (i.e. West Dean)	Organiser (i.e. West Dean)
Pitch size	4.5m frontage x 4.0m depth	4.5m frontage x 4.0m depth	4.5m frontage x 4.0m depth	3.0m frontage x 3.0m depth	3.0m frontage x 3.0m depth
Permitted trading hours	Friday* 8.00am to 9.00pm Saturday 8.00am to 10.00pm Sunday* 8.00am to 7.00pm	10.00am to 6.00pm daily	10.00am to 6.00pm daily	10.00am to 6.00pm daily	10.00am to 6.00pm daily
Tick pitch type					

*With proviso to continue trading until the Main stage entertainment finishes. Trading from 8am for Breakfast is optional. Evening trading is non optional.

SERVICE VEHICLES

Please complete details of your service vehicle(s) in the table below

Vehicle Description (e.g. white transit van)	Vehicle Registration Number	Approx. Vehicle Length	Contact Mobile Number (you must be available on this number during the event)	Contact Name

SUPPORTING DOCUMENTS

Please provide the following documents and information to support your application. **Applications lacking these documents will be deemed incomplete:**

Applicable to all traders:

- Copies of your current public and product liability insurance policies
- Photo(s) of your stall at an event held within the last 12 months (maximum of 3 photos) or provide a web address on the first page of the application

Applicable to food product and hot food traders:

- A copy of your current Food Hygiene Rating and inspection report
- Copies of relevant certificates of Food Hygiene Training
- Sample menu with prices

<p>If you are providing or selling food products please confirm which local authority you are registered with</p>	
<p>Please confirm your Food Hygiene Rating.</p> <p><i>Note: We are unable to accept any application with a rating of less than 4.</i></p>	
<p>Please confirm the date of your last Food Hygiene Inspection.</p>	
<p>Please confirm what Food Hygiene Training has been carried out by the staff attending the event.</p> <p><i>Note: Managers /Supervisors will be expected to have Level 2 Minimum.</i></p>	

ADDITIONAL INFORMATION

An ever-growing number of traders are keen to attend West Dean events. The following information will help us select traders whose products or service will best fit the Chilli Fiesta theme and brand and make a positive contribution to the event overall.

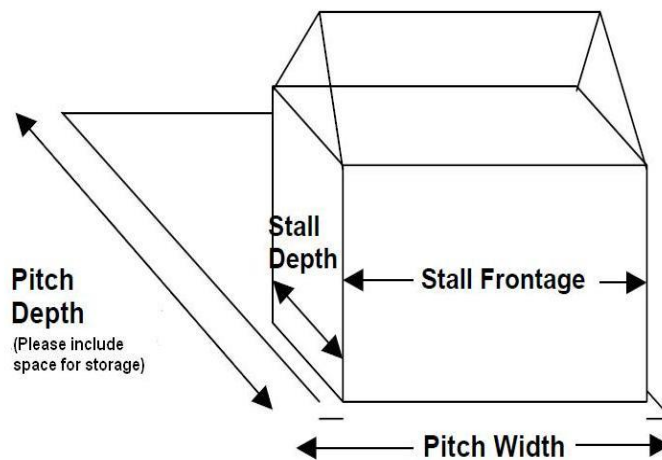
<p>Have you been a trader or attended any previous West Dean events? <i>(please provide detail)</i></p>	
<p>Please give an outline of your product range</p> <p><i>Note: the sale of alcohol and/or chilli plants is prohibited without the express permission of the Organiser</i></p>	
<p>What is unique about your products or service, which would be attractive to visitors?</p>	
<p>Are your products sourced locally?</p>	
<p>How do your products relate to the event theme?</p>	
<p>How many members of staff (i.e. headcount) do you anticipate needing at the event?</p>	
<p>Please provide any other information you believe would be helpful in respect of your application</p>	

OUTDOOR PITCH DIMENSIONS

If you selected a **MARQUEE** pitch, please proceed to the cost calculator.

If you selected an **OUTDOOR** pitch, please complete details of your stall and/or overall pitch size (in metres) below. Please note that the site layout is planned using your pitch dimensions and **no** additional tolerances for under-estimates of requirements are allowed i.e. guy ropes, door openings, tow bars etc.

Please ensure measurements are accurate.



Pitch Width		Metres
Pitch Depth		Metres
Stall Frontage		Metres
Stall Depth		Metres
Vehicle Access – please describe what kind of vehicle access you require when setting up i.e. trailer positioning, access to sales point from left or right of stall.		

COST CALCULATOR

	Enter number required in this column	Price per item (including VAT)	Total cost (including VAT)
Zone 1 - outdoor pitches only (4.5m x 4.0m)		£385.00 per pitch	£
Zone 2 - outdoor (4.5m x 4.0m)		£275.00 per pitch	£
Zone 3 - outdoor (4.5m x 4.0m)		£250.00 per pitch	£
Zone 2 – marquee (3.0 x 3.0m)		£415.00 per pitch	£
Zone 3 – marquee (3.0 x 3.0m)		£385.00 per pitch	£
Additional frontage for outdoor pitches (per metre)		£40.00 per metre	£
Trestle tables (size 1.8m x 0.70m)		£10.00 per table	£
Standard electrical supply		£55.00 (includes first KW)	£
Additional kilowatt units of electrical supply(see <i>guide</i>)		£20.00 per additional 1KW	£
Type of electrical socket required		Complete row above to calculate cost	N/a
Number of sockets required			N/a
Trader campsite passes (see <i>guide</i>)		£35.00 per adult	£
		£10.00 per child (under 12)	£
Trader campsite campervans/ caravans (see <i>guide</i>)	Size of vehicle	£85.00 per vehicle including electric hook up	£
		£65.00 per vehicle without electric hook up	
Additional staff wristbands (pitch fee includes 4 wristbands)		£15	£
Additional service vehicles		£25.00 per additional vehicle	£
Early deliveries		£35.00 per separate early delivery	£
Hot food surcharge (see <i>guide</i>)	N/a	£180 per application	£
Advert in the Chilli Fiesta Programme		£50 half page / £100 full page	£
		TOTAL	£

CONTACT INFORMATION

In the first instance, we would encourage queries via e-mail to events@westdean.org.uk . Although your email may not be responded to immediately this is likely to receive the fastest response.

If you do need to discuss your application, please leave a voicemail message on (01243) 818203. Messages on this line will be checked twice weekly and someone will respond to your query as soon as they can.

Please sign below to indicate that you have read, understood and accept the Terms and Conditions of trading at the Chilli Fiesta 2019 (as in the Application Guide and Terms and Conditions document and subject to any revision as may be reasonably necessary), and that you indemnify the Organiser and its designated employees against any claim, loss or liability arising from a breach of the above clauses/regulations

SIGNATURE:

NAME IN CAPITALS:

DATE:

DO NOT SEND ANY PAYMENT WITH YOUR APPLICATION FORM.

SUCCESSFUL APPLICANTS WILL BE INVOICED IN FULL AND A MINIMUM OF A 50% DEPOSIT WILL BE REQUIRED WITHIN 10 WORKING DAYS FROM THE INVOICE DATE.