

Treefest

26 – 29 August 2011

Guilds & Societies Exhibitor

“Just to say, thank you to the team, for a very enjoyable and successful event”

“We had an enjoyable show and I shall look forward to repeating it all next year “

“I’ve been a stallholder at the festival of many years, and it’s probably Europe’s best woodcraft event “

“Congratulations to the organisers of this event ”

Closing Date: 1st June 2011

CORRECT COMPLETION OF THIS APPLICATION FORM IS THE EXHIBITOR’S RESPONSIBILITY

Exhibitor Name			
Contact Name			
Address for			
Correspondence		Tel No.	
Town		Mobile No.	
County		Email	
Post Code		Fax No.	

SHOW PROGRAMME DESCRIPTION (please type or print your details in block capitals)

If this section is not completed, you will not receive a free entry into the show programme.

Address if different from		Tel No.	
Above		Email	
Town		Web	
County			
Post Code			
Description (10 words max)			

ALLOCATION OF EXHIBITOR AND CAR PASSES

EXHIBITOR BADGES Each £50 of your total stand fee before discount, gives you one free pass

CAR PASS **This is to give Exhibitors access to the Festival Site to unload/load product/goods.**

ADDITIONAL EXHIBITOR BADGES **Additional exhibitor badges are £5 each if booked in advance. Any badges purchased on the day of the festival will be charged at the full rate of £12 per day.**

CARAVANS/TENTS **A large campsite with full facilities, will be available close to the Festival Site. Spaces are limited.**

EMERGENCY CONTACT

In case of an emergency during your stay at Westonbirt, please confirm contacts which will help us and the emergency services.

Exhibitor _____ **Emergency Tel No.** _____

Number of people staying in the campsite _____

Arrival Date _____ **Departure Date** _____

Please tick relevant boxes:

In Caravan

In Tent

Within Trade Stand

Staying off site

RISK ASSESSMENT FORM
Please complete using **BLOCK CAPITALS**

Company Name _____

Address _____

Telephone No. _____ Assessment Date _____

Name of Assessor _____ Signature _____

TRADE STAND RISK ASSESSMENT

Potential Hazards	People/Groups at risk	Size of risk Small, medium, high	Measures in place to reduce the hazards/risks

Stands selling food must have their food hygiene certificates available for inspection on show days

Risk Assessment Guidelines

Using the guidelines below, please consider the hazards and risks to the other tradestands and persons, whilst you are building up your trade stand and to members of the public and staff whilst you are operating as a business. Outline the steps you propose to take to minimise the hazards and risks.

Significant Hazards	People/groups at risk	Size of risk Small, medium, high	Measures in place to reduce the hazards/risks
Slipping/tripping hazards, Chemicals (e.g. battery acid) Moving parts of machinery, electricity, combustible items.	Staff, contractors, maintenance personnel, cleaners, members of the public etc. Pay particular attention to inexperienced staff and lone workers	You must decide on the level of risk and take the appropriate action/control measures.	These are measures you have already taken to safeguard against the risk of hazard.

**FIRE RISK ASSESSMENT
TRADE STAND EXHIBITORS**

Name of Exhibitor _____

Contact No. on site _____

Location on Site (office Use) _____

In order to comply with relevant fire safety legislation you MUST complete a Fire Risk Assessment for your stand or unit. The Risk Assessment needs to identify the fire hazards and persons at risk, you must endeavour to remove or reduce these risks and protect people from fire. Failure to comply with this requirement will result in you being removed from the site. You must be able to answer YES to the following questions. This signed and completed form must be maintained available for inspection by the Fire & Rescue Service / Event Organiser at all times.

1.	Do you have an adequate number of fire extinguishers/fire blankets available in prominent positions And easily available for use?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.	Has the fire-fighting equipment been tested within the last 12 months?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3.	Have your staff been instructed on how to operate the fire-fighting equipment provided?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4.	Have your staff been made aware of what to do should an incident occur, how to raise the alarm, evacuate the unit, and the exit locations?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
5.	Have you identified combustible materials that could promote fire spread beyond the point of ignition such as paper/cardboard, and reduced the risk of them being involved in an incident?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
6.	Have you identified all ignition sources and ensured that they are kept away from all flammable materials?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
7.	For personal marquees, is the structure, roofing, walls and fittings of your stall or unit flame retardant? Note: certificates of compliance will normally be required	<input type="checkbox"/> YES	<input type="checkbox"/> NO
8.	If any staff sleep in the trade stand is there a working smoke detector and a clear exit route at night?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
9.	Are you aware that you must not stock or sell certain items, i.e. fireworks, garden flares, Chinese lanterns etc?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
10.	Do you have sufficient bins for refuse? Is all refuse kept away from your unit?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
11.	Are you aware that generators are not permitted on site?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

If the answer to any of the above questions is “NO”, Please give details below.

**Exhibitor/Responsible
Person**

Signature

Print Name

Date

*PLEASE NOTE
THIS DOCUMENT DOES NOT PRECLUDE YOU FROM POSSIBLE PROSECUTION
OR REMOVAL FROM THE SITE BY THE ORGANISERS, SHOULD A SUBSEQUENT INSPECTION
REVEAL UNSATISFACTORY STANDARDS.*

TRADE STANDS AND PLOTS

OPEN FIELD PLOT

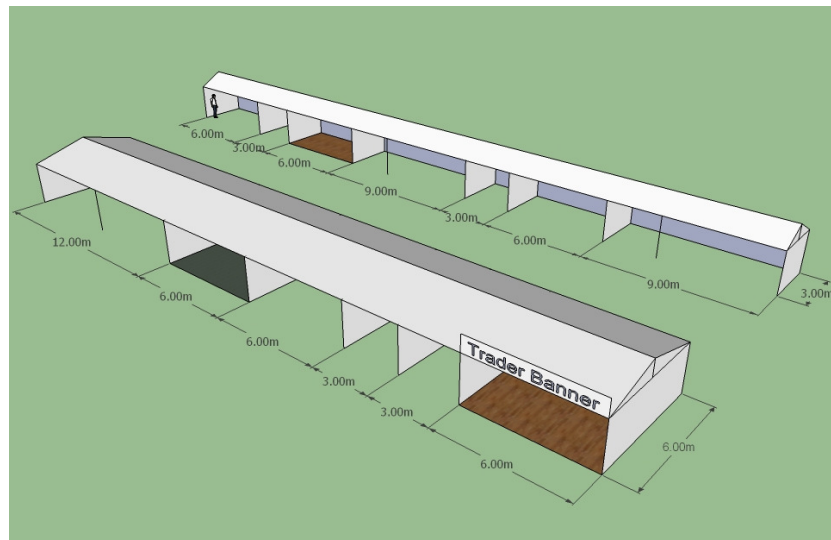
Open space, grass surface, for direct selling and general trading. Please Note: All Exhibitors in this section should ensure they have booked sufficient depth to accommodate their entire exhibit including product demonstration space in front of their trade stand, to avoid causing obstruction and nuisance to other exhibitors and the public avenues.

CRAFT AND FOOD MARQUEE

Open plan marquee, with contour flooring. Space available within this marquee, in 3m and 4m frontage. All spaces are 2.5m depth.

MARQUEES

Marquee, aluminium framed tent, located on a grass surface. The cost does not include banner rail, flooring, furniture, fittings, etc. Banner rails and flooring will only be included if ordered by the Exhibitor at an additional cost. Marquees can only be ordered in either 3m or 6m depths. Where possible, there will be a run of one long marquee with walls separating each space. See example below.



Stand Details:

Please give a description (up to 30 words) of the products/services that will be available on your stand. This may be used on our website and in the event programme.

Product Information

We require a list of the products sold. If you are a **new** exhibitor to the Treefest, we will require photographs to support your application. Due to a limited availability of space, we cannot guarantee the approval of your application without this information.

In order to determine the suitability of your application form, please provide full details of the following:

Hand-Made _____

Wooden/Related to tree? _____

Sustainably sourced _____

Unique selling point _____

Plot Sizes

Plots for Guilds and Societies are free of charge to recognise the contribution they make to the show. We have three choices of plot depth: 6m, 9m & 12m. You choose your frontage. Maximum frontage 12m. If the size marquee you require is not below, please ask for a quote.

Areas reserved must include allowance for a marquee and guy ropes.

Marquees & Extra's

Unless you own your own fire retardant marquee, it is a strict requirement that all marquees must be hired through the Forestry Commission. See our Terms and Conditions.

We can offer trade stand marquees in a variety of sizes, but the standard runs will be in two sizes of either 3m or 6m deep tents (erected eaves side facing outwards) Units within both these runs are bookable in 3m units - prices as below. If you require a larger frontage, please ask for a quote.

INDIVIDUAL MARQUEES			
3m Depth		6m Depth	
3m Frontage	£110	3m Frontage	£198
6m Frontage	£198	6m Frontage	£300
9m Frontage	£264	9m Frontage	£450

Power

Do you intend bringing electrical equipment? If so, list items and their voltage	
Is all your equipment PAT tested? (including brand new items)?	

EXTRA'S				
Item	Details	Cost	Qty	Total
Trestle Table	6ft x 2.6ft	£7		£
Chair	Samsonite	£3		£
Flooring	Matting	£3 per M²		
	Contour	£4 per M²		
Banner Rail	For front of your hired marquee to display your company name (3m, 6m & 9m lengths)	£10 per M²		
Electricity	Display Light - 13amp socket	£45		£
	Machinery – 13amp socket	£60		£
	Machinery – 32amp socket	£85		£
FREE Car Pass	To gain access to the festival site to load/unload product.	FREE		FREE
FREE Exhibitor Pass	Guilds & Society qualify for up to 20 free passes. Any additional passes required will need to be purchased.	FREE		FREE
Extra Exhibitor Pass	Traders will not be admitted to the festival site without an exhibitor pass.	£5		£
Camping	Toilets, showers, waste water area and fresh water will be available			
Tent	Size in metres Width x Depth	£35		£
Caravan/Campervan	Size in metres Width x Depth	£35		£
Total cost of Extras				£

Programme media pack - advertising information

Trefest 2011 26 - 29 August

This year's festival promises to be bigger and better than ever and a new format programme will reflect this. An A4 magazine format packed with all the events the weekend has to offer and editorial features will mean that this year the festival programme will be a must read and a memento of the weekend.

Advertising in the programme will be a great opportunity to get your business in front of Trefest visitors - over 20,000 adults in 2010 - who are interested in what you have to offer.

Publication Details

Size: A4 magazine
Pages: 28 pages
Print run: 10,000
Price: £2
Paper: FSC certified recycled

Size	Dimensions	Price
Exhibitor listing	Company name Brief description Website	Free to exhibitors (designed by us)
Quarter page display	TBC	£200
Half page display	TBC	£350
Full page bleed display	TBC	£700

The new programme is at an early stage and advert and publication sizes will be confirmed once design has been approved. Advertisers will be advised of the specifications for display advertising once they have booked and will then be required to provide full colour print-ready artwork.

Limited advertising space is available in all paid for sections so please book your space as soon as possible.

Virtual Exhibitree

Throughout the year, people contact us for exhibitor details from the Treefest. This year we are going to create a virtual exhibitree on our website. If you would like your details put onto our website, please tick boxes below of what you would like included on the website. We will use your details from this application form. The details will remain on the website for one year.

The cost for being part of the virtual exhibitree is £20 for 12 months

I would like to be part of Exhibitree	<input type="checkbox"/>
Company Name	<input type="text"/>
Website	<input type="text"/>
Email	<input type="text"/>
Telephone Number	<input type="text"/>
Brief description of product	<input type="text"/>

Total Price	
Marquee	£
Extra's	£
Media Advertising	£
Virtual Shopping	£
Total Price	£



A £50 non-refundable deposit is required with your application form. You will receive confirmation within 14 days of the approval of your application. Payment is due at this point.

Payment can be made by either posting a cheque or using a credit / debit card. Please return this form with payment.

Cheque payable to: Forestry Commission	
Card Payment: Please fill in all the details	
Card Type (We do not accept Amex or Diners Cards)	
Card Number	
Valid From	
Expiry Date	
Name on the Card	
Security No. (last 3 digits on the back)	
Signature	

Declaration

I/We hereby apply for Trade Stand Space and agree to abide by the Terms and Conditions set out by the Forestry Commission.

I/We have read the Terms and Conditions and will pass this information on to all staff and contractors attending the show.

My public liability insurance cover is: £ _____

Print Name _____

Signature _____

Date _____

Return form to:

Julie McKellar

Event Co-ordinator

Westonbirt, The National Arboretum

Tetbury

Glos. GL8 8QS

Tel: 01666-881206

Fax: 01666-880559

Email: julie.mckellar@forestry.gsi.gov.uk