



Exhibitor Application Form

PLEASE RETURN COMPLETED FORM BY EMAIL TO: enquiries@stneots-tc.gov.uk

REPRESENTATIVE NAME:

COMPANY NAME:

DESCRIPTION OF BUSINESS:

BUSINESS ADDRESS:

POSTCODE:

PHONE:

EMAIL ADDRESS:

MOB:

WEBSITE:

SOCIAL MEDIA LINKS:

FACEBOOK	
INSTAGRAM	
LINKEDIN	
OTHER	

PLANS FOR STAND AT THE SHOWCASE: Please specify what you intend to sell/promote at the event:

✓ **Please tick the box that best describes your core business.**

Hospitality/Food/Drink

Property

Finance

Start Up/Micro

Legal

Freelance

Recruitment

Trade

Sales & Marketing

Creative

Retail

Other (please specify)

Leisure/Tourism



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DIMENSIONS OF STALL DISPLAYS/EQUIPMENT TO BE USED (Please include visuals):

NAME & CONTACT DETAILS OF STAFF ATTENDING THE SHOWCASE TO MANAGE STAND

CONTACT NAME

MOBILE

PUBLIC LIABILITY INSURANCE COVER

To trade on the event, you must have Public Liability Insurance cover of at least £5m. Please enclose a copy of your public liability insurance certificate with this form, for our records.

INSURANCE COMPANY:

POLICY NUMBER:

EXPIRY DATE:

PITCH SIZE & SET UP ✓ Please check to indicate required pitch type

PITCH TYPE	PRICE	CHECK HERE
Standard 3m x 3m Pitch Hire of SNTC stall including: <ul style="list-style-type: none"> - 6ft Trestle Table - 2x chairs - 3mx3m White Gazebo 	£50 + VAT	
Space Only 3m x 3m Pitch (exhibitor must provide own stand and all necessary equipment)	£25 + VAT	
Catering Pitch (space only) * 3m x 3m Pitch <i>*Please specify the dimensions of unit/trailer including tow bar:</i> <i>Dimensions:</i>	£50 + VAT	
Electric Supply* <i>*Please note power is limited on the Square and only available on a first come first served basis. Exhibitors must be prepared to operate without access to power.</i>	N/A	Please specify if power required & how many amps:

Workshop/Keynote Attendance

Keynote sessions, workshops and panel discussions are taking place throughout the event in the Priory Centre and Book House. Attendees will be able to book preferred sessions in advance. A booking link will be issued in the coming weeks.



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BOOKING TERMS & CONDITIONS

NON-ATTENDANCE/CANCELLATION POLICY

If you are unable to attend this pre-booked event, you must notify St Neots Town Council in writing at least **7 days prior** by emailing: enquiries@stneots-tc.gov.uk to confirm the reason for non-attendance. Failure to notify the Council within this timeframe, will result in 100% of the booking fees being retained.

Exhibitors accept that the event may be cancelled or postponed at short notice if Government restrictions due to Coronavirus increase.

APPLICANT STATEMENT

✓ Please check to acknowledge and agree to the terms laid out in this application form:

One of the persons named on this form will always be present on the event stand.

My insurance is current, and I have supplied an in-date copy of the policy with this form.

I enclose a copy of my basic food hygiene and safety certificate (food sellers only)

I enclose a full Risk and Method Statement including measures for Fire Risk (required by all traders).

I enclose gas and electrical safety certificates with this application (if using)

I agree to uphold the trading conditions and to ensure that my representatives do likewise.

I, the undersigned, confirm that I have received and read the terms and conditions of the Business Showcase event laid out in this application form & agree to abide by them.

Signed

Print name

Date

Position

St Neots Business Showcase is brought to you by:



Cambridgeshire
Chambers of
Commerce



St Neots
Town Council

