

Forest Food Showcase  
Sunday 7th October 2012

Booking Form

**Personal contact details**

Name \_\_\_\_\_

Job Title \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Tel: \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

Your produce and company details will appear in the festival programme and website

Company name \_\_\_\_\_

Company address \_\_\_\_\_

Tel: \_\_\_\_\_ Email \_\_\_\_\_

Website \_\_\_\_\_

Up to 10 words to promote and describe your product

\_\_\_\_\_

\_\_\_\_\_

Please confirm that you are happy for us to use images of you and your produce for promotional purposes **Y / N**

Will you be demonstrating or offering samples of your products? **Y / N**  
If yes, please give details.....

Are you willing to donate food/drink for the demonstration chefs? **Y / N**

Are you willing to donate food/drink for the competition prizes? **Y / N**

## Your Declaration

- I wish to reserve space at The Forest Showcase 2012 as indicated.
- I enclose payment in full
- I will / will not (please delete) be utilising fuels other than electricity
- (State which e.g. bottled gas)
  
- I have read the terms and conditions and agree to abide by them.

Full name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

It is a condition of participating in the Food Showcase that exhibitors are conversant with, and abide by, the Food safety (General Food Hygiene) Regulations 1995 and the Food Safety (Temperature Control) Regulations 1995.

It is also a condition that all electrical equipment used at the event has a current PAT certificate under regulations 4, 5 and 6 of the Electricity at Work regulations 1989. This includes all electrical appliances, equipment and extension leads.

## Your Declaration

I confirm I am conversant with, and abide by, the Food Safety (GFC) Regulations and the Food Safety (TC) Regulations and that all electrical equipment used at the festival, including any extension leads will have a current PAT certificate. The total power consumption of appliances attached to single or multiple outlet extension leads will not exceed the capacity of the extension lead.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Print name \_\_\_\_\_

Company \_\_\_\_\_

## Exhibitors: your payment

Payment in full is required with this form to confirm your booking.

Please make cheques payable to 'Switched On'.

Or BACS payment: Lloyds Bank TSB Sort code: 30-95-29 Account: 02056075

**Requirements (Pitch/space = 6' x 6').**

<b>Option one: Inside food marquee</b>	<b>Quantity</b>	<b>Total Price</b>
Single pitch (includes 6' table) £70		
Plus Selling food or drink to consume on site £30		
Additional table (for extra stock behind stand). £10		
Chair requirements £5		

<b>Option two: Outside</b>	<b>Quantity</b>	<b>Total Price</b>
Single pitch (bring own gazebo and table) £50		
Single charity pitch (bring own gazebo and table) £15		
Plus Selling food or drink to consume on site £30		
Hot food catering trailer £120		

**Electrical cable and sockets – All electrical equipment must be PAT tested.**

Please detail your electrical requirements here; no electrical supply will be available on the day unless booked prior to the event.

**NOTE:** The use of multi way adaptors will not be permitted.

<b>Usage:</b>	<b>Price:</b>	<b>Details of equipment to be connected</b>	<b>Qty</b>	<b>Total Price</b>
13 Amp	£15 per 13amp supply.			
Chiller Van	£45			

Please return your completed forms and payment in full to:

**FOREST SHOWCASE**  
**P O Box 4**  
**COLEFORD**  
**GLOS**  
**GL16 8YH**

Make cheques payable to 'Switched On'.  
 Or BACS payment: Lloyds Bank TSB  
 Sort code: 30-95-29 Account: 02056075

Email: [contactus@forestshowcase.org](mailto:contactus@forestshowcase.org)

<b>Total Pitch</b>	<b>£</b>
<b>Total selling consumables</b>	
<b>Total Tables</b>	<b>£</b>
<b>Total Chairs</b>	<b>£</b>
<b>Total Trailer</b>	<b>£</b>
<b>Total electrical</b>	<b>£</b>
<b>TOTAL</b>	<b>£</b>

**FOREST SHOWCASE 2012 RISK ASSESSMENT FORM  
(Compulsory)**

Please complete the risk assessment form below, and return with your booking form.  
(Please complete in black capitals)

Name of responsible person: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Product \_\_\_\_\_

Please circle all items applicable to your stall:

LPG on site    Highly flammable liquids    Hot surfaces    Food preparation

Generator    Electrical equipment    Working at height    Dry combustibles

**Trade Stand Risk Assessment**

Hazard	Persons/Group at risk	Measures in place to reduce the hazard or risks

Please enclose copies of the following:

**Enclosed**

- Y/N    Food Hygiene Registration Form
- Y/N    Public Liability (and Product Liability Insurance if required)
- Y/N    Gas Safety Certificate
- Y/N    Portable appliance Test
- Y/N    Latest food hygiene inspection
- Y/N    Alcohol licence

Signature of responsible person: \_\_\_\_\_