



Saturday 12 May 2018

Application for Stand Space

Please complete relevant sections in **BLOCK CAPITALS**:

Name:	
Organisation:	
Address:	
Telephone number:	
Mobile number:	
E-mail address:	
Preferred language of contact:	English <input type="checkbox"/> Welsh <input type="checkbox"/>

Category and size of stand space required (please tick relevant box)

Exhibitor - Fixed depth of 15 foot

15 foot length - £100	<input type="checkbox"/>	20 foot length - £135	<input type="checkbox"/>
25 foot length - £170	<input type="checkbox"/>	30 foot length - £200	<input type="checkbox"/>

Charity/Voluntary Organisation

- Fixed charge of £40 for 15 foot x 15 foot maximum

Market Trader - Fixed depth of 15 foot

15 foot length - £50	<input type="checkbox"/>	20 foot length - £65	<input type="checkbox"/>
25 foot length - £80	<input type="checkbox"/>	30 foot length - £90	<input type="checkbox"/>

Other - Price on application

Power Supply - £60

PLEASE NOTE THAT NO TRADERS WILL BE ACCEPTED ON THE DAY

Description of product on offer and requirements

Parking

Only one vehicle per application will be permitted to remain on site. No additional vehicles will be allowed to park by displays, unless agreed in advance with the Organiser.

Registration number

Payment for stand space

Payment can be made in the following ways:

- a) By bank transfer to: Conwy CBC; Bank: Barclays; Sort Code: 20-51-23; Account No.: 60051098; Reference: 7GZ 401 Z439;
- b) By credit/debit card by calling 01492 577839.

Documents to be included with your completed application form

WE WILL BE UNABLE TO PROCESS YOUR APPLICATION WITHOUT THE FOLLOWING: Enclosed

All applicants to provide a copy of their third party insurance cover. A minimum of £5,000,000 public liability cover will be necessary. All individuals/organisations must arrange their own insurance cover

All applicants to provide a copy of their Risk Assessment or complete the attached Health & Safety Declaration

Caterers to provide copies of their up-to-date food and hygiene certificates

Declaration

- I have read and understood the Information and Conditions as interpreted by Conwy County Borough Council
- I have arranged payment for my presence at Prom Xtra 2018 (either by bank transfer or by card payment)
- I have enclosed documents as detailed above

Signed: Date:

Please complete and return this form by no later than **Friday, 23 March 2018**
(late applications will not be accepted) to:

**Prom Xtra 2018, Corporate Communications and Marketing,
Conwy County Borough Council, Bodlondeb, CONWY, LL32 8DU**

Tel: 01492 577839
E-mail: promxtra@conwy.gov.uk

