

<b>EVENT NAME</b>	Christmas in the Courtyard – Food & Drink Market
<b>LOCATION</b>	City Campus Courtyard, University of Wolverhampton, WV1 1LY
<b>DATE OF EVENT(S)</b>	Tuesday 4 <sup>th</sup> December 2018
<b>TRADING TIMES</b>	11am-6pm
<b>CONTACT NAME</b>	
<b>TRADING NAME</b>	
<b>ADDRESS</b>	
<b>POST CODE</b>	
<b>HOME NUMBER</b>	
<b>MOBILE NUMBER</b>	
<b>EMAIL ADDRESS</b>	
<b>SOCIAL MEDIA LINKS</b>	
<p><b>Please provide full details of the product type you will sell from your stall</b>                  Please list all products you intend to sell, products not declared may be removed at the event.</p>	

**STALL PRICING GUIDE PER DAY & EVENT DAYS**

<b>Standard Stall (3x3M)</b> LSD Promotions Canopy	<b>Standard</b> <b>£30.00</b>					
<b>Hot Food &amp; Drink (3x3M)</b> LSD Promotions Canopy	<b>Food &amp; Drink</b> <b>£35.00</b>					
<b>Own Stall / Catering Unit</b> Picture Required	<b>£40.00 Based on 3 metres frontage</b> <b>£10.00 per meter thereafter</b>	<b>Metres</b>	<b>M</b>	<b>Price</b>	<b>£</b>	
If your unit is larger than <b>6 Metres</b> Please call the office on <b>01384 877 336</b> (Press option 5)						

**MORE TRADER INFORMATION**

<b>Counter Request (Free LSD Promotions Stall Counter)</b> If you would like to use your own counter, please click <b>NO</b> .	<b>YES</b>		<b>NO</b>	
<b>I have enclosed a copy of my public liability insurance</b> Minimum £5 million / If you do not have public liability insurance you can use LSD Promotions insurance at £5 per days trading.	<b>YES</b>		<b>NO</b>	
<b>I have attached recent photographs of my product / unit</b> Failure to attached picture could result in your application being denied.	<b>YES</b>		<b>NO</b>	
If your insurance expires before the date of the event an updated copy will need to be sent to <b>customerservice@lsdpromotions.com</b> before the event takes place. Please state clearly on your email the name your application is under and which event it relates to.				

## TERMS, CONDITIONS & EVENT DETAILS

- All applications will be carefully vetted, and all traders will be informed whether their products are accepted or not.
- Traders must trade for the duration of the times stated. Late arrivals or early closing is not an option.
- Full payment must be made at the time of application. If we cannot accept you to trade for any reason, you will receive a refund in full.
- You will be working at an outdoor event which may be subject to unpredictable inclement UK weather and if the event is cancelled as a result, there will be no refund due or compensation paid due to loss of earnings.
- Being granted a stall, regardless of the location allocated to you, will not guarantee a high level of sales. You and your staff must take responsibility for display, the quality of the goods you sell, and your attitude towards customers, the event organiser & market staff, and fellow stall holders at all times.

<b>I fully understand and accept the terms and conditions of the event.</b>	YES		NO	
---	-----	--	----	--

## PAYMENT DETAILS

<b>CARD DETAILS</b>				Once payment is processed these details will be destroyed.
<b>NAME ON CARD</b>				
<b>CARD NUMBER</b>				
<b>EXPIRY</b>	/		<b>CVV</b>	

## AUTHORISATION

I authorise  to be removed from my card.

I enclosed  cash as payment for this event.

I enclosed  cheque as payment for this event.

Cheques **MUST** be made payable to **LSD PROMOTIONS LTD**

Please note LSD Promotions LTD will **NOT** be accepting cheques as a form of payment from **1<sup>st</sup> January 2019**

Please return completed form and deposit payment to:

LSD Promotions Ltd, Ground Floor Offices, Stamford Mews, Enville Estate, Stourbridge, DY7 5HD or if you are paying by card you can email your completed application form to [customerservice@lsdpromotions.com](mailto:customerservice@lsdpromotions.com).

## GDPR General Data Protection Regulations

<b>I give permission to LSD Promotions to store my details securely.</b> Trader details must be kept on file for at least <b>5 years</b> after an event.	YES		NO	
<b>I give permission to LSD Promotions to add my details to the mailing list.</b>	YES		NO	
<b>DATE</b>				
<b>SIGNATURE</b>				