** 2020 Producers Application Form**

**www.tasteofthame.co.uk**

**EVENT DETAILS**

**LOCATION:** Thame Town Centre. Specific Venue to be confirmed

**DATE:** Saturday 30 May 2020

**SET-UP / BREAKDOWN TIMES:** 9am-10.30am / 4-5.30pm\*

**EVENT TIMES:** 11am-4pm\*

**CONTACT DETAILS**

|  |  |
| --- | --- |
| Name |  |
| Tel No |  |
| Email |  |

**STALL DETAILS**

|  |  |
| --- | --- |
| Business Name |  |
| Address of Business |  |
| Business Registration No: |  |
| Details of activities/ produce/ ideas/ events etc. you hope to provide |  |
| Space desired  Note: we are not able to guarantee external pitches to all participants. | **OPTIONS (please tick all you would be happy with**  Space to feature your own products/services within a venue  Featured by the local venue e.g.as part of their menu  External pitch (you will provide your own gazebo/van etc.  (For External pitch only) please give details of what type of structure you would provide (e.g van, Gazebo etc): |
| Time required to set-up and set-down: |  |
| Caterers only - Name of Council where food business is registered: |  |

**DOCUMENTS**

**Please include the following information with your application form and tick to confirm this:**

Public Liability Insurance

Food Hygiene Certificate (if applicable)

Risk Assessment\*\*

Image(s) of your produce (3 hi-res)

**PERMISSIONS** (please tick to confirm agreement)

|  |  |
| --- | --- |
| I am happy for my name and contact details to be given to other Taste of Thame participants members of the Taste of Thame committee for the sole purpose of the delivery of this event |  |
| I am happy for any images I supply to be used on the Taste of Thame Website, social media platforms and in press releases to promote Taste of Thame |  |
| I am happy for my email address to be added to a mailing list for Taste of Thame event coordination and publicity. |  |

**PROMOTION**

Taste of Thame is run on a voluntary basis and its success relies on the combined effort of the organisers and exhibitors assisting in the promotion of the event to generate awareness. All producers will be expected to collect a marketing pack and distribute it prior to the event. Please complete details below

|  |  |
| --- | --- |
| What geographic areas/specific locations are you able to distribute marketing to | e.g. Thame Library. Chinnor. |
| Facebook page details |  |
| Instagram page details |  |
| Website details |  |
| Twitter details |  |
| Details of any #hashtags you use or other relevant links |  |
| Other ways you can assist in promotion (mailing list, local Facebook pages etc) |  |

**IMPORTANT INFORMATION**

Please read the Terms & Conditions for the event carefully prior to submitting your application form. Places are offered on a first-come first-served basis and priority will be given to producers within a 5 mile radius of Thame. Applications may be rejected to avoid duplicate. Entry is only permitted if all above documents are provided and payment is made (please do not make payment until you receive your invoice).

Taste of Thame regards your privacy as important and any personal information you give to us will be used in accordance with the law. Please read our privacy notice at www.tasteofthame.co.uk

**PAYMENT**

**You will not receive your invoice for participation (£25) when you have a confirmed place. Please ensure prompt payment of your invoice as soon as you receive it as your marketing will not commence until we have received this.**

**AGREEMENT TO TERMS & CONDITIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| I wish to attend Taste of Thame on Saturday 30 May 2020. I confirm that I have read your Terms & Conditions and am happy to abide by these, including distribution of marketing. I understand that if I do not then I may not be able to continue to be involved in the event. | | | |
| **Signature** |  | **Date** |  |
| **Print Name** |  | | |

Please complete and return to becky.reid@thametowncouncil.gov.uk or Thame Town Hall, High St, Thame, OX9 3DP.