



Thomas Whitty House, Silver Street, Axminster EX13 5AH  
Telephone: 01297 34517  
www.axevaleshow.com

. . . a great weekend for all!

Dear

We are delighted that you will be participating in The Axe Vale Show 2020 and, as a result of your expression of interest, we now enclose the following:

- Application Form
- Electrical Supply Request Form (if required)
- Health and Safety Questionnaire
- Risk Assessment Form
- Terms and Conditions

**Please complete all the forms and return them to the office with your full payment for any extra tickets by 2<sup>nd</sup> May 2020. These must be accompanied by a valid Public Liability Insurance Certificate.**

Please note that entries received after 2<sup>nd</sup> May will only be considered if there is space left. Only entries received before the 2<sup>nd</sup> May will get a FREE listing in the Show Guide.

#### **HOW DO I PAY for extra tickets?**

By BACS (Preferred) to Axe Vale Festival Ltd. Sort Code 30 90 37 A/C 35115660

Or by cheque payable to Axe Vale Festival Ltd

Payment in full is required by 2<sup>nd</sup> May 2020.

**Please use your name as a reference so that we can allocate payments correctly.**

- We'll send you a receipted Application Form and confirmation of booking (by email or post).
- Final details will be sent to you in June.

#### **WHAT HAPPENS IF I WANT TO CANCEL?**

- Just let me know
- Should the Show be cancelled for any reason beyond our control prior to being opened, ticket purchases are non refundable.
- **Please note that we are not liable for any costs incurred by the Exhibitor. No Exhibitor shall have any further claim for loss, damage, interest or compensation.**

#### **PROMOTING YOUR HOBBY**

- We advertise the Show across a wide range of magazines and newspapers as well as having an intense social media campaign.
- Please be sure to include the Show in any social media activity – it's never too early! Together we can maximise our efforts.
- **Free entry to the Show Guide**, which will be given to visitors to the Show, which will include your name and address plus 20 words describing your hobby – **IF you complete the relevant part of the Application Form and send your full payment by 2<sup>nd</sup> May.** We are sorry but entries received after this date (our print deadline) cannot be included.

Letter 2 to Toys and Hobbies 11/19

Axe Vale Festival Ltd. Registered in England & Wales - Company No. 6500554. Registered Charity No. 1130829  
Registered Office (not for routine correspondence) - Thomas Westcott, Timberly, South Street, Axminster EX13 5AD

*The Axe Vale Show is a fundraising event organised by Axe Vale Festival Ltd  
... raising funds for local organisations*

## CAN I HAVE ELECTRICITY?

- Yes of course – if you complete the relevant part on the Application Form
- **Please note that the 5 amp electricity choice will not be sufficient for a kettle.**
- It is essential that you ensure any equipment is in safe working order and has been suitably tested. Compliance with the Fire Safety Order 2005 is essential. Very good guidance on food concession Trade Stands can be found on the National Fire Chiefs Council website: [www.cfoa.org.uk](http://www.cfoa.org.uk), under event safety documentation
- All equipment must be declared on the Electrical Supply Form.
- **Please note that electricity is only available during opening hours of the Show unless previously arranged**
- **THE USE OF PRIVATE GENERATORS IS NOT PERMITTED**

## HOW ARE SPACES IN MARQUEE ALLOCATED?

- We lay out the marquee to optimise footfall for our Exhibitors, wherever possible meeting any special requests made on the Application Forms. We work on a first come, first served basis and entirely at the discretion of the Organisers but will do our best to please you. Please understand that it just isn't possible to give everyone exactly what they want – but we do try hard!

## CAN I CAMP?

- Absolutely! You can bring a caravan, motor home or tent. There will be an area set aside in Car Park B with a WC and water supply provided.
- Alternatively a list of accommodation is available from the Visitor Information Point at Axminster Heritage Centre, Thomas Whitty House on 01297 34386.
- Please note that for Safety, Security and Insurance purposes **NO OVERNIGHT SLEEPING OR CAMPING IS PERMITTED ON THE SHOWGROUND ITSELF.**
- Please note that dogs are used to patrol the Showground overnight.

## AND NOW?

Reserve your place by completing and returning your Application Form along with full payment for any extra tickets as soon as possible.

Once we have received your application we will send you a confirmation of your booking. More details will follow in June. You will receive 2 wristbands which must be worn at all times as they confirm entry into the Showground. Without a wristband you will be refused entry.

Please do get in touch if there is anything we can do to help.

Thank you so much for helping us to help others, and we look forward to meeting you at the Show