

# Suffolk Dog Day

## Stall Registration Form

Please complete form in block capitals:

1 x single stall ( up to 3m x 3m)	£75	
1 x double stall (up to 6m x 3m)	£130	

### Stall holder programme advertising:

Advertising is available to all stallholders within the event programme. If you wish to advertise, please complete and return the stall holder advertising form along with your stall registration form. You may claim a 10% discount on the advertising if booked together.

**Final date for stall applications is Wednesday 11 July 2012**

### TERMS AND CONDITIONS FOR THE EVENT:

1. The organisers carry public liability insurance in respect of their own activities but stall holders will be responsible for theft or damage to their own goods. All stall holders must have their own public liability insurance and are requested to bring a copy of it with them on the day.
2. Stallholders will man their own stall for the duration of the event.
3. Stallholders will display a sign stating their stall name and reminded that they MUST provide their own cover/gazebo for the day.
4. Suffolk Dog Day is open to the public on Sunday 29 July from 10.30am until 5.00pm.
5. All traders must register their stall and set up on Sunday 29 July between 7.30 am and 10.00am. ALL vehicles MUST be removed from the exhibition area by 10.00am to the designated car park. No vehicles belonging to traders will be granted access to the exhibition area until 5.00pm and no stall is to be dismantled before the end of trading at 5.00pm.
6. Stallholders are to inform The Suffolk Foundation of all products to be sold to avoid clashes with other stalls.
7. Stallholders are asked NOT to sell food products for consumption on the day e.g. sandwiches
8. We regret refunds will not be given for bookings cancelled by exhibitors.

I/we enclose a cheque for the sum of £ \_\_\_\_\_ made payable to **The Suffolk Foundation**

Please issue an official receipt: Yes  No

Number of Vehicle Passes Required \_\_\_\_\_ (Please note Condition 5 above)

Stall trade name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Website \_\_\_\_\_

Email address \_\_\_\_\_

Contact name for stall \_\_\_\_\_

Product description: *(Please do not sell food products for consumption at the event)*

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Your company name will be listed in the Dog Day programme, with contact telephone number and website address. Please provide a description of your stall in 10 words maximum:

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**Please return your completed form to:**

Suffolk Dog Day  
The Suffolk Foundation  
Old Reading Rooms, The Green  
Grundisburgh  
Woodbridge  
Suffolk IP13 6TA

Dog Day phone line: 01473 734125

[www.suffolkgogday.com](http://www.suffolkgogday.com)

Twitter: [@SuffolkDogDay](https://twitter.com/SuffolkDogDay)

*The Suffolk Foundation is a registered charity dedicated to improving the quality of life for the people in Suffolk.*

*Registered charity number 1109453*