

What you need

- I require:
 - 1 standard marquee stand (4m x 1.5m with up to two 6' tables and 2 chairs)
 - 1 large marquee stand (6m x 1.5m with up to three 6' tables and 4 chairs)
 - 1 outdoor plot space (two 6' tables and 2 chairs allocated if required)
- Please indicate outdoor space required: _____ metres x _____ metres
- In total I require:
 - _____ tables (indicate if none required)
 - _____ chairs (indicate if none required)
- Please note, additional tables & chairs to standard allocation may be available if stand space allows, and will be charged at £4 per table and £2 per chair.
- I require:
 - _____ vehicle passes (up to 2 per stand)
 - _____ exhibitor passes (up to 4 per stand)
- Entry Tickets for Friends and Family: I require:
 - _____ day passes at £5 and / or
 - _____ weekend passes at £8 (children under 16 free)
- I require power:
 - Yes No
 - If yes, please provide full details of appliances and power requirements, giving details of amount of power required in kilowatts and number/type of plug(s)
 - _____
 - _____
- I wish to set up my stand on Friday 5th September:
 - Yes No
- I require free overnight camping? (night of 5th or 6th September only).
 - 5th Yes No
 - 6th Yes No
 - Number of tents _____
 - Number of caravans _____
 - Number of people expected to stay overnight _____
 - (please supply approximate numbers – these can be confirmed nearer the event)
- I am willing to add a link from my website to the Woodworks page?
 - Yes No No web site
- I can distribute posters and fliers for the event?
 - Yes No
 - If yes how many of each? _____ poster _____ flier
- Other requirements/ information (please use this space to add any other information that may be useful including details of others who may be interested in taking part in this event.
 - _____
 - _____
 - _____
- Public liability insurance
 - 3rd party public liability insurance is required by all participants at Woodworks!
 - Yes, I have/will have public liability insurance that will be active on 6th and 7th September 2008
 - I enclose evidence of this.
 - I will supply details by 30th May 08
- Level of insurance cover: _____
- I will risk-assess my activities and will supply details by 30th May 08 We can offer assistance if required; forms available from Alexis Pym Tel. 01234 762614 E. alexis.pym@marstonvale.org

Please note:

- Submission of this completed form constitutes your acceptance of the conditions laid out on page 2.
- Exhibition space will be allocated on a 'first come first served' basis
- Completion of this application form does not guarantee your attendance at WoodWorks! 2008.
- Although we will endeavour to provide all facilities as requested, this cannot be guaranteed.

I enclose a cheque for £ _____

Signed _____

Print name _____

Position in organisation (if relevant) _____

Please return the completed form to:

Jackie Brown, Woodworks!

40 Burrows Rd, Earls Colne, Colchester, Essex, CO6 2SA

Tel. 01787 221830 E. events@jackiebrownp.org.uk



WOODWORKS!

The festival of wood, woodlands and wood products

6 & 7 September 2008, 11am - 5pm

Forest Centre and Millennium Country Park

Station Road, Marston Moretaine, Bedfordshire, MK43 0PR - in the heart of the Forest of Marston Vale

Be part of Woodworks! 2008, the Forest of Marston Vale's annual celebration of British trees, woodlands and wood products. This unique event, now in its 6th year, brings together growers, arborists, farmers, crafts people, musicians, artists, traders, scientists and enthusiasts from across the UK. It showcases new and traditional uses for native wood; demonstrates the renewable nature of wood; conveys the importance of trees to wildlife and offers visitors the chance to see and have a go at a range of traditional wood-crafts. Woodworks! puts enjoyment and interaction high on the agenda and embraces the broader theme of sustainable living.

Woodworks! offers an exceptional opportunity for traders, exhibitors and demonstrators to promote their business. Last year's event attracted around 5,000 visitors who responded to widespread publicity through local and regional press, radio, TV, newsletters, posters and advertisements. Visitors are increasingly taking advantage of the opportunity to purchase high quality products including art and craft items, garden furniture, locally produced food and drink, horticultural equipment, eco-friendly items, rural products and more.

The introduction of 'Cashback' facilities at our 2007 event prompted the best year for sales to date and is a service we will continue to provide visitors.

In addition, the festival is enhanced by an outstanding line-up of live folk music performances throughout the weekend; 'have a go' sessions; kid's workshops; traditional fairground rides; story-telling and a farmer's market – all set within the beautiful surroundings of The Forest Centre and Millennium Country Park, situated just minutes away from Milton Keynes and Bedford. Whether you wish to sell products, promote your organisation or are able to demonstrate a craft, process or woodland / outdoor leisure related activity, we will be delighted to receive your application form.



www.marstonvale.org/woodworks



Organised by the Forest of Marston Vale



WOODWORKS!

The festival of wood, woodlands and wood products

All proceeds from Woodworks are ploughed back into the Marston Vale Trust (charity No. 1069229) to create the Forest of Marston Vale – an environmental regeneration initiative, working towards transforming over 60 square miles of the Marston Vale to the south of Bedford.

Exhibition Space and charges

For 2008 we have increased the size of indoor single stands. Costs cover your exhibition space; provision of electricity; visitor and vehicle passes. Everybody who books a stand by 30th May 2008 benefits from inclusion in the event programme, given free to all visitors, as well as further promotion on the Woodworks web site.

Payment should be made on application and cheques should be made payable to: Marston Vale Services.

MARQUEES : 2 day charges

Standard rates

£75.00 for single stand (4 m x 1.5 m) includes up to two 6' trestle table and 2 chairs

£100.00 for large stand (6m x 1.5m) includes up to three 6' trestle tables and up to 4 chairs

Charities – discounted rates

£40.00 for single stand (4 m x 1.5 m) includes up to two 6' trestle table and 2 chairs

£60.00 for large stand (6m x 1.5m) includes up to three 6' trestle tables and up to 4 chairs

SHOWGROUND : 2 day charges

£75.00 per outdoor plot - sizes are negotiable depending on requirements. Allocation of two 6' tables and 2 chairs, if required. Charity discount rate as above.

Special Guests: A small number of plots will be made available at no cost to those whom we consider are offering visitors a significant interactive experience. Please indicate on the Application Form if you would like to apply for one of these plots and state your reasons. The event management committee will then consider all applications.

Sale of food and drink

No cooked food or drink shall be sold on site during the course of the weekend, unless arranged in advance with the event organisers.

Power Requirements

If required, the Forest Centre will supply you with mains electricity, according to your stated requirements, for the duration of

Woodworks, at no extra cost. It is your responsibility to ensure that all electrical equipment brought onto the site is electrically safe, in good working order, and ideally has an up to date portable appliance test certificate. If any of your equipment should prove to be faulty or unsafe you will be asked to stop using it. If you arrange to bring your own generator, this must be diesel fuelled.

Insurance

All participants must have 3rd party public liability insurance in place for the 6/7 September to the value of £5 million; lower limits may be acceptable for non-hazardous activities. A copy of the policy certificate must be sent to us by 30th May '08.

Personal Protective Equipment (PPE)

Anyone on your stand who is engaged in an activity that would ordinarily require him or her to wear appropriate PPE must wear such equipment at all times whilst engaged in that activity. All PPE should be in good, serviceable condition. Failure to comply will result in your being required to cease the operation and possibly to leave the show ground.

Risk assessment

We require you to have completed a risk assessment for your attendance at Woodworks and to have submitted a copy to us in advance of the show. Please ensure that any activity, structures, artefacts, tools, etc. that form part of your stand, that are or could be a hazard, are included in your risk assessment, together with details of the measures which you will take to minimise risk to yourself, your staff and members of the public. We can offer limited advice and assistance in risk assessment and a risk assessment form can be made available to you on request.

Noise, smoke, other fumes, etc

Please make clear on the application form whether your activities will create such possible nuisances and if so, their nature, extent and regularity. This will be useful to ensure that we place you in the most appropriate location within the event site. Your risk assessment will need to include details of the measures you will undertake to minimise any hazard or discomfort to the public.

Security

This year we have increased security arrangements with a private security firm patrolling the showground from 6pm until 8am on the nights of Friday 5th and Saturday 6th September.

Camping

We are happy for participants to camp on the show ground at the Millennium Country Park during the nights of Friday 5th and/or Saturday 6th September. Camping is not possible on the night of Sunday 7th September. Further details will be sent to those indicating on the booking form, that they intend to camp.

Getting There

Access will be available to exhibitors from 8am on 6 & 7 September. Access will also be available to participants during Friday 5 September, throughout the day, from 10am. Please contact us to notify your intention to set up in advance. Similarly, collection of your equipment can be arranged on Monday 8th September, by prior arrangement.

Confirmation of attendance, exhibitor and vehicle passes

Confirmation of attendance at Woodworks will be sent to you by 30th May 2008 along with all necessary passes and site details.

More information is available from the show organisers:

Jackie Brown PR, Woodworks!
40 Burrows Rd, Earls Colne,
Colchester, Essex, CO6 2SA
Tel. 01787 221830
events@jackiebrownpr.org.uk

or Alexis Pym Senior Ranger,
Forest of Marston Vale,
Station Road, Marston Moretaine,
Bedfordshire, MK43 0PR
Tel. 01234-762614
alexis.pym@marstonvale.org

Application Form 2008

To secure your place at this year's event, please send the completed form to:

Jackie Brown PR, Woodworks! 40, Burrows Road, Earls Colne, Colchester, Essex CO6 2SA by 30th May 2008.

Please enclose:

- Your payment - cheques should be made payable to: Marston Vale Services;
- A copy of your certificate of insurance against third party/public liability;
- A copy of your risk assessment.

About you

Name _____

Organisation (if applicable) _____

Address _____

Post code _____

Telephone _____

Fax _____

Mobile _____

Email _____

Web site _____

I am applying as a charity

Registered charity no: _____

I'd like to apply as a Special Guest; this is because _____

About your stall

Please describe the general nature of your stand/pitch. If possible, please supply photographs of the stall set up or of its content (returnable on request).

Please describe what you intend to sell, demonstrate or exhibit. Photographic images of products are requested where possible.

Please describe what you will be selling with an indication of price range.

Will you offer opportunities for public participation. If yes, please give details including suitability for children. And proposed level of charges, if any

Hazards - please give details of noise, smoke or other potential hazardous activities.