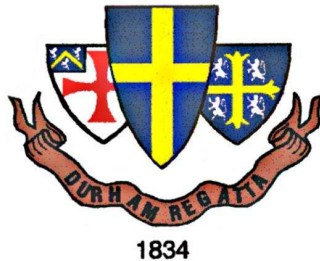


DURHAM



REGATTA

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Information for Trade Stand & Exhibitor Applications

Thank you for your interest in a Trade Stand or Exhibition at Durham Regatta. The 178th Durham Regatta is scheduled to take place on Saturday 11th and Sunday 12th June 2011. We regularly receive a large number of applications for Trade Stands and Exhibitions within the Regatta enclosure, however due to a limitation on space, we are unable to accommodate all applications.

All applications are considered by the Site Manager and Secretary and are subject to a non-refundable fee, agreed by the Regatta Committee, to be paid as set out in confirmation of successful applications.

The closing date for all site applications is **Friday 13th May 2010**, however, applications are assessed on a first come first served basis and we expect to be full in advance of this closing date. You are therefore encouraged to submit your application as soon as possible.

The application for a Trade Stand or Exhibition at Durham Regatta is a multi-stage process,

Stage 1: Please complete the Application form, together with a completed Risk Assessment form, a copy of your Public Liability Insurance Certificate (£5M minimum), a copy of your Public Hygiene Certificate (Food vendors only) and return it to the Secretary either by email or post. You will receive an acknowledgement of your application.

Stage 2: Within one calendar month you will receive either an acceptance or rejection of your application.

Stage 3: Within one calendar month of receiving an acceptance you are required to provide a non-refundable £50 deposit. If a deposit is not received within the required period the acceptance of the application will be withdrawn. On receipt of the deposit, your booking will be confirmed.

NOTE: A Trade Stand or Exhibition will be allowed into the Regatta Enclosure only if all relevant documentation as detailed in Stage 1, and the deposit, has been received.

All payments are to be received by the 31st May 2011.

Further information on Durham Regatta can be found on the web site, or by contacting the Secretary.

David Oliver
Secretary