

---

**FRINGE EVENT APPLICATION FORM**  
**EAT CAMBRIDGE**  
**SATURDAY 11 MAY to SUNDAY 26 MAY 2019**

---

This form sets out the procedure for making an application to host a fringe event during the Eat Cambridge food and drink festival 2019 and to have your event/business included in the official festival programme. The Main Event, for food and drink stallholders, will take place on Saturday 11 May at The Guildhall (please request a separate application form if you wish to apply for a stall space).

To apply to host an Eat Cambridge fringe event between Saturday 11 May and Sunday 26 May 2019 please complete **ALL** fields of this application form and return by FRIDAY 14 DECEMBER 2018 by email to [hello@eat-cambridge.co.uk](mailto:hello@eat-cambridge.co.uk). Please contact us if you wish to apply by post.

Please note that submission of a form does not guarantee the acceptance of the fringe event as part of the Eat Cambridge programme and by making an application you agree to the payment terms and other conditions of participating in the event (enclosed). There is a fee of £50 per event included in the festival fringe programme. Successful applicants will be notified by email in January 2019. Please get planning early and provide as much information about your proposed event/idea as possible.

Company / Host Name:		
Website(s) / Blog:		
Facebook page:	Twitter:	Instagram/other:
Description of proposed fringe event:		

Proposed date(s) of fringe event:	
Contact name:	
Email address:	
Telephone number:	
Fringe event venue address(es):	
Is your event ongoing throughout the festival? (please tick or highlight)	YES / NO
Event and host details for the festival programme (50 words):	
Ticket / admission price (£):	
Booking arrangements / deadline (who do customers contact to book? Please give full contact details):	

If selling food or drink at your event, please specify the Local Authority with which you are registered:			
Please sign below to confirm you wish to apply to host a fringe event during Eat Cambridge 2019 and that you agree to the Terms & Conditions of the event.			
Signature		Print name	
Date		OFFICE USE ONLY	
		Date received	
Application confirmation sent (date)		Event date & time	

## ***Eat Cambridge 2019 Fringe Event Host Terms & Conditions***

### **1. Application Process**

1.1 Submitting a form does not guarantee the booking of an event as part of Eat Cambridge 2019. Application decisions will be confirmed by email in January 2019. We cannot consider any applications received after the application deadline. Incomplete applications will not be successful.

1.2 By submitting a form you agree to the Terms & Conditions.

1.3 Your fringe event must fulfill the Eat Cambridge festival criteria, with preference given to local, independent food and drink companies and suppliers operating in a varied range of products, sectors and markets.

1.4 Questions about your application should be directed to [hello@eat-cambridge.co.uk](mailto:hello@eat-cambridge.co.uk) in the first instance. Please be aware that the festival organisers may be unable to respond to specific queries until all applications have been received and processed.

1.5 There is a fee of £50 per fringe event to cover administrative and publicity costs. A fringe event is only confirmed when the application has been granted successful and full payment has been received. Payment instructions and deadlines will be communicated when the application decisions are confirmed in January 2019. If payment is not received in full by the deadline, the booking will be released.

### **2. Details and publicity**

2.1 By providing your company details, website and social media information you agree to Eat Cambridge using your details for publicity purposes. It is your responsibility to ensure any details provided are current and accurate.

2.2 By providing your details, you agree to Eat Cambridge sharing any necessary information with third parties working in partnership with or in relation to the promotion, publicity, organisation or sponsorship of the festival in order to include your company / event in festival literature and media.

2.3 Eat Cambridge will not share your details with any unconnected third party without obtaining your prior consent.

2.4 By requesting your details, Eat Cambridge does not guarantee any level of publicity or bookings for your company or fringe events and will endeavour to accurately represent all involved parties in festival publicity and media as necessary to promote the event as a whole. You are responsible for marketing your event and ensuring you receive the bookings you require.

2.5 In the course of festival promotion, the festival organisers may request from you images, copy and other publicity materials which you should provide in a timely manner and in the required format. Eat Cambridge cannot accept any responsibility for non-inclusion in promotional materials due to delayed receipt or incompatible formats.

2.6 All fringe events meeting the payment deadline will be included in the Eat Cambridge festival brochure, featured on the Eat Cambridge website, and mentioned in other promotional literature and media features where appropriate, including social media. For this reason, please ensure that as many accurate details as possible are provided about your event in advance of

the deadline.

### 3. Event Management

3.1 Fringe event hosts are responsible for promoting and administering bookings for their own events. The festival organiser will communicate the release date of the festival programme so that event hosts can schedule tickets for fringe events to go on sale at the same time. This is to avoid early releases and sell-outs which may render the information in the festival programme incorrect on publication.

3.2 Fringe event hosts are responsible for providing a venue and all other related staff and equipment for their events.

3.3 Fringe event hosts are responsible for ensuring their event, venue and equipment comply with all necessary licenses, events notices, and regulations.

3.4 The festival organiser cannot guarantee that fringe events will be fully booked. Any amendments to the event details, bookings or cancellation must be managed by the fringe event hosts. Eat Cambridge will endeavour to accommodate any late information or changes made after the deadline.

### 4. Cancellation

4.1 In the event that a fringe event host cancels any event after the payment deadline, Eat Cambridge will be unable to refund any fees already received. Eat Cambridge will endeavor to update information relating to the event cancellation, publication deadlines permitting.