**Vendor Booking UK Venue Registration Form - 2025**

Please complete the form and send by email to hello@vendorbookinguk.co.uk
Or call 02087130394 if you need to speak with a member of the VBUK team

**Venue Name** (required):

**Full Address** (required):

**Postcode** (required):

**Primary Email** (required):
Secondary Email (recommended):

**Landline Phone Number** (required):
Secondary Contact Number (recommended, landline or mobile):

**Contact/s** (required): 1) First Name - Last Name -
 (recommended) 2) First Name - Last Name -

**Group Account / Parent Concierge Name** eg. MAPP, JLL etc. (required):

**Venue Information** (required). *Ie: Description of event area ie: main reception, additional building information is also useful:*
**Venue Occupancy, max capacity** (required):

**Average daily footfall** (required):

**Parking available** (required): YES / NO

**Parking Information if available** (required) *Ie: free on-site, freely available no need to pre-book, must be pre-book and wait for confirmed to be given etc:*

**Congestion/ULEZ/Clean Air zone** etc?: YES / NO

*Please state which:*

**Loading/unloading information** *Ie: describe where and how to unload:*

**Access to Building** *Ie: Steps/lifts/disability access:*

**Special Instructions or arrival procedures** if applicable *(i.e. security barriers, buzzer to call reception, loading bay in a different street with directions):*

**Do you provide tables** (highly recommended, especially if you do not offer parking) YES / NO

*How many are available per event, size/shape*

**Do you require event posters:** YES / NO

**Is ID required to access the site/building:** YES / NO

*What kind is required? Ie: Photo:*

**Public Liability Insurance:**  YES / NO **Minimum cover amount required:** £

**Risk Assessment & Method Statement:** YES / NO

Is there any charge for Vendors to attend events at your Venue (please DELETE below as necessary):

**No Charge - Table Fee (£x) - Charitable Donation (e.g. x% of sales) - Other***Venue fee information (direct charity link, BACS, other):*

**Do you have an onsite café or similar:

Are you able to accept food/drink Vendors** (DELETE as necessary):

**Indoor -** YES / NO
**Outdoor -**  YES / NO

**Is there access to power or water available for Vendors if required for their stall setup:**

Do you have any branded representatives who already attend your Venue (Tropic Skincare, Avon, Usborne Books etc.):

Event availability (default Mon-Fri, delete as needed): **Regular Day/s of the Week - Specific Dates**

**Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday**

Event times (10am arrival, 11am event start, 3pm finish are most popular and recommended)

**Arrive From -
Event Start -
Event End -**

Are you hosting any specific or themed events (Christmas Market, Easter Fair, Wellbeing Market, Charity Day… anything you want some Vendors for?):

**Event/s -
Date/s -**

Please duplicate above as needed

**BY DEFAULT, ALL VENDORS HAVE TO PROVIDE PUBLIC LIABILITY INSURANCE TO BE ON THE LIVE DATABASE**. Please outline below and send to hello@vendorbookinguk.co.uk, any additional documents such as Risk Assessment, Method Statement, security pass/form or anything else required for events at your Venue to take place:

**INFO REQUIRED FOR FREE SAMPLING OPPORTUNITIES**

Tenant Demographics:

% Male - % Female –

Age Demographic (Average):

Types Of Tenant Companies *(Company names and/or sector if possible):*

**Are you able to accept**

Alcohol (Bottles / Cans) YES / NO

Dietary Supplements YES / NO

Food Items YES / NO

Non – Alcoholic Drinks (Bottles / Cans) YES / NO

*There may be additional criteria depending on the nature of each free sampling campaign to fulfil*

*This form will allow setup of your Vendor Booking UK account in order to access Free Sampling opportunities. To participate in each individual trial you will be directed to a page on the VBUK website to register your interest.*