Leeds For All International Day of Disabled People Marketplace Event 2024

# Stall holder application form

Please provide us with information on this form if you would like a marketplace stall at this years’ IDODP event on:

**Tuesday 3 December 2024, 11 AM to 3 PM at Leeds City Museum**

2024 Theme: ‘Advocating for Accessibility’

There are a limited number of stalls available and we will allocate these according to fulfilment of the above theme.

**Contact** [**Helen.Brand@forumcentral.org.uk**](mailto:Helen.Brand@forumcentral.org.uk) **if you need any help completing this form or need any questions answered.**

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## Deadline

Email completed forms to [helen.brand@forumcentral.org.uk](mailto:helen.brand@forumcentral.org.uk) **by 12 noon on Tuesday 24 September 2024**

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| For your information |
| * A table and 1 chair will be provided for each exhibitor. * There will be no access to power/electricity/plug sockets on the day. * Food and drink will not be provided, please bring your own. * It is the responsibility of the stall holder to carry out a risk assessment and share this with us * A full event risk assessment will be conducted in advance by the museum and Forum Central team * An exhibitors briefing pack will be sent out to exhibitors in advance of the event. |
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| Your Stall Information - please complete | |
| Title of stall/organisation: |  |
| Description of activities /materials you will have on your stall (300 words max): |  |
| Number of people and names of those who will be covering your stall: |  |
| Please inform us of any accessibility requirements you/colleagues may have: |  |
| Social media handles/links | |
| Website address: |  |
| Twitter: |  |
| Facebook: |  |
| Instagram: |  |
| LinkedIn: |  |
| Youtube, and any others: |  |
| Your Logo: jpeg or png format please  (this can be a link to download it, or attach the image file to the email) |  |

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| Would you like to say anything else in support of your application? |  |

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| Contact Details | |
| We are committed to protecting the information you share. Please see Forum Central's privacy policy here for more information:  [Forum Central Privacy Policy](https://forumcentral.org.uk/wp-content/uploads/2020/05/Website-Privacy-Policy-05-20.pdf) | |
| Lead contact name for application: |  |
| Telephone number: |  |
| Email: |  |
| Organisation Address: |  |

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| Declaration |
| By signing you declare that the information you have given is accurate to the best of your knowledge and that you are authorised to act on behalf of the organisation.  By signing here you declare that you have read and agree to the privacy policy.  **Signature:**  **NAME (Block Capitals):**  **Date:** |

## What happens next?

We will review your expression of interest and contact you by Friday 4 October with the next steps.