

**North Devon+  
Events Data Collection Form**

Please use the form below for your event on northdevon.com, this information will be used to set up your event. All details should be given in **BLOCK CAPITALS**. Shaded boxes must be completed. We reserve the right to edit data to fit the space available.

**Please return to: North Devon+, Caddsdow Business Support Centre, Caddsdow Industrial Park, Bideford, North Devon EX39 3DX or email: [lfurse@northdevonplus.co.uk](mailto:lfurse@northdevonplus.co.uk)**

**Contact Details:** Please give details of the main contact of your event

**Business Name:**

**Contact Name:**

**Address for correspondence:**

**Postcode:**

**Telephone No:**  **Booking Tel No:**

**Fax No:**  **Mobile No:**

**Email:**

**Roles (please tick all those that apply):**

Administration <input type="checkbox"/>	Bookings <input type="checkbox"/>	Conferences <input type="checkbox"/>	Events <input type="checkbox"/>	Finance <input type="checkbox"/>
General Manager <input type="checkbox"/>	HR <input type="checkbox"/>	Marketing <input type="checkbox"/>	Owner <input type="checkbox"/>	Press & PR <input type="checkbox"/>

**Job Title:**

**Event Details** - Please use this form to provide details about your event

**Event Name:**

**Address of event:**

**Postcode:**

**Website of event:**

**Entry Prices:** (including concessions and special rates for groups etc.)

Free Entry	Adult (min-max)	Child (min-max)	Family (min-max)	Concession (min-max)
<input type="checkbox"/>	£ - £	£ - £	£ - £	£ - £

Please provide a short description of the event (240 **characters** max):

Please provide a full description of the event, including any information that would be useful to visitors: (200-300 words max)

Please provide concise directions to your event from the nearest through route and by public transport:

Please send at least 2 photos with your event request, these can be of the event or venue the event is taking place. Photos can be emailed to [lfurse@northdevonplus.co.uk](mailto:lfurse@northdevonplus.co.uk) or posted on a CD to **North Devon+**. You are responsible for the images which you send to **North Devon+**. By sending images to **North Devon+** you acknowledge that you own and/or have the required rights to use, display, modify and distribute the said image. You are deemed to accept that failure to acquire a license and/or rights to any image may incur legal penalty and retribution, that this will not be the responsibility of **North Devon+**, its staff, directors, or affiliates and you agree to fully indemnify **North Devon+** for any and all costs, liabilities or expenses it may incur due to such failures.

When emailing pictures or saving them to CD please note that small images should be 125 pixels wide by 86 pixels high, and large images should be 300 pixels wide and x 225 pixels high, minimum. Please tick an option below if you are providing images for your entry.

- I have enclosed images on CD with this form
- I give my permission for North Devon+ to take a copy of images of their choice from the website address given previously in this form to use with this entry
- I will email images to [lfurse@northdevonplus.co.uk](mailto:lfurse@northdevonplus.co.uk)

Please give date(s) and time(s) for each day eg 9:00-13:00, 14:30 – 17:00. If different times for each day, please use separate rows.

Date(s)	Time
_ / _ / _ to _ / _ / _	
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**Submitting your Information for Promotion**

**Your Declaration**

I have read the information supplied and warrant that the information provided is true and accurate and if published will not constitute an offence under the Consumer Protection Act from Unfair Trading Regulations 2008.

**NB: You must ensure that the prices and other details that you display through the DMS are current and up to date. It is against the Trade Descriptions Act to charge prices higher than those you describe in your advertising.**

*If you agree to your information being used in the following ways, please tick the appropriate boxes:*

- The tourism promoters sometimes make data available to carefully selected organisations whose products and services may be of interest to you. Please tick if you wish your data to be passed on in this way.
- The tourism promoters sometimes make data available to carefully selected organisations for inclusion in tourism-related publications and websites for the purpose of, but not limited to, providing you with potential additional customers and/or sales leads. Please tick if you wish your data to be passed on in this way.
- Please tick if you consent to the tourism promoters passing the information you have supplied to persons and/or organisations located outside the European Economic Area.

I accept the above statement for submission of information to tourism promoters.

Signature

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Print Name

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Position

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Date

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ND+ code:

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(for office use only)