



Dear Trader

Hello! Many of you will have used Event Owl before, many are new to us. Having been a trader myself I know it is frustrating to enter details onto a new system, but we've been around since 2014 and are serving some of the Norths best events. This event organisers is now working with us to reduce paperwork time at theirs and your side for years to come.

Event Owl is a one form fits all solution. A standard form layout that both organisers and traders find easy and simple to use. Once your details have been entered during your first application, we can later automatically complete most of the questions any listed event asks you for (as each event differs slightly as you know) in a matter of minutes – ([see video](#)) and we keep you posted on its progress.

**What you will need to upload for your first application are the following:**

1. Risk Assessment (PDF or MS Doc)
2. Public Liability Insurance Cert (PDF or a picture) – check the box info you enter marries with the certificate always. We'll send you a reminder when its about to run out.
3. Copy of your business/stand COVID policy (PDF/MS Doc)
4. Images of your stand – the better they are they easier the organiser will appreciate who you are and what you sell.
5. Any other health, safety, fire, food hygiene, FSA rating, electrical and other pertinent to your stand certificates (if you are an NCAS member you can produce and upload an MS Doc with these links on).

Do sell your offer to the organiser in the 'Details of product sold', why should they choose you?

Do refer to the [User guide it's here](#) We advise you create your first application using a PC/tablet, you can do it on your smartphone though as it is mobile optimised to a point.

Do enable to cookies so we can save your details! We only take card payments, but your card **will only ever be charged upon being approved by the organisers.**

Email us from the account you register with (so we can identify your account) if you're ever unsure of something or click on the pink 'Contact the organiser' forms on screen.

All the best and we look forward to working with you all.

Kind regards

A handwritten signature in blue ink that reads "Julie Ellington". The signature is written in a cursive, flowing style.

Julie Ellington  
Founder and Chief sorter outer