

<i>Deadline Date</i>	<i>Task</i>		<i>Consequence</i>
10 Weeks pre event. 20 th February 2026	BEER ORDER FROM GOODWOOD FARM (Deadline 10 weeks before the event)	Please ensure you have placed your order with our Goodwood Farm Team for our Beer. Pump badges need to be ordered at the same time.	If this has not been done, it might result in you not able to stock our Goodwood produce which is required at our events.
2 nd March 2026	WHOLESALE ORDER DEADLINE FOR SOUTH DOWNS WATER	Order deadline for South Downs Water Wholesale Operation to all caterers.	We cannot guarantee there will be any available stock to purchase.
1 th March 2026	WIFI ORDER DEADLINE	Order deadline for internet and Wi-Fi connection. If you already own a PDQ machine and require a secure internet connection in order to take payments, you will need to connect the machines to the Goodwood Event Network.	You will not be able to connect your PDQ machine to an internet connection and may have to rely on GPRS/mobile signal.
30 th March 2026	SUBMISSION OF H&S DOCUMENTS ON VERATURE	All health and safety documentation must be submitted onto our online system Verature.	If we do not receive all required documentation, we may not be able to perform the appropriate checks with your local authority and therefore you risk being unable to trade at the event.
2 nd March 2026	EVENT CUP SOLUTIONS ORDER DEADLINE	Order deadline for Event Cup Solutions our only cup supplier for all our events.	We cannot guarantee we will be able to supply last minute on site and guarantee the available stock.
17 th April 2026	ARRIVAL OF YOUR UNIT/S TO SITE	All units must be on site and in position by 17th April 2026 Midday . We also require that all our units have a siting food audit by Seahaven Food Safety which must be done within 48 hours of the event going live.	Any issues with the pitches, power, standpipes, wi-fi and telecoms, etc. may not be able to be rectified in time ahead of the event. Having all units in place by the 17th of April 2026 midday allows time for any issues to be resolved ahead of the event going live.
20 th April 2026	DEPARTURE OF UNIT		

22nd April 2026	ALL FOOD VOUCHERS MUST BE POSTED	All food vouchers you collect over the event must be posted to the above address by the 22nd April 2026	Failure to post the vouchers by the 22nd April, means that we will not be able to credit the amount off of your commission due. No vouchers will be valid after this date.
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