



A Very Vintage Weekend General Information

Please find below information on the Bournemouth Air Festival Vintage Weekend. Please read this information with the attached terms & conditions before completing the application form.

General Information

- Core trading hours will be from 10:00 - 18:00 hours on Saturday 1st and Sunday 2nd September
- Traders may continue to trade until 10pm on Saturday.
- Please note that all bookings will be + VAT.
- The trading area will be on the overcliff a hard-standing area on East Overcliff Drive
- The space booked must be large enough to incorporate all aspects of your stand **including any vehicles that are part of your stand**. You will not be permitted to overhang any aspect of the stand.
- Please note that no balloons of any type are permitted on your stand.
- Other than our designated catering areas there is to be strictly no catering/refreshments, ice cream or alcohol sold on site. Separate catering facilities will be available.
- Deliveries can be made between 06:30 and 08:30 in the morning with all vehicles off site by 09:00 hours. Vehicles are also permitted onsite between approximately 18:00 and 19:00 hours for breakdown
Please note: vehicles must not be onsite outside of the given vehicle access times unless included in your designated space. Any vehicles trying to gain access outside of these times will be sent away. Any vehicles left outside of your space will be escorted off site or towed away.
- Set up will be from 06:30 hours overcliff on Saturday 1st September

Passes

- Anybody working within your site must have a participant pass for identification whilst on the stand. These will be given out on arrival.
- Vehicle access passes allow access to the site for set up, break down and deliveries. Vehicles are not allowed on site during the event and will need to be parked in the traders car park at a charge of £10 + VAT.
- Extra participants passes can be purchased at an additional cost, please see rate card for details.

How to Apply

- All relevant forms must be fully completed and signed before a booking will be made. Incomplete applications will NOT be processed.
- Please ensure you have included the completed Application form, Health and Safety Questionnaire, Risk Assessment and copies of your relevant public and products liability & employer's liability insurance and fire risk assessment.
- Full Payment will be need to be included with the application.

Please read the enclosed terms & conditions before submitting an application



Trading Rates
Saturday 1st September - Sunday 2nd September 10am - 6pm
Option to trade until 10pm on Saturday.

3m x 4m - £150 + vat
6m x 4m - £200 + vat

For a pitch larger than those sizes stated above we may be able to offer space subject to availability. For more information please contact the Commercial team on 01202 454766.

Conversion details - 3 metres = 9.8 ft



IMPORTANT SECURITY INFORMATION

Due to recent advice, we are putting additional security measures in place for the 2018 Bournemouth Air Festival. Please read the measures below as access to site means acceptance to these terms.

- All vehicles must be pre-registered to gain access onto site including make, model, colour and registration. Without pre-registration, you will need to go through stringent checks to be allocated a vehicle access pass and access to site.
- Vehicles may be subjected to random vehicle searches
- Each vehicle will have a unique vehicle pass which **cannot** be transferred between vehicles, if you need to an additional vehicle access pass they can be purchased at a cost of £35 + vat. This is subject to availability. We strongly suggest pre-booking passes.
- Vehicles will not be allowed to stay onsite unless previously agreed with a member of the Events Management team, any unattended vehicles without permission or accreditation will be clamped and you will be charged £100 release fee.
- When not in use, all vehicles within the event area must be locked with the keys inaccessible to members of the public.
- During the main event period there will be a vehicle curfew with no vehicle movements other than specifically approved by the Events Management Team.
- The vehicle should be switched off and locked at all times when not on the move.
- No keys are to be left in unattended vehicles at any time, this will result in your vehicle being clamped and you will be charged £100 release fee.
- No rubbish/bin bags are to be left in around your stand all rubbish must be tidied into the Euro bins provided.
- All rubbish must be placed in clear bin bags which you will need to provide, checks will be made on site at the start of the day
- Exhibitor passes will be individually numbered with company name on. Any loss of pass must be reported immediately. Passes must not be worn off site.
- Please be vigilant and check your surrounding area, if you see anything suspicious then please tell a member of security, your zone manager or one of the commercial team who will be onsite.

We appreciate you working with us to ensure the event is as safe as possible, if you have any questions or concerns please don't hesitate to contact the commercial team at commercial@bournemouth.gov.uk



Application to Exhibit

Company / Organisation name:

Contact names:

1:

2:

Address for correspondence:

Contact numbers:

Day (prior to event):

Contact no. during event:

Mobile:

Email address:

Space required (in metres):

3m frontage x 4m depth

6 x 4

Height

Please draw a diagram of your exhibition site layout:

(A photograph of your stand MUST also be attached to your application)

This application is in accordance with the attached terms and conditions (Form T&C1). Please sign below on behalf of your company your acceptance of all the terms and conditions

Please give a full description of what you will be exhibiting on your stand for this event as detailed on form T&C1.

PLEASE CONFIRM YOU ARE STILL HAPPY TO HEAR FORM US

By Clicking YES I CONFIRM you are giving consent to be contact by us for future event opportunities. You have the right to withdraw your consent at any time

YES I CONFIRM

I DO NOT CONSENT

Signed: _____

Date: _____

Name: _____

Position: _____

PLEASE ENSURE YOU ENCLOSE THE FOLLOWING AS INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED:

Completed Health & Safety Questionnaire Risk Assessment

Photograph of Exhibition Stand

Employers Liability Insurance

Public Liability Insurance (including Products Liability if you will be selling)

Payment Details

Full Payment is due upon completed application. Please make cheques payable to 'Bournemouth Borough Council'.

**Please send your completed application form to:
Bournemouth Tourism, Events Department, Town Hall Annexe, St Stephens
Road, Bournemouth, Dorset, BH2 6EA. Tel: 01202 454766 Email:
Commercial@bournemouth.gov.uk**



Traders Health & Safety Questionnaire

Company or Business Name:

Company Trading Address:

Contact Name:

Please provide details on type of vehicle, structure, trailer & kerb weight:

Please give details of the person with the overall responsibility for Health and Safety on your stand:
Name:
Mobile number:

Please give details of all equipment & machinery which will be bought onto site:

Please confirm that all equipment has been tested and serviced and that current test certificates will be available for inspection on site:
Yes: No:

Do staff or public have access to hazardous parts?
Yes: No:

If yes, please provide details of control measures in place within your Risk Assessment

Does your stand involve the use of moving equipment or machinery?
Yes: No:

If yes, are all staff fully trained in its use?
Yes: No:

Have you or your Company ever been prosecuted or had any notices served by any local authority Environmental Health Department or the Health & Safety Executive?
Yes: No:

If yes, please give brief details:

Please give details of how your stand will be secured to the site including any necessary access requirements (please note that pinning is NOT allowed under any circumstances):

If using a gazebo we recommend that you use sand bags or water weights in addition to any standard weights

Please confirm you will bring appropriate fire safety equipment for your site which will be available for inspection by the organiser:

Yes:

No:

Will you have any young persons under the age of 18 working for you?

Yes:

No:

If yes, please put full details including training and supervision in your Risk Assessment

Will you be using a contractor to deliver, erect or dismantle your stand?

Yes:

No:

If yes, please provide contractors contact details, timings and details of work:

(You will also need to include a copy of their public liability insurance)

Name:
Company:
Contact number (day):
Mobile contact number:
Address:

Details of work:

Will you be bringing a generator onto site

Yes:

No:

If yes, please confirm acceptance of the terms and conditions below:

Yes:

No:

Please note the following terms and conditions for use of a generator on site:

- 1) The generator must be a super silent diesel generator rated below 62dBA
- 2) The generator must not leak oil or fuel and must not produce excessive fumes.
- 3) A suitably trained and competent person must refuel the generator ensuring it is switched off
- 4) Spill mats must be provided for refuelling
- 5) Generators must be securely and safely placed in a fenced area away from the public
- 6) The event organiser is entitled to stop use if the generator is deemed unsafe in any way
- 7) The generator must be maintained to a high standard at all times
- 8) Only sufficient fuel for one day's trading may be allowed on site at any time
- 9) All outlets must be protected by RCD
- 10) The organiser accepts no responsibility for losses arising for the enforcements of these conditions

**NB: PETROL GENERATORS WILL NOT BE ALLOWED ON SITE UNDER ANY CIRCUMSTANCES.
PLEASE SEE HEALTH & SAFETY ALERT NOTICE OVERLEAF FOR DETAILS**

Please sign below to verify the details you have provided in this health and safety questionnaire as true and correct and to confirm you have read the terms and conditions in form T&C1. Please tick below to confirm which of the following documents are attached.

Risk Assessment	<input type="checkbox"/>	Public Liability Insurance (£5m)	<input type="checkbox"/>	Employers Liability Insurance (£10m)	<input type="checkbox"/>
Company H&S Policy	<input type="checkbox"/>	Electrical Equipment Test Certificates	<input type="checkbox"/>	Method Statements	<input type="checkbox"/>

Signature: Date:

Name: Position:

Terms and Conditions TC1

In these terms and conditions the phrase 'organiser' means Bournemouth Borough Council and the term 'Exhibitor' means the company, organisation or individual booking a stand space and includes all employees and agents of such company, organisation or individual.

Booking & Payment Terms

1. All pre-payments are non-refundable. Payments can be made by credit card, cheque or invoice.
2. Where an invoice is raised payment must be made within 28 days otherwise the space will be cancelled. Exhibitors must reimburse the organiser on demand for any irrecoverable VAT due to HMRC from the organiser as a consequence of the Exhibitor's occupation and use of the allocated space.
3. Bookings will only be made on receipt of all the required documents including proof of public, products & employer's liability insurance cover, health and safety questionnaire, risk assessment and application form. If there is a dispute as to whether all of the required documents have been provided, the organiser's decision will be final.
4. Full payment must be received in full 8 weeks prior to the event, this being 5th July 2018.
5. In the event that payment is not received by this time the organiser reserves the right to cancel the Exhibitor's space without further notice and to impose cancellation charges.
6. The organiser reserves the right to refuse an application for trading at their discretion.

Cancellation Policy

1. In the event of cancellation or reduction in space booked the following charges will be applied:
Less than 8 weeks prior (from 5th July 2018) - 100% of total charges
2. All cancellations and reductions in stand spaces must be received in writing to the organiser. The cancellation charge will be calculated as to the date the written cancellation is received by the organiser.
3. If an Exhibitor fails to fully occupy the pitch allocated, the organiser reserves the right to move the Exhibitor to another pitch with no refund being given.
4. Should a Exhibitor's organisation go into receivership or become insolvent (within the meaning of the Insolvency Act 1986) prior to the event, the organiser will cancel the space and impose the charges set out in this clause unless otherwise agreed in writing with the Exhibitor or required by law.
5. If a Exhibitor fails to occupy the site by the time required on the day of the event, the Exhibitor will not be able to gain access to or use the site until it deemed safe to do so. No refund will be given in this instance.

Space

1. All stand spaces are on hard standing unless otherwise stated.
2. The space booked and confirmed by the Exhibitor must include sufficient room for all ropes, tow bars, accessories and equipment required for the Exhibitor.
3. Once the allocation is confirmed and accepted by the Exhibitor a space cannot change unless a new agreement is entered into.
4. Pinning of stands into the ground is not allowed. Stands must be securely weighted but not bolted or otherwise fixed.
5. You will be allocated your space on arrival within the price area booked. The organiser will not advise you of your location prior to arrival.
6. Change of space on arrival or during the event is NOT permitted under any circumstances other than as required in the interests of health and safety (as determined by the organiser).
7. Aluminium Trackway on the beach will not be completely level due to the nature of the sand and there will be a gentle gradient towards the Seafront. The organiser will not be liable if the trackway or sand are not suitable for the Exhibitor's intended use of the space.

Electricity

1. The organiser will not be providing electricity to stands.
2. Should you wish to bring in your own electricity supply for your stand (i.e. generator) you must obtain permission from the organiser in advance.
3. Any generator that is brought onto site must be a **super silent diesel** generator. Please see separate Alert Notice for details.
4. The Exhibitor must ensure that the generator is turned off before refuelling.
5. The refuelling of a generator must be carried out by a competent person.
6. Exhibitor's must ensure spill mats are provided and used during refuelling.
7. All outlets must be protected by RCD.
8. It is the Exhibitor's responsibility to ensure that generators are placed in a fenced area separated from the public.
9. The Exhibitor must ensure that generators are well maintained with no leaks or excessive fumes.
10. The organiser reserves the right to demand removal of any generator that does not comply with the terms or meet basic health and safety requirements.
11. Only sufficient fuel for one day's use will be allowed on site at any time. Fuel should be stored in containers which comply with the Petroleum Spirit (Plastic Containers) Regulations 1982 containers must have a Flammable Liquid Hazard Warning Diamond Label on the container.
12. Any generator coming onto site must be rated **below 62dBA** as a minimum requirement.
14. If you are using a gazebo then this must be fire retardant. Checks will be done on arrival.
15. If you are using gas you are only permitted to have enough gas for 1 day's trade, all spares must be at a central store away from the area. You must have a minimum of 1 x6kg powder extinguisher for every 2 x 47 kg gas cylinders and a fire blanket. They must also be yearly tested / serviced by a competent engineer.
16. If you are using deep fat fryers you should have wet chemical extinguishers.
17. For all caterers not using gas it is there is a minimum requirement of a 2kg CO2 fire extinguisher Checks will be done on arrival and non compliance of these regulations will result in removal from site.

Security

1. 24 hour on-site security will be provided. Should additional security be required this can be provided at an additional cost to the Exhibitor through our contracted supplier.
2. Personal items are left on stands at the owner's / Exhibitor's risk. The organiser takes no responsibility for items left unattended or for the security of the Exhibitor's property.
3. The organiser reserves the right to undertake security checks as deemed necessary and to refuse entry to vehicles or personnel at their discretion.

Litter

1. It is the Exhibitor's responsibility to remove litter from their immediate area and to keep their area tidy.
2. Boxes and cartons are to be flattened and placed in the areas provided. Exhibitors must not place boxes in the public bins.

3. Exhibitors who leave litter will be charged a litter deposit in future years.
4. Rubbish sacks are to be used for rubbish. These are to be provided by the Exhibitor.

Access

1. Access and egress procedures for the site will be advised two weeks prior to the event start date.
2. Exhibitors will be allowed access set up from 6am on Saturday 1st August 2018. Sites must be fully set up by 09:00 hours on Saturday 1st August 2018
3. All Exhibitors must report to the site office on arrival and must occupy the space allocated to them for the duration of the event. Failure to comply with this will result in their site being forfeited. No refunds will be given in this instance.
4. All deliveries to stands must be made within the designated vehicle movement times. Delivery vehicles will not be allowed access onto the site outside of these times. Please note: vehicles must not be onsite outside of the given vehicle access times. Any vehicles trying to gain access outside of these times will be sent away.
5. Access along the promenade for set up will be through a one way system.
6. Vehicles should drive forwards at all times, where reversing cannot be avoided a Banks man must be provided.
7. Due to width restrictions there is no parking on site for Exhibitor's vehicles. Once set up is complete vehicles must be moved offsite. A car park and shuttle is available at a cost of £10 + VAT per car for the duration of the event.
8. A valid pass must be clearly displayed at all times both on site (if within the allocated space) and in the offsite car park.
9. A speed limit of 5mph is in force whilst on site due to pedestrian access and hazard lights must be used at all times. Failure to comply will result in loss of your vehicle pass.
10. Vehicle passes will be provided for one vehicle per stand up to 6 metres wide and for two vehicles for stands from 7 - 12 metres wide.
12. Participant passes will be provided for two staff members up to and including 6 metre stands, three staff for 9 metre stands and for four staff for 12 metre stands. This will be used for identification and a shuttle bus to and from the offsite parking. Additional participant passes can be purchased at a cost of £5.00 plus VAT
13. No elements of any stand may be dismantled prior to 18:00 hours on Sunday 2nd September 2018), unless otherwise agreed by the Events Team.
14. Exhibitor stands must be cleared no later than 2230 hours on Sunday 2nd September 2018, unless previously agreed. At this time the organiser will remove any equipment, goods etc and dispose of them as it sees fit. Costs associated with this will be charged to the Exhibitor.

Health & Safety

1. It is the Exhibitor's responsibility to comply with all health & safety and fire legislation.
2. The Exhibitor is required to obtain and maintain public liability insurance (including products liability if selling) with a minimum level of indemnity of £5 million and employer's liability insurance with a minimum level of indemnity of £10 million. This must be submitted at the time of booking.
3. Should the Exhibitor's insurance documents not cover the event date, the current form should be submitted with the replacement document being sent once it comes into force. In these cases the replacement document must be received prior to the event start date.
4. A company health and safety policy must be in place if a company employs more than 5 people, this may be requested by the organisers.
5. Exhibitors are to provide confirmation of insurance.
6. The Exhibitor is responsible for all equipment bought onto site and for ensuring all insurances are obtained and contractual obligations met.
7. The Exhibitor is responsible for all stand conduct, public handling of exhibits, all consequential and other injury or loss.
8. The Exhibitor shall not knowingly do, or omit to do anything to jeopardise the organiser's insurances or licences in connection with the exhibition.
9. The Exhibitor will fully indemnify and keep the organiser fully indemnified against all actions, claims, costs and expenses and liabilities including legal fees arising under statute or common law from:-
 - (i) injury to or the death of any person; and/or
 - (ii) the loss of or damage to the premises or any property including any property belonging to the organiser; and/or
 - (iii) any other financial loss;to the extent that such actions, claims, costs, expenses, loss and liabilities are due to any breach of the Exhibitor's obligations under these terms and conditions or any act, omission, default or negligence of the Exhibitor or the Exhibitor's employees or agents (except and to the extent that such actions, claims, costs, expenses, loss and liabilities arise solely out of the act, omission, default or negligence of the organiser, its employees or agents).
10. Exhibitors participate at their own risk.
11. All Exhibitors must hold suitable and sufficient fire-fighting equipment at their stand and all staff must be trained in its use.
12. Marquee structures must adhere to fire regulations and must be securely and safely constructed.
13. The organiser reserves the right to request that a Exhibitor leaves the site for any reason, or close any stand that they deem is unsafe or a risk to the general public, or that does not adhere to the terms and conditions. There will be no entitlement to refunds in this situation.
14. In the case of an emergency please notify one of the organisers immediately. Ensure that all persons are removed in a calm and effective manner and access routes left clear for emergency services.
15. Bournemouth Borough Council's health and safety policy is available on request.
16. The organisers will monitor health and safety for the duration of the event. Visits will be made throughout the event to ensure that stands comply with all terms and conditions.
17. All Exhibitors must complete the health and safety questionnaire in full along with a risk assessment and supply the necessary documents.
18. Gas appliances must be fully tested and relevant certificates available on site for inspection.
19. Exhibitors are responsible for all third parties associated with their stand and for ensuring relevant insurances are held to the amounts set out in clause 2 of this section.
20. Exhibitors using equipment and machinery during the event must ensure that suitable guards and safety devices are in place. All machinery must be properly maintained in accordance with the Provision and Use of Work Equipment Regulations 1998 (PUWER).
21. It is the Exhibitor's responsibility to ensure that the public have no access to any hazardous areas.
22. Any fork lift trucks used on site must have relevant documentation on formal servicing and inspection along with relevant training certificates for operating it. All paperwork must be available on site for inspection.

Equality & Diversity

1. It is the Exhibitor's responsibility to make themselves aware of the organiser's Equalities & Diversity policy, which can be located on their website at: www.bournemouth.gov.uk
2. The Exhibitor agrees to comply with the organiser's Equality & Diversity Policy at all times whilst on the organiser's property or using the organiser's facilities.
3. The Exhibitor accepts and agrees that any transgression of the aforementioned policy will be the sole responsibility of the Exhibitor.
4. The Exhibitor accepts and agrees that they will be solely responsible for the scope and extent of any consequences of a breach of the Equality & Diversity Policy.

General Site

1. Event information will be sent out 2 weeks prior to the event with passes issued on arrival for set up.
2. No requests can be made for stand locations. Sites will be allocated on arrival at the organiser's discretion in the price area booked.
3. The organiser accepts no responsibility for loss or damage from an error in appointment of space or encroachment by one Exhibitor into the space apportioned to another.
4. Stand heights must not exceed 5 metres in height without prior authorisation from the organiser.
5. Exhibitors are not allowed onto unauthorised or unallocated areas and must not obstruct any highway. Exhibitors must comply with seafront bylaws at all times.
6. Sub-letting or sub-contracting of Exhibitor space is prohibited.
7. Any Exhibitors found to be defacing another stand are responsible for making good the damage made and may be required to leave the site.
8. The organiser reserves the right to refuse or cancel entry with good reason.
9. The organiser may decline proposed exhibits or order removal of, or remove without reason. It is the organiser's discretion on any refund.
10. Stands are expected to be of a high standard. The organiser reserves the right to remove any untidy stands.
11. No Helium balloons are to be sold, given away or used to decorate stands.
12. The use of microphones or amplifiers on stands is prohibited. The organiser reserves right to demand removal if found on site.
13. No roving sales are allowed unless previously agreed by the organiser.
14. No water will be provided. The Exhibitor must inform the organiser if they wish to bring water onto site in order to comply with waste water regulations.
15. Exhibitors are to ensure that they are available on site to receive all deliveries.
16. Exhibitors must man stands at all times between 10:00 - 18:00 hours
17. Exhibitors are not permitted to call out from stands.
18. Exhibitors must leave their site in the condition they found it in. Should any damage be made, the organiser will charge the repair costs to the Exhibitor.
19. No obstruction of gangways or open spaces is allowed. No signs or projection may be hung over gangways or open spaces or in any way affect neighbouring displays.
20. The organiser will not provide any storage for equipment or stock.
21. Access to sites by the organisers or their representatives must be allowed at all times throughout the event.
22. Camping is not permitted on site.
23. No overnight sleeping is allowed on site or in the Exhibitor car park.
24. Any Exhibitor found to be sleeping on site will be asked to leave immediately and their trading pitch will be forfeited by the organiser for the remainder of the event.
25. Any Exhibitor found to be trading later than the permitted finish times will have their trading pitch forfeited by the organiser for the remainder of the event. No refunds will be given in this instance.
26. The Exhibitor is responsible for ensuring that all goods sold on stands comply fully with UK and European Consumer Laws with regard to safety, fair trading, price display, food and weights & measures. Any services provided and statements about services provided should comply with trading standards legislation. Trading standards advice can be found on www.everythingregulation.org.uk.
27. On no account should any goods be sold that infringe any copyright or trademarks.
28. The Exhibitor is responsible for any faulty or mis-described goods sold by them. The organiser will accept no responsibility for any contractual liabilities of the Exhibitor. In the event of a contractual dispute, the Exhibitor's business details may be passed any person who in the reasonable opinion of the organiser has good cause to request such details, and such disclosure shall be conclusively deemed to be made with the Exhibitor's consent.
29. Exhibitors are required to display full details of business owners on stands.
30. Exhibitors are advised to take out cancellation cover. The organiser is not liable for refunds or compensation in regard to the event including cancellation or curtailment for any reason beyond the reasonable control of the organiser.
31. A Street Trading Licence is required to trade; your application fees include this licence.
32. No food, confectionary or drink may be sold or given away from your stand unless previously agreed with the organiser.
33. No unauthorised goods as described below may be displayed, sold or given away from your stand: refreshments, balloons of any description, items deemed as weapons (knives, crossbows, airguns, catapults), livestock, live fish, caged birds, dogs, pets, lottery, raffle or gaming tickets, event branded souvenirs, tobacco products, adult toys or games, radio or radar equipment (without prior authorisation), age restricted products or any item deemed unsuitable by Bournemouth Borough Council or the Police.

Freedom of Information

1. The organiser has obligations and duties under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004. The Exhibitor acknowledges that the organiser may be required to provide information relating to the booking or the Exhibitor to a third party in order to comply with its obligations under these provisions.

Applicable Law

1. These terms and conditions will be governed by and interpreted in accordance with English law and the parties submit to the exclusive jurisdiction of the courts of England and Wales.