

CLACTON AIRSHOW

23/24 August 2018

BOOKING FORM



Exhibition/Trade Application
www.clactonairshow.com

Event information

Date: Thursday 23rd August 2018 and Friday 24th August 2018.

Time: Open to public from 10am to 9pm Thursday & 10am to 5pm Friday.

The award winning Clacton Airshow celebrates its 27th year this year and is the biggest event in the Tendring District's calendar and can attract in excess of 250,000 visitors over two days!

The event is well supported by the local, regional and national media and is a well-established event in the Airshow calendar.

Hosted during the summer school holidays local residents and tourists from all over the UK as well as day trippers are in abundance. The event appeals to all age ranges, families and enthusiasts, supporters old and new!

The show site runs along the West Greensward, Marine Parade West, Clacton-on-Sea, Essex CO15 1NW and is a well-kept grassland area and features on site catering, trade stands, entertainment and attractions. There is no public entrance fee for this event.

Trade stand fees:

Size	Cost	Deposit
3 Meters	£325.00	£162.50
5 Meters	£478.00	£239.00
6 Meters	£530.00	£265.00
9 Meters	£735.00	£367.50

NOTE: All sites are 4 meters deep.

(Sites over 9 meters x 4 meters by negotiation – call 01255 686683 for further details).

Night time trading (Thursday only).

In addition to the main daytime display there will be a night display. Therefore the site will be open to public until at least 9pm on Thursday 23rd August (Please note: **no vehicles will be permitted to move off site during this time**).

Trade Information:

Site:

It is not possible to guarantee exact stand location. Sites will be allocated on the day. Change of space on arrival or during the event is NOT permitted under any circumstances.

Charity Stands:

Charities are welcome to purchase trade space on the main showground but there will be **no reduction** in site fees for this arrangement. A dedicated charity area will be overseen by Community Voluntary Services Tendring 01255 425692 on the main Town Square.

Set up:

The site is open for set up to traders on **Wednesday 22nd August** from 12pm to 9pm and limited access on Thursday 23rd until 7.30am. Due to road closure access restrictions **it is strongly recommended to set up on Wednesday 22nd**. No unauthorised vehicles will be permitted through the road closure after these times under any circumstances. Once set up, any **unauthorised vehicles which do not form part of the official display must be removed from site** by 8am.

Access to the event site will be subject to agreement that your vehicle may be searched by Essex Police and event Security.

Change of space on arrival or during the event is NOT permitted.

Set down:

Day exhibitors/traders **can commence their 'set down' from 5pm** both days and **evening traders can commence from 9pm on Thursday 23rd** however; **no vehicle movement off/on site will be permitted during this time**. The **event organisers will instruct traders/exhibitors when it is authorised and safe to leave/access the site** once we are satisfied that the site is reasonably clear of public and any other obstructions.

Parking:

NO general parking is permitted on site or along Marine Parade West however, exceptions to this will be considered for those vehicles forming part of an official display such as refrigerated/branded exhibition vehicle at the discretion of the event organisers. Once your booking is confirmed, parking for traders/exhibitors will be available for a small charge.

Security:

Event security will be onsite throughout the duration of the event. However, it must be noted that trade stands; stock or vehicles remain the responsibility of the applicant at all times.

Hazards:

A current copy of the following certificates **will need to be submitted with your application** where gas or electric is to be provided/used.

- Certificate of gas safety.
- Certificate of electrical testing.
- Risk assessment – template enclosed.

No Balloons of any type will be permitted on the show site.

Generators:

Generators must be operated in accordance with the relevant Health and Safety Standards, segregated from the public and protected by suitable covers or barriers with a suitable fire extinguisher positioned close by. This is the responsibility of the trader/exhibitor. Electrical power is not available on site.

Fuels:

Provision must be made for the safe and secure storage of all types of fuels and it is the trader/exhibitors responsibility to provide suitable fire extinguishers/equipment.

Trade Waste:

All traders must remove their own trade waste from site each day. Additional refuse bags are available from the events information trailer located central site.

Booking:

Important information before booking: Exhibitors must apply and pay for sufficient space for all stays and guy-ropes required for any structure to be erected or vehicle (including tow bar). Stand boundaries will be marked out and any trader/exhibitor occupying space beyond these may be removed or charged accordingly if space allows at the discretion of the Event Organisers. Only vehicles for refrigeration purposes or forming part of the official display will be considered on site by the organisers. This must be approved by organisers prior to the event no later than 30th June 2018.

Payment arrangements:

ALL exhibitors will be invoiced for the total amount upon application being approved by us (TDC). On receipt of invoice a **50% deposit** (non refundable) of the total fee **MUST** be paid to secure booking.

The remainder of the balance will be invoiced in June 2018. The balance of fees **MUST** be paid no later than 31st July 2018.

**** Any applications made after 1st June 2018 will require payment in full****

Please Note:

- Tendring District Council (TDC) reserves the right to refuse any application without explanation.
- A binding agreement only occurs when there is written acceptance of your application by TDC.
- All applications, where accepted, will be dealt with on a first come first reserved basis.
- Unsuccessful applications will be notified.
- By signing the application form you are agreeing to the event terms and conditions.

Checklist – the following details MUST be returned with the application:

- A fully completed, signed official application form.
- Enclose any supporting documents required e.g. Public Liability Insurance, Risk Assessment, Gas &/or Electricity safety certificates (where applicable) or relevant information.
- NOTE: Without this, applications will be counted as null and void.

Please note:

Upon your application being approved by us (TDC) an invoice will be sent out for the total amount however 50% payment (non refundable deposit) will be required with immediate effect to secure your booking.

Returned to:
Clacton Airshow Events Office
Life Opportunities
Tendring District Council
Town Hall
Station Road
Clacton-on-Sea, Essex, CO15 1SE

If you have any queries please call 01255 686683 or e-mail: clactonairshow@tendringdc.gov.uk

2018 Application for space:

Please complete and sign the following details:

Please site space required: All sites are 4 meters deep.
3 Meters 5 Meters 6 Meters 9 Meters

Company Name:

Contact Name:

Address:

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Postcode:

Telephone:

Mobile:

E-mail:

Web:

Description of content:

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****All gazebos must be of a sound structure and able to withstand any adverse weather conditions which may occur****

The following information must be provided:

Driver Name:		Make:	
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Model:		Number plate:	
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Vehicle details:

Does a vehicle form part of your official display? YES / NO*. (*delete as required). Please note that this option is at the discretion of the event organisers. The space required **MUST be included** in the site space booked and form part of the official display.

I have read and understand the event terms and conditions set out in this form and therefore confirm my agreement and understand that a binding agreement only occurs when there is written acceptance of your application by TDC. I hereby agree to pay **50% of the total fee** (non refundable deposit) upon receipt of invoice and **agree to pay the remainder of the outstanding balance when due (No later than 31st July 2018)**.

Signed:

Print:

Date:

How did you hear about exhibiting at Clacton Airshow? Please .

Previous trader: Direct Mailing: Website: Advert: Other (please specify):

EVENT TERMS & CONDITIONS Please read the following notes thoroughly before you sign the application form. Tendring District Council, the organisers, referred to below as “The Authority”, reserve the right to refuse any application at the Authority’s absolute discretion without explanation.

TIMES OF OPENING

See appropriate event information sheet for details of opening times and setup procedures. All units/exhibitions must remain open throughout the duration of the event. The Air Show, organised by the Authority, will hereinafter be known as ‘the event’.

WARNING EXHIBITORS TAKE NOTE

Please note that exhibitors are responsible for the security of their own staff, units and personal belongings and are liable to indemnify the Authority as mentioned in regulation 5 below.

REGULATIONS

1. **NONCOMPLIANCE WITH REGULATIONS** The Authority or its agents have the power to order the removal of any article from the event ground, or to close the stand of any exhibitor who does not conform to the event regulations or the directions of the Authority’s officials or stewards and, if necessary, to expel such exhibitor or his representative from the event ground.
2. **APPLICATIONS** Ground space is available for the sale of goods, catering, demonstrations, entertainment, exhibition or display. The nature of the exhibits and sales goods must be stated clearly on the application forms. No variation will be allowed after acceptance to the event, without the prior written approval of the Authority. Bookings will only be accepted in writing on official application forms. The completion of a stand application form and the receipt of a cheque do not constitute a contract with the Authority, unless and until the Authority issues written confirmation of the booking to the applicant. Site passes will not be allocated, until all fees have been paid in full. No product, product group or service can be guaranteed exclusive rights to sales on the site, unless agreed in writing with the Authority.
3. **CANCELLATION** Where an exhibitor withdraws from the event or cancels the space reserved for any reason, all fees paid shall be forfeited, whether the site is relet by the Authority or not. Please note the Authority does not accept any responsibility for any damage/loss of earnings or costs incurred as a result of the cancellation of the event.
4. **INSURANCE**
 1. The Exhibitor shall effect and maintain at all times a policy of insurance with a reputable insurance company for Public Liability in the sum of not less than £5,000,000 (five million pounds) in respect of any claim and also an adequate sum in respect of Fire and Special Perils (and Employers Liability where applicable).

2. The Exhibitor must, prior to a booking being accepted, produce to the Authority on demand evidence of such policy and of the payment of the premium for it.

5. INDEMNITY

The Exhibitor shall be fully responsible for and indemnify the Authority and keep the Authority indemnified against all claims, proceedings, costs and expenses arising from or in connection with the use of the site by the Exhibitor or the exercise or purported exercise of any permission or right given by the Authority to use the site (except to the extent that the same is shown to have been caused by the Authority).

6. ELECTRICITY/GAS

No electricity is available on the event ground. The use of properly silenced generators is however permitted. Exhibitors must ensure any gas appliances have been recently examined and tested as satisfactory by a competent person and labelled to indicate the examiner's name and the date of the examination. All electrically powered equipment must be maintained to ensure compliance with the Electricity at Work Regulations.

7. EXHIBITORS LIMITATIONS – **NO HOLIDAY PRIZE DRAW PROMOTIONS WILL BE PERMITTED**

1. Charitable Fund Raising and any activities deemed as 'Games of Chance' i.e. a Tombola stall is not permitted on any stand, which has not been granted permission by the Authority.
2. Those traders selling articles that are not in accordance with their original application, or trading without documented agreement from the Authority, will be closed down/removed from the event site.
3. No subletting of any portion of the trader's allocated site is permitted.
4. Sales activities must be confined to the stand area allocated and on no other area of the site.
5. Sale of food and drink is restricted to authorised catering concessions. Small samples may be given away free of charge for promotional purposes.
6. Written permission must be gained from the Authority for the use of any audio equipment which is to be used as part of the exhibition or unit.
7. Exhibitors must apply for and pay for sufficient space for all stays or guy-ropes required for any building or tent, caravan or vehicle(s) (which stay on the site including tow bar of caravan) to be erected. Stand space boundaries will be marked out and any trader/exhibitor occupying a space beyond these may be removed, resited or charged accordingly at the discretion of the Authority.

8. CATERING/ICE CREAM CONCESSIONS All caterers must comply with the

Food Hygiene (England) Regulations 2006. The food business operator shall put in place, implement and maintain a permanent procedure or procedures based on HACCP principles.

- 1 Caterers must provide sufficient receptacles for litter and tidy up litter around the stand area at the end of each day of the event.
- 2 No electricity is available on site. The use of properly silenced generators is, however, permitted.
- 3 The Authority reserves the right to refuse any catering application without explanation.
- 4 The Authority's Environmental Health Officers will inspect vendor's premises and will also check them both on arrival and during the event, under the provisions of the Food Safety Act and Associated Regulations. Unsatisfactory inspections may result in removal from the site.
- 5 A water supply is provided, see organisers for further details.

9. NUISANCE Exhibitors may not use any loud speaker apparatus , engines, generators, or other equipment, participate in any activity or practice, or sell, display or offer for sale any toxic, noxious or offensive substance, article or thing, so as to cause nuisance, annoyance or distress to other exhibitors or to the public. The Authority's decision on such matters shall be final and binding on all exhibitors.

10. OVERHEAD OBSTRUCTIONS Written permission must be gained from the Authority for flag poles, structures and advertising blimps in excess of 30 feet in height.

11. LITTER Exhibitors are responsible, at all times, for keeping their stand and the adjacent area free of litter.

12. VEHICLE PARKING **ALL VEHICLES NOT FORMING PART OF THE DISPLAY MUST BE MOVED OFF THE MAIN SITE BEFORE THE SHOW OPENS TO THE PUBLIC.**
(See Section 7.7– Exhibitors Liability)

13. SAFETY

It is the responsibility of all Traders and Exhibitors to make themselves aware of the relevant regulations appertaining to their activities at the "event" and, in addition, the Authority draws your attention to the following with which participants are required to comply with:

○

Provide and maintain plant, equipment and systems or operations that are safe and without risk to health.

- Ensure the safe use, handling, storage and transport of articles and substances.
- Provide such information, instruction, training

and supervision as is necessary to ensure the health and safety of you, your employees, contractors, organisers and members of the public.

○ Conduct you're undertaking in such a way as to ensure that all persons who may be affected are not exposed to risks to their health and safety, therefore, taking all reasonable care for the health and safety of your self and of other persons who may be affected by your activities.

○ To cooperate fully with the Authority in the events in which you participate to enable the Authority to comply with all relevant Health & Safety Legislation.

○ No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

○

Report any problems or potential hazards that you observe, or that you are made aware of, to the attention of the Authority's Organisers trailer.

- Fire Precautions all stand

holders must provide a minimum of 1 No.13A Water Gas Fire Extinguishers or similar appropriate to the type and size of the unit.

○ All catering units must have a Dry Powder Fire Extinguisher or relevant Extinguisher and Fire Blanket.

○ All extinguishers must conform to BS5423 and Fire Blankets to BS6575 and must have been serviced within 12 months of the date of the event.

Accident Reporting and Investigation

During the event, any person needing treatment whatsoever should be attended to by the St John Ambulance Team who will be present on site. All accidents or injuries must be reported to the Authority's Organisers trailer immediately.

14. APPLICATION FORMS Any additional notes or regulations printed on application forms for specific events shall form part of these regulations. Deposits are non refundable.

15. ADVERTISEMENTS IN OFFICIAL PROGRAMME

Whilst every effort will be made to fulfil the Advertisers requirements to their reasonable satisfaction, the Authority accepts no liability either directly or indirectly, expressed or implied, for any loss or damage arising from any error, inaccuracy or omission.

The Authority reserves the right to impose such additional regulations as it deems appropriate to ensure the safety of all persons involved in or attending the event.

All queries relating to the above regulations or the actions of the Authority or its appointed Contractors should be addressed to:

**Clacton Airshow, Tendring District Council, Town Hall, Station Road,
Clacton-on-Sea, Essex CO15 1SE**