

# Bournemouth Vintage Fayre Traders' Application Form

## Trading Information

Please find below general information on trading and how to apply for trading space at the BOURNEMOUTH VINTAGE FAYRE. Please read through this information and the terms & conditions before completing and returning the enclosed forms.

### General Information

- Trading is for the 5th September 2009.
- Trading hours will be from 11am – 5pm.
- Trading spaces are free.
- No equipment will be provided by organisers.

Please visit [www.bournemouthvintagefayre.co.uk](http://www.bournemouthvintagefayre.co.uk) for more information.

All sites will be situated on the Winton Recreation Grounds on Fitzharris Avenue in Bournemouth. Please specify the space required. The space booked must be large enough to incorporate all aspects of your trade stand. All *generators* brought onto site should be a **super silent diesel** one. Strictly no alcohol can be sold on site.

Deliveries & setup can be made between 4:30am and 10:30am on the morning of the 5<sup>th</sup> September 2009 with all vehicles off site by 10:30am.

### Passes

- All exhibitors and vehicles will be issued with passes.
- Each exhibitor on the stand must have an exhibitor pass for identification purposes whilst on site.
- Vehicle passes will 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 elsewhere, as there is very limited parking on site.
- Extra passes can be requested from the organisers.

### How to Apply

1. All relevant forms must be fully completed and signed before a booking will be made.
2. Please ensure you have included the application form, risk assessment & public and employer's liability.
3. Please take time to read the enclosed terms and conditions relating to trading.

## Application to Trade

Company / Organisation										
Name:										
Contact Names:	1:									
	2:									
Address for Correspondence:										
	Postcode:									
Contact no. prior to event:	Contact no. during event:									
	Day:									
	Evening:									
	Mobile:									
	Fax Number:									
	Email:									
Space required (in metres) :	3 x 4	6 x 4	9 x 4	12 x 4	3 x 5	6 x 5	9 x 5	12 x 5	Other	

Please draw a diagram of your exhibition site layout: (A photograph of your stand can also be attached)	
What is the height of your stand?	
Please tick if you need to bring a generator onto site (this must be a silent diesel generator) :	<input type="checkbox"/>
Number of staff with your exhibition stand:	
Number of additional exhibitor passes required:	
Please tick if an additional vehicle pass is required:	
Please detail all products or services to be exhibited:	

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

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&C.

**PLEASE ENSURE YOU HAVE ENCLOSED:**

Public & Employers Liability Insurance

Risk Assessment

Photograph of Exhibition Stand (if possible)

Please send your completed application form to:

Bournemouth Vintage Fayre Trading Applications,  
 RT Media Ltd, Allen house, 2a East Borough, Wimborne, Dorset, BH21 1PF

Tel: 01202 888192

**For official use only**

Date recd:
Stand no:

## Form T&C - Trading Terms & Conditions

In these terms and conditions the phrase 'organiser' relates to RT Media Ltd and the term 'trader' relates to all employees of such company, agent, organisation or individual.

### Booking Terms

1. Bookings will only be made on receipt of all the required documents including public & employer's liability, health and safety questionnaire and application form.
2. 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 organiser requires notification in writing a minimum of 1 week before the event date.
2. Should a reduction in space size be made the organiser reserves the right to move the trader's area location.
3. Should a trader's organisation go into receivership prior to the event, the organiser will automatically cancel the space unless otherwise agreed.
4. If an exhibitor fails to occupy the site by the time required on the day of the event the organiser reserves the right to re-allocate the site.

### Space

1. All stand spaces are on grass.
2. The space booked and confirmed by the trader must include sufficient room for all ropes, tow bars and accessories / equipment required for the exhibition.
3. The organiser reserves the right to change the layout and location of the exhibition space without prior notice.

### 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.
4. Petrol generators are prohibited.
5. The exhibitor must ensure that the generator is turned off before refuelling.
6. The refuelling of a generator must be carried out by a competent person.
7. Traders must ensure spill mats are provided and used during refuelling.
8. All outlets must be protected by RCD.
9. It is the trader's responsibility to ensure that generators are placed in a fenced area separated from the public.
10. The trader must ensure that generators are well maintained with no leaks or excessive fumes.
11. 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.
12. Only sufficient fuel for one day's trading may be allowed on site at any time.

### Security

1. Personal items left on stands are done so at the owner's / trader risks. The organiser takes no responsibility for items left unattended or for the security of the trader's property.

### Litter

1. It is the trader's responsibility to remove litter from their immediate area and to keep their area tidy.
2. Boxes / cartons are to be flattened and placed in the areas provided.
3. Black sacks are to be used for rubbish. These are to be provided by the trader.

### Access

1. Access and egress procedures for the site will be advised one week prior to the event start date.
2. Set up will start on Saturday 5<sup>th</sup> September 2009 between 4:30am and must be complete by 10:30am.
3. All deliveries to stands must be made between 6:30am - 9:30am on the morning of the fayre. Delivery vehicles will not be allowed access onto the site after this time. All vehicles must be cleared by 10:30am.
4. Due to restrictions there is no parking on site for Trader's vehicles. Once set up is complete vehicles must be moved off site.
5. A speed limit of 5 mph is in force whilst on site due to pedestrian access and hazard lights must be used at all times.
6. Vehicle passes will be provided for one vehicle per stand.
7. No elements of any exhibitor stand may be dismantled prior to 5pm on Sunday 5<sup>th</sup> September without the express permission of the organiser.

### Health & Safety

1. It is the trader's responsibility to comply with all health & safety and fire legislation.
2. Public Liability insurance up to the amount of £5 million and Employers insurance up to the amount of £10 million is required. This must be submitted at the time of booking.
3. Should the Public Liability insurance document 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 & safety policy is required if a company employs more than five people. This must be submitted at the time of booking.
5. Traders are to provide confirmation of insurance.
6. The trader is responsible for all equipment bought onto site and for ensuring all insurances are obtained and contractual obligations met.
7. The trader is responsible for all for stand conduct, public handling of exhibits, all consequential and other injury or loss.
8. The trader shall not do, or omit to do anything to jeopardise organisers insurances or licences in connection with the exhibition.
9. The trader will indemnify the organiser in respect of loss or damage to the premises or property.

10. traders participate at their own risk.

11. All traders 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 trader leaves the site for any reason, or close any exhibit that they deem is unsafe or a risk to the general public or that does not conform to the rules 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. The organisers will monitor health and safety for the duration of the event.

16. The trader must complete the health and safety questionnaire in full and supply the necessary documents.

19. Traders are responsible for all third parties associated with their stand.

20. Traders 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.

21. It is the trader's responsibility to ensure that the public have no access to any hazardous areas.

#### **General Trading Site**

1. Event information will be sent out two 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.

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 five metres in height without prior authorisation from the organiser.

5. Traders are not allowed onto unauthorised / unallocated areas.

6. Any exhibitors found to be defacing another stand are responsible for making good the damage made.

7. The organiser reserves the right to refuse / cancel entry with good reason.

8. The organiser may decline proposed exhibits or order removal of, or remove without reason.

9. Stands & traders are expected to be of a high standard. The organiser reserves the right to remove any untidy stands.

11. No balloons are to be sold or given away.

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.

15. Traders are to ensure that they are available on site to receive all deliveries.

16. Exhibitors must man stands at all times between 11am - 5pm.

17. Traders 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. The trader is responsible for ensuring that all goods sold on stands comply fully with UK and European Consumer Laws with regards to safety, fair trading, price display, food and weights & measures. Any services provided and statements about services provided should comply with trading standards legislation.

25. On no account should any goods be sold that infringe any copyright or trademarks.

26. The trader 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 trader's business details may be passed to the 'injured' party.

27. Traders are advised to take out cancellation cover. The organiser is not liable for refunds / compensation in regard to the event including cancellation or curtailment for any reason beyond the reasonable control of the organiser.