



FOR OFFICE USE ONLY:

Site Ref. No.

DOCUMENTATION REC'D

- a) Insurance
- b) Photographs
- c) Company profile
- d) Plan
- e) Power Required

Southend Air Festival 2012

Saturday 26th and Sunday 27th May 2012

Exhibition Space Application Form

SECTION ONE Applicant Details

1.1	Full Name of Company:	
1.2	Contact Name:	
1.3	Address:	
1.4	Telephone Number:	Work: Home: Mobile: Fax: E-Mail: Website:
1.5	Name of Person who would be responsible for your site at the event:	
1.6	Contact Details (if different from above):	

1.7	Name & Address of your Insurance Company:	
1.8	Public Liability Insurance Policy Number:	
1.9	Level of Public Liability Insurance Cover (minimum requirements is £5million):	
1.10	Expiry date of Policy:	

SECTION TWO Site Details

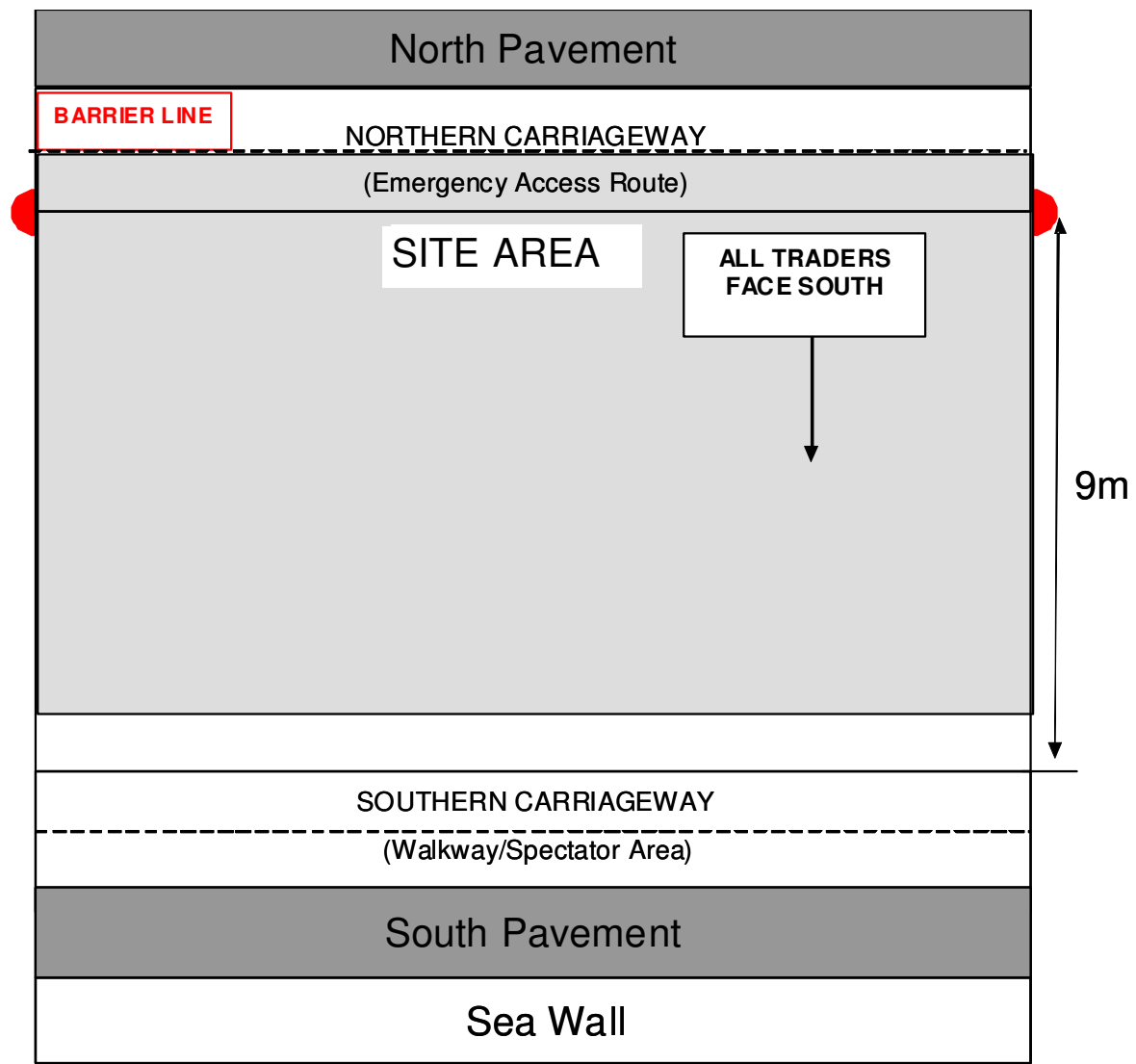
<p>PLEASE NOTE: Space will be charged at a rate of £190 per metre frontage (width of your display)</p> <p style="text-align: center;"><u>2011 Prices held for 2012 if booked by 31st January 2012.</u></p>

2.1	<p>Please tell us the size of site you require, which can incorporate a space for one support vehicle (only if essential):</p> <p>NOTE:- The standard maximum depth of the site is 9m.</p> <p>Please contact us prior to submitting your application if you require a larger site depth.</p>	<p>.....metres (frontage)</p> <p>.....metres (depth)</p> <p style="text-align: center;"><u>(Standard maximum depth of 9 metres)</u></p> <p>***Remember to include space required for your support vehicle in the above calculation***</p>
2.2	<p>Please give the maximum height of any structure being erected:</p> <p>NOTE:- The event p.a. system, used for commentary and safety messages is at an 8m height above the trade area. If your structure is higher and cables need to be re-routed via temporary columns, there will be a charge.</p>	<p>.....metres (height)</p>
2.3	<p>Brief description of structure (please also attach photos)</p> <p>e.g. Marquee, Unit, Trailer etc.</p>	

2.4	<p>Description of exhibition / display and nature of activities to be carried out:</p> <p>e.g. promotional display only, selling items etc.</p>	
2.5	<p>Time needed to erect structure and fit out:</p> <p><u>NOTE:-</u> Trader booking commences 4 hours prior to the event.</p> <p>No setting up will be permitted prior to this.</p>	
2.6	<p>Time needed to dismantle and vacate site:</p>	
2.7	<p>Preferred location (If you have attended before):</p> <p><u>NOTE:-</u> We will endeavor to accommodate your requirements but <u>no guarantee</u> can be given and we cannot promise to locate your unit as we have done in previous years.</p>	

2.8 Please provide a sketch of your proposed layout for your required area on the plan below within the shaded 'site area' – with your trade stand facing the southern carriageway (including structure, support vehicle, towbars, awnings, furniture, generators and opening doors etc):

Please include dimensions in **METRES** (refer to conversion sheet enclosed)



SECTION THREE Electrical Power Details

Please note power connections will not be available at the Southend Air Festival. It is therefore recommended that you bring your own generator (diesel only allowed).

3.1	Will you be bringing a silent diesel generator to the site for your power? (Silent diesel generators <u>only</u> , petrol generators are not permitted)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
-----	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------	-----------------------------

	<p>NOTE:- Please ensure you have enclosed the following documentation with your application, as failure to do so may result in your application being delayed or refused:</p> <p>Check List</p> <ul style="list-style-type: none"> a) Proof of your current Public Liability Insurance Certificate (minimum £5million cover) b) Photograph of your exhibition/display c) Company Profile d) Plan of your proposed site layout <p>Please return completed form together with any supporting documentation to the following address:</p> <p style="text-align: center;">James Holmes Southend Air Festival Southend-on-Sea Borough Council Tourism & Events Team 12th floor Civic Centre, Victoria Avenue, Southend on Sea, Essex SS2 6ER</p>		
	Signed:		
	Name:		
	Date:		