



2018 TRADE/EXHIBITOR APPLICATION

THURSDAY 13TH – SATURDAY 15TH September

Name of Company:	Contact Name:
LTD Company <input type="checkbox"/> Sole Trader <input type="checkbox"/> Trading As _____	Please note: You will be personally liable for the charge if you supply incorrect information
Address:	Telephone Land Line:
Email:	Mobile:
Fax:	
Please list all types of Goods/Products/Services you wish to sell, display or promote from the space allocated to you: Please note, if you sell items not listed on this form you maybe asked to withdrawn them from sale:	

PITCH SIZE

Width (m)	x	Depth (m)	= m2	x price per m2	=	Total Space Cost
	x		=	£21	=	

(Conversion Information – 3 METRES = 9.8 FEET)

TRADE CAR PARK RESERVATION (Limited numbers available)

_____ x Car Parking Space(s)	Registration Number for vehicle(s) to be parked in Trade Car Park: _____
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Trading Information

Area	Area Description
Devonshire Halls	* minimum 3m frontage & minimum 3m depth

Please read this information with the attached Terms & Conditions before completing the Application Form.

- Please do not send payment with your application.
- Exhibition stands will be able to purchase a 13 amp C form electricity socket, as **generators are not permitted on site** please indicate your requirements on your application form.
- Get In - The Winter Garden will be available for set up from 10am until 4pm on Thursday. This should allow plenty of time for you to be ready for opening at 6pm that day.
- Get Out - Break down of your stand must be carried out on Saturday after the event finishes, between the hours of 11pm & 12am. Please let me know if the above timings are not suitable for your get out.
- The stand and stock may remain set up throughout the event, but Eastbourne Borough Council accepts no responsibility for loss or damage to the stand or stock.
- Trading hours are:

Thursday	– 6.00pm -11.00pm
Friday	- 5.30pm – 11.00pm
Saturday	- 11.00am – 4.00pm & 6.00pm – 11.00pm
- Please report to The Events Team on arrival and you will be shown to your allocated space. Change of space on arrival or during the event is NOT permitted.
- Parking is available on site in an adjacent car park. This is a pay and display car park so we have allocated one pass per exhibitor which will need to be collected when you book in.
- There is no security within the building overnight but the building is locked.
- Evacuation and Emergency Procedure Notes are available on request, as they are generic for all events held in the Winter Garden. All fire panels have information on the meeting point in case of a fire.
- Eastbourne Borough Council has the right to ask you to leave the building at any point in time, if we feel it necessary.
- Please ensure that yourself and any members of your staff read this information and are aware of the following:
Security as always is a key element and we would ask that you all take responsibility for your own belongings and to be extra vigilant.
Should you become aware of anyone acting suspiciously or any suspicious packages you MUST contact a steward immediately.
- Eastbourne Borough Council will work closely with Trading Standards throughout the event, and will supply information on exhibitors if requested. All goods sold on Council land must be of marketable and satisfactory quality, and comply with all Trading Standards legislation.
- A condition of your booking is that you comply with any requests from officers employed by Eastbourne Borough Council relating to the safety, hygiene and admittance of the public to your stand.

- All relevant forms must be fully completed and signed before a booking will be accepted.
Incomplete applications will not be processed
- Please ensure you have included your completed Application Form, Health and Safety Questionnaire, Risk Assessment and copies of your relevant Public and Products Liability and Employers Liability Insurance Certificates. (Minimum £5 million cover)

I have read and acknowledged all the rules and regulations above and agree to abide by them all:

Name: _____

Company: _____

Signed: _____ **Date:** _____

**PLEASE READ THE ENCLOSED TERMS & CONDITIONS BEFORE
SUBMITTING YOUR APPLICATION**

Form T&C1 – Trading Terms & Conditions - PLEASE READ CAREFULLY

In these terms and conditions the phrase 'organiser' relates to Eastbourne Borough Council and the term 'exhibitor' relates to all employees of such company, agent, organisation or individual.

Booking & Payment Terms

1. Bookings will only be made on receipt of all the required documents including public, products & employer's liability, health & safety questionnaire, risk assessment and application form.
2. Once your booking has been confirmed in writing an invoice will be raised and sent to you for payment. All invoices are raised on a strict 28 days term.
3. If your invoice remains outstanding after 28 days and payment is not received your company details will be placed on our departments 'Bad Debtor List' for our future events. In this instance the organiser reserves the right to cancel the exhibitor's space without further notice and to impose cancellation charges.
4. The organiser reserves the right to refuse an application for trading at their discretion.
5. You will receive written confirmation of your booking along with two copies of your User Licence for your signing and immediate return.
6. The licence drawn up by Eastbourne Borough Council is in a standard format and is non-negotiable.
7. All pre-payments are NON-REFUNDABLE. Payments can be made by credit card, debit card, BACS or cheque.

Cancellation Policy

1. In the event of cancellation or reduction in space booked, No refunds will be given once the Event Invoice has been paid.
2. All cancellations and reductions in stand spaces must be received in writing to the organiser. The cancellation charge will be applied as to the date the written cancellation is received by the organiser.
3. Should a reduction in space size be made the organiser reserves the right to move the exhibitor's price area location.
4. Should an exhibitor's organisation go into receivership prior to the event the organiser will automatically cancel the space unless otherwise agreed.
5. 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. No refund will be given in this instance.

Space

1. The space booked and confirmed by the exhibitor must include sufficient room for all guy ropes, tow bars, foldout flaps on units, accessories and equipment required for the exhibition.
2. The organiser reserves the right to change the layout and location of the exhibition space without prior notice.
3. Pinning of stands into the ground is not allowed. Stands must be secured to the site but not be invasive on the surface.
4. 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.
5. Change of space on arrival or during the event is NOT permitted under any circumstances.
6. All pitches are sold on a first come basis and there is NO guarantee that your pitch will be the same as in previous years.

Electricity

1. All electricity requirements must be booked on the application form and paid in full at least 8 weeks prior to the event. Please ensure you request the correct power supply as this may not be able to be changed on arrival or during the show.

Security

1. Overnight 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 left on stands are done so 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. Cardboard needs 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 fine and this may jeopardise any future trade application by the exhibitor.
4. Black sacks are to be used for rubbish. These are to be provided by the exhibitor.

Health & Safety

1. It is the exhibitor's responsibility to comply with all health & safety and fire legislation.
2. Public liability insurance (including product liability if selling) up to the value of £5 million and employers liability of up to £10 million is required. This must be submitted at 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 & 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 brought onto site and for ensuring all insurances are obtained and contractual obligations are 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 do anything to jeopardise organisers insurances or licences in connection with the exhibition.
9. The exhibitor will indemnify the organiser in respect of loss or damage to the premises or property.
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 an exhibitor leaves the site for any reason, or close any exhibit that is deemed 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 the emergency services.
15. Eastbourne Borough Council's health & safety policy is available on request.
16. The organisers will monitor health & 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. Exhibitors are responsible for all third parties associated with their stand and for ensuring relevant insurances are held.
19. 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).
20. It is the exhibitor's responsibility to ensure that the public have no access to any hazardous areas.

General Exhibition Site

1. Exhibitor Instructions will be sent out to you with other documentation prior to the event.
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 space or encroachment by one exhibitor into the space apportioned to another.
4. Sub letting or sub contracting of exhibition space is prohibited.
5. The organiser reserves the right to refuse or cancel entry with good reason.
6. The organiser may decline proposed exhibits or order removal of, or remove without reason. It is the organiser's discretion on any refund.
7. Stands and exhibits are expected to be of a high standard. The organiser reserves the right to remove any untidy stands.
8. The use of microphones or amplifiers on stands is prohibited. The organiser reserves the right to demand removal if found on site.
9. No roving sales or sampling is allowed unless previously agreed by the organiser.
10. Exhibitors must man stands for the opening times of the event.
11. Exhibitors are not permitted to call out from their stands.
12. Exhibitors must leave their site in the condition they found it in. Should any damage be made the organiser will charge for the repair costs to the exhibitor.
13. 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
14. The organiser will not provide any storage for equipment or stock.
15. Access to sites by the organisers or their representatives must be allowed at all times throughout the event.
16. 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. No refunds will be given in this instance.
17. Any exhibitor found to be trading later than the permitted finish time will have their trading pitch forfeited by the organiser for the remainder of the event. No refunds will be given in this instance.
18. The exhibitor 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. Trading standards advice can be found on www.everythingregulation.org.uk
19. On no account should any goods be sold that infringe any copyright or trademarks.
20. The exhibitor is responsible for any faulty or mis-described goods sold by them. The organiser accepts no responsibility for any contractual liabilities of the exhibitor. In the event of a contractual dispute the exhibitor's business details will be passed to the 'injured' party.
21. Exhibitors are required to display full details of business owners on stands
22. 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.
23. No food, confectionery or drink may be sold or given away from your stand unless previously agreed with the organiser.
24. No unauthorised goods as described below may be displayed, sold or given away from your stand: refreshments, items deemed as weapons (knives, crossbows, airguns or 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 Eastbourne Borough Council or the Police.