

Eastbourne's annual Beer Festival will return from the 4th to the 6th October 2012 and bookings for exhibition space at the event are now being taken.

Featuring in excess of 120 real ales, wines, international bottled beers, ciders and perries, the Beer Festival will attract a considerable number of visitors, with there being four sessions over the weekend available for trading.

Eastbourne Beer Festival takes place in Eastbourne's Winter Garden, with two rooms dedicated to cask ales, a Bottled Beer Bar, Cider & Perry Bar, Wine Bar, and a Games Room. There is also live entertainment for each session.



The event will be marketed across the South East through various media and advance tickets always sell well.

If you are interested in booking a space, please read the following notes and then complete and return the booking form. Once your booking has been accepted an invoice will be sent to you for full payment.

1. The use of microphones, loudspeakers, megaphones or other voice enhancers or other sound systems is strictly prohibited.
2. All exhibition stands should be opened and manned within the following hours:
 - Thursday 4th October: 6pm-11pm
 - Friday 5th October: 5.30pm-11pm
 - Saturday 6th October: 11am-4pm & 6pm-11pm
3. A condition of your booking is that you comply to any requests from officers employed by Eastbourne Borough Council, relating to the safety, hygiene and admittance of the public to your stand.
4. Your own public liability insurance should apply when the general public are on your stand. **A copy of your insurance certificate (minimum cover £5 million) should be supplied with your application.**
5. Eastbourne Borough Council cannot be held responsible for any loss, damage or injury sustained by stand holders during this event.
6. No stands shall offer food or drink for sale.
7. The price of electricity is included in your stand fee. A standard 13 amp supply is available. Not all spaces have electricity near by so please specify if required with your booking.



EASTBOURNE BEER FESTIVAL 2012

Thursday 4th – Saturday 6th October



TRADE SPACE BOOKING FORM

Name of Company:	Contact Name:
Address:	Telephone Land Line:
Email:	Mobile:
	Fax:

Please list **ALL** Products intended for Sale:

SIZE OF EXHIBITION SPACE REQUIRED (METRES)						<u>Minimum 3x3m</u>
Width (m)	x	Depth (m)	= m2	x price per m2	=	Total Space Cost
Minimum 3m	x	Minimum 3m		£21.00	=	£

(Conversion Information – 1 foot is equivalent to 0.3048 metres)

13 amp electric supply <input type="checkbox"/>	Market Stall Required <input type="checkbox"/>	please specify requirements with a ✓
---	--	--------------------------------------

Signed: Date:

PLEASE RETURN TO:
ANITA FRANKLYN, EVENTS DEPARTMENT, EASTBOURNE BOROUGH COUNCIL, 1 GROVE ROAD,
EASTBOURNE, EAST SUSSEX BN21 4TW

Email: anita.franklyn@eastbourne.gov.uk Telephone: (01323) 415442 Fax: (01323) 417462

2012 BOOKING FORM AND TERMS & CONDITIONS FOR EXHIBITORS

IMPORTANT NOTES FOR CATERERS & EXHIBITORS Please read carefully, sign, and return with booking form

1. Invoices will be sent to you on a 14 day payment term and full payment must be received at least 4 weeks prior to the event.
2. The use of microphones, loudspeakers, megaphones or other voice enhancers or sound systems is strictly prohibited.
3. All exhibition stands and catering units must be open and manned during the event.
4. **NO** trade vehicles will be allowed to park on site. Vehicles will be permitted on site on the morning of the event but removed from the site an hour prior to the site opening and after all visitors have left the site in the evening for restocking purposes. Arrangements can be made for catering stock vehicles **prior** to the event.
5. Exhibitors offering food for sale to the public must comply with the relevant sections of the Food Hygiene (England) Regulations 2005 and ensure **ALL** relevant paperwork is completed and submitted prior to the event.
6. There is no electricity on site for ALL events with the exception of AIRBOURNE. Power must be supplied by your own HSE approved generators. A Council Safety Officer will check all generators once on site. Power requirements for Airbourne must be included on your booking form and paid for in advance.
7. 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.
8. Your own public liability insurance should apply when the general public is within your stand. **A copy of your insurance certificate (minimum cover £5 million) must be supplied with your application, you will not be admitted to the site without prior evidence of insurance.**
9. Eastbourne Borough Council cannot be held responsible for any loss, damage or injury sustained by stand holders during this event. The Council is also not liable for any loss of earnings, or any other losses incurred as a result of the event for any reason being cancelled or abandoned.
10. A photograph of your trade stand must accompany all applications for exhibition space. Exceptions will only be made if you attended any of our events in 2011 with the same stand.
11. If you are a previous exhibitor it is possible to request the same area (if available at time of booking) but there is no guarantee of the same exact pitch. **Change of space on arrival or during the show IS NOT POSSIBLE.**
12. Traders and exhibitors are expected to provide their own marquees and exhibition stands if required, which should be risk assessed and meet health and safety standards. A copy of your **RISK ASSESSMENT** and a separate **FIRE RISK ASSESSMENT** must be supplied before you are allowed on site to ensure that you comply with the Regulatory Reform (Fire Safety) Order 2005. Further information is available from HM Government website www.communities.gov.uk on the fire safety law and guidance for businesses section and downloading or reading guide 9 relating to outdoor events.
13. All exhibitors will be required to sign and complete a user licence which will detail permitted activities and your legal responsibilities whilst trading on Eastbourne Borough Council land.
14. 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.
15. We are unable to allow the sale of ice cream, drinks and ball bearing guns on stands. All goods will be checked by Trading Standards during the show.
16. All rubbish must be cleared from your site at the end of each day and put in the large Euro Bins or recycling points provided. Any rubbish not cleared away at the end of the event will be photographed as evidence and then a charge will be made to you as a fine. You will also jeopardise your chances of returning to Eastbourne Borough Council events in the future.
17. No tents, caravans or mobile homes are allowed on site during the event and traders and exhibitors are not permitted to sleep on site.

Signature: _____ Date: _____