



EXHIBITION AND MARKETING OPPORTUNITIES

Fiesta Sat 2nd – Sun 3rd June 2012

Queen's Diamond Jubilee – Mon 4th June 2012

WESTERN LAWNS, EASTBOURNE

Event Opening Times: Carnival Saturday 11:00 - 22:00

Cultural Sunday 11:00-17:00

Queen's Diamond Jubilee Monday 11:00-22:30

Building on the success of last year's event, the Spring Fiesta plans to showcase local and regional cask ales, ciders and perries alongside wine and cocktails. In addition the event will see the return of the very popular Cookery Demonstrations. On Saturday evening we are delighted to welcome back the Eastbourne Carnival for an evening of fun.

On Sunday 3rd June the event will take on a Cultural vibe with activities, crafts and exhibitors and a small farmers' market. Partners in the event include the Eastbourne Cultural Communities Network who will be bringing colour and entertainment to the event.

On Monday 4th June we will join in the National Celebrations for Her Majesty the Queen's Diamond Jubilee. We plan to have a Big Screen to show the Concert from Buckingham Palace, host a family Barn dance, fairground rides, competitions and live bands, a vehicle cavalcade and display plus a mini beer festival. The celebration will end with the lighting of the Diamond Jubilee Beacon and a Spectacular Fireworks Display.

All three days will see a packed schedule of live music on the ever popular band stage.

Based on last year's very successful 'Royal Wedding' Fun day the anticipated footfall to this FREE event is hoped to be in the region of 20,000.

Eastbourne Borough Council organises major visitor events annually within the resort. During the year the town attracts in excess of 4 million visitors to the town. Eastbourne has been the Winner of the Most Group Friendly UK Destination in the Group Travel Awards and has previously been voted Best UK Resort.

It is these awards together with new tourism initiatives that maintain the popularity of Eastbourne and enhance the visitors' and residents' perception of it as an exciting place to visit, work and live.

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: _____