

6TH Annual



SATURDAY 4 & SUNDAY 5 JULY 2020 EXHIBITORS BOOKING FORM

I wish to make a booking to exhibit at the 2020 Great Yarmouth Wheels Festival. I understand that my exhibit area will be allocated by the event management team and that a fee may be charged based on the size of area required and type of exhibit. This will be discussed and agreed with the event management team before my booking is confirmed. Please attach a copy of your Public Liability Insurance.

Please indicate the size of pitch and days you require:

Please circle as appropriate: Saturday 4 July Sunday 5 July Both days	Please state size of area required:
--	-------------------------------------

Please complete the details below:

Exhibit Name:		
Type of exhibit:		
Local Authority:		
Contact Name:		
Correspondence Address:		
Telephone:		Email address:
Social Media:		
SIGNED:	PRINT NAME: _____ SIGN: _____ DATE: _____	

At Great Yarmouth Borough Council, we take your privacy seriously and will only use your personal information to provide the services requested from us. You have requested that we process your entry to take part in the 2020 Great Yarmouth Wheels Festival. If you consent to us using your personal details for that purpose, please tick to confirm.

I agree

You can withdraw this consent at any time and should you withdraw your consent we will stop processing your booking. If you wish to withdraw your consent, please contact the Events Team on 01493 846344 or email wheels@great-yarmouth.gov.uk with Consent Withdrawn in the Subject Line

Signed **Date**.....

**Please complete your details overleaf and return your completed form to:
Great Yarmouth Wheels Festival, Town Hall, Hall Plain, Great Yarmouth, NR30 2QF.
Email: wheels@great-yarmouth.gov.uk**

6TH Annual



SATURDAY 4 & SUNDAY 5 JULY 2020 EXHIBITORS TERMS AND CONDITIONS

SITE TIMES

Saturday 4 & Sunday 5 July 2020

1. The site will be open to all exhibitors from 07:30.
2. Exhibitors will be notified whether they should enter the site from the North or South end of the event site. Stewards will direct you to your designated area.
3. No vehicles will be permitted to enter the site after 09:00 and all non-stand related vehicles must be removed from the site by 09:30, after which no vehicular movements will be permitted until after the event closes for the day.
4. The site will be open to the public from 10:00 on both days.
5. The event will close to the public at 18:00 on Saturday and 16:00 on Sunday.
EXHIBITORS MUST NOT PACK UP THEIR AREA OR LEAVE BEFORE THESE TIMES.
6. After visitors have left, exhibitors must wait for the all clear to be given before any vehicles already on site are moved. The event management team will make checks before this announcement is made. No vehicles will be admitted to the site until this announcement has been made.
7. Should you have an urgent need to leave the site before this time, you are required to contact event management who will organise stewards to walk your vehicle off site.
8. The organisers reserve the right to remove unauthorised vehicles from the site and to charge the owners for the removal costs.
9. All exhibitors must clear their site before 18:00 on Sunday.
10. No audio or visual equipment is allowed without prior authorisation from event management team.

SITE SECURITY

11. A limited security presence will be provided overnight on Friday and Saturday night, but no guarantee can be given as to the safety of goods and equipment due to the length of the event site and therefore you are requested not to leave goods or equipment in place overnight.
12. All exhibitors are required to supply a copy of their Public Liability Insurance when completing the booking form and must arrange their own insurance for goods and equipment.

SAFETY

13. All persons using the site must follow the directions of the security or stewards.
14. Any exhibitor who wishes to bring portable electricity generating equipment into the event area must gain permission in advance and must ensure that the equipment is fenced off to prevent public access and that it is

set up in such a manner to prevent any injury to the public.

15. Exhibitors should provide enough waste bins to hold any litter that may be generated on or around their exhibit. Arrangements should be made for the collection and disposal of your own litter.
16. The exhibit area must be kept clear of all tripping hazards.
17. All exhibitors must carry valid Public Liability insurance to the minimum value of £5m.
18. The speed limit for all vehicular movements on the site is five miles per hour. Anyone not adhering to this speed limit may be removed from site and not allowed to return.

IF YOU ARE IN ANY DOUBT ABOUT ANY MATTER WITH REGARD TO THESE CONDITIONS OR ANY OTHER ISSUE THEN PLEASE CONSULT THE GREAT YARMOUTH WHEELS FESTIVAL EVENT MANAGEMENT TEAM.
Email: wheels@great-yarmouth.gov.uk

Thank you for your co-operation in helping us to make the Great Wheels Festival a safe and enjoyable event for everyone.

