

# LACTON AIRSHOW



*Tendring*  
District Council



**26th & 27th August 2010**



**Trade/Exhibition Application Pack**

**Event information:**

Date: Thursday 26<sup>th</sup> & Friday 27<sup>th</sup> August 2010.

Time: Open to public from 11am to 5pm (although public do arrive very early morning on-site).

The Clacton Air Show, now in its 19th year, is the biggest event in the District's event calendar and is estimated to attract in excess of 120,000 visitors over two days and in 2009 saw record crowds of over 140,000!

The event is well supported by the local, regional and national media and is a well-established event in the air show calendar. Hosted during the summer school holidays local residents and tourists from all over the UK as well as day trippers are in abundance.

The show site stretches along Clacton's seafront and features on site catering, trade stands, entertainment and attractions. There is no entrance fee for this event.

Each day will have a full flying programme and in previous years this has included the world famous Red Arrows, Tornado, Jaguar, Harrier, Battle of Britain Memorial Flight, Guinot Wing Walkers as well as various ground events. Display times are usually between 12:30 to 16:00 on both days but are subject to prevailing weather conditions or operational requirements.

**Trade stand fees:**

Size	Cost	Deposit
3 Metres	£209.00	£104.50
5 Metres	£355.00	£177.50
6 Metres	£387.00	£193.50
9 Metres	£565.00	£282.50

**NOTE: All sites are 4 metres deep** (Sites over 9 metres 4 metres by negotiation – call 01255 686654 for further details).

**Trade Information:****Site:**

**It is not possible to guarantee exact stand location. Sites will be allocated on the day.**

The show site runs along the West Greensward, Marine Parade West, Clacton-on-Sea and is a well kept grassland area.

**Charity Stands:**

A dedicated area has been allocated for Charity stands. This area will be managed by Community Voluntary Services Tending (CVST). If you wish to take a charity stand at the event please contact **CVST on 01255 425692** for full details.

Charities may still purchase trade space on the main showground but there will be no reduction in site fees for this arrangement.

**Set up:**

For your convenience set up is available from:

Wednesday 25<sup>th</sup> August between 10am – 9pm.

Thursday 26<sup>th</sup> August we request that you are set up no later than 9.30am including the removal of vehicles from site. All exhibitors and traders are encouraged to remain open throughout the duration of the event.

**Set down:**

Exhibitors/traders are requested to commence their 'set down' from 5pm and the event organisers will instruct traders/exhibitors when it is safe to leave the site once we are satisfied that the site is reasonably clear of public and any other obstructions.

Please note that Electrical power is not available on site due to risks associated with the air display.

Public walkways must be kept clear at all times. Under no circumstances must traders exceed their allocated space. Traders who breach this regulation may be asked to leave the site, be relocated (if space allows) or charged for the additional space and a £50 fine will be incurred.

**Parking:**

Limited parking is available on site. Only vehicles forming part of your display such as refrigerated/exhibition vehicles will be permitted on-site at the discretion of the event organisers. Alternative parking is not the responsibility of the event organisers. Parking will need to be found around the show site for all other vehicles'. Any unauthorised vehicles parked on the show site or along the designated Emergency Access Road in Marine Parade West will be fined and towed away by either the police or parking enforcement.

**Security:**

Security will be hired throughout the event and will patrol the show site from Wednesday 25<sup>th</sup> February until the close of the event on Friday 27<sup>th</sup> August. However, it must be noted that trade stands; stock or vehicles remain the responsibility of the applicant at all times.

**Hazards:**

A current copy of the following certificates will need to be submitted with your application where gas or electric is to be provided/used.

- Gas safety certificate.
- Certificate of electrical testing.

**No Balloons of any type will be permitted on the show site.**

**Generators:**

Generators must be operated in accordance with the relevant Health and Safety Standards, segregated from the public and protected by suitable covers or barriers with a suitable fire extinguisher positioned close by.

**Fuels:**

Provision must be made for the safe and secure storage of all types of fuels with suitable fire extinguishers positioned close by.

### **Trade Waste**

All traders must remove their own waste from site each day. Bags will be provided by events staff and available from the events trailer.

### **Booking:**

#### **Important information before booking:**

Exhibitors must apply and pay for sufficient space for all stays and guy-ropes required for any building, gazebo, caravan or vehicle (including tow bar for caravan/vehicle) to be erected. Stand boundaries will be marked out and any trader/exhibitor occupying space beyond these may be removed, re-sited or charged accordingly if space allows, at the discretion of the Event Organisers. Vehicles not forming part of the exhibition must be removed from the Show site (which includes Marine Parade West as this is an emergency services access road).

#### **Payment arrangements:**

ALL exhibitors MUST submit a **50% non-refundable deposit of the total fee returned with the completed application form** and MUST include a copy of your current Public Liability Insurance and any other supporting documentation required. ***Without this, applications will not be accepted and deposit cheques will be returned to the company.***

The remainder of the balance will be invoiced in June 2010. The balance of fees MUST be paid no later than ***Friday 23<sup>rd</sup> July 2010.***

### **Please Note:**

- **Tendring District Council reserves the right to refuse any application without explanation.**
- **All applications, where accepted, will be dealt with on a first come, first reserved basis.**
- **Unsuccessful applications will have deposit cheques returned.**
- **By signing the Application Form you are agreeing to the Event Terms and Conditions.**

### **Checklist:**

- Fully complete and return the official application form enclosing a signed deposit cheque of **50%** of the total fee made payable to ***Tendring District Council.***
- Enclose any supporting documents required e.g. Public Liability Insurance, Gas &/or Electricity safety certificates.
- Read through the event terms & conditions which have been enclosed with this application.

Forms to be returned to:

**Clacton Air Show  
Leisure Services, Tendring District Council  
Town Hall, Station Road  
Clacton-on-Sea, Essex  
CO15 1SE**

**Application for space:**

Please complete and sign the following details:

Please  site space required:

**3 Metres**  **5 Metres**  **6 Metres**  **9 Metres**

**Company Name:** .....

**Contact Name:** .....

**Address:** .....

.....

.....

**Postcode:** .....

**Telephone:** .....

**Mobile:** .....

**E-mail:** .....

**Web:** .....

**Description of content:** .....

.....

.....

**Time to dismantle:** .....

**Description/height of any structure being erected\*:** .....

***\*All gazebos must be of a sound structure and able to withstand any adverse weather conditions which may occur.***

Does a vehicle form part of your display YES / NO. (*delete as required*).

(If YES, the space required MUST be included in the site space booked. No vehicles are permitted on-site or behind traders stands. The only exceptions are for traders who require the use of refrigerated vehicles or those that are for exhibition purposes only. **No general parking is authorised on site**).

I have read and understand the conditions and event regulations set out in this form and therefore confirm my agreement and understand that a binding agreement only occurs when there is written acceptance of your application by the company. I have enclosed a signed deposit cheque of **50%** of the total fee and agree to pay the remainder of the outstanding balance no later than **Friday 23<sup>rd</sup> July 2010**.

**Signed:** .....

**Print:** .....

**Date:** .....

**An incomplete application or an application which does not include a signed deposit cheque and copies of the relevant certificates/documents required constitutes as an incomplete application form which will be returned.**

## **EVENT TERMS & CONDITIONS**

**Please read the following notes thoroughly before you sign the application form. Tendring District Council, the organisers, referred to below as “The Authority”, reserve the right to refuse any application at the Authority’s absolute discretion without explanation.**

### **TIMES OF OPENING**

See appropriate event information sheet for details of opening times and set-up procedures. All units/exhibitions must remain open throughout the duration of the event. The Air Show, organised by the Authority, will hereinafter be known as ‘the event’.

### **WARNING- EXHIBITORS TAKE NOTE**

Please note that exhibitors are responsible for the security of their own staff, units and personal belongings and are liable to indemnify the Authority as mentioned in regulation 5 below.

## **REGULATIONS**

### **1. NON-COMPLIANCE WITH REGULATIONS**

The Authority or it’s agents have the power to order the removal of any article from the event ground, or to close the stand of any exhibitor who does not conform to the event regulations or the directions of the Authority’s officials or stewards and, if necessary, to expel such exhibitor or his representative from the event ground.

### **2. APPLICATIONS**

Ground space is available for the sale of goods, catering, demonstrations, entertainment, exhibition or display.

The nature of the exhibits and sales goods must be stated clearly on the application forms. No variation will be allowed after acceptance to the event, without the prior written approval of the Authority.

Bookings will only be accepted in writing on official application forms.

The completion of a stand application form and the receipt of a cheque do not constitute a contract with the Authority, unless and until the Authority issues written confirmation of the booking to the applicant.

Site passes will not be allocated, until all fees have been paid in full.

No product, product group or service can be guaranteed exclusive rights to sales on the site, unless agreed in writing with the Authority.

### **3. CANCELLATION**

Where an exhibitor withdraws from the event or cancels the space reserved for any reason, all fees paid shall be forfeited, whether the site is re-let by the Authority or not. Please note the Authority does not accept any responsibility for any damage/loss of earnings or costs incurred as a result of the cancellation of the event.

### **4. INSURANCE**

1. The Exhibitor shall effect and maintain at all times a policy of insurance with a reputable insurance company for Public Liability in the sum of not less than £5,000,000 (five million pounds) in respect of any claim and also an adequate

sum in respect of Fire and Special Perils (and Employers Liability where applicable).

2. The Exhibitor must, prior to a booking being accepted, produce to the Authority on demand evidence of such policy and of the payment of the premium for it.

#### 5. INDEMNITY

The Exhibitor shall be fully responsible for and indemnify the Authority and keep the Authority indemnified against all claims, proceedings, costs and expenses arising from or in connection with the use of the site by the Exhibitor or the exercise or purported exercise of any permission or right given by the Authority to use the site (except to the extent that the same is shown to have been caused by the Authority).

#### 6. ELECTRICITY/GAS

No electricity is available on the event ground. The use of properly silenced generators is however permitted. Exhibitors must ensure any gas appliances have been recently examined and tested as satisfactory by a competent person and labelled to indicate the examiner's name and the date of the examination. All electrically powered equipment must be maintained to ensure compliance with the Electricity at Work Regulations.

#### 7. EXHIBITORS LIMITATIONS – **NO HOLIDAY PRIZE DRAW PROMOTIONS WILL BE PERMITTED**

1. Charitable Fund Raising and any activities deemed as 'Games of Chance' i.e. a Tombola stall is not permitted on any stand, which has not been granted permission by the Authority.
2. Those traders selling articles that are not in accordance with their original application, or trading without documented agreement from the Authority, will be closed down/removed from the event site.
3. No sub-letting of any portion of the trader's allocated site is permitted.
4. Sales activities must be confined to the stand area allocated and on no other area of the site.
5. Sale of food and drink is restricted to authorised catering concessions. Small samples may be given away free of charge for promotional purposes.
6. Written permission must be gained from the Authority for the use of any audio equipment which is to be used as part of the exhibition or unit.
7. Exhibitors must apply for and pay for sufficient space for all stays or guy-ropes required for any building or tent, caravan or vehicle(s) (which stay on the site including tow bar of caravan) to be erected. Stand space boundaries will be marked out and any trader/exhibitor occupying a space beyond these may be removed, re-sited or charged accordingly at the discretion of the Authority.

#### 8. CATERING/ICE CREAM CONCESSIONS

All caterers must comply with the Food Hygiene (England) Regulations 2006. The food business operator shall put in place, implement and maintain a permanent procedure or procedures based on HACCP principles.

1. Caterers must provide sufficient receptacles for litter and tidy up litter around the stand area at the end of each day of the event.

2. No electricity is available on site. The use of properly silenced generators is, however, permitted.
3. The Authority reserves the right to refuse any catering application without explanation.
4. The Authority's Environmental Health Officers will inspect vendor's premises and will also check them both on arrival and during the event, under the provisions of the Food Safety Act and Associated Regulations. Unsatisfactory inspections may result in removal from the site.
5. A water supply is provided, see organisers for further details.

#### 9. NUISANCE

Exhibitors may not use any loud speaker apparatus, engines, generators, or other equipment, participate in any activity or practice, or sell, display or offer for sale any toxic, noxious or offensive substance, article or thing, so as to cause nuisance, annoyance or distress to other exhibitors or to the public. The Authority's decision on such matters shall be final and binding on all exhibitors.

#### 10. OVERHEAD OBSTRUCTIONS

Written permission must be gained from the Authority for flag poles, structures and advertising blimps in excess of 30 feet in height.

#### 11. LITTER

Exhibitors are responsible, at all times, for keeping their stand and the adjacent area free of litter.

#### 12. VEHICLE PARKING

**ALL VEHICLES NOT FORMING PART OF THE DISPLAY MUST BE MOVED OFF THE MAIN SITE BEFORE THE SHOW OPENS TO THE PUBLIC.**

(See Section 7.7– Exhibitors Liability)

#### 13. SAFETY

It is the responsibility of all Traders and Exhibitors to make themselves aware of the relevant regulations appertaining to their activities at the "event" and, in addition, the Authority draws your attention to the following with which participants are required to comply with:

- Provide and maintain plant, equipment and systems or operations that are safe and without risk to health.
- Ensure the safe use, handling, storage and transport of articles and substances.
- Provide such information, instruction, training and supervision as is necessary to ensure the health and safety of you, your employees, contractors, organisers and members of the public.
- Conduct you're undertaking in such a way as to ensure that all persons who may be affected are not exposed to risks to their health and safety, therefore, taking all reasonable care for the health and safety of yourself and of other persons who may be affected by your activities.
- To co-operate fully with the Authority in the events in which you participate to enable the Authority to comply with all relevant Health & Safety Legislation.
- No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

- Report any problems or potential hazards that you observe, or that you are made aware of, to the attention of the Authority's Organisers trailer.
- Fire Precautions- all stand holders must provide a minimum of 1 No.13A Water Gas Fire Extinguishers or similar appropriate to the type and size of the unit.
- All catering units must have 1 No.4.5kg. Dry Powder Fire Extinguisher and Fire Blanket.
- All extinguishers must conform to BS5423 and Fire Blankets to BS6575 and must have been serviced within 12 months of the date of the event.

#### Accident Reporting and Investigation

During the event, any person needing treatment whatsoever should be attended to by the St John Ambulance Team who will be present on site. All accidents or injuries must be reported to the Authority's Organisers trailer immediately.

#### 14. APPLICATION FORMS

Any additional notes or regulations printed on application forms for specific events shall form part of these regulations.

#### 15. ADVERTISEMENTS IN OFFICIAL PROGRAMME

Whilst every effort will be made to fulfil the Advertisers requirements to their reasonable satisfaction, the Authority accepts no liability either directly or indirectly, expressed or implied, for any loss or damage arising from any error, inaccuracy or omission.

The Authority reserves the right to impose such additional regulations as it deems appropriate to ensure the safety of all persons involved in or attending the event.

All queries relating to the above regulations or the actions of the Authority or its appointed Contractors should be addressed to:-

**Clacton Air Show, Leisure Services, Tendring District Council, Town Hall,  
Station Road, Clacton-on-Sea, Essex CO15 1SE**