



# Trade Application

- Show dates: Sunday 26th & Monday 27th August 2012
- Please print out, complete, and return this form to the address on the following page.
- This application represents a CONTRACT BOOKING and is made in accordance with the conditions, rules and regulations included within this form.
- Please note this booking is for UNCOVERED stand space only.
- Strictly no catering, ice cream or drink (alcohol or other) except for contracted concessions.
- Please read all attached information carefully before signing, complete ALL boxes, and print in capitals.

Company Name:	Address:
Stand Holder Name:	
Email:	
Website:	
Office Telephone:	
Mobile Telephone:	Postcode:

Trade Stand Size		Event Passes Included		Price (exc. V.A.T)	Total (£)
Frontage	Depth	Vehicle	Personnel*	Two Day Cost	
3m	6m	1	2	£145.00	
6m	6m	2	3	£270.00	
9m	6m	3	4	£405.00	
12m	6m	3	4	£540.00	
15m	6m	3	5	£675.00	

\* All traders are offered a 10% discount on any additional tickets purchased in advance of the event. Please contact Sarah Bullen for details on the discount code and how to obtain these tickets.

Do you require power? If YES then you must provide a Portable Appliance test certificate. Show regulations prohibit the use of individual generators; power can be supplied by the organisers at the following costs;

Type of Power Outlet	Price (exc. V.A.T)	Total (£)
Single 13A Domestic Socket Outlet	£25	
Single 16A Industrial Socket Outlet	£25	
Single 32A Industrial Socket Outlet	£50	
Larger supplies including 3 phase are available	POA	

Postage & Packaging	£2.50
Subtotal	
V.A.T. (20%)	
<b>Total Balance Due</b>	

<b>Office Use Only</b>	
Paperwork	
Logged	

Type of Infrastructure	Please Tick
Gazebo	
Marquee (Marquees can be provided if required –POA)	
Trailer	
Purpose Built Unit.	
Other Documents Enclosed	Please Circle
<i>N.B. Wings &amp; Wheels will be unable to confirm your pitch until all the below documents have been received.</i>	
Public Liability Certificate (5M)	YES / NO
Risk Assessment	YES / NO
Full Payment	YES / NO
Other Information Required	
<i>Please provide your expected day and approximate time of arrival for setting up at the event site. (Please see T&amp;C 4.1 &amp; 4.3)</i>	
Day of set up	SAT / SUN
Time of set up (approximate)	
Description of product or service to be exhibited (to be included in the souvenir programme)	

I confirm that I have read, understood and agree to abide by the Terms and Conditions

**Signed** .....

**Name** .....

**Date** .....

Please return the completed forms, with cheques made payable to **Dunsfold Park Limited** to:

Sarah Bullen  
Wings & Wheels  
Dunsfold Park  
Cranleigh  
Surrey  
GU6 8TB

Telephone: 01483 542 226  
Fax: 01483 200 555  
Email: sarah.bullen@rutland.co.uk

N.B. Payment can also be made via BACS transfer.

## Wings & Wheels Risk Assessment Guidance Notes

A full Risk Assessment will need to be carried out for **ALL** Trade Stands and Exhibits. In addition to being an event requirement this is a legal requirement. The following guidance should aid you in carrying out your Risk Assessment. A form to record your findings has also been provided. You may make as many copies of this form as you need.

### Identifying the Hazards

A hazard is anything with the potential to cause harm. You will need to identify all the hazards including those relating to individual activities as well as specific equipment, both during the build up period and for the duration of the event, however you need only document hazards that could cause significant harm. The following may help in identifying areas of concern, though this list is by no means exhaustive and care should be taken to identify any other hazards associated with your activities at the event.

Obviously you need to take care to protect everyone expected at the event, including staff, contractors, other exhibitors and visitors. You have a particular duty of care to the very young, very old and those with disabilities. As you identify a hazard make a note of it on the Risk Assessment Form.

For each hazard consider whether or not it can be eliminated completely. If not then decide what must be done to reduce the risk to an acceptable level. (Only use personal protective equipment as a last resort when there is nothing else you can reasonably do.)

Can you do any of the following?

- *Remove the hazard*
- *Prevent access to the hazard: e.g. by guarding dangerous parts of machinery*
- *Implement procedures to reduce exposure to the hazard*
- *Find a suitable substitute for that activity/ machine, etc*
- *Use personal protective equipment*

If the hazard cannot be eliminated you need to move onto the next stage.

### Assessing the Risk

The risk is the likelihood of something happening. At this stage you need to consider how likely it is to happen and what could the impact be if it did happen?;

Each of these two stages will be given a score, shown in brackets. First you need to decide whether the probability is:

- *Very likely* (4)
- *Likely* (3)
- *Unlikely* (2)
- *Remote* (1)

The second stage requires you to decide whether the impact of an accident is likely to be:

- *Major (e.g. result in a fatality)* (4)
- *Serious (e.g. result in multiple or major injuries)* (3)
- *Significant (e.g. result in a broken bone, severe cuts or burns)* (2)
- *Minor (e.g. result in minor injuries)* (1)

If when the two scores are added together the result is 6 or more you must look at putting controls in place. (Obviously if it less than 6 you still try to make it as safe as possible). If you need to put a control in place then make sure that the responsibility for it is given to a named individual and ask them to sign to say that they have done it.

### Example

Hazard Identified	Assessment of Risk			Control Measure	Action Taken by
	Likelihood	Severity	Rating		
Collapse of heavy display material stand in windy conditions.	3	+ 3	= 6	Use of ballast. Tie off to a more substantial structure.	J. Bloggs

**Potential hazards could include:** Any slip, trip or fall hazards / Sharp edges or protrusions / Fire risks and obstruction of emergency evacuation routes

Use of chemicals, dust or fumes / Moving parts of machinery / Moving vehicles / Electrical equipment safety / Manual handling activities / Noise levels / Poor lighting, heating or ventilation / risk from specific demonstrations or activities / Crowd intensity and pinch points

**Some of those who may be at risk:** Stewards & Employees / Volunteers / Vendors, exhibitors and performers / Members of the public / Disabled persons / Children and the elderly / Expectant mothers / Local residents and tenants

**Other areas for consideration:** Fire, security and cash handling / Health and Safety / Structures / Vehicles and trailers, etc. / Waste management



# Wings & Wheels 2012 Terms & Conditions

- 1.0 Definitions**  
In these conditions, rules and regulations, the following words shall, unless context otherwise requires, have the following meanings;
- 1.1 **Event** – Dunsfold Wings & Wheels 2012 held on 26<sup>th</sup> & 27<sup>th</sup> August 2012
- 1.2 **Exhibitor** – Any person, firm, company or organisation exhibiting, selling, carrying on business, or operating at the exhibition. The term shall include all directors, employees, servants and agents thereof.
- 1.3 **Organisers** – Dunsfold Park Limited and their respective employees, consultants, servants or agents.
- 2.0 Payment Terms**
- 2.1 100% of the total fees must be sent with the completed Application Form along with a copy of the Exhibitor's £5,000,000 Public Liability insurance document to reserve stand space.
- 2.2 In the event of cancellation up to four weeks prior to the Event 50% refund is offered.
- 2.3 In the event of cancellation less than 4 weeks prior to the Event no refund will be offered.
- 2.4 No payments will be accepted on site.
- 3.0 Application & Regulations**
- 3.1 The control of the Event is in the hands of the Organisers whose decisions will be final and binding.
- 3.2 The Organisers reserve the right to refuse the application of any Exhibitor for reasons of poor credit history or for violations of said Conditions, Rules and Regulations.
- 3.3 While participating in the Event, the Exhibitor agrees to comply with all applicable Conditions Rules and Regulations of the Organiser. The Exhibitor agrees to indemnify the Organisers against any claim, action, or occurrence or any breach thereof.
- 3.4 The Exhibitor agrees to adhere to any other rules and regulations that may be issued prior to or during the exhibition.
- 4.0 Exhibitor Access to Airfield & Set Up**
- 4.1 Exhibitors can begin the build of the trade stands and exhibits between the hours of 09.00 and 19.00 on Saturday 25<sup>th</sup> August. If the Exhibitor requires an earlier build time this must be agreed in writing by the Organisers.
- 4.2 Upon arrival Exhibitors will join a queuing system; siting officers will be on site to co-ordinate the siting of exhibits. Under no circumstances will Exhibitors be allowed to locate their exhibit without the expressed permission of a siting officer.
- 4.3 Set up times on the days of the Event will be from 06:45 to 08:45.
- 4.4 The Exhibitor shall have completed the construction and dressing out of their exhibit by the Event opening time of 09:00.
- 4.5 The correct allocation of admission passes outlined on the booking form will be supplied to Exhibitors for distribution to their personnel. These are for use by the named exhibitor and are non-transferable.
- 4.6 Exhibitors will not be admitted to the Event without valid admission tickets which need to be available to display upon request through the event.
- 4.7 The Organisers reserve the right to limit the number of tickets issued to the Event.
- 4.8 Exhibitors may purchase extra tickets at a 10% discounted rate. Application and payment for extra passes should be included with the submission of the trade stand application form.
- 4.9 All Exhibitor passes are sent via recorded delivery in advance of the event. If Exhibitors fail to sign for the passes and require more, they will need to order more passes at the 2012 advance ticket cost.
- 4.10 The Organisers reserve the right to refuse any person admission to the Event at their discretion.
- 5.0 Vehicle Traffic Movements**
- 5.1 All Exhibitors should clearly display their vehicle pass in the windscreen of their vehicle.
- 5.2 No vehicles are permitted onto the active Runways & Taxiways.
- 5.3 No vehicle movements will be permitted within the Event arena between the hours of 09.00 and 18.00 unless instructed by the Organisers in conjunction with the Security Staff.
- 5.4 Exhibitors must comply with any instructions issued by Air Traffic, Event Security and Organisers.
- 5.5 All vehicles should comply with speed limits which are in place on the airfield.
- 6.0 Deliveries, Collections & Parking**
- 6.1 Non-essential exhibitor vehicles which do not form an integral part of the Event will not be permitted onto a pitch other than for the purposes of making deliveries or collections at permitted times.
- 6.2 All non-essential Exhibitor vehicles must vacate the Event arena and relocate to the car park provided no later than 08.45 on the day of the Event.
- 6.3 Exhibitor car parking will be allocated at the Organiser's discretion. Parking will be in close proximity to your trade stand where possible.
- 6.4 Exhibitors should ensure if parking adjacent to the emergency access route that it remains clear through the Event. If at any point this becomes blocked it is the Exhibitor's responsibility to immediately advise the Organisers.
- 7.0 Allocation of Pitches**
- 7.1 The pitch requested by an Exhibitor must include sufficient space to maneuver the relevant exhibit into position and for the guy ropes or other forms of tension devices. Exhibitors erecting towers, elevators, hoists or tents must ensure that all ropes, wires or other supports are contained within the boundary of their allocated pitch. Pegs and ropes should be clearly visible/ marked in areas which have public access.
- 7.2 Every effort will be made to ensure that the Exhibitor's preference of space allocation is met. The Organisers reserve the right to adjust stand bookings to suit the site plan layout, or alter the layout plan and position of stands if, in their opinion, it is desirable from the point of view of the Event as a whole.
- 7.3 The sub-letting assignment or transfer of pitches or any part thereof is strictly prohibited other than as authorised in writing by the Organisers.
- 8.0 Control and Use of Pitches**
- 8.1 Exhibits and trade stands may be left on-site overnight. This is done at the Exhibitor's risk. The Organisers take no responsibility for any damage, theft or loss of any exhibits, trade stands, vehicles or belongings.
- 8.2 Exhibitors shall ensure their pitches are manned continuously during the exhibition.
- 8.3 The Exhibitor agrees to confine all selling and promotional activity to the space allotted by this contract and not to distribute printed matter or materials of any nature within the Event arena or at entrances to the Event arena.
- 8.4 The Organisers reserve the right to cancel any applications, which they feel, do not meet the high standards of presentation to be achieved throughout the Event. The Organisers have the right to request detailed plans or quality photos of the proposed exhibition stand, which must be produced upon request.
- 8.5 This agreement may be terminated by the Organisers at any time on the breach of any conditions by the Exhibitor, and thereupon all their rights hereunder shall cease and terminate, and any payments made by them on account prior to said termination shall be retained by the Organisers as liquidation damages for such breach, and the Organisers may thereupon resell said space.

<b>9.0</b>	<b>Equipment &amp; Displays</b>		
9.1	The Exhibitor is responsible for the cost and erection of equipment for the displaying of goods and for all support services including but not limited to cleaning, plumbing and drainage.	13.2	Each Exhibitor must hold public liability insurance for a minimum of £5,000,000. Certificates of insurance must be sent to the Organisers with the application form and 100% payment. Please note that furniture and fittings on hire must be fully insured for loss or damage by the Exhibitor.
9.2	Use of individual generators is not permitted. Power can be supplied by the Organisers by prior arrangement.	13.3	The Organisers retain the right and the Exhibitors agree that in the event of adverse weather conditions, or any other circumstances beyond the control of the Organisers, which prevent the holding of the Exhibition, it may be closed for such period considered advisable, and the Exhibitors shall have no right to claim rebates as a result of the closing of the Event. The responsibility for any loss from fire, storm, theft, injury or damage to whatsoever extent or nature and from any cause whatsoever to the Exhibitor's property or their attendance during the Event must remain the responsibility of the Exhibitors.
9.3	All electrical installations must comply with the general requirements of the Electricity at work regulations 1989 and BS 7909 (1998).		
9.4	The Exhibitor must provide full details of any marquees or temporary structures to be used with structural calculations where appropriate.		
9.5	The Organisers accept no responsibility for breakdown or failure of any of the services provided for or in connection with the Event.	13.4	The Organisers shall not be liable in respect of any claim for compensation or refund or for any other claim in regard to arising from, or connected with the Event, or the holding, cancellation or curtailment thereof. If, in the opinion of the Organisers, by rearrangement or postponement of the period of the Event, or by substitution of another location, or in any other reasonable manner, the Event can be carried through, this contract shall be binding upon the parties, except as to the size and position of exhibit space, which the Organisers may modify as they deem necessary under the circumstances.
<b>10.0</b>	<b>Prohibited Exhibits and articles for display or sale</b>		
10.1	Unless forming part of an organised and controlled display with written consent from the Organisers the following items may not be under any circumstance be brought onto the airfield; Any ammunition, flares, offensive weapons or parts thereof, including but not limited to firearms and replica firearms (whether a toy or otherwise) ball bearing guns, air guns, crossbows, catapults, lock bladed knives, flick knives, butterfly knives, and variations on knives of a non-domestic or practical use.	13.5	In the event of a lack of demand for space, the Organisers reserve the right to cancel the Event. Under these circumstances, when a final decision is made, all payments would be returned to companies who had applied for space.
10.2	Any article of food, drink, confectionary, ice - cream or tobacco whether for consumption at the Event or not, shall not be permitted to be exhibited or offered for sale at the Event without written consent from the Organisers. The catering concession is held by third party contractors authorised by Dunsfold Park Ltd. No Exhibitor may sell, give away, or distribute any such article without the written consent of the Organisers.	<b>14.0</b>	<b>Animals</b>
10.3	The Organisers have the power to order any article out of the Event or to close any stand of any Exhibitor which does not conform to the regulations of the Organisers.	14.1	No birds or animals shall be allowed onto the airfield without the prior written authority of the Organisers.
<b>11.0</b>	<b>Exhibitor Vacation of Airfield</b>	<b>15.0</b>	<b>Emergency Procedures</b>
11.1	Exhibitors must not dismantle exhibits or trade stands until after 18.00 on the days of the Event.		In the case of an emergency on the airfield all Exhibitors shall;
11.2	Exhibitors must have removed their trade stands no later than 17:00 on Tuesday 28 <sup>th</sup> August.	15.1	Ensure that their personnel are moved to a place of safety
11.3	Any refuse created by the Exhibit or Exhibitors is the Exhibitor's responsibility and should be removed off site by the Exhibitors at the close of the Event on each day. A charge of £100 plus VAT will be levied if the Exhibitor's area is not left in the same state of cleanliness as found on arrival. Photographic evidence will be available to confirm any such charges.	15.2	Ensure the emergency access route remains clear to allow access by emergency service vehicles.
<b>12.0</b>	<b>Security &amp; Safety</b>	15.3	Comply with directions given by the Organisers, Event Security personnel and emergency service personnel.
12.1	All Exhibitors hereby acknowledge that Dunsfold Park is an operational airfield and Exhibitors are not permitted to access restricted areas outside of the official Event arena.	<b>16.0</b>	<b>Exhibition Promotion</b>
12.2	All materials and equipment must comply with Fire Regulations and the Health & Safety at Work Act 1974 and all application codes and regulations. All materials used by the Exhibitor must be of a non-flammable nature.	16.1	The Organisers reserve exclusive rights to the names 'Wings & Wheels', 'Dunsfold Wings & Wheels' and the use of logos and all intellectual property rights whether registered or otherwise relating to or used in connection with Wings & Wheels 2012.
12.3	All Exhibits are subject to inspection by the relevant Health and Safety enforcing authority, and have jurisdiction over the exhibition facility and the Exhibitor agrees to comply with any judgment made by these authorities or the Organisers.	16.2	No Exhibitor shall directly or indirectly promote or advertise any concept or product, which is in conflict with the sponsoring party or parties or in conflict with the Exhibition.
12.4	Each Exhibitor shall prepare risk assessments in respect of their involvement at the Event and shall provide the Organisers with a copy of such risk assessments.	16.3	The Exhibitor's details may be listed in publicity material including but not limited to the official event programme and official website and publicity material prepared and distributed in connection with the exhibition. The Organisers shall have no liability to the Exhibitor for any errors or omissions in such programme.
<b>13.0</b>	<b>Insurance &amp; Liability</b>	<b>17.0</b>	<b>Miscellaneous</b>
13.1	The entire risk and responsibility with regards to the exhibits and personal liabilities, including liability for accidents, due or alleged to be due to the handling and housing of such exhibits; the attendance on and management thereof; the conduct of the stands generally; and all consequential and other injury or loss arising from the aforementioned matters shall be borne by the Exhibitors.	17.1	The Organisers reserve the sole and absolute right to alter, add to, or amend any of these Conditions, Rules and Regulations. Any questions or differences in regard thereto or otherwise arising out of or connected with incidents relating to the show, whether or not provided for in these Conditions Rules and Regulations, shall be dealt with by the Organisers whose decision shall be final. No alteration, addition, amendment of these Conditions Rules and Regulations shall release any Exhibitor from this Contract.