

Trade Application



- Show dates: Sunday 28th & Monday 29th August 2011
- 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	£20	
Single 16A Industrial Socket Outlet	£20	
Single 32A Industrial Socket Outlet	£40	
Larger Supplier including 3 phase are available	POA	
Postage & Packaging		£2.50
Subtotal		
V.A.T. (20%)		
Total Balance Due		

Office Use Only	
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
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&C No.9)</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 Events** 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 and Form

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.

If you are not used to assessing risk we suggest you take a simple, three stage approach:

- Identify the hazards
- Assess the risk
- Implement controls

Additional information is provided at the end of these notes that you may find useful.

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 there are two things you need to consider;

- How likely is it to happen?
- What could be the impact if it did?

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



2011 Risk Assessment

Hazards Identified	Assessment of Risk			Control Measures	Action to be taken by	Action completed by (Date and signature)
	Severity	Likelihood	Rating			
Risk Assessed by (print name).....Risk Assessed by (sign).....Date:.....Date:.....						

Wings & Wheels Terms and Conditions 2011

1. In these Conditions, Rules and Regulations, the term “Exhibitor” includes all employees of such company, organisation or individual and the term “Exhibition” shall be deemed to mean Wings & Wheels. The term “Organisers” refers to Dunsfold Park Ltd.
2. No Exhibitor shall directly or indirectly promote or advertise any concept or product, which is in conflict with the sponsoring party or parties.
3. 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.
4. While participating in the Exhibition, 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.
5. The Exhibitor agrees to adhere to any other rules and regulations that may be issued from time to time by the Organisers.
6. 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 Exhibition. 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 Exhibition must remain the responsibility of the Exhibitors.
7. 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 Exhibition, or the holding, cancellation or curtailment thereof. If, in the opinion of the Organisers, by re-arrangement or postponement of the period of the Exhibition, or by substitution of another location, or in any other reasonable manner, the Exhibition 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. In the event of a lack of demand for space, the Organisers reserve the right to cancel the Exhibition. Under these circumstances, when a final decision is made, all payments would be returned to companies who had applied for space.
8. The minimum pitch size is 3 meters frontage by 6 meters depth. 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 Exhibition as a whole.
9. Exhibitors can begin the build up of the trade stands and exhibits between the hours of 9.00am and 7.00pm on Saturday 27th August. Exhibitors will join a queuing system upon arrival; 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. Set up times on the days of the event will be from 07:00 am to 09:00am. All exhibitor vehicles must vacate the exhibition area to the car park provided no later than 8.45am on the day of the event. Vehicles will not be permitted to move around, or on and off the site between the hours of 9.00am and 6.00pm. This is a health and safety policy and will be strictly enforced with no exceptions.

10. Exhibitor car parking may be located at the Organiser's discretion. Parking will be in close proximity to your trade stand.
11. Admission tickets, valid for the event, will be supplied to Exhibitors for distribution to their personnel. These are for use by the named exhibitor and are non-transferable. Exhibitors will not be admitted to the Exhibition without such tickets. The Organisers reserve the right to limit the number of tickets issued to Exhibitors. Extra tickets, for larger trade spaces, will be issued at the organiser's discretion. Please call the organisers for further discussion. Exhibitors may purchase extra tickets at a discounted rate. Application and payment for extra passes should be included with the submission of the trade stand application form.
12. 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 2010 advance ticket cost.
13. Payment Terms – 100% of the total fees must be sent with the completed Space Application Form along with a copy of the Exhibitor's £5,000,000 Public Liability insurance document to reserve stand space. In the event of cancellation, the following conditions will apply: up to 4 weeks prior to the event – 50% refund: Less than 4 weeks prior to the event – no refund. No payments will be accepted on site.
14. Exhibitors must not break down exhibits or trade stands until after 6.00pm on the day of the exhibition. Exhibitors must have removed their trade stands and exhibits no later than 5pm on Tuesday 30th August. The exhibitor shall have completed the construction and dressing out of their exhibit by the shows opening time of 9:00am on the day of the exhibition. In the case of default, from any cause whatsoever, the Organisers shall have the right to re-let or otherwise deal with this space. Subletting of exhibit space is not permitted without the express written authority of the Organisers. The above times are subject to change at the Organiser's discretion.
15. Exhibits, 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.
16. 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. Use of individual generators is not permitted. Power can be supplied by the organisers by prior arrangement. All electrical installations must comply with the general requirements of the Electricity at work regulations 1989 and BS 7909 (1998). The Exhibitor must provide full details of any marquees or temporary structures to be used with structural calculations where appropriate.
17. 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 exhibition on each day. A charge of £50 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 such charge.
18. 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. 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.

19. 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. Each Exhibitor must hold public liability insurance for a minimum of STG £5,000,000. Certificates of insurance must be sent to the Organisers with the space application form and 100% payment. Please note that furniture and fittings on hire must be fully insured for loss or damage by the Exhibitor.

20. 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 Exhibition enclosure or at entrances to the exhibition Enclosure.

21. The right to distribute in return for remuneration and/or sell any article of food, drink, ice - cream or tobacco 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. This does not apply to the distribution of product samples.

22. The Organisers accept no responsibility for breakdown or failure of any of the services provided for or in connection with the Exhibition.

23. 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 Exhibition. The Organisers have the right to request detailed plans or quality photos of the proposed exhibition stand, which must be produced upon request.

24. The Organisers have the power to order any article out of the Exhibition or to close any stand of any Exhibitor which does not conform to the regulations of the Organisers.

25. The Exhibitors details may be listed in the Event Programme prepared and distributed in connection with Wings & Wheels. The Organisers shall have no liability to the Exhibitor for any errors or omissions in such programme.

26. The Organisers reserve the right to refuse any person admission to the Exhibition at their discretion.

27. 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 hereof prior to said termination shall be retained by the Organisers as liquidation damages for such breach, and the Organisers may thereupon resell said space.

28. 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.