



# TRADER APPLICATION FORM

\*\*\* One Form Per Stand Please \*\*\*

Name .....

Address .....

Post Code .....

Telephone Number .....

Email .....

## DETAILS OF TRADE

.....

DO YOU REQUIRE A POWER SUPPLY? (Please circle) YES / NO

**\*\*\* PLEASE FILL IN THE POWER REQUEST FORM – YOU WILL NOT RECEIVE POWER WITHOUT THE FORM FILLED AND PAYMENT MADE \*\*\***

Type of Stand	Size	Fee	Tick This Box
Trade Stand – Grass floor	6m x 4m	£275.00	
Trade Stand – Grass floor	3m x 3m	£175.00	
Trade Stand – Hard Standing	6m x 4m	£325.00	
Trade Stand – Hard Standing	3m x 3m	£300.00	
Trade Stand – Hard Standing Tinkers Alley (Main walk way through site)	6m x 4m	£350.00	
Trade Stand – Hard Standing Tinkers Alley (Main walk way through site)	3m x 3m	£300.00	
Charity Stand – please quote Charity Reg. No.	3m x 3m	£125.00	
Power Fee		£50.00	
(please state)	<b>Total</b>		

Please make cheques payable to: Chatham Historic Dockyard Trust and send them with your application form to the address at the bottom of the form. Alternatively to pay by credit/debit card or cash, please write this on the form and we will contact you on number provided.

**\*\*\* FOUR personnel passes will be included with your application. Passes will be sent to you in March 2019 \*\*\***

I (The Trader/Exhibitor) confirm that we will provide a Risk Assessment for our activities. I confirm that all licenses, insurance to include Public Liability up to £5 million and certificates required for our activities and exhibition stand are in place and available (enclose copy of full documentation).

I have read and agree to abide by the Rules and Regulations enclosed. Please sign and date below:

Signature of Participant Owner ..... Date .....

**RETURN FORM TO:** EVENT TRADERS, THE TRUST OFFICES, 1<sup>ST</sup> FLOOR NORTH, ANCHOR WHARF, THE FITTED RIGGING HOUSE, THE HISTORIC DOCKYARD, CHATHAM, KENT ME4 4TZ

# **FESTIVAL OF STEAM & TRANSPORT 21<sup>st</sup> and 22<sup>nd</sup> APRIL 2019**

## *General Information for Participants*

### **Event Timetable**

Saturday 20<sup>th</sup> April 2019

Stand arrival and erection

Sunday 21<sup>st</sup> and Monday 22<sup>nd</sup> April 2019

Event site opens 10:00 and closes at 18:00. (Arrival from 08:00 at The Exhibitor Entrance)

Evening of 22<sup>nd</sup> April 2019

Event breakdown and clear – site must be reset before Tuesday 23<sup>rd</sup> April 2019

### **Stand Set-up**

Access to the Dockyard will be via the Golf Control Security Hut (top left of the Main Visitor Car Park). All Participants **MUST** report to a member of staff before proceeding to their allocated site. It is preferred that you set up on the SATURDAY before the event days – if you cannot do this please let us know.

### **Stand Details**

All items for sale will have been agreed prior to the event. All items offered for sale must conform to any and all relevant UK regulations and legislation. We do not allow genuine weaponry trade at this event. Please do not pour grease/fat down our drains or on the floor and please do tidy up after yourself. **No** support vehicles will be parked with your stand, please plan for this. Under the Medway Council Act 2001 you are required to register online to sell second hand goods, please visit: [https://www.medway.gov.uk/info/200178/businesses/450/medway\\_trading\\_standards/4](https://www.medway.gov.uk/info/200178/businesses/450/medway_trading_standards/4) to do so prior to the event

### **Conduct**

Any group or individual behaving in what can be construed as being an 'Anti-Social' manner or causing friction with other participants, staff, dockyard residents or visitors, will be directed to leave and may be banned from future participation in any Historic Dockyard Chatham event.

### **Security**

Whilst the Event Office will make every reasonable endeavour to keep the event site secure, we cannot guarantee or take responsibility for total security. The ultimate responsibility for the **security and insurance** of exhibits, items offered for sale, stands, vehicles, equipment, personal property and staff lies with the individual stand holder. We strongly advise that you take out adequate insurance and that you do not leave valuable display items unsecured in your stands overnight.

### **Insurance for Commercial Exhibitors**

It is a condition of the event that all Traders/Caterers must carry a minimum level of at least £5 million Public Liability Insurance. The organisers will require photocopy proof of such current insurance cover, with your booking form. Please ensure that you carry adequate insurance cover, as no exhibitor will be admitted without supplying prior proof of insurance cover. Please ensure that you have extreme weather covered by your insurance, it can be invalid by strong winds.

### **Vehicles**

Do bear in mind that the event is sited within The Historic Dockyard environment and consequently some site procedures will be strictly enforced:

- No vehicle will be allowed on site without official passes.
- No overnight parking will be allowed – there are no overnight pitches or facilities
- No non-display vehicle can remain in the public display areas during the event
- On event days non-display vehicles will be allowed in the visitor areas only between 08:00 and 09:45 and after 18:00. Limited exhibitor parking will be available in a designated area or Main Visitor Car Park.
- Drivers are reminded to NOT drive under the influence of drink or drugs at any time

### **Payment Terms**

1. Payment of the **full fee due** is required at the time of booking. No space will be allocated without receipt of the correct fee. We would remind you that it is an offence to issue a cheque knowing it will not be honoured.
2. Should an Exhibitor wish to cancel their pitch at the event, no reasonable request will be refused and any money paid will be returned less a £50 administration fee.
3. There is a no refund policy for extreme weather or events out of our control. This will be reconsidered if the Organisers decide to cancel the event.

All exhibition space will be allocated by the Organiser on a “**first come – first served**” basis. All **new** items offered for sale must conform with current UK legislation. The Event Office reserves the right to refuse any applications for space, without explanation. The Organiser also has the right to not invite a Trader back.

### **Terms and Conditions**

Please ensure that you read and agree to these **TERMS & CONDITIONS** and sign the form.

### **Any Questions?**

If you have any questions or require further information please email: [events@chdt.org.uk](mailto:events@chdt.org.uk)

Signature of Participant Owner ..... Date .....

**RETURN FORM TO:** EVENT TRADERS, THE TRUST OFFICES, 1<sup>ST</sup> FLOOR NORTH, ANCHOR WHARF, THE FITTED RIGGING HOUSE, THE HISTORIC DOCKYARD, CHATHAM, KENT ME4 4TZ