



STEAMPUNK VILLAGE APPLICATION FORM 2020

*** One Form Per Stand Please ***

Name

Address

Post Code

Telephone Number

Email

DETAILED DESCRIPTION OF WHAT YOU TRADE / EXHIBIT **WITH IMAGES**

.....

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

***** PLEASE FILL IN THE POWER REQUEST FORM – YOU WILL NOT RECEIVE POWER WITHOUT THE COMPLETED FORM! *****

| Type of Stand | Size | Total £ | Tick This Box |
|----------------------------|---------|-----------------------|---------------|
| Trader – Steampunk Village | 3m x 3m | 150.00 Incl. power | |
| Exhibitor | 3m x 3m | FREE | |

***** FOUR passes will be included with your application.
Passes will be sent to you in March 2020 *****

I (The Trader/Exhibitor) confirm that we will provide a Risk Assessment for our activities. I confirm that all licenses, insurances, 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

Date

RETURN FORM TO: STEAMPUNK APPLICATION – S&T2020, THE FITTED RIGGING HOUSE, FIRST FLOOR NORTH, ANCHOR WHARF, THE HISTORIC DOCKYARD, CHATHAM, KENT ME4 4TZ

FESTIVAL OF STEAM & TRANSPORT 12th and 13th APRIL 2020

General Information for Participants

Event Timetable

Saturday 11th April 2020

Stand arrival and assembly

Sunday 12th and Monday 13th April 2020

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

Evening of 13th April 2020

Event breakdown and clear – site must be reset before Tuesday 14th April 2020

Stand Set-up

Access to the Dockyard will be via Golf Control (top left corner of the Main Visitor Car Park). All Participants **MUST** report to a member of staff **before** proceeding to their allocated pitch. It is preferred that you set up on the SATURDAY before the event – 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 can be parked with / near your stand, please plan for this.

Conduct

Any group or individual behaving in what can be construed as 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 current insurance cover with your booking form. If you do not have appropriate cover, details of an excellent events policy are available from *Hiscox* (0845 213 8448). 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.

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.
- 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.
2. Should an Exhibitor wish to cancel their pitch at the event, no reasonable request, **received up to 30 days prior to the event**, will be refused and any money paid 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.

NB: We would remind exhibitors that it is an offence to issue a cheque knowing that it will not be honoured.

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.

Signature of Participant

Date

RETURN FORM TO: STEAMPUNK APPLICATION – S&T2020, THE FITTED RIGGING HOUSE, FIRST FLOOR NORTH, ANCHOR WHARF, THE HISTORIC DOCKYARD, CHATHAM, KENT ME4 4TZ