



TRADER BOOKING FORM
Saturday 14th & Sunday 15th September 2024

YOUR NAME
TRADING NAME
ADDRESS
EMAIL
MOBILE NUMBER

DETAILS OF YOUR STAND: (Please attach a photo)

[Empty space for attaching a photo of the stand]

Table with 4 columns: TYPE OF STAND, SIZE, FEE (2 Days), TICK. Rows include Trade Stand - Vintage Street Market, Trade Stand - Village Green, Charity Stand, Power Fee, and TOTAL.

Are you intending to stay overnight on site? YES [] NO []
(Please note these spaces are limited and allocated on a first come first served basis)

Power Required? YES [] NO []
(Please note there is a £120 charge for a power connection)

Please outline what you require power for:

Table with 6 columns: 16A Blue Round Socket, 32A Blue Round Socket, Standard 13A Plug, 3 Phase 32A - 4 Pin, 3 Phase 32A - 5 Pin, Lights Required.

Donation to the Chatham Historic Dockyard Trust

Please tick should you wish to make a donation to the CHDT as it celebrates the 40th Anniversary year as custodian of the Historic Dockyard Chatham.

I/we confirm I have provided the documentation required and agree to abide to the terms and conditions set out in this Booking Form.

Signature: _____ Print Name: _____

Date: _____

Please keep a copy of this Trader Booking Form for your records.

Documents Required	Tick
Please note your application can not be confirmed without these documents	
Public Liability Insurance up to £5 million	
Risk Assessments to include Fire risk, PAT/Electrical Testing	
Photograph of stand	

TERMS & CONDITIONS

PAYMENT & CANCELLATION

Please send your completed booking form by email to info@chdt.org.uk or by post to:

Events Department CHDT
1st Floor North
Fitted Rigging House
Anchor Wharf, The Historic Dockyard
Chatham, Kent ME4 4TZ

Cheques: Please send with a copy of your completed application form made payable to:
Chatham Historic Dockyard Trust

Credit / Debit Card: Please tick here and we will contact you to process the payment

Payment of the **full fee** is required at the time of booking. No space will be allocated without receipt of the correct fee. It is an offence to issue a cheque knowing that it will not be honoured.

Cancellation by Event Organiser: If the event is cancelled before the event start date for whatever reason, traders will be given a full refund of their pitch fee. Traders will be notified as soon as possible if the event is to be cancelled. There is a no refund policy for cancellation of the event due to extreme weather or other situations out of our control (e.g. Terrorist activity, Government instructions to cancel etc.)

Cancellation by Trader: In the event that the Trader cancels their attendance to the event then the following will apply:

- More than 6 weeks before the event –you will be issued a refund less a £100 administration fee.
- Less than 6 weeks but no less than 2 weeks prior to the event – 50% of the charges will apply and you will be issued a refund of 50% of the charges.
- Less than 2 weeks prior to the event - 100% of the charges will apply and no refund will be issued.

All trading space will be allocated by the Event Organiser on a “first come, first served” basis. The Event Organiser reserves the right to refuse any applications for space or change location, without explanation. Spaces allocated at the Event Organiser’s discretion. The Event Organiser reserves the right not to accept a booking.

EVENT DETAILS

Salute to the 40's is a creative vintage festival for all the family with a weekend of music, creative performances, vintage market, make do and mend fair, classic cars, military vehicles, re-enactments and war time displays all set against the beautiful backdrop of the Historic Dockyard Chatham which boasts 400yrs of Naval maritime heritage.

Event Live: 10am – 6pm Saturday 14th & Sunday 15th September 2024

Set Up Times: 10am – 6pm Friday 13th September 2024

Break Down Times: From 6pm to 8pm on Sunday 15th September 2024

Stands and displays must be open and ready to receive visitors from 9.45am on each day. Stands must not be packed up until the event is closed to the public.

TRADER WRISTBANDS / PASSES

A maximum of four wristbands will be provided with a trader pass.

INSURANCE & RISK ASSESSMENTS

All active displays, vehicles and working machines must hold a minimum of £5m Public Liability insurance and a risk assessment should be written to outline the potential risks and how they are being mitigated. Bookings are not confirmed until the Event Organiser is content with the documentation supplied.

CHARITY COLLECTIONS

Should you wish to make a charity collection at the event it will need prior agreement by the Chatham Historic Dockyard Trust and a copy of the Charity Registration Number is required.

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.

Should you be staying overnight we ask you to be mindful of the residents living within the Dockyard. Quiet hours operate between 2330hrs and 0700hrs.

POWER SUPPLY

If you have requested power on the booking form, these are the terms on which it will be supplied:

- The cost of supplying power to your display will be £120
- Unless agreed with the Event Organiser prior to the event, only one lead (or take off point) will be provided. Splitters are not provided.
- No responsibility or liability can be accepted for your own electrical installation or appliances.
- We reserve the right to refuse connection if our site electrician has reason to believe your installation is unsafe.
- You are responsible for the safety of all leads when connected to your installation. Leads must not be positioned in a way that will cause danger ie. Walked on/driven on or cause a trip hazard.
- Damaged or stolen leads will be charged for.
- If you do not ask for the power necessary for your entire unit on this form, it will not be provided.
- Additional requirements on the day will be charged at an additional £50 per item.

Should you require power, please send your cheque made payable to: **Chatham Historic Dockyard Trust** with your completed application form to the address above.

Credit / Debit Card: Please tick here and we will contact you to process the payment
Payment of the **full fee** is required at the time of booking.

Strictly no petrol is allowed on site – we ask that all power sources must be diesel or LPG ONLY. Generators are not allowed. The Event Manager and Health & Safety Manager reserve the right to refuse entry and set up if you are to be found using or carrying a petrol powered source; you will be asked to leave site immediately and unable to trade.

VEHICLE ACCESS

Access and egress to and from the Dockyard will be via the Rolling Gate by the Main Visitor Entrance. All participants **MUST** report to a member of the Event Team to check in and be located. It is preferred that you set up the day before the event – if this is a problem please contact us.

- No vehicle will be allowed on site without an official pass.
- No overnight parking will be allowed unless expressly approved in advance by the Event Office.
- Non-display vehicle or support vehicles cannot remain in the public display areas.
- On event days non-display vehicles will be allowed in the visitor areas only between 08:00 and 09:45 and after 18:00. Parking will be made available at the Fitted Rigging House. Full details will be sent once your pitch booking is confirmed.
- All vehicle drivers must comply with the Road Traffic Act, hold a full driving licence and insurance for the vehicles they are responsible for and observe the traffic regulations within the Dockyard.
- **Strictly no vehicle movement** on site from when the event is open to the public.

SECURITY

Security and stewards will be on site for the duration of the event and for event set up. Reenactors are responsible for the safe-keeping of all goods/items on their pitch. The organisers will not be responsible in any way for the loss or damage to reenactors property or vehicles whilst at the event.

FIRST AID

Medics will be on site during set up and for the duration of the event. A site map will be shared with all participants highlighting where the First Aid location point will be sited.

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 sales of weaponry trade at this event: genuine, toys or replicas.***

Please familiarise yourself with the requirements of selling second hand items under the Medway Council Act 2001 (available online). You will need to register with them as a Dealer in Second-Hand Goods if you are selling second hand goods.

All gazebos must be commercial standard. Garden/lightweight structures are not allowed. Material must be fire resistant, leg poles and roof struts must be substantial enough to withstand strong winds. The gazebo must be properly secured down using specifically designed, commercial grade weights and/or stakes (minimum 25kg per leg). If a structure is deemed unsafe, the decision by the Event Manager and Health & Safety Manager is final.

The event organiser cannot provide any infrastructure or furniture such as tables or gazebos for your pitch. It is the responsibility of each vendor to dispose of all refuse in the bins provided on site. Grease/fat cannot be poured down drains or onto the floor. We kindly ask you leave the site how you found it, keeping your pitch clean and tidy at all times for the duration of the event.

- **Strictly no fires or BBQ's** are permitted across the Dockyard site.
- No holes are to be dug.
- We are a dog friendly site, however dogs are to be kept on a lead at all times, you are kindly asked to clean up after your dog, do not leave dogs in vehicles and dogs are not permitted inside the galleries.

Should you need to contact us please email:

info@chdt.org.uk

or call 01634 823800