

Tank Mod 2017

Trade Stand Application

Saturday 7th October 2017

CONTACT INFORMATION

ORGANISATION:	
PRODUCTS SOLD:	
MAIN CONTACT NAME:	
E-MAIL ADDRESS:	
CONTACT NUMBER:	
ADDRESS:	

Please note - the museum will advise if your application has been successful. If not already at capacity, the closing date for applications will be **Friday 22nd September 2017**.

PITCH FEE

Please place a tick next to the pitch you wish to book. When calculating your pitch frontage, please remember to include space for any additional racking or display unit(s). All pitches include 6ft trestle tables and chairs.

<u>Inside Pitch Dimensions</u>	<u>Tables</u>	<u>Chairs</u>	<u>Wristbands</u>	<u>Parking Passes</u>	<u>Charge</u>	<u>TICK (✓)</u>
12ft frontage	2	2	2	1	£60.00	
18ft frontage	3	3	2	1	£70.00	
18ft frontage + <i>subject to availability</i>	3	3	2	1	£75.00	

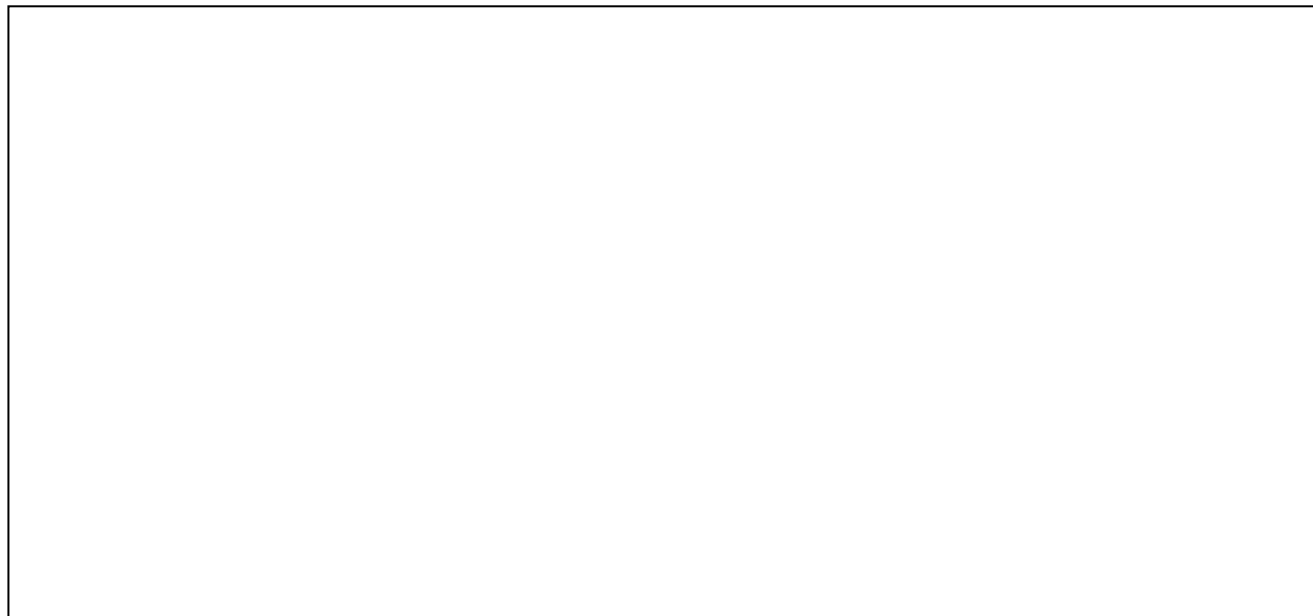
Additional 6ft Trestle tables can be hired at an additional £5.00 per table.

External tables can be brought on to site for this event. Please indicate how many you will be bringing overleaf.

Please return completed form to:
 The Events Team, The Tank Museum, Bovington, Dorset, BH20 6JG.
 Telephone: 01929 405096 ex. 212
 Email: events@tankmuseum.org

STAND LAYOUT

Please draw a small diagram indicating the layout of your table(s)/stand, indicating the depth and width of the pitch size. Also include any displays or shelving units within the space allocation. If you intend to bring any of your own tables on site and/or do not require the included allocation of museum tables, please highlight this within your diagram below.



We will be bringing _____ table(s) onto site.

ELECTRICITY

There are a limited number of pitches available that have access to electricity points. The museum will do its best to accommodate any requests, however this requirement must be arranged in advance.

Electricity will be charged at **£5.00 per pitch**.

Please note that the Tank Museum will NOT provide any extension leads.

I require a pitch with electricity (please circle):	YES / NO
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EVENT PASS ALLOCATIONS

Trader's Passes	Each pitch will be eligible to two trader's wristband passes to the event. <i>Additional passes can be purchased for £10.00 per pass.</i>
Car Parking Passes	Each pitch will be eligible to one parking pass for the event. <i>If you require additional vehicles on site please contact a member of the events team in advance</i>

Vehicle Registration Number

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DOCUMENTATION

Please include photocopies of the following.

- Public Liability Insurance (Minimum Cover of £5,000,000)
- Risk Assessment (Template overleaf)
- Fire Risk Assessment (All stands with high fire risks should have their own fire extinguisher present)
- Signed Copy of the Terms and Conditions (Overleaf)

PAYMENT

Pitch Charge	Additional Traders Passes - £10.00 each	Additional 6ft Trestle Table Hire - £5.00 each	Electricity – subject to availability - £5.00	TOTAL inclusive of VAT
<i>E.g. 12ft frontage - £60.00</i>	<i>1 - £10.00</i>	<i>2 - £10.00</i>	<i>1 - £5.00</i>	<i>£85.00</i>

Please Note: - Full payment is required when booking your pitch.

Cheques are to be made payable to 'The Tank Museum Ltd'.

Card Details should be entered below:

Card No: _____

Expiry Date: _____

Sec Code: _____

Cardholders Name: _____

BACS Details for The Tank Museum are available upon request.

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RISK ASSESSMENT – TRADERS

Please tick the appropriate column below to indicate 'Yes' or 'No'.

		YES	NO
1.	Have all staff involved with the event been advised over manual handling good practice and are capable of setting up your stand unassisted and without excessive physical excursion?		
2.	Have you identified any combustible materials on your stand which could promote fire spread beyond the point of ignition such as paper/cardboard, bottled LPG etc. and reduced the risk of them being involved in an incident?		
3.	Will a fire extinguisher be present on your stand? If yes, has all equipment been tested within the last 12 months? <i>N.B. a certificate of compliance will be required on site.</i>		
4.	Are all aspects of your stand structure secure when displayed and covered by a manufacturer's warranty or safety certificate?		
5.	Where electricity is required, has your equipment been PAT tested, with cables to be kept well away from the general public pathway?		
6.	Are all items for sale on your stand compliant with trade standards, trademark requirements and all other merchandising and special licensing?		
7.	Do you have sufficient bin bags for refuse? Please note that the museum bins should not be used to discard of your rubbish.		

Please complete the below Risk Assessment, noting any further risks associated with your stand. Or alternatively, enclose your own dated and signed assessment for your organisations involvement at this event.

HAZARD	WHO IS AT RISK?	CONTROL MEASURES	RISK RATING (LOW/MED/HIGH)	EXTRA CONTROLS	FINAL RISK RATING
<i>Example: Table falling over</i>	<i>Public & Staff</i>	<i>Making sure table legs are set out properly and weight on the table is spread.</i>	<i>Medium</i>	<i>None</i>	<i>Medium</i>

Risk Rating: Low, Medium, High

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TRADER TERMS & CONDITIONS

In these terms and conditions the phrase “organiser” relates to The Tank Museum and the terms “exhibitor/trader” relates to the person making this application and/or their employees.

Booking & Payment Terms:

1. Bookings will be made on receipt of the completed application form, supporting documentation and full payment. Please note that the organiser has the right to refuse booking, even when the above is completed. Confirmation of your booking will follow from the organiser.
2. All charges are inclusive of VAT. Payment options are as follows:
 - Cheques made payable to ‘The Tank Museum Ltd’.
 - Credit/Debit Card.
 - BACS on request.Cash payments are **not** accepted.
3. A receipt shall be sent to you when payment is received.

Cancellations:

4. Exhibitors/traders are advised to take out cancellation cover. The organiser is not liable for refunds or compensation in regard to the event including cancellation or curtailment for any reason beyond the control of the Organiser.
5. If an exhibitor/trader fails to occupy the space allocated to them by the required time on the day of the event the organiser reserves the right to reallocate the space. No refunds will be given should the exhibitor/trader fail to show up.
6. If the exhibitor/trader chooses to cancel their booking 6 months prior to the event, a full refund will be returned upon request.
7. If the exhibitor/trader chooses to cancel their booking 3 months prior to the event, 50% of their pitch fee will be returned upon request.
8. If the exhibitor/trader chooses to cancel their booking less than 4 weeks prior to the event no refund will be offered.

Space/Pitch:

9. The above terms are based on the original booking for an event. No refund will be offered should you wish to reduce your pitch size.
10. If your pitch requirements change after booking your pitch, this will be subject to availability and no refund will be offered should you no longer be able to attend the event.
11. The space booked and confirmed by the exhibitor/trader must include sufficient room all aspects of your stand, e.g. display units, racking and accessories. If upon inspection the exhibitor/trader is found to have breached this condition they will be asked to remove the articles. Failure to do so will result in the exhibitor/trader being asked to leave the venue.
12. The organiser reserves the right to change the layout and location of the event space without prior notice. The exhibitor/trader adhere to the layout confirmed by the organiser.
13. The exhibitor/trader will have the right to request a pitch within a specific size, but this does not necessarily guarantee the same pitch as in previous years if you are a returning trader.
14. Preference on space location is provided where possible, however this is under the organiser’s discretion and pitch spaces cannot be reserved or guaranteed. We reserve the right to move pitch allocations, regardless of previous discussions if needed.
15. No roving sales are allowed unless previously agreed by the organiser.
16. Sub-letting or sub-contracting of exhibition space is prohibited.
17. Stands and exhibits are expected to be of a high standard. The organiser reserves the right to remove any untidy stands.
18. Exhibitors/traders must man stands at all times during the event opening hours.

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19. Access routes should not be obstructed under any circumstance.
20. Any exhibitor/trader found to be trading later than the permitted finish time may have their pitch forfeited by the Organiser for the remainder of the event, unless contractually agreed. No refunds will be given in this instance.

Electricity (Inside):

21. Electricity will be available inside the Museum upon request (charged at £5.00 per socket & subject to availability).
22. The organiser will not be providing protective matting or extension leads.
23. Electrical certificate for any electrical appliances is to be available to the event organisers upon request.

Security:

24. The Museum will be locked down after opening hours. Timings will be advised prior to the event. Where overnight security is provided, the organiser will advise pre-event. Standard MOD checks are conducted throughout the year. Any equipment left on site is done so at the exhibitors/traders risk. The organiser takes no responsibility for damage or loss to items left on site.
25. The organiser has the right to conduct relevant security checks to items or personnel where deemed appropriate.
26. Camping is **not permitted** on site, unless advised otherwise by the organiser.

Health and Safety:

27. It is the Exhibitors/traders responsibility to comply with all health and safety and fire regulations. Detailed risk assessments are required for all events. Copies should be sent upon application.
28. A minimum of **£5,000,000 Public Liability Insurance** (including product liability if selling products) is required. A copy of this should be sent in at the time of booking. Please note that copies of these documents must be up to date for the event.
29. The exhibitor/trader is responsible for ensuring that all equipment is safe for the public to view and handle. Any injury obtained from the exhibitor/trader's equipment or products will be the responsibility of the exhibitor/trader and not a liability of the organiser.
30. Marquee structures must adhere to fire regulations and be securely and safely constructed by a competent person. This should be included within the exhibitor/traders risk assessment where appropriate. Any manual handling injuries are the responsibility of the exhibitor/trader.
31. The organiser will provide sufficient first aid cover for visitors on site at the event. If you are approached by a member of the public, that required first aid, please contact the organiser. Where deemed appropriate, as an employer, the exhibitor/trader should ensure basic first aid cover is available for their employees.
32. Emergency procedures must be followed in the event of an emergency. Be aware the Museum is on a Military Base and so an emergency can be called at any time within the site, inclusive of the Garrison. All emergencies should be treated as a matter of urgency.
33. Please advise the organisers immediately if you see anything suspicious. No bags should be left unattended at any time. If you witness this, please advise the organiser. Suspicious activity can come in the form of equipment, but also personnel.
34. Strictly **NO DOGS** on the site other than registered Assistance Dogs.
35. The organiser will monitor general health and safety for the duration of the event. The organiser conducts checks were deemed appropriate and ensure all terms and conditions within this document are being adhered to. Failure to comply could result in being asked to leave the site.

Products:

36. The exhibitor/trader is responsible for all equipment brought onto site and for ensuring that all insurances are obtained and contractual obligations met.

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37. On no account should any goods be sold that infringe any copyright or trademarks. Any penalties resulting from failure to comply will be in no way associated with the organiser. Trading standards advice can be found on www.businesscompanion.info
38. Exhibitors/traders must be on site to receive any deliveries. The organiser will not accept deliveries on the exhibitor/traders behalf or supply storage for any items.
39. The exhibitor/trader is responsible for any faulty or misdescribed goods sold. The Organiser will accept no responsibility for any contractual liabilities of the Exhibitor. In the event of a contractual dispute, the Exhibitor/trader's business details may pass to the "injured party".
40. Goods deemed as unsuitable for public purchase should in no way be brought on site. For example the following are **not** acceptable:
 - Items deemed as active or deactive weapons, Nazi/SS Memorabilia, livestock, tobacco products, radar equipment, age restricted products or items deemed unsuitable by The Tank Museum, MOD or Police.
 - If you are concerned about any of your products being unacceptable please contact the organiser pre-event for advice and before booking your space.

Vehicle Movement:

41. Parking areas will be advised pre-event.
42. Vehicles are not to be parked in the way of any fire exit, hangar doors, or to block any access gates, roads or public walkways. Any vehicle found to be parked in an out of bounds area will be asked to move. Failure to move the vehicle may result in it being towed away.
43. Exhibitors/traders are prohibited from parking in the disabled car park and public car park and must move their vehicles to the Traders car park as instructed.
44. All vehicle registration numbers should be supplied to the organiser prior to the event date. This includes any vehicles within the designated parking area.
45. When on site for an event, please comply with a 5mph speed limit, with hazard lights on. If this is not required for an event it will be advised.

Litter:

46. Exhibitors/traders must leave their site in the condition they found it in. Should any damage be made, the organiser will charge to repair cost to the exhibitor/trader.
47. Please do not leave food waste behind, it is the traders responsibility to take this away as the organisers are not responsible for clearing this up.
48. Where a refuse point is available, this will be advised by the organiser. Otherwise, all litter should be taken with you post-event.
49. Failure to comply with any of the above could result in a penalty clean up fee **from** £500.00 (ex VAT) and not being invited back to trade at the museum in the future.

Personal conduct:

50. The exhibitor/trader is responsible for any damage to museum property and/or other supplier's equipment on site. Taking full responsibility for all measures required to rectify the situation.
51. Whilst on the Museum site, all persons are to conduct themselves in a professional and courteous manner and must not give offence to others.
52. No persons are allowed on any of the vehicles or displays in the Museum. Failure to adhere to this may result in them being asked to leave the site.

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53. The organiser holds a no tolerance policy to any anti-social behaviour directed towards Tank Museum staff. This behaviour may result in you being asked to leave the site and/or being unable to trade with us in the future.

General Site Conditions:

54. The exhibitor/trader has the same access as visitors, unless advised otherwise pre-event.

55. Any barriers placed in or around the event/function by the organiser must not be moved.

I agree to abide and be bound to these Terms and Conditions issued by the Tank Museum.

Signed: _____ Print Name: _____

Date: _____

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