

TRADER & EXHIBITION PITCH APPLICATION FORM

NAME OF EVENT:	TANK MOD
DATE OF EVENT:	8th OCTOBER 2016

NAME OF COMPANY:	
PRODUCTS SOLD:	
CONTACT NAME:	
EMAIL ADDRESS:	
POSTAL ADDRESS:	
TOWN:	
COUNTY:	
POST CODE:	
TELEPHONE:	MOBILE:

Pitch Event Charges

Pitch Fee - £50.00 (inc VAT)

Pitch includes 2 x Traders Passes.

External tables will not be permitted on site.

6ft trestle tables can be hired from the museum for £5.00 per table (inc VAT). Please include your requirements on the payment section of this application form.

Electrical points are available and charged at an additional £5.00.

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



DOCUMENTATION

Public Liability Insurance Details

Please include a copy of Insurance

Company.....

Policy Number.....

Amount of cover (minimum £2,000,000)

Do you require Electricity: YES/NO

Electrical points are available and charged at an additional £5.00.

(You will be allocated a space with electricity if requested – if you have not requested this and require electricity we may not be able to accommodate your request on arrival at the event)

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

Event Pass Allocation

Each pitch will be eligible to two museum trading passes.

If you require any additional passes then these can be purchased at **£11.00 per adult** and **£5.00 per child** (inc. VAT). Please contact the Events Team **IN ADVANCE** should you require any additional passes.

Number of additional passes required:

PLEASE DRAW A DIAGRAM INDICATING YOUR PITCH LAYOUT WITH SHORT DESCRIPTION OF PRODUCTS/ACTIVITIES FOR SALE. (Note Prohibited Items as per Terms & Conditions attached)

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Total Amount Due

Pitch Charge:

£50.00

Electricity @ £5.00:

Museum Tables @ £5.00 per table:

Additional Event Passes:

Total:

Please note that all charges are inclusive of VAT

Payment Details

Full payment is due upon receipt of your completed application. Entries are received on a first come first served basis and will be treated accordingly when the pitches are allocated for the event.

Amount enclosed: £

(Cheques are to be made payable to the "The Tank Museum Limited")

Card No: _____

Expiry Date: _____ Valid From: _____

Issue No: (if applicable) _____ Sec Code (last 3 digits on back of card) _____

Cardholders Name: _____

**This application is in accordance with the attached terms and conditions. Please sign below on behalf of your company
your acceptance of all the terms and conditions for this event.**

I agree to abide by site rules and regulations laid down by the Tank Museum and the organisers of the event and that their decision is final in any dispute that may arise.

Refund Policy: Any cancellation received prior to **Friday 16th September 2016** will be refunded in full. After this time, no refunds will be given. Closing date for applications is **Wednesday 28th September 2016**

Signed: _____

Date: _____

Name: _____

Position: _____

PLEASE ENSURE YOU ENCLOSE THE FOLLOWING AS INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED:

- Copy of Public Liability and signed declaration of the Museum's Terms and Conditions
- Copy of Risk Assessment for pitch, including fire risk assessment (overleaf)
- Full payment
- Description of pitch/layout diagram

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. VAT is payable at the current rate at the time of booking.
3. Payment options are as follows:
 - Cheques made payable to ‘The Tank Museum Ltd’.
 - Credit/Debit Card.
 - BACS on request.
 - Cash payments are **not** accepted.
4. A receipt shall be sent to you when payment is received.

Cancellations:

5. 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.
6. 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.
7. If the exhibitor/trader chooses to cancel their booking 6 months prior to the event, a full refund will be returned upon request.
8. 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.
9. If the exhibitor/trader chooses to cancel their booking less than 4 weeks prior to the event no refund will be offered.

Space/Pitch:

10. 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.
11. 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.
12. The space booked and confirmed by the exhibitor/trader must include sufficient room all aspects of your stand, e.g. display units, ropes, tow bars 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.
13. 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.

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14. The exhibitor/trader will have the right to book a pitch within a specific area, but this does not necessarily guarantee the same pitch as in previous years if you are a returning trader, e.g. Premium pitch, Standard Pitch, inside pitch etc.
15. 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.
16. Site Plans are distributed before the event at the organiser's discretion and subject to change up to and on the event date.
17. No roving sales are allowed unless previously agreed by the organiser.
18. Sub-letting or sub-contracting of exhibition space is prohibited.
19. Stands and exhibits are expected to be of a high standard. The organiser reserves the right to remove any untidy stands.
20. Exhibitors/traders must man stands at all times during the event opening hours.
21. Access routes should not be obstructed under any circumstance.
22. 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 (outside):

23. The organiser will not be providing electricity to any stands based outside. Electricity will be available inside the Museum upon request (charged at £5.00 per socket)
24. If you require an electricity supply for your stand this should be via a **silent running** generator. Diesel or Petrol are both acceptable.
25. There is a minimum requirement of a 2kg CO2 Fire Extinguisher for any stand with a generator.
26. Health and Safety documentation relating to the generator, including a fire risk assessment, should be kept on site during the event, available to view on request.
27. The generator must be kept out of public reach and view at all times on site.
28. Exhibitors/traders must ensure that spill mats are used if refuelling. This should be completed during silent hours, when the public have vacated the site.
29. The organiser reserves the right to demand the removal of any generator that does not comply with these Terms and Conditions or does not meet basic health and safety requirements.

Security:

30. Where overnight security is provided, the organiser will advise pre-event. Standard MOD checks are conducted throughout the year, however equipment is left on site at the exhibitors/traders risk. The organiser takes no responsibility for damage or loss to items left on site.
31. The organiser has the right to conduct relevant security checks to items or personnel where deemed appropriate.
32. Camping is not permitted on site, unless advised otherwise by the organiser. Security measures for this area can be advised upon request.

Health and Safety:

33. 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.

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34. 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.
35. 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.
36. 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.
37. 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.
38. 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.
39. 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.
40. Strictly NO DOGS on the site other than registered Assistance Dogs.
41. 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:

42. The exhibitor/trader is responsible for all equipment brought onto site and for ensuring that all insurances are obtained and contractual obligations met.
43. 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
44. 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.
45. 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".
46. 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.

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Vehicle Movement:

47. Clear access times shall be communicated to the exhibitor/trader prior to the event and must be adhered to. The organiser reserves the right to refuse entry on to the site after this time.
48. Vehicles requiring access to the trading area must display the appropriate vehicle pass, failure to do so may result in the vehicle being denied access to the area and/or instructed to move.
49. Parking areas will be advised pre-event. If you require your vehicle on site, within your booked pitch space (not in addition to), then this must be agreed pre-event in writing.
50. During and after the event there shall be strictly be no vehicle movements until public have vacated the site.
51. For some events, allocated departure slots will be advised and must be adhered to. There will be no vehicle movement before this time in this instance.
52. 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.
53. 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.
54. All vehicle registration numbers should be supplied to the organiser prior to the event date. This includes vehicles on site and any vehicles within the designated parking area.
55. 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:

56. 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.
57. 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.
58. Where a refuse point is available, this will be advised by the organiser. Otherwise, all litter should be taken with you post-event.
59. 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:

60. 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.
61. Whilst on the Museum site, all persons are to conduct themselves in a professional and courteous manner and must not give offence to others.
62. 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.
63. 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.

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General Site Conditions:

64. The exhibitor/trader has the same access as visitors, unless advised otherwise pre-event.
65. Drinking water is available at designated water points.
66. Any barriers placed in or around the event/function by the organiser must not be moved.
67. During outdoor events, you may be located on different surface areas, inclusive of grass, gravel and concrete. Please consider equipment required for these different areas. For example you will require weights for marquees on concrete as opposed to pins.

Catering Units:

68. Catering Trailers/units are to comply with UK Health and Hygiene law.
69. The Event organisers will check for:
 - a. Control of potential food hazards.
 - b. Provision of appropriate Fire Extinguishers in each unit.
 - c. Suitability of all premises used for food production or sale of food.
 - d. Check food transported safely and separate from any source of contamination. (HACCP)
 - e. Storing and disposing of all foods in done in line with UK law.
 - f. Hygiene of all staff and company owners serving or producing food.
70. A certificate of Health and Hygiene for each unit and or company is to be provided prior to the Event to the event organisers.
71. Electrical certificate for each unit/ trailer is to be available to the event organisers upon request.
72. The storage of LPG is done in accordance with current regulations and codes of conduct.
73. All catering units are to provide their own bins for their public area. These are to be located in front of the catering unit and it is the caterer's responsibility to ensure the public use them properly. It is not down to the organisers or their staff to clear up any un-bagged rubbish, bottles, boxes or unused/wasted food from any catering unit.
74. If at any time the Event organisers are unhappy with any of the above and feel that the catering unit/trailers, any of its equipment, or staff do not comply with current regulations, standards or laws or they are presenting a risk to the public they reserve the right to shut the unit/trailer/company down and cease production and trading or ask them to leave the event site.

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

Signed: _____

Name: _____

Date: _____

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