

**MEDWAY RIVER FESTIVAL STAND APPLICATION FORM**

**SATURDAY 16TH JUNE 2018**

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

**Name/Company** ………………………………………………………………………

**Address** ………………………………………………………………………

**Post** **Code** ………………………………………………………………………

**Telephone** **Number** ………………………………………………………………………

**Email** ………………………………………………………………………

**DETAILS OF STAND**

……………………………………………………………………………………………………………

**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 \*\*\***

|  |  |  |
| --- | --- | --- |
| **Type of Stand** | **Size** | **Fee** |
| Stand Space including cover | 3m x 3m | FREE |
| Stand space excluding cover (please state size) |  | FREE |

**\*\*\* FOUR personnel passes will be included with your application. Passes will be sent to you in May 2018 \*\*\***

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 overleaf.

Please sign and date below:

**MEDWAY RIVER FESTIVAL – SATURDAY 16TH JUNE 2018**

*General Information for Participants*

**Event Timetable**

Friday 15th June 2018

Stand arrival and erection

Saturday 16th June 2018

Event site opens 10:00 and closes at 18:00. (Arrival from 08:00 fort participants)

Evening of 16th June 2018

Event breakdown and clear – site must be reset before Sunday 17th June 2018

**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 FRIDAY before the event day – if you cannot do this please let us know. This makes for a much more relaxed atmosphere on the event day.

**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.

**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.

**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

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 contact events@chdt.org.uk