

2010 LACTON AIRSHOW



Trade/Exhibition Application Pack

Event information:

Date: Thursday 26th & Friday 27th August 2010.

Time: Open to public from 11am to 5pm (although public do arrive very early morning on-site).

The Clacton Air Show, now in its 19th year, is the biggest event in the District's event calendar and is estimated to attract in excess of 120,000 visitors over two days and in 2009 saw record crowds of over 140,000!

The event is well supported by the local, regional and national media and is a well-established event in the air show calendar. Hosted during the summer school holidays local residents and tourists from all over the UK as well as day trippers are in abundance.

The show site stretches along Clacton's seafront and features on site catering, trade stands, entertainment and attractions. There is no entrance fee for this event.

Each day will have a full flying programme and in previous years this has included the world famous Red Arrows, Tornado, Jaguar, Harrier, Battle of Britain Memorial Flight, Guinot Wing Walkers as well as various ground events. Display times are usually between 12:30 to 16:00 on both days but are subject to prevailing weather conditions or operational requirements.

Trade stand fees:

Size	Cost	Deposit
3 Metres	£209.00	£104.50
5 Metres	£355.00	£177.50
6 Metres	£387.00	£193.50
9 Metres	£565.00	£282.50

NOTE: All sites are 4 metres deep (Sites over 9 metres 4 metres by negotiation – call 01255 686654 for further details).

Trade Information:**Site:**

It is not possible to guarantee exact stand location. Sites will be allocated on the day.

The show site runs along the West Greensward, Marine Parade West, Clacton-on-Sea and is a well kept grassland area.

Charity Stands:

A dedicated area has been allocated for Charity stands. This area will be managed by Community Voluntary Services Tendring (CVST). If you wish to take a charity stand at the event please contact **CVST on 01255 425692** for full details.

Charities may still purchase trade space on the main showground but there will be no reduction in site fees for this arrangement.

Set up:

For your convenience set up is available from:

Wednesday 25th August between 10am – 9pm.

Thursday 26th August we request that you are set up no later than 9.30am including the removal of vehicles from site. All exhibitors and traders are encouraged to remain open throughout the duration of the event.

Set down:

Exhibitors/traders are requested to commence their 'set down' from 5pm and the event organisers will instruct traders/exhibitors when it is safe to leave the site once we are satisfied that the site is reasonably clear of public and any other obstructions.

Please note that Electrical power is not available on site due to risks associated with the air display.

Public walkways must be kept clear at all times. Under no circumstances must traders exceed their allocated space. Traders who breach this regulation may be asked to leave the site, be relocated (if space allows) or charged for the additional space and a £50 fine will be incurred.

Parking:

Limited parking is available on site. Only vehicles forming part of your display such as refrigerated/exhibition vehicles will be permitted on-site at the discretion of the event organisers. Alternative parking is not the responsibility of the event organisers. Parking will need to be found around the show site for all other vehicles'. Any unauthorised vehicles parked on the show site or along the designated Emergency Access Road in Marine Parade West will be fined and towed away by either the police or parking enforcement.

Security:

Security will be hired throughout the event and will patrol the show site from Wednesday 25th August until the close of the event on Friday 27th August. However, it must be noted that trade stands; stock or vehicles remain the responsibility of the applicant at all times.

Hazards:

A current copy of the following certificates will need to be submitted with your application where gas or electric is to be provided/used.

- Gas safety certificate.
- Certificate of electrical testing.

No Balloons of any type will be permitted on the show site.

Generators:

Generators must be operated in accordance with the relevant Health and Safety Standards, segregated from the public and protected by suitable covers or barriers with a suitable fire extinguisher positioned close by.

Fuels:

Provision must be made for the safe and secure storage of all types of fuels with suitable fire extinguishers positioned close by.

Trade Waste

All traders must remove their own waste from site each day. Bags will be provided by events staff and available from the events trailer.

Booking:

Important information before booking:

Exhibitors must apply and pay for sufficient space for all stays and guy-ropes required for any building, gazebo, caravan or vehicle (including tow bar for caravan/vehicle) to be erected. Stand boundaries will be marked out and any trader/exhibitor occupying space beyond these may be removed, re-sited or charged accordingly if space allows, at the discretion of the Event Organisers. Vehicles not forming part of the exhibition must be removed from the Show site (which includes Marine Parade West as this is an emergency services access road).

Payment arrangements:

ALL exhibitors MUST submit a **50% non-refundable deposit of the total fee returned with the completed application form** and MUST include a copy of your current Public Liability Insurance and any other supporting documentation required. ***Without this, applications will not be accepted and deposit cheques will be returned to the company.***

The remainder of the balance will be invoiced in June 2010. The balance of fees MUST be paid no later than ***Friday 23rd July 2010.***

Please Note:

- **Tendring District Council reserves the right to refuse any application without explanation.**
- **All applications, where accepted, will be dealt with on a first come, first reserved basis.**
- **Unsuccessful applications will have deposit cheques returned.**
- **By signing the Application Form you are agreeing to the Event Terms and Conditions.**

Checklist:

- Fully complete and return the official application form enclosing a signed deposit cheque of **50%** of the total fee made payable to ***Tendring District Council.***
- Enclose any supporting documents required e.g. Public Liability Insurance, Gas &/or Electricity safety certificates.
- Read through the event terms & conditions which have been enclosed with this application.

Forms to be returned to:

**Clacton Air Show
Leisure Services, Tendring District Council
Town Hall, Station Road
Clacton-on-Sea, Essex
CO15 1SE**

Application for space:

Please complete and sign the following details:

Please site space required:

3 Metres **5 Metres** **6 Metres** **9 Metres**

Company Name:

Contact Name:

Address:

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Postcode:

Telephone:

Mobile:

E-mail:

Web:

Description of content:

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Time to dismantle:

Description/height of any structure being erected*:

****All gazebos must be of a sound structure and able to withstand any adverse weather conditions which may occur.***

Does a vehicle form part of your display YES / NO. (*delete as required*).
(If YES, the space required MUST be included in the site space booked. No vehicles are permitted on-site or behind traders stands. The only exceptions are for traders who require the use of refrigerated vehicles or those that are for exhibition purposes only. **No general parking is authorised on site**).

I have read and understand the conditions and event regulations set out in this form and therefore confirm my agreement and understand that a binding agreement only occurs when there is written acceptance of your application by the company. I have enclosed a signed deposit cheque of **50%** of the total fee and agree to pay the remainder of the outstanding balance no later than **Friday 23rd July 2010**.

Signed:

Print:

Date:

An incomplete application or an application which does not include a signed deposit cheque and copies of the relevant certificates/documents required constitutes as an incomplete application form which will be returned.