



On the Airpark at
RAF Upwood
21st and 22nd of
August 2010

Application form for Exhibition & Charity Stands

Name	
Address	
Contact No.	Phone: Mobile: Email:
Will you be attending both days? YES / NO	

Exhibition & Charity Stands. Pitches are 10 feet wide by 25 feet deep. (Please bring your own table & provisions for wet weather conditions) 2 weekend passes issued per pitch. Your stall and paraphernalia MUST be contained in the provided pitch, or you must pay for a double pitch. Encroaching on neighbouring pitches is not permitted

Pitches required @ £50.00 per weekend (refundable on attending)		Total £
Extra Passes required @ £7.50 adults, Concessions £5, under fives free		Total £
Brief Description of goods to be *EXHIBITED/DEMONSTRATED/SOLD (include any special requirements)		

*(delete as required)

During the weekend all exhibitors must be covered by public liability insurance of no less than £100,000.00 on any one accident. The event field is deemed a public highway and therefore any self propelled machine must be insured if the machine is to be driven on the event field. Any person wishing to drive any machine on the event site must hold an appropriate driving license. Driving licenses and insurance documents must be available for inspection on the day. **Please attach a copy of your Public Liability Insurance Certificate to this application form.**

Please enclose with your application form a cheque made payable to "Ramsey 1940s Committee" for the full cost of all concessionary weekend passes applied for. Please return by the 30th June 2010 to the address below, enclosing an A5 Stamped Addressed Envelope. On receipt of your completed forms your passes will be posted to you. Profits from the event will be donated to charitable causes.

Return to: Ramsey 1940s, PO Box 83, Ramsey, Huntingdon, Cambs, PE26 9BE.

I have read and understand the Ramsey 1940s Weekend Terms and Conditions and will abide by them.

Signed.....

Date..... **LOOK FORWARD TO SEEING YOU.**

Database is for our use only and will not be available to anyone outside the 40's committee.
The Ramsey 1940's Committee reserves the right to refuse admission.

Terms and conditions for Stall Holders, Exhibitors, Displays, Vehicles on site and Camping.

1. General

Event wristbands to be worn properly at all times, there will be no re-entry without one.

Glass Containers and bottles are not allowed within the public bounds of the site, any persons requiring these items as part of their display or business must take reasonable steps to ensure that the public do not have access to them. Any persons found trying to bring the said items into the public areas or found with them within will be asked to remove them immediately.

Open Fires and Charcoal Barbecue's are not allowed within the site, camping or car park areas.

Gas barbecue's if used must be sited so that the general public can not come into contact with any hot surfaces. Any persons using a gas barbecue must have a serviceable fire extinguisher to hand.

2. Vehicle use

All vehicular traffic within the event areas will be subject to a strict 5MPH speed limit at all times.

All non essential vehicles must be removed from the site before the event start time (10am) each day, none will be allowed back within the site until the event finish time (5pm) each day.

Any vehicles (exhibits) not in position before the event start time will only be allowed access subject to steward approval; all will then be escorted to their positions. Any persons wishing to move their vehicle within the show times (personal emergency) must contact the event control point to seek permission before hand and will not be allowed to move until permission has been granted and they can be escorted safely by stewards.

3. Stall Holders

All stall holders will only be allowed access to the site from 1pm on Friday the 20th August, all will then contact the control point, book in and be directed to their pitch, none are to setup their pitch before doing so. Waiting is limited outside the main gate; traders are requested not to arrive before 1pm. Any persons causing an obstruction may be asked to move or risk refusal to the site.

On booking in at the Control point please bring all paperwork/passes with you including your completed risk assessment if not already submitted.

All stall holders are to keep within their allotted pitch area; this will include all guy ropes and display items. Stalls wishing to be placed adjacent to each other must send their forms and payments at the same time with the request included.

You will be shown a layout of the site at the Control Point. Stewards will be on the site to help you position and set up in the allocated area. Fire and emergency access routes will be clearly marked. Stalls must not obstruct these routes.

The event starts at 10am on Saturday 20th August 2010 and traders should ensure they are set up well before this time. All stall-holders must be clear of the site by

For the health and safety of the public, high standards need to be maintained therefore all traders must comply with a number of regulations.

All stalls must comply with fire, health & safety regulations and a fire risk assessment must now be provided for your unit/stall. Relevant information can be obtained from:

The Environmental Health Dept

Huntingdon District Council

Pathfinder House,

St Mary's Street,

Huntingdon

Camb's

01480 388388.

Stalls will be inspected by the events health and safety officer before the event start, stalls found not complying with health and safety regulations will be asked to rectify the problem immediately or face removal from the site.

Anything that could be construed as a child's toy should be correctly labelled and meet all relevant standards.

Generators are allowed on site however diesel generators are preferred to petrol generators because of the fire risks involved with fuel storage and refuelling. No hot refuelling is to take place, all generators must be turned off and allowed to cool before refuelling commences. All generators should be fitted with an emergency cut off switch.

Generators must be switched off and not used between 10pm and 7am.

Your vehicle must fit to the rear of and within the pitch width ordered as these dimensions are used for setting out. Any vehicle that may need to be used off site during the event opening times will need to be moved into the car park prior to opening as all non essential vehicle movement is forbidden. Those wishing to move their vehicles during the event open hours due to a personal emergency must contact the control point and wait to be escorted off site..

All electric leads and cables are to be suitable covered so they do not create a trip hazard. All guy ropes should be highlighted with high visibility markings, or covered to eliminate trip hazards.

The Committee are working very hard to make this year's event clean and green. It will be better for you, your stall area and your customers if everyone helps to achieve this.

We require all stall holders to:

Provide their own bags and place full bags into the skips

Use the skips and not the public bins for your waste

Collect rubbish from around your stall.

Clear up all your waste (Inc food) & dump rubbish into skips before you leave.

Take all gas cylinders and used oil containers away with you.

Report any problems to stewards or the Control point immediately

Stalls which comply with our guidelines will be invited back next year.

4. Camping

Motor-homes, Caravans, Tents, vehicles and camping equipment, including guy ropes must be kept within the confines of allotted pitches. If camper's vehicles cannot fit within the pitch then they must be removed to the public car park.

Due to the layout of the camping area, all tents are to be pitched within their own allotted area

Generators must not be fuelled whilst running; diesel generators are preferred to petrol generators. All generators must be switched off from 10pm to 7am.

All leads/cables must be covered to prevent tripping.

Campers rubbish must be bagged and disposed of in the skip provided by the site main entrance.

Elson toilets should only be emptied within the disposal tank provided. Toilet and washing facilities are provided within the camping and main site areas.

5. The committee reserve the right to remove any persons and their equipment from the event/site at any time.

RISK ASSESSMENT 1 – General Trade Stands 1940s Weekend 21 - 22 AUGUST 2010 at the UPWOOD AIR PARK, RAMSEY ROAD, BURY, CAMBS PE26 2XH

HAZARD	RISK	CONSEQUENCE	LIKELIHOOD	ACTION	TIME SCALE	REVIEW DATE	NAME OF PERSON RESPONSIBLE	SIGNATURE OF PERSON RESPONSIBLE
KEY: LIKELIHOOD OF RISK OCCURRRANCE = HIGH; MEDIUM; LOW								

Under the Health & Safety at Work Act (1999) all Trade Stand Operators are required to produce a Risk Assessment for all activities including setting up, operating the stand during the 1940s Show, dismantling and removal from site afterwards. This includes the provision of oil spill granules by Vehicle Clubs for all show vehicles. Removal of waste and contaminated material to the site skip is the responsibility of the Trade Stand Operators and Club Members. Public Liability Insurance is compulsory and valid certificates must be produced on request.