

Internationale Festival and Allied Airshow 2010

*A unique trading opportunity
on the famous Plymouth Hoe...*

July 13th & 14th 2010

*Big Free Music Family
Show and Airshow*

Access to 1000's of potential customers

Launch or showcase your brand

An ideal sales opportunity

*Advertising and Promotional
opportunities*

Plymouth Hoe is a superb show setting and airshow site offering two days of free air displays and exciting ground entertainment.

This free public event is set to fill the skies over the beautiful Plymouth Sound with fast jets, historic aircraft, parachutists and helicopter displays while the promenade will be packed full of fun family entertainment. Two stages with full music programmes.

Ground Attractions from 1pm – 9pm on both days

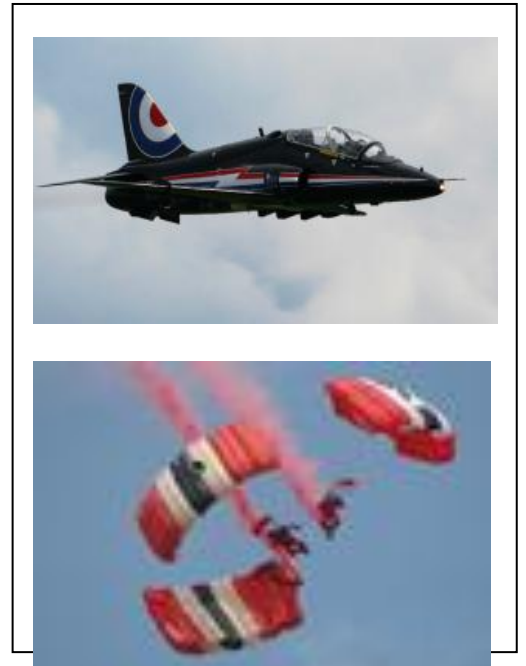
Full flying programme to be confirmed.

www.alliedproject.co.uk



General Information

- Trading is for the full two days 13th & 14th July
- Trading Hours will be 1pm – 9 pm each day
- Many visitors expected over the two days
- A free event to visitors (no entry fee)
- The biggest airshow in the area



For your chance to be part of this event please complete the attached application form. Please read carefully the attached guidelines prior to completing the form.

The closing date for trade stand application forms is 10th June 2009; however we reserve the right to accept offers past this date.

How do I Apply?

- Complete the enclosed application form
- Return it with a cheque for the full payment (made payable to Plymouth Helping Hands).
- Include a copy of your Public Liability Insurance (minimum of £5 million)
- Complete and return the enclosed Indemnity Agreement
- Include a detailed description and a photograph of your unit.
- Please specify the space required, the space booked must be large enough to incorporate all aspects of your trade stand
- All generators brought onto site must be super silent diesel models
- Ice cream may not be included as part of this application, tenders for catering only.

Return forms to:
Ray McSweeney(Trade)
Plymouth Airshow
10 Bickham Road
St Budeaux
Plymouth
PL5 1SA

In the meantime, should you have any queries, please do not hesitate to contact Ray McSweeney on.

Information: 0750 547 1587

Email: ray.mcsweeney@hotmail.co.uk

The 2009 Show



Trade Stand Rates

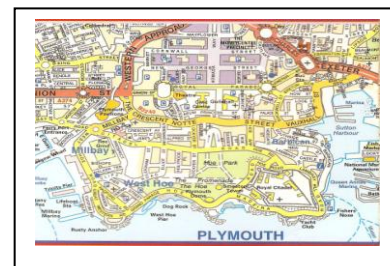
Rates are strictly for the 2 days
3m x 3m is the minimum space available.

Price Area C (italic prices) if paid in full by the 31st May

		Frontage									
		1m	2m	3m	4m	5m	6m	7m	8m	9m	
Depth	1m	Minimum Space 3m x 3m £150 / £135									
	2m				£180/ £152	£210/ £189	£240/ £216	£270/ £242	£300/ £270	£330/ £297	
	3m										
	4m		£180/ £152	£220/ £198	£250/ £225	£280/ £258	£310/ £279	£340/ £306	£370/ £333		
	5m		£210/ £189	£260/ £244	£290/ £261	£320/ £287	£350/ £315	£380/ £342	£410/ £369		
	6m		£240/ £216	£290/ £261	£320/ £287	£350/ £315	£380/ £342	£410/ £369	£440/ £396		

The following is an example of what your trade stand may cost

Size (Metres, frontage x depth)	Price Area A & B	Price C
3 x 3	£150	£135
5 x 3	£210	£189
7 x 3	£270	£242
9 x 3	£330	£297
3 x 4	£180	£152
6 x 9	£440	£396



Your stand must fit in between the sizes you request.

PLEASE CALL THE SECRETARY IF YOU REQUIRE AN EXTRA LARGE AREA OR WISH TO TENDER FOR FOOD ETC.

APPLICATION FOR TRADE SPACE

FestivalAirshow 2010

Company		Contact Name	
Address		Position	
		Tel	
		Mobile	
		Email	
Postcode		Mobile on day	

PRICE AREA A

Description	Size of Stand <small>(inc. Tow Bar)</small>		Type of Stand <small>(i.e. Tent / Trailer)</small>	£
	Frontage	Depth		

Second Stall if required

Description	Size of Stand <small>(inc. Tow Bar)</small>		Type of Stand <small>(i.e. Tent / Trailer)</small>	£
	Frontage	Depth		

PRICE C PAY BY THE 31/5/2010

Description	Size of Stand <small>(inc. Tow Bar)</small>		Type of Stand <small>(i.e. Tent / Trailer)</small>	£
	Frontage	Depth		

Total	
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Please list details of all products / services to be exhibited:

Power

Please tick here if you intend using a generator on site
Only super silenced diesel generators allowed – NO PETROL

Would Grass or Tarmac Subject to availability

Souvenir Brochure

Please tick if you would like information on an enhanced listing /
advert in our Souvenir Brochure

Marketing

How did you hear about the show

Do you wish to advertise in a display advert in the local
newspaper?

Completing the application...

Have you included?

- Completed application form
- Completed indemnity form
- A copy of your public liability insurance
- A photo of your stand
- Your cheque



**Full payment or a 20% Deposit must be sent,
Cheques to be made payable to 'PLYMOUTH HELPING HANDS'.
Do not post date the cheque.**

Your full fee must arrive by the 10th June 2010.

I/We have read and agree to abide by the rules & regulations for traders & caterers, a copy of which has been sent to me. I/We have completed the indemnity form attached, enclosed proof of Public Liability Insurance and a price list.

Signed		Date		Closing Date 10th June 2010
Print Name		Position in Company		

INDEMNITY AGREEMENT

All suppliers, exhibitors, traders, caterers, societies, organisations and individuals involved with the show are required to complete and sign this Indemnity Agreement.

WHEREAS THE PLYMOUTH CITY COUNCIL (hereinafter called "the Council") have agreed to permit the use of HOE AREA **Monday 12th July until Thursday 15th July 2010** for the purpose of **The Airshow**. (Includes set up / de-rig time)

Type and nature of goods/exhibits, displays supplied	
Name of Company/Society/Individual	
Address	

I / WE HEREBY UNDERTAKE AND AGREE TO:

- 1) "At all times hereafter indemnify and keep indemnified the Council from and against all actions proceedings costs claims and demands for injury to persons or property arising out of or in connection with the granting of this permission unless such injury or damage shall arise from any act or omission of the Council of its obligations under this permission."
- 2) Ensure adequate insurance cover is in force to cover the use as granted. (Minimum cover is £5 million for any one incident and that where required each supplier / exhibitor should produce both public and employers liability insurance.)

NB Suppliers / Exhibitors must have their own insurance. Written evidence of this must be included with this application form. (A photocopy will suffice).

Signed Date

For and on behalf of

Position in Company

Witness' Name

Telephone number for contact purposes.....

Address

.....

Witness' Occupation

**Internationale Festival
and Airshow
13th & 14th JULY 2010**

**REGULATIONS FOR TRADERS &
EXHIBITORS**

1. DEFINITION OF TERMS

- a. **Regulations.** This term is applied to all requirements laid down by the Organisers for the conduct of the show 2010 and to any further additions or amendments as may be deemed necessary by the Organisers.
- b. **Organisers.** This term shall mean Plymouth Helping Hands, their servants or agents.
- c. **Exhibitors.** This term shall include all employees, servants and agents of any company or organisation exhibiting or trading at the Air Show.

2. APPLICATION OF REGULATIONS

- a. The control of the Trade Display is in the hands of the Organisers whose decisions are final and binding on all Exhibitors.
- b. The Organisers shall have the right without appeal to resolve all cases, which are not provided for in the Regulations.
- c. Any person or organisation failing to comply with the Regulations or directions from the Organisers may be instructed to leave the event and no refund of any site or other charges will be made by the Organisers.

3. LIABILITIES

- a. The Organisers will not accept liability for loss of or damage to any exhibits at any time and Exhibitors are advised to insure their exhibits against such loss or damage, including risk of fire.
- b. Exhibitors will be held responsible for loss of or damage or injury to property (including other exhibitions) and persons, caused by themselves, their servants or agents.
- c. Each Exhibitor participating in the Trade Display agrees to indemnify the Organisers against all claims of whatsoever nature which may be made against the Organisers arising out of, or in any way connected with such Exhibitor's participation in the Commercial Display. This provision is specifically agreed by the Exhibitor to be fair and reasonable.

- d. The Organisers do not accept liability and will not be under any liability to Exhibitors or their employees, servants and/or agents in respect of any direct or indirect damage, loss or injury, to persons or property arising out of, or in any way connected with the Trade Display.
- e. Exhibitors are strongly advised to take out appropriate insurance cover against the risk of the event being cancelled or postponed. Any refund in the event of a whole or part cancellation of the show shall be at the sole discretion of the Organisers and if made will be paid net of the Organisers' costs and administrative charges. Under no circumstances will Exhibitors have any claim against the Organisers in the event of cancellation or postponement of the event.
- f. In the event of an Exhibitor's withdrawal from the Trade Display after notification by the Organisers of the allocation of space, all payments made in respect thereto shall be forfeited. Notice of withdrawal must be made in writing to the Organisers who will endeavour to re-allocate the space, but such re-allocation does not necessarily entitle the Exhibitor to refund of any payments made or release from any sums for which he has become liable.
- g. If an application is received from any organisation whose affairs are for any reason placed in the hands of a receiver, that application shall, unless otherwise agreed in writing by the Organisers, automatically become null and void even if previously accepted by the Organisers and any monies received will only be returned after deduction of all costs and expenses incurred by the Organisers.
- h. Exhibitors must comply with all UK Statutory Requirements and Regulations whilst participating in the Airshow.
- i. The Organisers reserve the right to refuse any entry whatsoever and also reserve the right to cancel any entry which may have been accepted, or decline at any stage to admit any proposed exhibit to the event. Whenever under this regulation an application for space is refused, or an allocation of space is cancelled by the Organisers, or an exhibit is refused admission or removed, the fees paid for such space may, at the discretion of the Organisers, be refunded, and if refunded, shall be accepted by the Exhibitor or intending Exhibitor, in full satisfaction of all claims against the Organisers.

j. Exhibitors are responsible for the safety of the public on their sites, particularly for the safe demonstration of any working exhibits or displays and are responsible for the security of their exhibits and property.

k. Visitors entering the Festival and Airshow do so entirely at their own risk. No liability will be accepted by Plymouth Helping Hands, their servants, agents, independent contractors or sponsors for any injury (including fatal injury), illness, damage or loss whatsoever directly or indirectly occasioned to person or property, whether due to negligence or otherwise howsoever.

l. **Plymouth Helping Hands** Airshow security personnel reserve the right to carry out such security checks as are deemed necessary and to refuse entry to vehicles and/or persons to the Festival and Airshow and/or to divert visitors to car park areas.

4. INSURANCE REQUIREMENTS

Exhibitors are required to hold Third Party Liability Insurance with a Limit of Indemnity of not less than £5,000,000 any one event or occurrence and containing an indemnity to Principals clause. In the event that the Exhibitors Third Party Liability Insurance does not contain a general indemnity to Principals clause for the purpose of this Regulation The Organisers of the Festival and Air Show must be mentioned specifically as Principals in the insurance relative to the contract hereby agreed to.

5. SALES REGULATIONS

a. Stands and Displays are expected to be of a high standard.

b. The sale of the following articles is prohibited:

- 1) Realistic-looking toy guns and guns, or other weapons, that fire any sort of projectile (eg. BB guns, airguns, crossbows, catapults)
- 2) All lock-bladed knives and any knife, including folding pocket-knives.
- 3) Livestock, live fish and caged birds
- 4) Foodstuffs or refreshments without written permission from the Organisers.
- 5) Balloons. Neither shall balloons be given away as these can become a hazard to low flying display aircraft
- 6) Kites, except in a packed condition and provided that a notice is displayed which clearly states that

kites are not to be flown on the airfield.

- 7) Lottery, raffle or gaming tickets.
- 8) Any type of Festival or Airshow souvenir, or reproduction of Festival or Airshow publicity material, without the written permission of the organisers
- 9) Soft Toys ticket draws
- 10) Any other products as may be specified in writing to individual Exhibitors by the Organisers.

c. **Sound Reproduction.** The use of microphones and amplifiers to assist sales is STRICTLY PROHIBITED. The Organisers also reserve the right to demand the removal of any equipment about which complaints are received.

d. **Radio and Radar Equipment.** Exhibitors intending to operate radio and/or radar exhibits are to submit details of such equipment to the Organisers by 12th June 2009 in order that clearance to operate may be sought.

e. Roving Sales or similar trading is forbidden.

f. **Plymouth Helping Hands** works closely with Trading Standards at all its events and will supply information where requested. All goods sold on council land must be marketable and of satisfactory quality and comply with Trading Standards legislation.

g. **Plymouth Helping Hands** reserves the right to host exhibitors which give away free samples of food, drink or any other products at the event.

6. GENERAL INFORMATION

a. **Water Supplies.** The Organisers are unable to provide a water supply to any Commercial Display site. Although water points will be available at the event

b. **Overnight.** Exhibitors are not allowed to remain on site overnight, security officers will be on patrol.

7. SITE BOOKINGS

a. Exhibitors may express a preference for Trade Display sites, however, sites will be allocated on a first come first served basis and no guarantee can be given that preferred sites will be available.

- b. Previous participation in the Airshow does not bestow any rights to participate in subsequent Air Shows.
- c. Applications must be submitted on the appropriate form to the Organisers. The Organisers reserve the right to refuse in whole or in part any application. Acceptance or rejection of the application, in whole or in part, together with the allocated site, will be notified in writing by the Organisers.
- d. The Organisers reserve the right to change the layout and the location of traders without reference to Exhibitors.
- e. The Organisers reserve the right to change the location of any site previously allocated.
- f. Sub-letting and/or sub-contracting of sites is strictly prohibited.
- g. Boundaries of sites will be clearly marked by the Organisers. Exhibitors are to ensure their exhibits, including all support equipment, tentage and guy ropes are contained within each defined site area.
- h. The Exhibitor is required to sign the Application for Trade Space attached hereto, in agreement to be bound by these Regulations.

8. ACCESS

- a. Entry is by presentation of a valid vehicle pass, which will be despatched to Exhibitors by the Organisers.
- b. Exhibitors must report to a member of the events team before being escorted to their allocated site. Failure to comply may result in eviction from the event.

9. SETTING UP

- a. Construction and fitting of sites times will be sent with your pass.
- b. Exhibitors are to ensure that they are available on site to receive all deliveries as the Organisers are unable to handle Exhibitors' or Contractors' equipment.
- c. Exhibitors are to provide all flooring they consider necessary to outdoor stands. The Organisers do not hold any flooring materials and do not have access to any such material.

10. SITE MANAGEMENT

- a. Exhibitors are required to keep their sites and adjacent walkways tidy at all times. Rubbish is to be placed in the refuse bins and skips provided by the Organisers and made available throughout the day for regular collection by the litter clearance team.
- b. Exhibitors are to ensure that their sites are manned whilst the event is open to the public, i.e. from 10am until 7pm on both days. Exhibitors failing to comply may forfeit both site and fees paid.
- c. Exhibits or any equipment containing moving parts must be fitted with the necessary guards to comply with standard safety regulations governing that particular exhibit.
- d. Exhibitors wishing to erect any mast or structure higher than 4 metres are to obtain prior permission from the Organisers.
- e. Exhibitors are not to obstruct or allow to be obstructed any gangways or open spaces and no sign or projection may be hung or projected over gangways or open spaces, or in any way affect neighbouring Exhibitors' displays.
- f. Exhibitors wishing to erect any sign, placard or advertisement at any location other than their allocated site are to obtain the written permission of the Organisers.
- g. There are no facilities for storage on the event site.
- h. The Organisers shall not incur any liability for failure to supply any equipment or furniture hired on behalf of an Exhibitor. Neither shall the Exhibitor be entitled to any refund, or part refund, of any site fee if such equipment or furniture is not provided.
- i. Generators are used on the condition that a nuisance is not caused to either other Exhibitors or the public. The Organisers reserve the right to demand the removal of any equipment about which complaints are received.
- j. Only vehicles forming an integral part of an Exhibition are permitted on the allocated Exhibition site. All other vehicles are to be parked in the Public Car Parks.
- k. Once established on site, vehicles are not to be moved during the operational hours of the event.

- l. Exhibitors are not allowed to bring dogs or pets to the event.
- m. Exhibitors are not allowed to light any type of outdoor barbecue at their trade site, or anywhere else at the event.

11. SITE CLEARANCE

- a. **NO EXHIBITOR MAY CEASE OPERATION BEFORE 9pm ON EITHER DAY.**

12. HEALTH, SAFETY AND SECURITY

- a. **RISK ASSESSMENT.** Exhibitors are responsible for the safety of their employees and any third parties in respect of their activities and especially for the safe demonstration of any working exhibits or displays.
- b. Access to sites must be allowed at all times for the Organisers and official health & safety services for inspection purposes.

- c. Exhibitors are responsible for the security of their exhibits and property at all times. The event site is not fenced.
- d. **Smoking Policy.** All traders are to adhere to current smoking legislation, in particular trade stands allowing public access must display official No Smoking signs.
- e. **Security Services.** Both Civilian Security and Military personnel will patrol the site at night and whilst every effort will be made to protect property, the Organisers cannot guarantee the security of Exhibitors' property.
- f. **Fire Precautions.** All Exhibitors are required to have suitable and sufficient fire extinguishers immediately to hand at their stand. Larger Exhibitors (eg. Craft Marquees) are to implement fire precautions at their site in accordance with the "Home Office Guide to Fire Precautions in Existing Places of Entertainment and Like Premises".

13. IN CASE OF EMERGENCY

- a. IMMEDIATELY NOTIFY ANY OF THE ORGANISERS' OFFICERS OR ANY UNIFORMED SECURITY PERSONNEL.
- b. ENSURE ALL PERSONNEL ARE CALMLY MOVED AWAY FROM THE INCIDENT.
- c. KEEP ACCESS WAYS CLEAR FOR EMERGENCY SERVICES VEHICLES.