

# Spring Bank Holiday

24<sup>th</sup> – 26<sup>th</sup> May 2014

## Trade Stall Application Form

Name .....

Address .....

.....

.....

.....Postcode.....

Telephone Number(s) .....

Business/Stall Name .....

Size (Frontage).....

Product category (Vintage civilian, Memorabilia, Uniforms etc).....

**Prices for Spring bank holiday =**

**24<sup>th</sup> May 2014 only- £30.00**

**26<sup>th</sup> May 2014 only- £40.00**

**24<sup>th</sup> +26<sup>th</sup> May 2014- £60.00 (Closed on Sunday 25<sup>th</sup>)**

(Payable on return of this form by cash or cheque made payable to Pantons Museum Unlimited)

### **IMPORTANT NOTE:**

Space booked by all exhibitors must include sufficient room for guy ropes, tow bars, vehicles (must be behind stall), any opening doors and any other accessory connected with the exhibition.

### **Please Note:**

- The rent payable on all sites covers the cost of the ground space only.
- All event participation is subject to weather conditions and serviceability of aircraft.
- Booking Fees are non-refundable

### **DECLARATION**

I / We have read and understood the Terms & Conditions of Hire enclosed and agree to abide by them.

I have enclosed a copy of any relevant public liability insurance.

Signed: .....

Date: .....

Please complete and return your completed application form to:  
Andrew Pantons

Lincs Aviation Heritage Centre, East Kirkby, Spilsby, Lincs, PE23 4DE  
Or Andrew@lincsaviation.co.uk

# Terms & Conditions of Hire for Trade Stand Exhibitors 2014

Please read thoroughly

## **1. Site Bookings**

• The Museum reserves the right to refuse any booking at any time and also reserves the right to cancel any booking, which may have been confirmed, without any reason being given. In the event of refusal or cancellation, the Museum will not enter into correspondence on the subject. In relevant circumstances a full refund will be given.

• In the event of cancellation by the exhibitor, up to two months prior to the event 50% of the site hire charge will be refunded. No refunds will be made within two months of the date of the event.

• **The allocation of sites will be at the discretion of the organiser.** We cannot guarantee that exhibitors selling similar products will not be in the same area.

• Exhibitors may not assign or sub-let the whole, or any part of their site without prior written permission from the Museum.

• All sites are outside and are on grass or hard standing.

• On two day events we allow free overnight camping.

## **2. Vehicle Access & Parking**

• On air show day's and Bank Holidays exhibitors are allowed access into the Museum from 8am. There is normally room for one vehicle at the rear of each site so please ensure your vehicle is parked neatly and as near to your site as possible. Please do not arrive earlier than the stated times as you will not be admitted to the site.

• Vehicles without the relevant pass will be refused entry to the site.

• For Air Shows and Events one free vehicle pass only will be issued per booking. Extra passes can be provided on request but are limited.

• The speed limit throughout the Lincs Aviation Heritage Centre is **15 mph.** Driving is allowed for unloading and loading only. There is to be no manoeuvring or driving of vehicles after 9.30am and before 5.00pm.

• Any stalls with vehicles that cannot fit onto their designated trade stand area **must** be parked in the visitor parking area or camping area.

## **3. Sales & Exhibits**

• The Museum reserves the right to have any item removed from display.

• The following may not be displayed, sold or given away: Anything that is a **lethal activated weapon**; helium or lighter than air balloons or inflatables; kites; fireworks, bangers, caps etc.; livestock or any form of food or drink including confectionery.

• Radioactive equipment that does not conform to government radiation legislation (RSA 93 and / or IRR 99) will **NOT** be permitted on site. The museum reserves the right to monitor suspected items for radioactivity and any items over the prescribed limits must be removed from the site immediately.

• Radio & radar Equipment – Exhibitors intending to operate radio and / or radar equipment must submit details with their application in order that clearance may be given to operate.

• Where exhibitors are using any electrical or gas appliances, they must provide appropriate fire extinguishers.

## **4. Insurance Requirements**

• On two-day events stands may be left overnight entirely at the exhibitors own risk. The museum cannot accept responsibility for any loss or damage to any exhibits and exhibitors are advised to insure their goods against loss or damage, including risk of fire.

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**Andrew Panton**

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## **Marquees**

• Exhibitors hiring in marquees (including pop up marquees) must provide a copy of the marquee company's Public Liability Insurance (minimum £5 million), Risk Assessment & Method Statement and provide certification of flame retardancy in accordance with the Performance Textiles Association (MUTA) prior to build. Failure to provide the required information will result in refusal to the site.

• All marquees 6m x 6m or larger **must** have suitable fire exit signage, fire extinguishers and have at least one fire exit in addition to the main entrance. Failure to provide these requirements will result in refusal to trade until rectified.

## **Children's Rides**

• Exhibitors providing children's rides/ inflatables must provide a copy of their Risk Assessment & Method Statement. The Lincs Aviation Heritage Centre strongly recommends membership of the PIPA scheme (a new inspection scheme set up by the play industry to ensure children's inflatable play equipment conforms to laid down standards).

## **Generators**

• Exhibitors using generators must ensure adequate barriers to prevent access from the public. All flammable liquids should be stored appropriately and out of reach from the public.

## **6. Miscellaneous**

- Requests or instructions from Lincs Aviation Heritage Centre staff must be complied with.
- No electrical power can be provided to exhibitors.
- Barriers placed around aircraft exhibits must **not** be moved from their designated line.
- Raffles, draws, lotteries and collections may only be run by proven reg. charities with prior permission. Collections and the sale of tickets may only be made from the stand.
- Exhibitors are requested to turn any accompanying music down for the duration of the flying programme in order that visitors may hear the commentary.
- On air show days trading may continue until 5pm, on all other days trading must also end at 5pm when the Museum closes.
- All facilities must be left as they are found. Fixed benches may not be tampered with. Exhibitors must ensure that all rubbish is taken away at the end of each event day or placed in the bins provided around the site. Failure to do so may result in not being booked for future events.
- Dogs are permitted (on leads only).

**Failure to comply with these Terms & Conditions may result in eviction from the Museum and cancellation of future bookings.**

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Andrew Panton**

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