

# GREAT YARMOUTH MARITIME FESTIVAL

Saturday 12 – Sunday 13 September 2020

## FESTIVAL TERMS & CONDITIONS – SPONSOR EXHIBITORS

### SITE TIMES

#### Friday 6 September 2020

1. The site will be open from the **SOUTH END ONLY** for exhibitors to arrange their displays from **09:00** subject to a telephone call to organisers to check that the site is clear before setting out. Exhibitors will need to make arrangements to transport their goods to their allocated position along the quay.

#### Saturday 12 & Sunday 13 September 2020

2. The site will be open to all exhibitors from **07:30** from the **SOUTH END**, or from the Foc'sle gate by arrangement only. Exhibitors will need to make arrangements to transport their goods to their allocated position along the quay. Persons arriving to work on your stand should enter the site at the south end or through the middle pedestrian gate (opposite Nelson Museum). There will be no entry at the north end (Town Hall) until the festival opens to the public.
3. Any vehicles must be positioned as directed by stewards.
4. No vehicles will be permitted to enter the site after **09:00** and all vehicles must be removed from the site by **09:30**, after which no vehicular movements will be permitted until after the event closes for the day.
5. The site will be open to the public from **10:00** on both days.
6. On Saturday and Sunday the event will close to the public at **17:00**.

#### **EXHIBITORS MUST NOT PACK UP THEIR AREA OR LEAVE BEFORE THESE TIMES.**

7. After visitors have left, exhibitors must wait for the all clear to be given before any vehicles already on site are moved. The Health & Safety Manager/ Site Management will walk the length of the quay making checks before this announcement is made. No vehicles will be admitted to the site until **17:45** on Saturday or Sunday at the very earliest.
8. Any vehicles which are not an integral part of the display must be removed from the site on each morning of the event before **09:30**.
9. All vehicular access gates will be locked at **09:30** on both days of the event and only pedestrian or emergency vehicle movement will be permitted until the event closes for the day and the visitors have left.
10. The organisers reserve the right to remove unauthorised vehicles from the site and to charge the owners for the removal costs.
11. All exhibitors must clear their goods/displays from the site before **20:00** hours on Sunday.
12. No audio or visual equipment is allowed.
13. **No exhibitors may hold raffles or tombolas**



Great Yarmouth Tourism & Business Improvement Area  
Maritime House, 25 Marine Parade, Great Yarmouth NR30 2EN  
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## SITE SECURITY

14. The site is secured by heras fencing around the perimeter. The heras fencing must not be tampered with, moved or opened.
15. A security presence will be provided overnight from **19:00** to **07:00** on Friday, Saturday and Sunday nights but no guarantee can be given as to the safety of goods and equipment.
16. All exhibitors should arrange their own insurance for goods and equipment.
17. Goods and equipment which may be damaged by water should not be left on the floors of marquees or stalls because of the risk of saturation during rainy periods.
18. Vulnerable goods should be kept clear of the marquee walls as they are liable to be disturbed by weather conditions.

## SAFETY

19. All persons using the site must follow the directions of the stewards.
20. All safety instructions broadcast over the public address system must be complied with and the public address system should not be moved or interfered with at any time.
21. The marquee walls are not load bearing and should not be used to lean against or support loads. The securing systems for the marquees should not be interfered with. If there is a problem, consult the Health & Safety Manager / Site Management.
22. The public aisles are to be kept clear of gear and equipment and any location designated as a doorway or exit must be kept clear.
23. For the use of electrical, gas or other hot equipment the Health & Safety Manager / Site Management must be consulted. Such equipment must be set up in such a manner so as to prevent injury to the public.
24. Adjustment of, or interference with, the site electrical wiring/gear is not permitted. Any problems noticed should be reported immediately.
25. Exhibitors who provide their own marquees, tents, gazebos, tables, chairs or other equipment must ensure that they are adequate for the purpose, adequately secured or set up and adequate for the load that they are to carry. Care should be taken to avoid any areas that could trap fingers or hands.
26. Exhibitors should acquaint themselves with the location of the nearest Fire Points. Notices and extinguishers at these Fire Points must not be obstructed or removed.
27. In the event of fire or other emergency it may be necessary to evacuate the marquees or quay areas. The instructions of the Stewards and the Health & Safety Manager / Site Management should be followed. In general there will be clear areas to the north and south along the quay and in conditions permitting these areas should be used.
28. Rubbish should not be allowed to accumulate in the marquees, quay areas or the pedestrian routes. Disposal facilities are provided on the quay.
29. The speed limit for all vehicular movements on the site is ten miles per hour.

**IF YOU ARE IN ANY DOUBT ABOUT ANY MATTER WITH REGARD TO THESE CONDITIONS OR ANY OTHER ISSUE THEN CONSULT THE HEALTH & SAFETY MANAGER/ SITE MANAGEMENT.**

Thank you for your co-operation in helping us to make the Maritime Festival a safe and enjoyable event for everyone.



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## BOOKING FORM – SPONSOR EXHIBITORS

I wish to reserve space in the 2020 Great Yarmouth Maritime Festival Sponsor's Marquee as follows:

<b>Name of Exhibit</b>	
<b>CONTACT NAME</b>	
<b>ADDRESS</b>	
<b>TELEPHONE</b>	
<b>MOBILE</b>	
<b>E-MAIL</b>	

I have read and agree to the Festival Terms & Conditions.

<b>Site Information</b>	
<b>Power Requirements</b> Please include Amp/Watt etc Please list types of equipment/ machinery to be used	
<b>Size of space</b> You will be given 2 x 6ft trestle tables. Anything else you need to tell us / ask?	
<b>Describe your exhibit</b> Please describe what your exhibit consists of, whether it is for viewing purposes only or whether the public can have a go. Please state what activities exactly are available and for what age range.	
<b>Combustible materials</b> Please provide details	
<b>Additional Info</b> Please use this space to tell us about any equipment you require us to provide, or any special requests.	

**Signed**

**Name** (Capital Letters)

