



GYTABIA TRADE APPLICATION FORM

GREAT YARMOUTH AIRSHOW - 16th/17th June 2018



IMPORTANT NOTICE

As per consultations with BID levy payers at meetings with Greater Yarmouth Tourism & Business Improvement Area Ltd (herein referred to as GYTABIA), this Early Bird Application is specifically offered to GYTABIA BID Levy Payers only.

GYTABIA Levy payers will have an exclusive opportunity to apply for trade space until 6th Jan 2018. After this date trade applications will be made available to other traders who are not Bid Levy payers, this includes traders, outside of the borough of Great Yarmouth.

If you have any specific questions about the GYTABIA these should be directed to Karen Youngs karen@gyta.com

Do not forward this document, as this form is specifically for GYTABIA BID Levy payers.

A similar form with identical prices will be circulated to non GYTABIA BID levy payers in Early January 2018.

This early bird process was specifically offered by the company to GYTABIA Levy Payers.

Note : Due to the financial value of **Alcohol and Ice Cream**, these two services will be subject to separate tender processes in January, which will include non bid levy payers. Please note that applications from BID Levy payers for Alcohol and Ice Cream will be looked on favourably.

In addition GYTABIA BID Levy payers offering small **speciality** bar stalls may be considered as part of the Early Bird Trade Booking offer.

Event information

Date: Sat 16th – Sunday 17th June 2018

Time: Expected to be open to public from;
10 am to 10.30pm, Saturday 16th and Sunday 17th June

The Airshow is being organised by Greater Yarmouth Tourism & Business Improvement Area, in partnership with Great Yarmouth Borough Council. The main show site will run along the Golden Mile, Marine Parade Great Yarmouth. There is no public entrance fee for this event. The Event is expected to attract up to 175,000 visitors over the two days. Air Displays will take place Saturday and Sunday afternoons.

Expected Trading Times 10am – 10.30pm Sat / Sun.

Trade stand fees:

Size (metres)	All Trade Areas (2 days)	Passes included
3 x 3 9sqm	£450 + VAT	1 x site vehicle access pass 4 x exhibitor passes
4 x 3 12sqm	£540+ VAT <i>10% Discount</i>	1 x site vehicle access pass 4 x exhibitor passes
5 x 3 15sqm	£675+ VAT <i>10% Discount</i>	1 x site vehicle access pass 4 x exhibitor passes
4 x 4 16sqm	£720+ VAT <i>10% Discount</i>	1 x site vehicle access pass 4 x exhibitor passes
6 x 3 18sqm	£810+ VAT <i>10% Discount</i>	1 x site vehicle access pass 4 x exhibitor passes
5 x 4 20sqm	£850+ VAT <i>15% Discount</i>	1 x site vehicle access pass 4 x exhibitor passes
6 x 4 24sqm	£1020+ VAT <i>15% Discount</i>	1 x site vehicle access pass 4 x exhibitor passes
5 x 5 25sqm	£1062.50+ VAT <i>15% Discount</i>	1 x site vehicle access pass 8 x exhibitor passes
6 x 5 30sqm	£1275+ VAT <i>15% Discount</i>	2 x site vehicle access passes 8 x site exhibitor passes
6 x 6 36sqm	£1530+ VAT <i>15% Discount</i>	2 x site vehicle access passes 8 x exhibitor passes

It is not possible to guarantee exact stand location. All trading sites are located between the cinema at the north of the Golden Mile and the Sea life Centre to the south. Sites will be allocated on the day. Change of space on arrival or during the event is NOT permitted under any circumstances.

Greater Yarmouth Airshow Organisers (GYTABIA) has limitations placed on the number of food and drink trade stalls it is able to offer, as such reserves the right to refuse any application without explanation.

If you require a larger pitch than stated above, please email gyairshowtrade@gmail.com

Ice Cream and Primary Licensed Bars

Ice Cream Pitches and Large Licensed Bars **will be** subject to a tender process in January 2018, and will not be accepted via the normal trade booking process. Expressions of interest can be made in advance of this to gyairshowtrade@gmail.com

Small specialist licensed bars, which offer something different to the event attendees may be considered through the trade stand booking process at the discretion of the event organisers in liaison with Great Yarmouth Borough Council.

Charity Stands:

Charities are welcome to purchase trade space on the main area but there will be no reduction in site fees for this arrangement. A dedicated charity area is being developed for local charities please email gyairshowtrade@gmail.com for further details.

Set up:

For your convenience set up is expected to be from 8am on Friday 15th June.

On Friday 15th June traders/exhibitors **MUST** be set up no later than 9pm and vehicles removed from site by that time. All exhibitors/traders are encouraged to remain open throughout the duration of the event.

Public walkways must be kept clear at all times. Under no circumstances must traders exceed their allocated space. Change of space on arrival or during the event is NOT permitted under any circumstances.

Set down:

Traders are requested to commence their 'close down' from 10.30pm on Sat and Sun. However, no vehicles are permitted off-site until after approximately 10.30pm on Sat and Sun). Event organisers will then 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.

Parking:

NO general parking is permitted on site or along Marine Parade however, exceptions to this will be considered for those vehicles forming part of a display such as refrigerated/branded exhibition vehicles and **must** be included within your event space booking. Parking for traders will be available south of the pleasure beach Car Park at the cost of £20 for the event days, per vehicle. Alternative parking is not the responsibility of the event organisers. Any unauthorised vehicles parked on the show site may be fined and towed away by either the police or parking enforcement.

Security:

Event security will be on site throughout the event and will patrol the show, with road blocks sited from Friday 15th June at 12.01am until the close of the event on Sunday 18th June. 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.

- Certificate of gas safety.
- Certificate of electrical testing.
- Risk assessment – template enclosed.

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.

This is the responsibility of the trader/exhibitor. Note only Diesel can be used, we cannot accept petrol generators under any circumstances.

Power Connection:

Power connections can be hired at a cost of £100 for 16 AMP, £150 for 32 AMP or £200 for 64 AMP, with a single or twin socket option. (Please specify your requirements on the booking form).

Fuels:

Provision must be made for the safe and secure storage of all types of fuels exhibitors are to provide suitable fire extinguishers. Note only Diesel can be used, we cannot accept petrol generators under any circumstances.

Trade Waste

All traders must either remove their own waste from site each day or use the dedicated trade refuse points.

Booking:

Important information before booking:

Exhibitors must apply and pay for sufficient space for all stays and guy-ropes required for any structure to be erected or vehicle (including tow bar). Stand boundaries will be marked out and any trader/exhibitor occupying space beyond these may be removed or charged accordingly if space allows at the discretion of the Event Organisers. Only vehicles for refrigeration purposes or forming part of the display will be considered/authorised on site by the organisers prior to the event.

Food and Drink Traders are required to hold a minimum hygiene rating of 4.

Payment arrangements:

ALL exhibitors MUST submit a 50% deposit of the total fee (if accepted this fee is non-refundable)

Returned with the completed application form that MUST include:

1. Completed Application
2. Signed Photograph of your stand
3. Copy of Employers Liability Insurance (if applicable)
4. Copy of Public Liability Insurance (Inc. Products Liability if you will be selling)
5. Risk Assessment/ Fire Risk Assessment
6. 50% Deposit Payment
7. Photocopy of owners or Managers photographic ID (driver's license etc.)
8. Proof of firefighting equipment
9. Certificate of gas safety where applicable.
10. Certificate of electrical testing where applicable.
11. Named Local Authority Issuing your rating (if applicable)
12. Copy of GYTABIA levy Invoice.

NOTE: Without the above, applications will not be accepted.

Please Note:

The remainder of the balance will be invoiced in March 2018. The balance of fees MUST be paid no later than Thursday 30th April 2018. ** Any applications made after 1st April 2018 will require payment in full**

For Official Use

GYTABIA BID Levy Payer Application Form

Company / Organisation
Name

Contact Name

Email address

Web Address

Address for
Correspondence

Contact Phone Numbers

Contact no. Prior to Event

Contact no. During Event

What height is your stand
in **Metres**?

Total Space required please
circle.

3m x 3m	4m x 3m	5m x 3m	4m x 4m	6m x 3m
5m x 4m	6m x 4m	5m x 5m	6m x 5m	6m x 6m

Type of Business/Activity

If you are a food or Drinks
provider a Hygiene Rating of
4 or more is required. (Local
EHO may check this)

Please draw a diagram of your
site layout (A photograph of
your stand **MUST** also be
attached to your application)
Names of Additional Staff on
Site

Type of Business:

Activity:

Hygiene Rating:

Local Authority Issuing Rating (if applicable):

Name of Local Authority Officer:

Number of additional participants passes required (on top of passes included in price) @ £5 per pass

Please tick if an additional site vehicle access pass is required @£20 per Pass

Number of staff with your stand (see rate card for number of passes included in price)

Number of offsite Vehicle Parking Passes Required @£20 for Vehicle

Please tick if you are bringing a generator. Must be a silent diesel generator rated below 62dBA

Vehicle Registration Numbers

If you require an electric power connection (please circle)

16 AMP
@£100

32AMP
@£150

64AMP
@£200

If applicable which Electric Socket do you require?

SINGLE

DOUBLE

Please detail all products or services to be on your site

Please provide some examples of other events you have attended.

There may be an opportunity to take out an advert for your business in the souvenir brochure. Please tick if you would like further details:

Payments Details

Cost of space	£	VAT £	Total (inc VAT)	£
Additional Costs				
Car Parking £20 per Vehicle				£
Extra Event Site Vehicle Access Passes @ £20 per vehicle				£
Electric Power Supply for event 16 AMP @ £100, 32 AMP £150 or 64 AMP £200				£
Extra participant passes @ £5 per pass for event				£
Total				£

A 50% non-refundable deposit is due upon completed application, with the balance due by 30th April 2018. Please make cheques payable to **Greater Yarmouth Tourism and Business Improvement Area** or GYTABIA

This application is in accordance with the attached terms and conditions. Please sign below on behalf of your company your acceptance of all the terms and conditions for Haven Great Yarmouth Airshow

Signed: _____

Date: _____

Name: _____

Position: _____

Please Return Completed Application and Deposit to

Event Director, Haven Great Yarmouth Airshow
Maritime House 25 Marine Parade, Great Yarmouth, Norfolk NR30 2EN

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PLEASE ENSURE YOU ENCLOSE THE FOLLOWING AS INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

<input type="checkbox"/>	Completed Application
<input type="checkbox"/>	Signed Photograph of your stand
<input type="checkbox"/>	Copy of Employers Liability Insurance (if applicable)
<input type="checkbox"/>	Copy of Public Liability Insurance (Inc. Products Liability if you will be selling)
<input type="checkbox"/>	Risk Assessment/ Fire Risk Assessment Included/Completed
<input type="checkbox"/>	50% Deposit Payment
<input type="checkbox"/>	Photocopy of Owners or Managers photographic ID (driver's license etc.)
<input type="checkbox"/>	Proof of firefighting equipment
<input type="checkbox"/>	Certificate of gas safety where applicable.
<input type="checkbox"/>	Certificate of electrical testing where applicable.
<input type="checkbox"/>	Named Local Authority Issuing your rating (if applicable)
<input type="checkbox"/>	Copy of BID Levy Invoice

If you are interested in becoming a Sponsor please tick here

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EVENT TERMS & CONDITIONS

Please read the following notes thoroughly before you sign the application form the organisers, Greater Yarmouth Tourism and Business Improvement Area referred to below as "GYTABIA", reserve the right to refuse any application at the GYTABIA absolute discretion without explanation.

The Air Show, organised by GYTABIA, will hereinafter be known as 'the event'.

Please note that exhibitors are responsible for the security of their own staff, units and personal belongings and are liable to indemnify GYTABIA as mentioned in regulation 5 below.

REGULATIONS

1. NON-COMPLIANCE WITH REGULATIONS

GYTABIA or its agents have the power to order the removal of any article from the event ground, or to close the stand of any exhibitor who does not conform to the event regulations or the directions of the GYTABIA officials or stewards and, if necessary, to expel such exhibitor or their representative from the event ground.

2. APPLICATIONS

Ground space is available for the sale of goods, catering, demonstrations, entertainment, exhibition or display.

The nature of the exhibits and sales goods must be stated clearly on the application forms. No variation will be allowed after acceptance to the event, without the prior written approval of GYTABIA.

Bookings will only be accepted in writing on official application forms.

The completion of a stand application form and the receipt of a cheque, do not constitute a contract with GYTABIA, unless and until GYTABIA issues written confirmation of the booking to the applicant.

Site passes will not be allocated, until all fees have been paid in full. Traders will not be permitted on site without a site pass

No product, product group or service can be guaranteed exclusive rights to sales on the site, unless agreed in writing with GYTABIA.

3. CANCELLATION

a. Where an exhibitor withdraws from the event or cancels the space reserved for any reason, all fees paid shall be forfeited, whether the site is re-let by GYTABIA or not. Please note GYTABIA does not accept any responsibility for any damage/loss of earnings or costs incurred as a result of the cancellation of the event.

b. In the event of the Airshow being cancelled prior to 15th June 2018 all monies will be returned but GYTABIA cannot be held responsible for any costs incurred by traders.

4. INSURANCE

a. The Exhibitor shall effect and maintain at all times a policy of insurance with a reputable insurance company for Public Liability in the sum of not less than £5,000,000 (five million pounds) in respect of any claim and also an adequate sum in respect of Fire and Special Perils (and Employers Liability where applicable).

b. The Exhibitor must, prior to a booking being accepted, produce to GYTABIA on demand evidence of such policy and of the payment of the premium for it.

5. INDEMNITY

The Exhibitor shall be fully responsible for and indemnify GYTABIA and keep GYTABIA indemnified against all claims, proceedings, costs and expenses arising from or in connection with the use of the site by the Exhibitor or the exercise or purported exercise of any permission or right given by the GYTABIA to use the site (except to the extent that the same is shown to have been caused by the GYTABIA). The Organisers reserve the right to cancel the show.

6. ELECTRICITY/GAS

The use of properly silenced diesel generators are permitted. Exhibitors must ensure any gas appliances have been recently examined and tested as satisfactory by a competent person and labelled to indicate the examiner's name and the date of the examination. All electrically powered equipment must be maintained to ensure compliance with the Electricity at Work Regulations. Late request for power supply will result in additional charges.

7. EXHIBITORS LIMITATIONS

- Charitable Fund Raising and any activities deemed as 'Games of Chance' i.e. a Tombola stall is not permitted on any stand, which has not been granted permission by the GYTABIA.
- Holiday Competitions will not be permitted, free giveaways may be permitted only with written consent from the event organisers.
- Those traders selling articles that are not in accordance with their original application, or trading without documented agreement from the GYTABIA, will be closed down/removed from the event site.
- No sub-letting of any portion of the trader's allocated site is permitted.
- Sales activities must be confined to the stand area allocated and on no other area of the site.
- Sale of food and drink is restricted to authorised catering concessions. Small samples may be given away free of charge for promotional purposes.
- Written permission must be gained from the GYTABIA for the use of any audio equipment which is to be used as part of the exhibition or unit.
- Exhibitors must apply for and pay for sufficient space for all stays or guy ropes required for any building or tent, caravan or vehicle(s) (which stay on the site including tow bar of caravan) to be erected. Stand space boundaries will be marked out and any trader/exhibitor occupying a space beyond these may be removed, re-sited or charged accordingly at the discretion of the GYTABIA.
- Sleeping on site is not permitted.
- The sale of Laser Pens, Drones, Chinese lanterns, Balloons, replica guns and any other products deemed inappropriate by the event organisers will not be permitted to be sold.

8. CATERING/DRINK CONCESSIONS

All caterers must comply with the Food Safety and Hygiene (England) Regulations 2013. The food business operator shall put in place, implement and maintain a permanent procedure or procedures based on HACCP principles.

Caterers must provide sufficient receptacles for litter and tidy up litter around the stand area at the end of each day of the event. GYTABIA reserves the right to refuse any catering application without explanation. A hygiene rating of 4 and above is required by Catering/drinks outlets.

The Local Authority's Environmental Health Officers will inspect vendor's premises and will also check them both on arrival and during the event, under the provisions of the Food Safety Act and Associated Regulations. Unsatisfactory, Inspections may result in enforcement action.

9. NUISANCE

Exhibitors may not use any loud speaker apparatus, engines, generators, or other equipment, participate in any activity or practice, or sell, display or offer for sale any toxic, noxious or offensive substance, article or thing, so as to cause nuisance, annoyance or distress to other exhibitors or to the public. GYTABIA decision on such matters shall be final and binding on all exhibitors.

10. OVERHEAD OBSTRUCTIONS

Written permission must be gained from GYTABIA for flag poles and structures in excess of 10 meters in height.

11. LITTER

Exhibitors are responsible, at all times, for keeping their stand and the adjacent area free of litter.

12. VEHICLE PARKING

All vehicles not forming part of the display must be moved off site before the show opens to the public

13. SAFETY

It is the responsibility of all traders and exhibitors to comply with the requirements of the Health and Safety at work act 1974 and the relevant regulations. GYTABIA draws your attention to the following with which participants are required to comply with:

- Provide and maintain plant, equipment and systems or operations that are safe and without risk to health.
- Ensure the safe use, handling, storage and transport of articles and substances.
- Provide such information, instruction, training and supervision as is necessary to ensure the health and safety of you, your employees, contractors, organisers and members of the public
- Conduct you're undertaking in such a way as to ensure that all persons who may be affected are not exposed to risks to their health and safety, therefore, taking all reasonable care for the health and safety of yourself and of other persons who may be affected by your activities.
- To co-operate fully with the GYTABIA in the events in which you participate to enable the GYTABIA to comply with all relevant Health & Safety Legislation.
- No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- Report any problems or potential hazards that you observe, or that you are made aware of, to the attention of GYTABIA.
- Fire Precautions- all stand holders must provide a minimum of 1 No.13A Water Gas Fire Extinguishers or similar appropriate to the type and size of the unit.
- All catering units must have a Dry Powder Fire Extinguisher or relevant Extinguisher and Fire Blanket.
- All extinguishers must conform to BS5423 and Fire Blankets to BS6575 and must have been serviced within 12 months of the date of the event.

14. ACCIDENT REPORTING

During the event, any person needing treatment whatsoever should be attended to by the 1st Aid Team who will be present on site. All accidents or injuries must be reported to the GYTABIA site office immediately.

15. APPLICATION FORMS

Any additional notes or regulations printed on application forms for the event shall form part of these regulations. Deposits are non-refundable.

Note: GYTABIA reserves the right to impose such additional regulations as it deems appropriate to ensure the safety of all persons involved in or attending the event.

All queries relating to the application, regulations or the actions of GYTABIA or its appointed Contractors should be addressed to:

Event Director, Haven Great Yarmouth Airshow, Maritime House, 25 Marine Parade, Great Yarmouth, Norfolk, NR30 2EN

General Information

- Core trading hours are expected to be, 10am – 10.30pm Saturday and Sunday. This will be confirmed nearer the event. All bookings are for all two days only.
- The space booked must be large enough to accommodate all aspects of your stand, including any vehicles that are part of your stand. No overhang will be permitted.
- Please note that no balloons of any type will be permitted on your stand.
- Deliveries can be made up to 8.45am Saturday morning with all vehicles off site by 9.00am or Sat Night 10.30am – 8.45am with all vehicles off site by 9.00am
- All gazebos must be of a sound structure and able to withstand any adverse weather conditions as identified in the manufacturers guidance.
- Set up is expected to be from 9am on 15th June 2018, further details will be provided nearer the event.

Please note: Vehicles must only be onsite at the correct times, unless this is included in your designated space. Any vehicles trying to gain access outside of the times allowed will be sent away. Any vehicles left outside of your space will be escorted off site or towed away.

Passes

- Anyone working within your site (Inc. Deliveries), must have a participants pass for identification whilst on site. These will be given out on arrival. Specific Site Instructions will be provided nearer the event.
- Vehicle access passes allow access to the site for set up, break down and deliveries. Vehicles are not allowed on site during the event (unless forming part of a display or stall) and will need to be parked in the car park at a charge of £20 for the event days
- Extra participant's passes can be purchased at an additional cost, at £5 per person.

How to Apply

- All relevant forms must be fully completed and signed before a booking will be made. Incomplete applications will NOT be processed.
- Please ensure you have included the completed Application Form, Signed Photograph of your stand, Copy of Employers Liability Insurance (if applicable), Copy of Public Liability Insurance (Inc. Products Liability if you will be selling), Risk Assessment/ Fire Risk Assessment, 50% Deposit Payment, Photocopy of owners or Managers photographic ID (driver's license etc.), Proof of firefighting equipment, Certificate of gas safety (where applicable), Certificate of electrical testing (where applicable), Provided name of Local Authority issuing your rating (where applicable) , Photocopy of GYTABIA BID invoice
- A 50% deposit is due with the application to secure your booking and the balance is payable by 30th April 2018. Any bookings taken after 1st April 2018 will require full payment with the application.
- Unsuccessful applications will have deposit cheques returned.

Haven Great Yarmouth - Event Risk Assessment

Company Name:		
Contact Name:	Contact Number (s)	
Description of Activity /Stall:		
Date:	Review Date:	Signature:

The below is **not** an exhaustive list but an aid to help identify significant risks. Where appropriate please mark sections as not applicable, **add** further hazards (if required), information and/or delete.

Please clearly state in bullet points, the measures you have taken to reduce the risk.

For further information on risk assessment, please go to <http://www.hse.gov.uk/risk/index.htm>

What are the significant hazards?	Who might be harmed and how?	What are the control measures? (What are you already doing to control the risk?)
Vehicle movement on site and maneuvering vehicle /trailers to set up pitch	*Other participants/ *Event staff /*own staff /* pedestrians. Impact, crush injuries from being hit by a moving vehicle	
Gazebo/marquee /temporary structure moving or blowing away in strong winds	*General public /*Staff /*Volunteers. Minor, major injuries from being hit by unsecured	

Manual handling <ul style="list-style-type: none"> • setting up and packing away temporary structure /displays etc 	*Staff/ *Volunteers. injuries from lifting, carrying, moving awkward heavy objects	
Fire on stall/stand	*Staff/* Volunteers / *General public. Smoke inhalation, burns, death	
Use of diesel generator including refueling, spillages of fuel, storage of fuel and where positioned	*Staff/* Volunteers / *General public. Slips, trips, diesel fumes, fire or explosion	
Use of Gas cylinders including securing and storage of full and empty cylinders	*Staff/* Volunteers / *General public. Leaks, fire or explosion	
Electrical faults	*Staff/*Volunteers/ *General public. Electric shock, burns , fire from overloaded sockets or faulty equipment	

Falls from height when erecting displays using step ladder/ladders etc.	*Staff /*Volunteers. Minor, major injuries, death from falling from height	
Slips and trips e.g. trailing wires, cables/spillages/ untidy stock/rubbish	*Staff/ *Volunteers / *General public. Minor injuries cuts, grazes, fractures	
Food Safety /hygiene issues	*Staff /*Volunteers/ *Customers. Food poisoning, illness from poor hygiene or food stuffs not stored at correct temperature	
Adverse weather conditions	*Staff/* Volunteers Dehydration, sunburn, sunstroke etc. in hot weather. Slips, falls or hyperthermia in severely cold or wet weather	

Threatening behavior from members of the public	*Staff /*Volunteers /*Other customers. Verbal abuse, injuries	
Theft of stock /cash /personal belongings	*Staff / *Volunteers Verbal abuse, injuries, financial loss	
Staff present a threat to event attendees	Staff/Volunteers Using trade passes as cover to gain access to sensitive areas of event, in order to cause harm to attendees.	
Other (please add other hazards if applicable if not covered above)		