

GREAT YARMOUTH MARITIME FESTIVAL

Saturday 12th – Sunday 13th September 2020

BOOKING INFORMATION – ARTISTS AND PHOTOGRAPHERS

1. The Great Yarmouth Maritime Festival will take place on South Quay in Great Yarmouth.
2. The Maritime Festival will be open to the public on Saturday 12th September (10am-5pm) and Sunday 13th September 2020 (10am-5pm).
3. Artists and photographers will be situated near the railings along South Quay. Heras fencing with a canopy roof will be supplied to display work on.
4. Artwork **MUST** contain the themes of Great Yarmouth Heritage, Maritime and The Broads.
5. The positions for stalls will be allocated by the Event Management Team. No verbal conditions will be recognised and no change will be permitted without the Event Teams prior agreement.
6. Artists will be allotted a 3.5m x 1.8m (12' x 6') area to display their artwork. **No double spaces are available.**
7. Artists must not move or remove the tables or chairs provided. Tables and chairs are not for public use.
8. All chairs and tables supplied to artists by the Event at the start of the Maritime Festival **MUST** be returned at the close of the festival on Sunday.
9. No refunds can be given to those who cancel.
10. All artists should ensure that their work is adequately insured.
11. Overnight storage space for artwork is available in a closed marquee. All artwork is stored here at the artists own risk and should be placed in a watertight container.
12. Stall Holders are encouraged to dress in a Maritime Theme

STAND COSTS

	ALL CHARGES ARE FOR THE FULL TWO DAYS OF THE FESTIVAL	NET	VAT	TOTAL
A	Basic Stand area: 3.5m x 1.8m (12'x 6') approx. Inc. cover and heras fencing and overnight storage in closed marquee on steward secured site.	£91.67	£18.33	£110

Insurance will not be provided by the Maritime Festival. This is the responsibility of the artist.



Great Yarmouth Tourism & Business Improvement Area
Maritime House, 25 Marine Parade, Great Yarmouth NR30 2EN
www.gyta.com info@gyta.com 01493 857961
Registered in England 3090229 VAT 632 6230 66



GREAT YARMOUTH MARITIME FESTIVAL

Saturday 12th – Sunday 13th September 2020

FESTIVAL TERMS & CONDITIONS – ARTISTS AND PHOTOGRAPHERS

SITE TIMES

Friday 11th September 2020

1. The site will be open for artists to arrange their displays between **15:00 and 19:00**. Artists will need to make arrangements to transport their artwork to their allocated position along the quay.
2. A one-way system will be in operation - entrance to the quay is from the **South Gate** only, exit will be by the Foc's'le gate only.
3. Stall holders must remove all rubbish from the site themselves after setting up as bins along the quay will not be emptied on Friday night.

Saturday 12th & Sunday 13th September 2020

4. The site will be open to Artists from **07:30** from the **SOUTH END only**. Artists will need to make arrangements to transport their artwork to their allocated position along the quay. Persons arriving to work on your stand should enter the site at the south end or at the middle pedestrian gate (opposite the Nelson Museum). There will be no entry at the north end until the festival opens to the public.
5. 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.
6. The site will open to the public from **10:00** on both days.
7. On Saturday and Sunday the event will close to the public at **17:00**.

ARTISTS MUST NOT PACK UP THEIR AREA OR LEAVE BEFORE THESE TIMES.

8. After visitors have left, exhibitors must wait for the all clear to be given before any vehicles already on site are moved. The Health and Safety Manager and 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 until **17:45** on Sunday at the very earliest.
9. 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**.
10. 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.
11. The organisers reserve the right to remove unauthorised vehicles from the site and to charge the owners for the removal costs.
12. Artists and photographers must clear away their stock at the end of each day and must provide their own insurance. Overnight storage is available in a closed marquee. Organisers will not be held responsible for any damage to goods.
13. Artists and photographers must clear their goods/displays from the site before **20:00** on Sunday.
14. No audio or visual equipment is allowed.
15. **No-one may hold raffles or tombolas.**



Great Yarmouth Tourism & Business Improvement Area
Maritime House, 25 Marine Parade, Great Yarmouth NR30 2EN
www.gyta.com info@gyta.com 01493 857961
Registered in England 3090229 VAT 632 6230 66



SITE SECURITY

16. The site is secured by heras fencing around the perimeter. The heras fencing must not be tampered with, opened or moved.
17. 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.
18. All artists and photographers should arrange their own insurance for goods and equipment.
19. Goods and equipment which may be damaged by water should not be left on the floors of the marquees because of the risk of saturation during rainy periods.
20. Vulnerable goods should be kept clear of the marquee walls as they are liable to be disturbed by weather conditions.

SAFETY

21. All persons using the site must follow the directions of the stewards.
22. 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.
23. 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 and Safety Manager and Site Management.
24. 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.
25. No electrical power will be available on site except for lighting purposes. Any artist or photographer who wishes to bring portable electricity generating equipment onto the site must obtain permission in advance and must ensure that the equipment is fenced or closed off to prevent injury to the public.
26. Adjustment of, or interference with, the site electrical wiring/gear is not permitted. Any problems noticed should be reported immediately.
27. Artists and photographers can bring one chair. Tables must be adequate for the purpose, sufficiently 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.
28. Artists and photographers should acquaint themselves with the location of the nearest exit and fire extinguisher. Notices and extinguishers at Fire Points must not be obstructed or removed.
29. 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 and Safety Manager and Site Management should be followed. In general there will be clear areas to the north and south along the quay and conditions permitting these areas should be used.
30. Rubbish should not be allowed to accumulate in the marquees, quay areas or the pedestrian routes. Disposal facilities are provided on the quay.
31. 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 AND SAFETY MANAGER AND
SITE MANAGEMENT**

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



Great Yarmouth Tourism & Business Improvement Area
Maritime House, 25 Marine Parade, Great Yarmouth NR30 2EN
www.gyta.com info@gyta.com 01493 857961
Registered in England 3090229 VAT 632 6230 66



GREAT YARMOUTH MARITIME FESTIVAL
Saturday 12th – Sunday 13th September 2020

BOOKING FORM – ARTISTS AND PHOTOGRAPHERS

I wish to book space at the 2020 Great Yarmouth Maritime Festival as follows:

Categories	No Stalls	NET	VAT 20%	TOTAL
Basic Stand area: 3.5mx1.8m (12'x 6') approx. Inc. cover and herras fencing & overnight storage in closed marquee on secured site. (£110 inc VAT)				
TOTAL BOOKING AMOUNT				

ALL STALLS MUST CONTAIN A MARITIME THEME

NAME OF STALL	
CONTACT NAME	
ADDRESS	Postcode
TELEPHONE	
MOBILE NUMBER	
E-MAIL ADDRESS	
Description of artwork Please provide a description of your artwork and include an example.	
I have read and agreed to abide by the Artists Booking Information and Festival Terms & Conditions for Artists & Photographers. I enclose a cheque made payable to ' Greater Yarmouth Tourism & Business Improvement Area Ltd ' for £110 (Please submit payment in full by 3 rd April 2020)	
Signed	

Office Use Only:

Date	Cheque No	Amount	Receipt No.	Paid In
------	-----------	--------	-------------	---------



Great Yarmouth Tourism & Business Improvement Area
Maritime House, 25 Marine Parade, Great Yarmouth NR30 2EN
www.gyta.com info@gyta.com 01493 857961
Registered in England 3090229 VAT 632 6230 66

