



**The Supercar Event**  
**BOOKING INSTRUCTIONS**  
**Saturday 24<sup>th</sup> & Sunday 25<sup>th</sup> July 2017**  
**9am – 4.30pm (public open hours)**

Following on from the success of 2015 The Supercar Event will return once again to Dunsfold Park- the home of BBC2's 'Top Gear' on Saturday 24<sup>th</sup> & Sunday 25<sup>th</sup> July to take visitors for the ride of their life in a variety of incredible Supercars.

Dunsfold Aerodrome is to the West of Cranleigh, Surrey, 11 miles south of Guildford and 13 miles north of Horsham on the A281. For satellite navigation enter the postcode GU6 8HY and access via the Compass Gate.

The Supercar Event is entirely outdoors and therefore all stand pitches are uncovered and we are unable to supply any power.

**EXHIBITOR SETTING UP TIMES**

Friday 23<sup>rd</sup> June 16.30 pm to 20.30 pm (subject to confirmation)

Saturday 24<sup>th</sup> June 6.30 am to 8.30 am (event opens to the Public at 9am)

Unfortunately if you are not set-up by 8.30 am on Saturday then you may not be able to access the event area.

All exhibitors are reminded that they are at all times responsible for the security of their exhibits – no responsibility will be taken by The Children's Trust for any loss or damage to goods either prior to, during or after the event.

Exhibitors will be able to take down their stands and bring vehicles on the airfield after the event closes to the public at 4.30pm on Sunday. No vehicle entry or exit to or from the airfield before this time. We hand back the event area to the venue on Sunday evening.

**APPLICATION FOR STAND SPACE**

Pitches will be issued by The Children's Trust based on commercial/ethnic/ethical mix and availability. Whilst every effort will be made to cater for your needs the organiser's decision will be final with regard to the location of stands.

Receipt of an application does not guarantee allocation of stand space. If your application is successful, written or e-mailed confirmation will be forwarded to you within two weeks of receipt. Allocation of space will be dealt with on a date of receipt basis.

Book early to get the best location; payment must be included for a booking to be accepted.

Stand positions will be allocated by the Organisers. Your stated preference may also be indicated on the booking form and will be taken into consideration if possible. If you would like to know your stand

Position(s) before you receive your passes and final instructions, please email the Event Producer, Mark Wynne-Pedder at mark@forcefx.co.uk

Uncovered stand spaces are normally allocated side by side but if you would prefer a different layout you must indicate this on your Application Form. Stand number(s), passes and event instructions will be sent to you 1 week prior to the event, if you have any queries please contact Mark Wynne-Pedder on mark@forcefx.co.uk

### **STAND SPACE**

All displays, awnings, vehicles etc. must fit within the stand space booked. The Organisers reserve the right to re-site any exhibitor who does not comply with this regulation and also to remove any vehicle not within a stand space and cannot be held liable for any damage or cost resulting from such removal.

There will not be any electric supplied, nor is there any running water on-site.

### **STAND / EXHIBITOR ENTRANCE**

Entrance to Dunsfold Park will be from the Compass Gate and security marshals will direct you to your pitch. Entry to the Exhibitors' Car Park will be by Vehicle Pass only – no entry will be permitted without a Vehicle Pass and are only valid for the stand number marked on the pass. Passes cannot be transferred or sold to a third party. Any person found to be using a duplicate/copied or invalid Vehicle Pass will be required to leave the event immediately – no refunds for stands will be given. All Vehicle Passes and Car Park Passes must be fixed to the windscreen at all times.

### **EXHIBITORS CAR PARK**

On booking, exhibitors will receive one Airfield Vehicle Pass per stand space, via email closer to the date of the event. This will permit the vehicle (with the pass affixed to the windscreen) to enter the Airfield and park within the allocated stand space or, once unloaded park (subject to available space) in the exhibitors car park.

### **CAMPING**

Camping is NOT permitted on the Airfield.

### **DESCRIPTION OF GOODS**

You MUST give an accurate description of any goods you have for sale on the Application Form. If on the day and in the opinion of the Organisers, your goods do not match this description, you may be asked to remove the goods and/or be asked to leave the event. No refunds will be given. The selling or free provision of hot & cold food or beverages is not permitted unless the items are suitably packed for consumption prior to the day of the event and explicitly agreed by the organisers in writing before the event. You must also supply a photo of your trade stand or exhibit on booking.

### **HAZARDOUS MATERIALS**

You should be aware that regulations on the disposal of hazardous waste came into operation from July 2004. Certain wastes including paints, oils and batteries etc. are now categorised as hazardous. **WHAT YOU BRING TO THE EVENT YOU MUST TAKE HOME WITH YOU IF NOT SOLD.** The event is being held on an active airfield and as such it is imperative that litter is not allowed to blow across the airfield or is left by any stallholders on departure.

### **CATERING**

Mobile catering units will be sited on the airfield.

## **SPACE RENTALS TERMS AND CHARGES**

All bookings made whether by post, or on-line must be accompanied by payment. VAT is included where applicable however ground rent for the pitches below are vat exempt.

### **CANCELLATION CHARGES**

To receive a part refund exhibitors must notify Mark Wynne-Pedder at mark@forcefx.co.uk or the events office as soon as possible if they wish to cancel. Provided the stand space(s) can be re-let and provided all passes have been returned, refunds will be made as follows;

- 30 days + in advance of the event - 10% administration fee
- Less than 30 days but more than 7 days in advance - 30% administration fee.
- Less than 7 days - No refund will be given

Please read the Regulations below **before** completing and signing your Stand Application Form as signing the form is signing acceptance of the terms.

**IMPORTANT PLEASE READ AND COMPLETE YOUR RISK ASSESSMENT ON THE REVERSE OF YOUR BOOKING FORM AS WITHOUT IT YOUR APPLICATION WILL NOT BE PROCESSED!**

## **HEALTH & SAFETY POLICY DOCUMENT**

The Children's Trust have a duty to ensure not only that the site is safe and without risk to anyone, but also that safe working practices are maintained at all times. This includes our own staff, contractors, exhibitors and members of the public. Exhibitors and contractors in turn have a duty of care to ensure that all employees are provided with information, instruction, training and supervision to ensure not only their own health and safety but also that of others working or attending in the vicinity including members of the public. Exhibition stands are considered to be a workplace in legal terms and you must therefore observe relevant health and safety requirements and adopt best practice.

1. After reading the following therefore, please complete and sign the Risk Assessment and Health & Safety declaration on the Booking Form before returning it together with payment.
2. A named person must be appointed who is responsible for Health & Safety on your stand. During the build-up and breakdown periods your staff and subcontractors should be reminded by you of the need for vigilance regarding the health and safety of themselves and those working in their vicinity.
3. You must ensure that portable electric tools are used with the minimum length of trailing leads and that such equipment is not left unattended with a live power supply to it. All portable electrical equipment, including diesel generators, must be properly maintained. All electrical connections must be through correctly fused plugs, sockets and extension leads and tested/certified to the appropriate standards and carry a current PAT testing label. Electrical leads for external use must be fitted with 16amp plugs.
4. Heating and portable cooking equipment including barbecues must be kept well away from flammable materials and must not be sited to cause a hazard or nuisance. An appropriate method of extinguishing a fire caused by such equipment must be available.
5. No electric cables must be allowed to cross gangways, passageways and fire exits.
6. All electrical equipment must comply with the Electricity at Work Regulations 1989.

7. Suitable clothing must be worn relevant to the job which may include eye, hearing, foot and hand protection.

8. Packing cases, other materials, displays and stand coverings must not be allowed to obstruct or protrude into gangways, roadways and fire exits. Nails or other sharp objects must not protrude from materials and displays

## **EVENT REGULATIONS**

Please read these Regulations carefully as failure to comply with any of them may result in the loss of any or all guarantees, privileges, refunds or access rights to the Event.

1. All stand spaces; entrance passes must be booked and paid for in advance. Stand spaces are allocated for the duration of the event, and must display a comprehensive collection of event related goods as described on your booking form.

2. All passes for the event remain the property of The Children's Trust and it is an offence for anyone who has been issued passes to advertise or offer them for re-sale or to accept money in exchange for such passes. Any person or persons discovered doing so will be refused permission to participate in the event.

3. Stands may not be sub-let, or allocated to other persons without the knowledge of the Organisers.

4. Any Exhibitor having to cancel his booking for stand space should notify the Organisers as soon as possible. Refunds will be given as detailed in this booklet provided the stand can be re-let and provided all passes have been returned.

5. The organisers are not responsible for passes mislaid or not brought to the event. Additional passes will need to be purchased. If the original passes are subsequently found, refunds will be given only if the passes are returned intact to the organisers within one month of the date of the event.

6. All pass numbers are recorded. Passes reported as "not received" but subsequently presented at the event are your responsibility and you will be charged accordingly.

7. Vehicle admission to the Airfield is by Exhibitor or Vehicle Pass.

8. Exhibitors vehicle passes are only valid if issued by The Children's Trust.

9. All deliveries to stands must be complete by half an hour prior to the Event opening to the public. After unloading any vehicle not remaining within your stand area must be removed to the Exhibitors' Car Park. The Organisers reserve the right to remove any vehicle not within a stand space and cannot be held liable for any damage or cost resulting from such removal. It is important that vehicles not forming part of the stand or exhibit are moved so that the appearance of the event is not compromised by it looking like a van park!

10. Stand displays must be complete by the stated public daily opening time. Stand spaces are allocated for the duration of the Event and may not be dismantled in whole or in part until after the stated closing times and may not be finally removed or stands abandoned until the event closes. Failure to comply with this regulation may result in your loss of privilege to the same stand space next year.

11. All equipment, display/sale items, vehicles, gazebo's etc. must be kept within your allocated stand area and must not be placed in or intrude into the avenues between stands. The Organisers reserve the right to re-site any exhibitor who does not comply with this regulation.

12. The speed limit of 5mph (walking pace) must be observed when driving anywhere on the airfield and hazard lights must be switched on whilst the vehicle is moving.

13. Exhibitors must not operate any vehicle, mini-bikes, motorbikes, monocycles, scooters, and skateboards, during the stated public opening time on the day(s) of the Event.

14. Only DIESEL generators complying with current legislation are permitted on the airfield and must be sited/protected so as not to cause disturbance or hazard to adjacent exhibitors or to visitors, generators with a decibel level of up to 67 dba may be permitted. Please note that they may be subject to testing and if they do not comply with the above they may not be permitted to operate.
15. Any electrical equipment which is brought onto the site must be tested/certified to the appropriate standards and should carry a current PAT testing label. Electrical leads for external use must be fitted with 16amp plugs.
16. All exhibitors must adhere to the regulations governing the use of liquid gas cylinders, generators and electrical supplies. In particular you must adhere to document No.102763 008/05 "Using Calor Gas Safely" (published by Calor Gas Limited).
17. All heating or cooking equipment including barbecues must be kept well away from flammable materials and must not be sited to cause a hazard or nuisance to visitors or exhibitors. An appropriate method of extinguishing a fire caused by such equipment must be available. No disposable or solid fuel barbecues may be used on site.
20. Unsold items or purchases must be removed from the airfield immediately the Event ends unless special arrangements have been made in advance with the Organisers. All waste including domestic waste and packaging must be removed from the site by the exhibitor. Failure to do so may result in a fine being imposed.
21. The Organisers reserve the right to eject anyone from the event who acts in a manner detrimental to the enjoyment of others. The Organisers reserve the right to prevent a stallholder/exhibitor from trading at any time due to what is deemed as unreasonable behaviour caused by the verbal or physical actions of the stallholder or, any member of their staff whether employed or not. Furthermore, the organisers reserve the right to remove the stallholder/exhibitor from the event and at the organisers sole discretion close down the stall/exhibit and or, remove it from the event without any liability whatsoever for any loss or damage however caused and without liability for any loss of earnings.
22. The sale of food and hot or cold beverages is not permitted.
23. The use of any form of loudspeaker is not permitted.
24. The sale of raffle tickets or collections for charity must be authorised in advance by the Organisers and, if granted, must only be conducted from within the allocated stand space.
25. Any transaction at the Event is between the Vendor and the Purchaser alone; no responsibility is accepted by The Children's Trust.
26. Exhibitors/Stallholders are responsible for any and all damage or injury to persons or property occasioned by any of the exhibitors or stands or appliances or any act or omission by them or their staff or contractors.
27. The Organisers are not responsible for the security of goods being displayed or offered for sale, prior to, during or after the Event.
28. Camping is not permitted. You may have security within your allocated stand; this must be agreed with the organisers before the event.
29. The Organisers reserve the right to refuse access to the Airfield at their absolute discretion.
30. The Organisers reserve the right to cancel, curtail or relocate all or part of the event at any time at their absolute discretion.
31. No form of advertising material may be displayed or distributed anywhere in the grounds other than on your stand unless you are a sponsor of the event.