



# Stand Booking Form

## Lion's Centennial Celebration Weekend

### Saturday and Sunday 22/23 July 2017

SANDOWN AIRPORT, SANDOWN, ISLE OF WIGHT, PO36 0JP

<b>Name of Organisation</b>	
<b>Description of items being sold</b>	
<b>Contact name</b>	
<b>Phone Numbers (inc Mobile)</b>	
<b>Contact Address</b>	
<b>Email address</b>	

#### **Pitches and Payment**

Outside craft and business / trade stand pitches are all outside and 3m by 3m (the size of one gazebo). All exhibitors must provide their own gazebo, tables and chairs.

Pitches are distributed on a first come first served basis

Water and Power cannot be supplied to individual pitches.

Payment for and allocation of pitches will not take place on the day

Type of Pitch	Cost of 3m x 3m pitch	Number of pitches required	Total Cost
Registered Charities	£20 – 2 Days		
Business / Trade – Per stands	£60 – 2 Days		
Craft Stalls	£30 – 2 Days		
Food Vendors	£80 – 2 Days		

Please include a cheque for the total amount when returning this form. Please note that your stand will not be reserved without payment. Payment is non-refundable, unless the event is cancelled by the Lions Club.

#### **Stand holder notices:**

Public Liability Insurance is compulsory and a copy of your certificate must be returned with this form.

Vehicles must be cleared from the show ground by 9.30am. Please park them in the designated car park.

Stands must not be closed or packed up before 4pm

**I agree to all the terms and conditions and enclose a cheque for the full amount due.**

Signed: ..... Date.....

Print Name.....

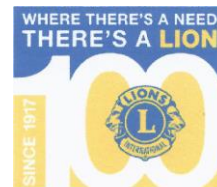


# Stand Holders Terms and Conditions

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1. Sites are only allocated on receipt of the completed application form and payment in full. Once accepted, payments are non-refundable (unless the event is cancelled by the Lions Club as they are presumed to be donations to the Charity).
2. **Public Liability Insurance**, a copy of the valid insurance document is required. Please advise us if you do not have cover. We will also need to have a copy of your risk assessments
3. All parts of the Stand including guy ropes, tow bars etc must be contained within the allocated pitch and must not encroach on adjacent pitches or walkways.
4. All Stand holders must ensure that their vehicle is off the Showground and parked in the designated car park by 9.30am.
5. In the interest of public safety, no vehicles will be permitted to move around the site, arrive or leave between 9.30am and 4.30pm. If there is an emergency and you need to leave you will be escorted from the Showground.
6. In order to reduce noise pollution, any generators used should be low noise and appropriate fire extinguishers must be displayed.
7. All onsite roadways and public footpaths should be kept clear of obstruction at all times.
8. All Stand holders are required to keep their pitch clean and tidy, placing all rubbish in the bins provided.
9. Stand holders are responsible for all aspects of health and safety relevant to their business and are responsible for arranging their own insurance cover in respect of exhibits / contents of Stands.
10. No firearms of any sort, including BB guns, deactivated, replicas etc are to be sold or brought onto the showground
11. We regret that as the site is a working airfield, no flying of kites, birds, model planes or any other flying objects are allowed
12. No PRIVATE barbeques are allowed.
13. There will be Show Marshalls from the Charity on patrol throughout the event and you are requested to comply with any reasonable instruction given to you.
14. The Lions accepts no responsibility for exhibitor's property, including cars parked in the designated or public car parks.
15. All dogs to be kept on a lead or in a secure area at all times.

### Additional Information

- Electricity – Please note there is no mains electricity available on site
- Water – Please note there is no water supply to individual pitches
- Vehicle - Cannot be left on site
- Food and Hygiene – **Anyone wishing to sell any consumable item whether cooked in advance, packaged, cooked on site, or raw must provide copies of Food Handling certificates, Hazard Analysis and Risk Assessments must all be sent with this form.**

The Charity will not be held responsible for the safety of articles of any kind brought onto the site by Stand holders, their agents or contractors, or members of the public. The Charity reserves the right to refuse any application at their discretion. Anyone not complying with the above Terms and Conditions will be asked to leave

Thank you for your co-operation

*You are advised to copy this form for your own information.*

*All notification regarding pitches, will be sent out after receiving your completed form and payment.*

*If you have any queries, please contact Janet on 07712921064 or janetmackay1940@hotmail.co.uk*

**Please send your completed form and cheque to Janet Mackay, 84 Forest Road, Winford,  
Sandown PO36 0JZ**

**Cheque to be made payable to**

**I.O.W. LIONS CLUB Acc. No. 46276960 Sort Code 30-95-99**