



## Falmouth Classics Maritime Village – Custom House Quay 2019 Booking Form

<b>Company Name:</b>
<b>Contact Name:</b>
<b>Contact Address:</b>
<b>Telephone:</b>
<b>Website address:</b>
<b>Number of 4x4 metre pitches @ £160 plus VAT required for period 14th – 16<sup>th</sup> June :</b>
<b>Description of demonstration and/or retail items:</b>
<b>Event tent/gazebo provider:</b>
<b>Emergency 24 hr contact for contractor:</b>
<b>Insurance information (Public liability and insurance of stock and equipment - insurer name, policy numbers, cover level, policy expiry date - see also Terms and Conditions):</b> •
<b>Payment contact:</b>
<b>I agree to abide by the terms and conditions</b> <b>Signature</b>
<b>Date:</b>

Return to Falmouth Classics Association to ensure a pitch by, April 30<sup>th</sup> 2019 c/o Chyrose, Bosanath Valley, Mawnan Smith, Falmouth, Cornwall TR11 5LL Tel. 01326 250604 email: [info@falmouthclassics.org.uk](mailto:info@falmouthclassics.org.uk)



# Falmouth Classics Custom House Quay Maritime Village 2019

## Terms and conditions

### Booking, arrival and departure

- a) Persons wishing to exhibit must apply using the official form which must be completed in full and returned on or before April 30th 2019,
- b) Custom House Quay will be open for the erection of stands from 07.00 14th<sup>nd</sup> June, 2019. All vehicles must be removed by 11.30 and stands should be ready for business from 12.00.
- c) On Saturday and Sunday stands should be open from 10.00 and on all three days should be open until at least 17.00. If you wish to open longer please do so
- d) Stands can be removed from 17.00 onwards on Sunday and should be cleared by 19.00. All items including rubbish should be removed.

### Payment of fees

The fee per 4x4 metre pitch is £160 plus VAT and must be paid on receipt of invoice within the period prescribed. The fee includes a contribution to overnight security.

### Risks

Safe custody and loss or damage of any items brought to the exhibition must be covered by the exhibitors.

Inclement weather – the exhibitor should insure against any losses they may incur if the Village is cancelled or is abandoned during the period of the event.

### Event tents and gazebos

The exhibitor is responsible for providing their own event tents and gazebos which should be of commercial quality and suitable for the conditions. The surface of the Quay is asphalt and therefore adequate weights will be required to ensure security in high winds.

### General

- a) The sale of **take away** food or drink to be consumed on site is not permitted.

- b) Stands selling products requiring a licence are responsible for ensuring they have the correct documentation.
- c) The sale of BB guns (plastic or metal balls) catapults, cross bows, high powered water pistols and other similar items will not be permitted.
- d) No exhibitor is permitted to use broadcasting or amplification equipment in the village.
- e) Mains power will not be available.

### Requirements

- a) All exhibitors must have **public liability insurance (£2.5million) and insurance for their stock and equipment**. Policies for both should be provided to **Falmouth Classics Association by June 1st 2019** and retained on the stand.
- b) All exhibitors will be required to provide a **Risk Assessment** covering the site and fire risk to **the Falmouth Classics Association by June 1<sup>st</sup> 2019**. Risk assessments should also be kept on stands.
- c) All exhibitors must comply with the Health and Safety Act. Reference should be included in the risk assessments
- d) All exhibitors are advised to have fire extinguishers available on their stands compatible with the items and equipment on show and to have suitably trained staff in their use.

### Cancellation

Should an exhibitor cancel a stand the following rates apply on receipt of written confirmation- after April 1<sup>st</sup> – refund of 50% , after May 1<sup>st</sup> no refund.