

### 23. Exhibition Passes

- i) Special Exhibitor passes may be issued to allow access outside public opening hours.
- ii) These passes are not transferable under any circumstances.

### 24. Electrical Installation

- i) Only silent generators may be used on site
- ii) The official Electrical Contractor may inspect any electrical installation at any time.

### 25. Posters, Banners & Other Advertising Material

- i) The Organisers control all poster and banner sites.
- ii) No advertising or promotional material is to be erected, displayed or attached outside the boundaries of the Exhibitor stand without permission.

### 26. Distribution of Leaflets

- i) No distribution of leaflets or promotional material is permitted outside the area of the Exhibitor's stand.
- i) Written authority is required for sale of raffle tickets from the Organisers.

### 28. Promotional Entertainment

- i) All promotional entertainment on stands must be notified to the Organisers in advance.
- ii) Laser equipment may not be used or exhibited without the written consent of the Organisers. This consent is subject to the approval of the Authorities and the Organisers reserve the right to pass on to the Exhibitor any inspection fees charged in connection with this.
- iii) No helium balloons will be permitted on site

### 29. Health & Safety

- i) The Exhibitor is responsible for ensuring that all Health and Safety associated with their stand is complied with.

### 30. Food Safety

- i) Food business must comply with the requirements of the Food Safety (General Food Hygiene) Regulations 1995.
- ii) Food businesses based in the United Kingdom must be registered under the Food Premises (Registration) Regulations 1991, and provide details of such registration on the enclosed form.

### 31. Exhibitor's Lists

- i) The Event Press office will circulate Exhibitor lists to the media.
- ii) The Organisers accept no responsibility for any errors contained in these lists.

### 32. Non-compliance with Regulations

- i) Failure to comply with the above may result in space allocation withdrawal. The Organisers decision is final.

# Margate's Big Event Saturday 19 and Sunday 20 June 2010

## Exhibitors Guide

**Thanet District Council**  
**Cecil Street**  
**Margate**  
**Kent**  
**CT9 1XZ**

**[www.thanet.gov.uk](http://www.thanet.gov.uk)**



- iii) In the event of any incident, which causes the closure in whole or in part of any section of the Event, the Organisers will not be responsible for any loss of promotional facilities or reduction of sales or opportunity.

#### 8. Trading Name

- i) The name on the application form will be the name by which at all times and in all media the Exhibitor will be referred to.

#### 9. Sub-letting or Shared Stands

- i) Sub-letting and sharing or exhibition space is not permitted under any circumstances.  
ii) Any bodies or organisations that wish to share a stand must make separate applications, stating their intention to do so.

#### 10. Substitution of Exhibits

- i) No replacement, substitution or addition of exhibits specified on application form may be made without the Organisers' permission.

#### 11. Build-up, Breakdown

- i) Details will be included in the Exhibitors instructions, which will be supplied to all registered Exhibitors.  
ii) Where cranes or other mechanical handling is required Exhibitors will be notified as to time and place.

#### 12. Land Exhibitors

- i) All exhibitors are to observe the rules and regulations of the owners of the land and the licensees.

#### 13. Insurance

- i) Each Exhibitor is to assume complete responsibility for insurance of their property and should cover, loss or damage to their exhibits, cancellation, legal liabilities to employees and other third parties. All exhibitors must provide evidence of public liability insurance to a level of at least £5 million to indemnify the Organisers against unforeseen events.  
ii) Insurance policy or proof of insurance must be produced before the event.

#### 14. Liability of Organisers

- i) The Organisers are not liable for any loss, damage etc unless directly caused by negligence of themselves, their servants, agents or employees.  
ii) The Organisers are not liable for death or personal injury unless caused as above.  
iii) If Exhibitors fail to vacate their site by the required date, they shall be fully responsible for any loss, damage or expenses caused to the Organisers.  
iv) Exhibitors will be held fully responsible for any loss or damage caused to the Event site.

#### 15. Security

- i) Security staff employed by the Organisers will be in charge at all times of gates where access is permitted to the Site.  
ii) Exhibitors must ensure that access passes are carried at all times and should be shown on request. They are not transferable.

## General information for commercial exhibitors

### Location

Palm Bay, Margate, Kent. CT9 3PP

### Exhibitor Programme

Stand Set-up	Friday 18 June Saturday 19 June	8.00am - 8.30 p.m. Up to 8.30 a.m.
Open to Public	Saturday 19 June Sunday 20 June	10.00am - 10.00 p.m. 10.30am - 6.00 p.m.
Break-down	Sunday 20 June	After 6.00 p.m.

### Stand Details

The following Exhibition options are available:

#### Price

£350 weekend rate

All outdoor open spaces are sited on grass and will be allocated by the organiser. No exhibit or display may extend outside the allocated and marked area.

### Stand Allocation

Every effort will be made to accede to any particular requests you may have, but the final allocation rests with the Organisers.

### Insurance

It is a condition of the event that all exhibitors must provide evidence of public liability insurance to a level of at least £5 million to indemnify the Organisers if required. The organisers will require proof of such current insurance cover before arrival at the event site. Please ensure that you carry adequate insurance cover, as no exhibitor will be admitted without proof of cover.

### Electricity/Generators

Only silent generators will be permitted on site. Trailing leads should be avoided but where essential must be satisfactorily covered to ensure the safety of foot traffic. All electrical installations must be fully certificated and comply with the 16<sup>th</sup> condition of IEE.

### Food Safety

Food businesses must comply with the requirements of the Food Safety (General Food Hygiene) Regulations 1995. Food businesses based in the United Kingdom must be registered under the Food Premises (Registration) Regulations 1991 and provide details of such registration on the enclosed form.

## Vehicle Access/Parking

Vehicle entry passes will be issued prior to the Event. On-site parking is prohibited, but, subject to availability, we hope to provide one vehicle-parking permit to each Exhibitor for an adjacent car park.

During the days of the Event all unloading must be completed and the vehicles removed from the site by 9.00am to the designated parking area or other appropriate parking place. Vehicles will not be permitted to return to the exhibition area until after 10.00 pm Saturday and 6.00pm Sunday.

During set-up and breakdown days, Exhibitors will be allowed unrestricted access to the site for vehicles with passes.

## Waste Disposal

All exhibitors are fully responsible for the cleanliness of their stand and for the disposal of all waste and litter from their stand. Failure to remove all waste before, during, and after the event will result in an additional charge for its clearance.

## Eligibility of Exhibits/Exhibitions

The Exhibitor must inform the Organisers of all the products and services that will be on display (see booking form).

No reference whatsoever can be made to Margate's Big Event or the Thanet District Council logo on any product or display without prior agreement of the Organisers.

## Attendance

All exhibition stands must be manned at all times during the public opening hours.

## Security

There will be 24-hour security on the Exhibition sites and stewards will also be in attendance during opening hours. However, the organisers can accept no liability for loss.

## Terms & Conditions

Please ensure that you read and agree to the terms and conditions of MARGATE'S BIG EVENT (ATTACHED)

Note: The Organisers reserve the right to refuse acceptance of any trade or exhibition application without explanation.

If you have any questions of require further information, please contact:

Events, Thanet District Council  
Tel 01843 577167 or 577638  
E-mail: events@thanet.gov.uk

# Schedule of terms and conditions

## 1. Definitions

In these regulations "**Exhibitor**" includes any person, firm, company or organisation to which space has been allocated at the Event and references to individuals include reference to bodies corporate. The term "Event" in all cases refers to Margate's Big Event 2009' organised by Thanet District Council (the **Organisers**). The term "Event area" refers in all cases to the land at Palm Bay licensed to the Organisers for the Event.

## 2. Applications

- i) Acceptance of registration fee does not constitute an offer of space.
- ii) Organisers reserve the right to refuse acceptance.
- iii) Positions are to be determined by the organisers, any requirements will be accommodated where possible but the organisers reserve the right to make any alterations where expedient or necessary.

## 3. Final Payments or Surcharges

- i) Full payment is required at the time of booking.

## 4. Bankruptcy, Receivership, Liquidation

- i) No applications will be accepted from any organisations, individual or partnership, which is insolvent, bankrupt, or in receivership.

## 5. Space Allocation

- i) A site plan will be sent to exhibitors who have applied at the earliest opportunity following allocation.

## 6. Exhibitors Cancellation

- i) Should the applicant wish to withdraw before the allocation of space, no reasonable request will be refused and payment returned in full.
- ii) If after space allocation, a handling fee of 25% will be retained and the remainder of the payment returned.

## 7. Postponement

- i) In the event of all or part of the Event being postponed or abandoned, or in the event of failure or curtailment of any supplies, services or facilities offered to Exhibitors due to strikes, lockouts or other circumstances beyond the control of the Organisers, the Organisers shall be under no liability in any way whatsoever in respect of any expenditure, liability, damage or loss sustained or incurred by Exhibitors and shall be entitled to retain all sums paid to the Organisers.
- ii) The Organisers shall not be liable for any loss, damage or expense incurred by Exhibitors by reason of any authority intervening and preventing or restricting the use of the Event premises.