



## Trader /Exhibitor BOOKING FORM

RETURN BOOKING FORM TO: howard@bike1066.com or HEM Events Ltd PO Box 277 St Leonards on Sea TN38- 1HN

**NO BOOKING ACCEPTED WITHOUT PROOF OF PUBLIC / PRODUCT LIABILITY INSURANCE**

**bike1066SpringOpener: Monday May 1<sup>st</sup> 2017, Hastings Town Centre and Sea Front Car park perimeter, East Sussex, TN34 1QR. 9am - 5pm (Set Up from 6am)**

### 1: YOUR DETAILS

Name:	Trading Name:
Address:	Telephone:
	Mobile:
	E mail Address:
Postcode:	Website:

### 2: YOUR PRODUCT: Description of products or services offered at the event.

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### 3: YOUR PACKAGE - Please contact us to discuss your requirements.

Car Park Exhibitor @ £20.00 per M <sup>2</sup>	Town Centre Exhibitor @ £18.00 per M <sup>2</sup>	Charity or Club (as agreed)	Other (As agreed)
Outdoor Exhibition space required (frontage x depth in metres) Please discuss your requirements prior to booking.			
Size of plot inc Gazebo and display space Eg 5mx4m	Additional floor space required.	Total Space required in M <sup>2</sup>	
Use separate forms for separate pitches. Offsite Parking only unless otherwise agreed for integral display vehicle included in pitch size. There is no external electricity supply. Power from silent running generators only. Please read full terms and conditions.			

### 4: YOUR PAYMENT

Car Park @ £20.00 per M <sup>2</sup>	£
Town Centre @ £18.00 per M <sup>2</sup>	£
Other (agreed fee)	£
Admin Fee	£ 10.00
<b>TOTAL AMOUNT DUE</b>	<b>£</b>

### 5: Payment Method (Please tick box)

FULL PAYMENT BY ENCLOSED CHEQUE <input type="checkbox"/>	BACS PAYMENT <input type="checkbox"/>	50% Deposit <input type="checkbox"/>
<b>Cheques</b>	Please make cheques payable to; <b>HEM Events Ltd</b> and return with booking form to address below.	
<b>Bacs</b>	Bank details for Bacs payment: Bank: Natwest Sort Code: 60-20-36 Acct: 42219949	

### 6: YOUR SIGNATURE

Please sign below to confirm that you have understood the terms and conditions and agree to be contractually bound by them.

Signature..... Date.....

Please return completed booking form by e.mail to: [howard@bike1066.com](mailto:howard@bike1066.com) or by post to **HEM Events Ltd, PO Box 277, St Leonards on Sea, TN38 1HN** Invoice and receipt will be issued on receipt and acceptance of booking form. Bike1066 is a trading name of HEM Events Ltd



## TERMS AND CONDITIONS

1. Bike1066 Spring Opener 1<sup>st</sup> May 2017 is a free public access event organised, licensed and public liability insured by HEM Events Ltd (Reg No:7292245) with the support of Hastings Borough Council and Sussex Police.
2. Trading is 9am – 5pm. Set up is from 6am. All stands should be fully ready by 9am. All non display and delivery vehicles must be away from the site by 8.30am. There is NO TRADING FROM VEHICLES without specific agreement. Vehicles will not be allowed to enter the pedestrianised area between 9am -5pm. Vehicles will be parked away from the event sites. It is the responsibility of the trader/exhibitor to ensure they have stock space without the need for resupply from a vehicle.
3. bike1066 Spring Opener is an outdoor event on property to which the public will have full access at all times. Public safety is the shared responsibility of all traders and exhibitors. All vehicles must comply with road traffic acts and be driven in such a way as to fully comply with the law. Allowing vehicles to be driven or ridden on pedestrian paths is at the discretion of the police and must be undertaken at very slow speed and with the utmost care. Vehicles with limited rear view (Vans etc) must only reverse with support of a banksman. Hazard warning lights must be used at all times when driving in pedestrian areas.
4. Plots are priced per square meter (M<sup>2</sup>) and allocated in one of two areas. 1. Car Park perimeter 2. Town Centre All booking fees and rents must be pre-paid. Your plot will not be reserved until non refundable 50% deposit or full payment has been received. We reserve the right to allocate space in areas other than those requested with appropriate adjustments of rents /fees etc and we will inform you of this on acceptance of your booking and allocation of plot.
5. **FULL PAYMENT MUST BE MADE BY 7<sup>th</sup> April 2017**
6. Cancellation of booking after 7th April 2017 will forfeit all monies paid. Cancellation prior to this date will incur 50% of all monies paid penalty on refund.
7. HEM Events Ltd Reserve the right to refuse bookings without reason being given. Submission of booking form is not a guarantee space will be made available. There is to be no sub letting of plots. Joint plots must be agreed in advance and are subject to a single rental licence.
8. Your rents and Fees include a trading license from Hastings Borough Council administered through HEM Events Ltd. It is an offence to trade without this licence. Traders and Exhibitors who have not paid in full will not be allowed to set up - NO EXCEPTIONS. Unlicensed traders will be removed. This condition will be enforced by Council Officers supported by the police.
9. All Traders and Exhibitors accept that HEM Events Ltd is not in any way responsible for weather, acts of God or other conditions outside our control that may affect the event. HEM Events Ltd is in no way liable for damage, loss or injury from criminal activity, loss or damage to stock, goods , personal items or personal injury however caused. We urge all traders and exhibitors to take out their own insurance to cover such matters to a minimum public liability of £10m. Under this exhibitor contract you are obligated to insure against legal liability incurred in respect of third party loss, injury or damage. Exhibitors should protect their losses against abandonment, cancellation or curtailment due to reasons beyond HEM Events Ltd control. HEM Events Ltd maximum liability in any circumstance is to the total amount paid for plot rent of claiming trader or exhibitor.
10. Traders and Exhibitors must ensure that any marquees, gazebos awnings etc used on their plot is mechanically sound, of good condition and appearance, is contained within their plot space, securely anchored, complies with fireproof regulations and is insured against third party liability. HEM Events Ltd reserve the right to refuse any construction they deem unsuitable or a risk.
11. Traders and Exhibitors must not play music or “bark” using any loudspeaker, public address system or sound amplification of any kind. No video presentations or display screens without specific permission. Where permission is granted public performance licensing and permissions are entirely the responsibility of the trader /exhibitor. There is no onsite power available and only silent running generators may be used with fuel stored safely in regulation approved containers.
12. Food and Drink must only be sold by specifically licensed vendors who must comply with all licensing requirements.
13. No medicines, alcohol, tobacco, cigarettes, sexually explicit, sex toys, Nazi regalia, martial arts or other weapons, of any kind are to be sold under any circumstances. Knives may be sold to over 18s with specific consent of HEM Events Ltd for culinary and tool purposes only. All goods offered must be offered complying with the law, HEM Events Ltd reserve the right to ban the sale of any product not declared on the booking form.
14. HEM Events Ltd offer no guarantee of footfall nor of the viability of your business to sell goods or services etc at the event.
15. Traders and exhibitors must offer receipts for all goods sold. Seconds must be marked as such with the flaw identified where ever possible. Second Hand goods must be marked as such. Traders and exhibitors must display a notice of name, address and telephone number or e mail address of company trading.
16. HEM Events Ltd reserve the right to evict anyone from the site who is deemed to be in breach of conditions of booking or acting in a manner detrimental to the event or other persons on the site.
17. In the case of any dispute the event manager’s decision is final. These terms and conditions are accepted on signing of booking form as a contract under English Law and are subject to the jurisdiction of the courts of England and Wales.
18. WASTE / RUBBISH REMOVAL – exhibitors and traders are entirely responsible for the removal of all rubbish and waste, incl food waste from their plot. Failure to remove rubbish may lead to a cleanup charge and possible fine from Hastings Borough Council.
19. There are to be no charity collections without separate licence available from Hastings Borough Council.
20. **TRADERS ARE FULLY RESPONSIBLE FOR ANY DAMAGE TO THE GROUND OR GRASS ON THEIR PITCH AND SHOULD TAKE APPROPRIATE MEASURES TO PROTECT IT. FAILURE TO DO SO MAY LEAD TO BEING CHARGED FOR REPAIRS.**

In case of query contact: [Howard Martin howard@bike1066.com](mailto:Howard.Martin@bike1066.com)