 **RBL ‘A DAY TO REMEMBER’**

**SOUTH WALES ARMED FORCES DAY**

**SATURDAY 22ND & SUNDAY 23RD JUNE 2019**

**MILITARY & RE-ENACTOR APPLICATION**

**Closing date for applications 31st May 2019**

Contact Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

Postcode: Click or tap here to enter text.

Email: Click or tap here to enter text.

Contact Telephone: Click or tap here to enter text. Mobile: Click or tap here to enter text.

**PLEASE PRINT CLEARLY**

***Please note that vehicle movement is restricted between 0830 and 1730 hrs throughout the site on show day***

Vehicle Make: Click or tap here to enter text. If applicable

Date of Manufacture: Click or tap to enter a date. Engine Size: Click or tap here to enter text. CC

Vehicle Registration: Click or tap here to enter text.

Weapon Systems: (Note: All Weapon Systems MUST have a Deactivation Certificate)

Please list

Click or tap here to enter text.

Club Name: (if applicable): Click or tap here to enter text. Attending with club: Choose an item.

Description of Display: Click or tap here to enter text.

[ ]  *Data Protection – Please tick this box if you wish for the event committee to retain your information so that you can be contacted about future events. All data will be maintained encrypted and will not be used or passed to third parties. The individual can request for data to be removed at any time by emailing the event committee. All data will be electronically destroyed after two years from date of application. Please see item 20 of the attached rules/regulations for the event.*

[ ]  *I/We acknowledge receipt and accept the conditions of Regulations enclosed and agree to abide by them. I have*

*completed and signed the risk assessment form overleaf.*

Note 1 All vehicular movement is restricted during open hours

Note 2 All vehicles are parked at Owners Risk

Note 3 All vehicles are to be immobilized during open hours and no access given to the public with vehicle engine started

**Signature: …………………………………………………………………………………… Date: ………………………………………………………………**

Return Electronic Address: sturgestimothy@gmail.com

Return Postal Address: 44 Greenfield, Newbridge, Caerphilly. NP11 4QY

**REGULATIONS**

(**To be retained by Trader**)

**Regulations applying to Letting of Pitch Space**

Space for Stands will be allocated by the Event Committee on sites around the Show Ground and a perfectly level site cannot be guaranteed.

1. **COVER** –Stand exhibitors that intend to erect tents and marquees must make allowance for guy ropes in calculating space required and must be included in the frontage booked.

2. **SITE ALLOCATION** The Event Committee by its officers or servants will allocate sites. In no case can a Stand exhibitor beforehand select any particular site.

3. **FEES** The Event is free of any pitch fee. It is asked that a donation be made at the end of the event for the Royal British Legion Band of Wales using the envelope provided on arrival.

4. **CLOSING DATE FOR APPLICATION** – The closing date for application is Friday 31st Maybut the event committee reserves the right to close entries at an earlier date if fully booked.

5. **ELECTRICITY / LPG -** Details of electrical equipment or generators have to be declared with risk assessments when applying for space. Traders are responsible for ensuring that all electrical equipment on their stand is safe, e.g. PAT tested. Show stewards monitor the showground and may check electrical equipment as part of their duties. Traders must ensure that LPG cylinders are transported, connected, stored and changed safely, i.e. kept upright, positioned so that they cannot easily be knocked over or tampered with. Traders must not bring onto the showground more cylinders than they expect to use.

6. **GENERATORS** – A current certificate and proof of service record must be produced to the event staff if requested with the expiry date for generators stated along with a risk assessment.

7. **ARRANGING STANDS -** All Traders must be in the event ground and in the space allocated by 8.30am on Show Day. The event committee would be grateful if stands are set up prior to Event Day.

8. **REFUSAL -** The event committee, through its Administrator or show staff, or their duly appointed agents, shall have full and free right to refuse to accept any entry, to cancel any entry after being made and accepted, to refuse admission to the event ground of any proposed trader and/or to remove or order to be removed at the risk and expense of the trader, any stand which has been admitted to the event ground. There shall be no obligation upon the event committee or staff to make or offer any explanation or reason for any such action and the event committee or its agents shall not incur any liability or responsibility in the matter.

9. **COLLECTIONS -** No trader shall be permitted to take any collection or sell raffle tickets, be it for Charity or not, nor distribute handbills on the event ground except on the stand space allocated to the trader.

10. **FORFEITURE -** Any trader failing to exhibit by 8.30a.m. on event day shall forfeit the space to the event committee and the event committee or staff may reallocate the space to another trader.

11. **TICKETS -** Traders will receive tickets and car passes as confirmation that a pitch has been allocated. On the strict understanding that vehicles must be parked in the allocated parking spaces as indicated on event day.

12. **PARKING** – Except while unloading, vehicles will not be allowed to park in the avenues around stands and must be removed to the areas reserved for traders.

13. **MEMBERS** – Members of the event staff will also receive badges.

14. **CHEAPJACKS -** Selling of goods by auction, shouting to attract crowds or other behavior likely to annoy visitors is forbidden.

15. **LITTER -** Traders are responsible for leaving their space in a clean and tidy condition. Traders are encouraged to take waste away or deposit in the waste bins allocated. Any trader who removes turf or soil or breaks the soil for purpose of erecting or fixing exhibits must restore it in a matter satisfactory to the event committee officers or servants within two days of event day.

16. **EXCAVATIONS -** No excavation to be made without consent and where given traders must defray cost of reinstatement.

17. **DISCLAIMER OF LIABILITY -** Save for the death or personal injury caused by the negligence of the event committee, its servants or agents, the event committee will not be responsible for death, injury, diseases, damage or loss caused to any trader from whatever cause, death, injury, diseases, damages or loss arises. (Save as aforesaid) the trader shall indemnify the event committee against all claims, damages and expenses, whatsoever in any way arising out of the presence of the trader, his servants, agents, exhibits, vehicles or equipment on the event ground and shall assume full responsibility therefore.

18. **PUBLILC LIABILITY AND RISK ASSESSMENT -** Traders are advised to insure against fire and other appropriate risks not only as regards their own property but also against any third party claim. You must make available to the committee or its staff your Risk Assessment, equipment certificates, food safety certificates and evidence of your current Public Liability Insurance together with your insurance policy number upon request.

19. **SPACE AVAILABILITY -** A limited number of stands are available and a full description of the items to be displayed must be entered on the application form.

20. **DATA PROTECTION** – In accordance with GDPR any personal data collected during the application process will be stored, encrypted and retained by the event committee if the person has ‘opted in’ on the application form. Personal data will not be shared with third parties and will only be retained for two years in order to notify the persons of future events that they may be interested in attending. Persons can request to have their data removed from the database at any time by notifying the event committee by writing or by email. If the person does not opt in then all data relating to that person shall be removed after the event has finished.

21. **HEALTH & SAFETY RESPONSIBILITY AND MONITORING** – The event committee takes the view that traders hire a space from the event committee and are responsible for health and safety on the hired space. However, the event committee is committed to ensuring that the whole event is run safely and without risk to health and monitor the setting-up, management and taking-down of stands. Traders are expected to comply with any reasonable requests made of a event staff in respect of health and safety.

22. **FIRE** – Traders are responsible for assessing and controlling any fire risk they bring onto the event ground and this will be checked by the event staff who will be monitoring the event ground. Specifically, the event staff will be checking that electrical equipment is safe and in good condition, that LPG cylinders are being used and stored appropriately, that marquees / tents are fire retardant and that traders have a fire extinguisher.

23. **MOVEMENT OF MOTOR VEHICLES** – Movement of vehicles is to cease from 0830 to 1730hrs on show day. Parking Brakes are to be applied and vehicle to be in gear. Keys/Breakers to be disengaged to prevent unauthorised starting. In the case of an emergency any vehicle that is required to be moved within show times is to be monitored by a Show Marshall

24. **EMERGENCY RED WAY** – In order to allow access for emergency services all metalised roads/Paths/Tracks are to be kept free of obstruction. All stands and exhibitors are requested to comply with instructions from Show Marshalls or their authorized representatives and remove any designated obstruction immediately.

25. **FOOD HYGIENE** - Any trader handling or distributing foods and/or drinks must comply with the rules and regulations laid down by the Food Standards Agency. Caerphilly Borough County Council Environmental Health personnel will be likely to visit the site and all traders should comply with the Council rules as laid out in the attachment titled ***‘Food Safety Requirements for Temporary Stalls Catering for Events in Caerphilly County Borough’***.

26. **INFLATABLE PLAY DEVICES** - Traders operating inflatable play devices must conform to the ADIPS/PIPA scheme and must display or make available to any authorized person the inflatable’s PIPA tag or ADIPS certificate number. Failure to be able to display/show this will be required to cease trading immediately.

27. **INFLATABLE PLAY DEVICES** – Daily checks in accordance with manufacturers manual and in section 7.1.1 of BSEN 14960 must be carried out before trading starts and a signed certificate/log be available for inspection by any authorized person.

28. **INFLATABLE PLAY DEVICES** – Blower devices for inflation of the play device must be situated at a distance of at least 1.2 metres from the inflatable. The Play Device must be clearly labelled/marked as to its limitations of use (i.e. max user height, age limits, etc)

29. **INFLATABLE PLAY DEVICES** – Traders must comply with the attachment ‘***Inflatables Guidance 2016***’.

30. **WEAPON SYSTEMS** – All weapon systems entering the event site must be accompanied by a current De-activation Certificate. All exhibitors, re-enactors and traders must declare the weapon system on entry to the site and the details/certificate number logged by the Event Marshall.

31. **PYROTECHNICS AND AMMUNITION** – There are to be no Pyrotechnics, live or blank ammunition of the show site. Anybody found to be in possession will be reported to the authorities.

31. **KNIVES, BAYONETS and SHARP IMPLEMENTS** – These are not to be left unattended and shall not be accessible by the general public at any time.

32. **VEHICLE ROADWORTHY, SAFETY AND DRIVER ABILITY** - Vehicles must be taxed where applicable and all relevant roadworthy certificates and licenses current and available for inspection.

***Acceptance of the foregoing provisions shall be a condition of entry.***