



**Headcorn Aerodrome, Kent
13th & 14th September 2014
Exhibitor Information**

Please take the time to read this information and the enclosed rules and conditions

EXHIBITION STAND SPACE

All sites are located on grass. The rent payable on all sites covers the cost of the ground space only. **The space booked by an exhibitor must include sufficient room for guy ropes, tow bars and any other accessories connected with the exhibition.** Any vehicle that is not included within the booked area **must** be parked in the exhibitor's car park by 08.45.

ELECTRICITY

No mains electricity is available and exhibitors who wish to use their own generator hired from a contractor other than the official supplier must obtain written permission. A condition of use for all generators will be that a noise nuisance or risk will not be caused to the public or neighbouring stand holders.

SECURITY

Although there will be a security presence within the showground items left within the exhibition area is done so at the owners risk. We can arrange for security guards on request and at cost to the exhibitor.

HOW TO BOOK AND PAYMENT

Reservations for stand space will be accepted by completing in full the booking form and sending it to the organisers with 50% deposit, **(cheques to be made payable to "Headcorn Special Events Ltd")**, **copy of insurance and risk assessment.** Please call 01689 300005 BACS payments. Balance to be paid by 25th August 2014.

PLEASE NOTE: VAT IS NOT APPLICABLE ON OPEN STAND SPACE.

Sites will be allocated on a first come first served basis.

You will be sent confirmation and an invoice to cover the payment. We look forward to receiving your booking in due course and would be pleased to hear from you if you would like any further information.

CANCELLATION POLICY

Where an exhibitor withdraws from the show or cancels the space reserved for any reason the cancellation rates will apply:-

Written confirmation of cancellation received:

| | |
|--------------------------------------|-------------|
| 12 weeks or more prior to the event | 25% forfeit |
| 4-12 weeks prior to the event | 50% forfeit |
| Less than 4 weeks prior to the event | No refund |

ACCESS

THERE IS NO FACILITY FOR VEHICLES TO ARRIVE PRIOR TO 12 noon on the 12th Sept. All stand holders must be in place by 8.45am on Saturday 13th Sept. Stand holders requiring access prior to 12 noon on the Friday should contact the organisers for permission.

No exhibitor may knock down their site or depart before 5.30pm.

CAMPING

Exhibitors may site (*max 2 tents or 1 caravan) on their site on Friday, Saturday & Sunday nights, subject to being contained within the purchased space, at no extra cost. Additional camping is available in the camping area at a cost of £10 per tent and £20 per caravan/motorhome.

HEALTH & SAFETY

It is the sole responsibility of each exhibitor to comply fully with Health & Safety Legislation together with all Fire Regulations. In addition, each exhibitor or contractor appointed by an exhibitor must carry full insurance against risks including public and employers liability. Headcorn Special Events Ltd is required by the local authority to obtain and verify copies of insurance documents and risk assessments for all exhibitors and contractors. (*See Rules & Conditions/Insurance, Health & Safety*)

These documents should be enclosed with your booking form and sent to the organisers at the time of booking. Failure to supply these documents will result in you not being accepted.

LITTER

Exhibitors are asked to ensure that their site and immediate area be free from litter and refuse at the end of the show day. Empty boxes and cartons must be removed on leaving the site. We thank you for your co-operation in this as litter is a danger to aircraft. Stand holders who leave litter will be charged a litter deposit in future years.

PROHIBITED ITEMS

Traders selling anything deemed to be a weapon must contact us for prior permission.

Model Demonstrations

All traders are required to request a slot time for R/C aircraft. For other model types (boats, cars etc) please call.

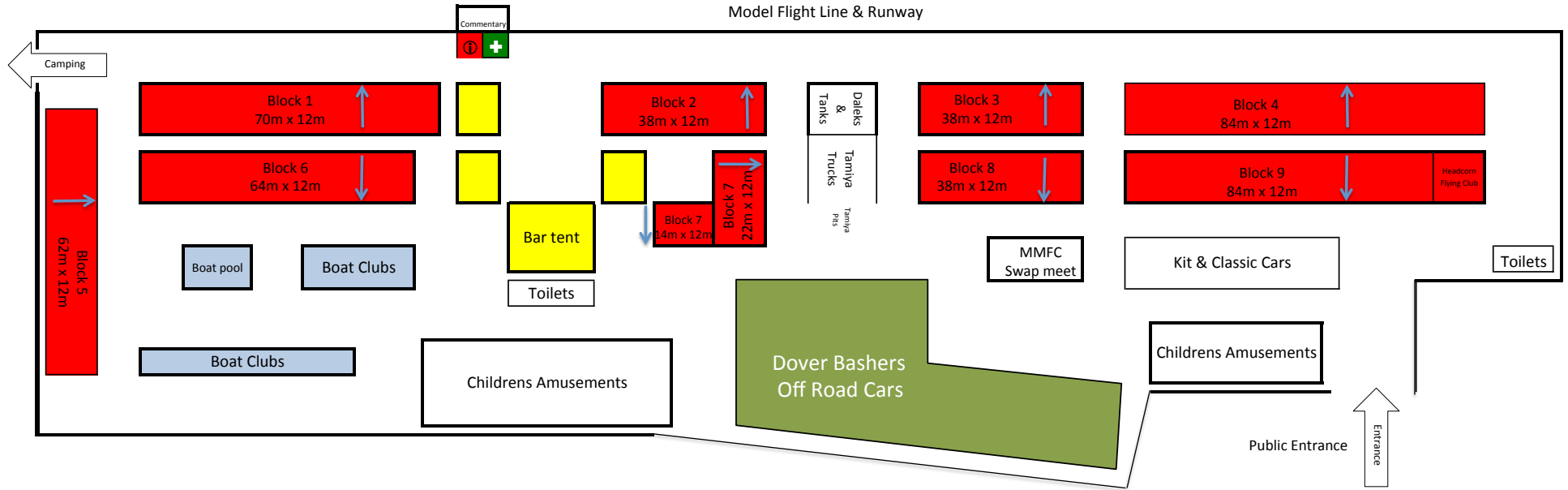
**THE COMPLETED FORM, COPY OF INSURANCE, RISK ASSESSMENT
AND THE REMITTANCE**

(MADE PAYABLE TO HEADCORN SPECIAL EVENTS LTD)

SHOULD BE SENT TO:

**Fran Hitchins, Synergy Events Ltd, 9 Swan Close
Orpington, Kent, BR5 2NA – Tel: 01689 300005**

Model Flight Line & Runway



Southern Model Show – 13th & 14th Sept 2014

APPLICATION FOR STAND SPACE

| | | | |
|--|-----------------|--|-------------------------|
| Size Required | | | |
| Block Number | Frontage Min 2m | Per metre frontage @ | £25.00 per metre no VAT |
| <div style="border: 1px solid black; width: 80px; height: 40px; display: inline-block;"></div> | X | <div style="border: 1px solid black; width: 80px; height: 40px; display: inline-block;"></div> | |
| | | Additional Tent (£10) caravan (£20) | £..... |
| | | Total cost of Site | £..... |
| | | Required booking deposit (50%) | £..... |
| | | Balance (Due 25 th Aug 2014) | £..... |

PLEASE PRINT IN CAPITALS

NAME.....COMPANY NAME.....

TEL NO.....ADDRESS.....

.....E-Mail/Website.....

PRODUCT OR SERVICE TO BE EXHIBITED

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Note: Any exhibitor wishing to run a competition of any sort must submit full details and obtain written permission from the organisers.
See note 19 on the terms and conditions for products that may not be sold

I/We confirm that I/we have read, understood and agree to abide by the rules and conditions as laid down by the organisers and enclosed in the exhibitors pack.

Signed..... Print Name..... Date.....

I/We enclose a cheque payable to: - **Headcorn Special Events Ltd** for the full amount £.....If you wish to pay by BACS or credit/debit card please call 01689 300005.

No application will be considered unless deposit is received Please attach a copy of a risk assessment and insurance documents.

N.B. It is the sole responsibility of each exhibitor to comply fully with Health & Safety Legislation together with all Fire regulations.

Please return to Synergy Events Ltd, 9 Swan Close, Orpington, Kent, BR5 2NA. Tel: 01689 300005. Email fran@synergieventsuk.com

Public Liability/Employers Insurance

Risk Assessment

Above documents must be enclosed

Traders Pricing List-Southern Model Show 2014

Outside Stand Space

All blocks on the site map are sold per metre frontage (front is indicated by the arrow) and are 12m deep. The minimum order size is 2m and increments of one metre thereafter.

Price per metre £25.00 (0% VAT)

Includes 4 weekend trader passes + 2 tent or 1 caravan pass

Additional Passes

Additional weekend passes may be purchased @ £10.00 (limited to 2 per stand)

Additional tents within campsite @ £10

Additional caravan within campsite @ £20

Southern Model Show
Exhibitors Risk Assessment Pro-forma

September 2014

| Activity | Hazard & Risk | To Whom | Actions To Reduce Risk |
|---------------------------------------|--------------------------|------------------|-------------------------------|
| Example: Unloading generator from van | Back Injuries | Self & employees | Minimum of 2 person lift |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

This must be completed or a risk assessment enclosed before a booking will be accepted

Company:.....

Signed:.....

Position:.....

Date:.....