



Trade & Exhibition Space

Eastbourne Emergency Services Display is the largest of its kind in the country. The format sees a weekend of interactive and static information being offered from the three main emergency services together with the RNLI and HM Coastguard.

In addition to the information marquee there are outdoor exhibits, arena and sea based demonstrations, fairground rides, refreshments and a French Market close by.

The event has been running in excess of 15 years and in 2012 will take place between 07-08 July.

The footfall is a churning 20,000 over the two days and the geographic demographic is drawn largely from Eastbourne, East Sussex and Regional. The show's location on the seafront also draws tourists both staying in the resort and visiting for the day.

Eastbourne Emergency Services Display is offering traders and companies the opportunity to exhibit on the open air site which will be the Western Lawns on Eastbourne's historic seafront.

Companies will be expected to provide their own exhibition stands and gazebos/marquees if required. Pitches can remain in place overnight and even be erected on Friday 1 July as security will be on site, however stock will need to be removed. There can be no overnight sleeping on the Lawns.

The cost to attend Eastbourne Emergency Services Display is £20 per square metre **FOR BOTH DAYS**. Please find enclosed a booking form and terms & conditions.

Please return completed form, a copy of your public liability insurance and payment to:

Jayne Howard, Events Team,
EASTBOURNE BOROUGH COUNCIL,
1 GROVE ROAD, EASTBOURNE, EAST SUSSEX BN21 4TW
Telephone: (01323) 415442 for queries
Email: jayne.howard@eastbourne.gov.uk

BOOKING FORM AND TERMS & CONDITIONS FOR EXHIBITORS – please read carefully
It is advisable to take a copy before returning booking form

1. The total cost of the stall should accompany all bookings and must be received before 14 June 2011. In the event of cancellation:
 - Before 26 May 2012 – 10% administration fee will be deducted from the booking fee
 - After 26 May 2012 – the booking fee is non-refundable
2. Full payment of the space/ stand must be included to reserve your area.
3. The use of microphones, loudspeakers, megaphones or other voice enhancers or sound systems is strictly prohibited.
4. All exhibition stands must be open and manned from 1100 – 1700 on Saturday and Sunday.
5. NO trade vehicles will be allowed to park on site. Vehicles will be permitted on site before 10:30a.m. and after all visitors have left the site in the evening for restocking purposes.
6. Exhibitors offering food for sale to the public must comply with the relevant sections of the Food Hygiene (England) Regulations 2005.
7. There is no electricity on site. Power must be supplied by your own HSE approved generators. The Event Safety Officer will check all generators once on site.
8. A condition of your booking is that you comply with any requests from officers employed by Eastbourne Emergency Services Display, relating to the safety, hygiene and admittance of the public to your stand.
9. Your own public liability insurance should apply when the general public is within your stand. A copy of your insurance certificate (minimum cover £5 million) must be supplied with your application, you will not be admitted to the site without prior evidence of insurance.
10. Eastbourne Emergency Services Display cannot be held responsible for any loss, damage or injury sustained by stand holders during this event. The organisation is also not liable for any loss of earnings, or any other losses incurred as a result of the event for any reason being cancelled or abandoned.
11. A photograph of your trade stand must accompany all applications for exhibition space. Exceptions will only be made if you attended the event in 2006 with the same stand.
12. Traders and exhibitors are expected to provide their own marquees and exhibition stands if required, which should be risk assessed and meet health and safety standards. A copy of your risk assessment and a separate fire risk assessment must be supplied before you are allowed on site to ensure that you comply with the Regulatory Reform (Fire Safety) Order 2005. Further information is available from HM Government website www.communities.gov.uk on the fire safety law and guidance for businesses section and downloading or reading guide 9 relating to outdoor events.
13. All exhibitors will be required to sign and complete a user licence which will detail permitted activities and your legal responsibilities whilst trading on Eastbourne Borough Council land.
14. Security guards will be patrolling the site overnight from Friday 06 - Sunday 08 July, although it should be noted that Eastbourne Emergency Services Display cannot be held responsible for any theft or damage. Please be aware that there can be strong winds so you must ensure that your stand structure is of a secure, sturdy nature.
15. Eastbourne Emergency Services Display will work closely with Trading Standards throughout the event, and will supply information on exhibitors if requested. All goods sold on Council land must be of marketable and satisfactory quality, and comply with all Trading Standards legislation.
16. We are unable to allow the sale of ice cream, drinks and ball bearing guns on stands. All goods will be checked by Trading Standards during the show.
17. All rubbish must be cleared from your site at the end of each day and put in the large Euro Bins provided. Any rubbish not cleared away at the end of the event will be photographed as evidence and then a charge will be made to you as a fine.
18. No tents, caravans or mobile homes are allowed on site during the event and traders and exhibitors are not permitted to sleep on site.

