



# DONINGTON HISTORIC FESTIVAL

FRI 1<sup>ST</sup> SAT 2<sup>ND</sup> SUN 3<sup>RD</sup>  
**MAY 2020**

## Application and contract for space

(Please PRINT details as clearly as possible as this information will be used on our website and in the event programme)

Trading name (exhibitor): .....

Contact name(s): .....

Email: .....

Products/services: .....

Address: .....

Postcode: .....

Mobile: .....

Telephone: .....

Website: .....

Area	Price	No.	Total
1. Premier Tent (3m x 3m unit with floor suitable for Art, Photo, Books, Models and Lifestyle)	£410		
2. Outdoor space (space only outdoor site - 6m deep @ £55 per metre run of frontage – min. 4m)	£55		
Outdoor space will be allocated on a first come first served basis			
(Proof of public liability insurance and a risk assessment will be required)	SubTotal		
	VAT @ 20 %		
	Grand Total		

### PAYMENT METHODS

**Sterling cheque.** Please make cheques payable to 'Historic Promotions Ltd'.

**Electronic bank transfer.** Please quote your trading name as the reference. Bank transfer details are as follows:

**Bank** HSBC    **Company** Historic Promotions Ltd    **Sort code** 40-15-22    **Account no.** 11753711

**IBAN** GB62HBUK40152211753711    **BIC/SWIFT** HBUKGB4103H    Please note: All Bank Charges to be met by Payer.

**Debit or Credit card.** Email [trade@historicpromotions.com](mailto:trade@historicpromotions.com) to request a link to pay by card online. Please do not send card details by email.

We do not accept American Express or Diners Club.

I enclose a cheque for £ .....

I have paid £ ..... via bank transfer

Date: .....

Please return the completed form either by email to [trade@historicpromotions.com](mailto:trade@historicpromotions.com) or by post to: Historic Promotions Ltd, 118 Pall Mall, London, SW1Y 5EA.

*I have read and accept all the terms and conditions detailed overleaf. Please sign here*

Signature ..... Print name ..... Date .....

[www.doningtonhistoric.com](http://www.doningtonhistoric.com)

For general enquiries please telephone: +44(0)20 3355 8118

Historic Promotions Ltd, 118 Pall Mall, London, SW1Y 5EA, United Kingdom

Details correct at time of displaying on website. The organisers reserve the right to change plans and timing. Please check the website for the latest updates.



# Terms and Conditions

## 1. ACCEPTANCE OF APPLICATION FOR STAND SPACE

Thank you for applying to attend the Donington Historic Festival, we really appreciate your custom. We will try to accommodate applications wherever possible but Historic Promotions Ltd (the Organiser) reserves the right to accept or refuse any application without being required to give an explanation.

## 2. PRODUCT DEFINITION

No goods other than those described on the application form may be exhibited without the prior approval of the Organiser and the Organiser shall have the discretion to require the removal of any item not so approved. No asbestos containing, or second-hand electrical items are allowed.

## 3. CONDITIONS OF BOOKING

- Space cannot be sub-let to any other organisation.
- You are not allowed to provide any kind of hospitality service.
- Merchandise should be as described and fit for purpose. Any faults should be made known to the buyer. If the merchandise you are selling requires a license it is your responsibility to provide this at the time of installation.
- You must comply with all copyright and trade mark legislation. The event identity remains the property of the Organiser and reproduction without permission is strictly forbidden.
- The Exhibitor agrees to indemnify and undertakes to pay the Organiser an amount equal to the cost of any actions, proceedings, losses (and all consequential losses including but not limited to loss of profit and loss of anticipated savings), damages, liabilities, claims, costs and expenses including fines and penalties, legal and other professional fees and any VAT payable thereon incurred or suffered by the Organiser in respect of any claim that the activity of the Exhibitor, any advertising or the merchandise sold, promoted or displayed by the Exhibitor infringes the rights of any third party.

## 4. SPECIALIST FOODSTUFFS EXHIBITORS

Please discuss your product(s) with the Organiser before booking and note that all Health & Safety and training certificates should be available for inspection.

## 5. STAND ALLOCATION

Requests for stands in specific positions will be considered sympathetically but no such request should be deemed as being binding on the Organiser. Stand allocations will be made taking into account the nature of product, type of demonstration and the general layout. The Organiser reserves the right to amend the event layout in exceptional circumstances.

Each site/stand booking includes:

- 2 x 3-Day Entrance Passes
- 1 x 3-Day Vehicle Pass
- 1 x Souvenir Programme
- Discount is available on any additional entrance passes ordered at the time of booking.
- Full contact listing on event website with company web link
- Full contact listing in event souvenir programme

## 6. STAND STRUCTURE AND USE OF SPACE

If you are using an awning/temporary structure it must be adequately anchored/weighted to the ground and remain totally within your allocated space. **IT IS FORBIDDEN TO DRIVE PEGS INTO THE TARMAC** and any ground damage will have to be paid for in full by the Exhibitor. If you are using an awning, guy ropes must not create a trip hazard.

You are responsible for maintaining the cleanliness of your stand and for the responsible removal of waste using the bins provided. You must leave the event venue as you found it.

All Exhibitors are permitted only to distribute their promotional material from within the confines of their stand.

## 7. ELECTRICITY

There is no provision for power hook-up. If you are providing your own generator it must be of the silent diesel type, well maintained and tested for safety. Fuel must be stored away from heat and electrical wires must not form a trip hazard. All electrical equipment must have a current PAT (portable appliance test) certificate and we **MUST** receive a statement of your installation method to comply with Health and Safety law.

## 8. TRADING HOURS

The Festival is open to the public from 7.30am on each day and closes at approximately 6.30pm. The racing schedule commences at 9.10am each day and Trade Stands and Exhibitors are expected to operate at least throughout the period from 9.30am to 5pm on each day.

## 9. BUILD UP AND BREAKDOWN

Exhibitor build up time is 10am to 6pm Thursday 30<sup>th</sup> April also between 7.30am and 9am on Friday 1st May and Saturday 2nd May. Re-stocking must be completed by 9am each trading day. Please stow all boxes and packing away safely, clear of all gangways and alleyways. All Exhibitors are required to vacate the site by no later than 8pm on Sunday 3rd May.

## 10. VEHICLE PARKING/VEHICLE MOVEMENT

All vehicles that form an integral part of the stand are to be parked within the space area booked. All other vehicles must be parked in the area designated for Exhibitors' parking and if full in the public parking area outside the public entrance. Vehicle movements between 9am and 6pm on public days are strictly forbidden unless marshalled by official stewards. Please drive with care at all times and observe the site speed limits.

## 11. SECURITY

24-hour security is in attendance on site and stands may be left erected overnight, but Exhibitors are responsible for the security of their property at the event. The Organiser accepts no responsibility for loss or damage to stock, goods or equipment howsoever caused. All Exhibitors are advised to take out their own insurance cover.

## 12. INSURANCE

Historic Promotions Ltd & MSV Ltd carry public liability insurance, however it should be noted that this does not include responsibility for Exhibitors' public liability cover and Exhibitors are required to provide evidence of suitable cover to a minimum of £5 million per claim by supplying us with a copy of your Public Liability Insurance certificate. By signing the booking form overleaf, the Exhibitor indemnifies the Organiser against all claims, damages or losses arising from their attendance.

## 13. HEALTH AND SAFETY AND FIRE SAFETY

It is a legal requirement that all Exhibitors should produce a meaningful risk assessment outlining their activities and methods employed to control any hazards and risks. This risk assessment should be available for inspection at the event. It is the responsibility of the Exhibitor to ensure their property and equipment is safe for all persons that may foreseeably come into contact with it. All Exhibitors should adhere to the necessary conditions and directions of the Organiser or the event Health and Safety Officer as requested.

It is also the responsibility of the Exhibitor to produce a meaningful fire risk assessment, which should be available for inspection at the event, and to familiarise themselves with the event fire procedures, and to have a fire extinguisher suitable for the goods on sale.

## 14. CAMPING/CARAVANNING

Camping/caravanning details are available on the official Donington Park website [www.donington-park.co.uk](http://www.donington-park.co.uk)

## 15. DOGS

Dogs are **NOT** allowed on site.

## 16. BREACHES OR UNPROFESSIONAL CONDUCT

Any Exhibitor in breach of any of the conditions or who behaves, in the opinion of the Organiser, to the detriment of the public, other exhibitors or the Organisers, will be requested to leave the venue forthwith, without refund of any monies. Alcohol and recreational drugs should not be consumed by Exhibitors.

## 17. DEPOSIT and FINAL PAYMENT

A non-refundable deposit of £100 + VAT or 20% of the total booking price, whichever is greater, is to be paid at the time of entering into the booking contract for the show. VAT is chargeable at the standard UK rate applicable on the date of invoice only. This deposit will be deducted from the total and the balance owed will be due for payment by six weeks prior to the event. If full payment is not received six weeks prior to the event the stand may be re-let at the Organiser's discretion.

## 18. CANCELLATIONS

- All cancellations must be made in writing to the Organiser.
- In the event of the cancellation of any booking within six weeks of the show the Exhibitor will be liable for the full cost of the stand booked.
- The Organiser shall not be liable to any Exhibitor in the event of the Festival being disrupted due to bad weather, major accident, civil unrest, or any other cause beyond the Organiser's control.
- If the event is cancelled by the Organiser prior to the start date, then your payment will be re-funded.

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