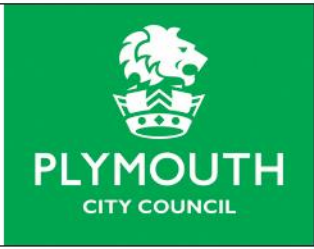


PLYMOUTH ARMED FORCES DAY

Saturday 29 June 2024

Guide to completing the Exhibit Booking Form and the Terms & Conditions



Please use this guide when completing the Plymouth Armed Forces Day Exhibit Booking Form [here](#) and ensure that you read the Terms and Conditions at the end. Thank you.

Section I – General Information

Questions I - 8

Please complete questions I – 8 with relevant contact details.

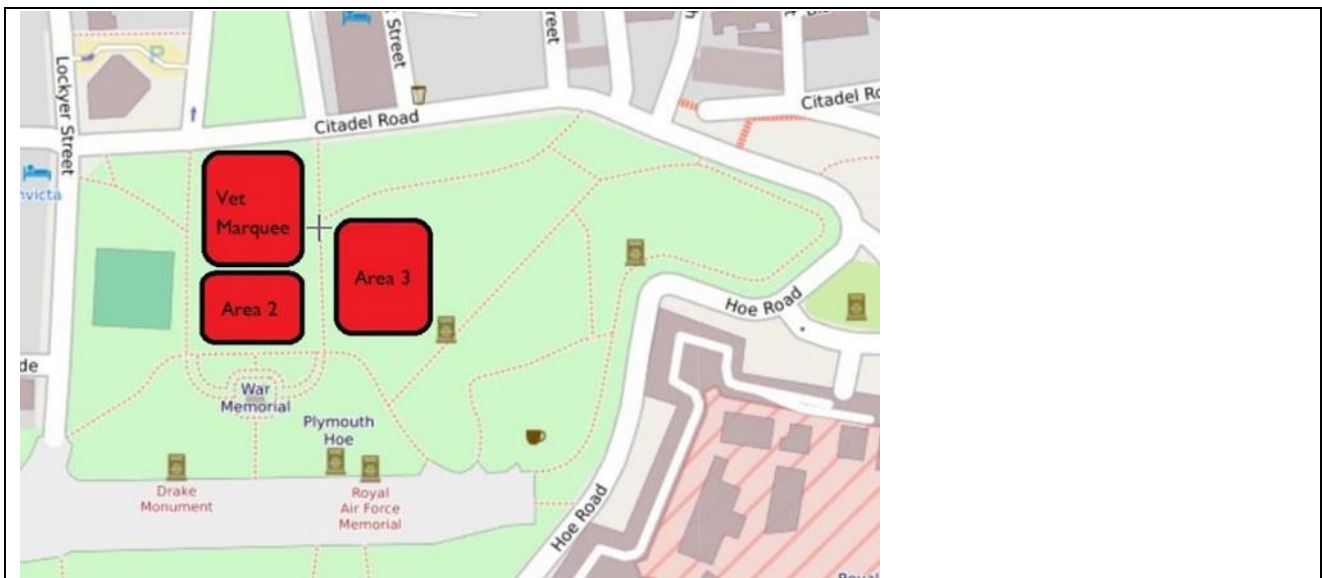
Question 9

When describing which best suits your organisation please note that the following fees will apply:

	Forces Charity Pitch (COBSEO Registered)	Other Charity Pitch (CIC, Charitable Status or Voluntary)	Commercial Pitch
Veteran Marquee	FREE	£50.00	£275.00
Area 2 + 3	FREE	£50.00	£500.00
Area 2 + 3			Double pitch 6m x 3m £1000.00

**Please note that there is an additional charge of £60 for power.*

Section 2 - Site Plan & Access



Included in your pitch is the following:

Forces/Other Charity Pitch

- Logo and link on the Plymouth Armed Forces Day website: plymoutharmedforcesday.co.uk
- One car parking space per organisation with security
- Set up which includes one table and two chairs (inside marquee only)
- Overnight security to allow organisations to set up the day prior

Fee: £50(Forces Charities that are COBSEO registered are exempt from this fee.)

Commercial Pitch

- A commercial pitch for a gazebo or similar (3m x 3m) within the Veteran's Village (gazebos are provide by pitch hirer)
- Logo and link on our Armed Forces Day website: plymoutharmedforcesday.co.uk
- One car parking space per organisation with security
- Set up which includes one table and two chairs (inside marquee only)
- Overnight security to allow organisations to set up the day prior

Fee: Inside Marquee - £275

Area 2/3 - £500

Area 2/3 (Double pitch) - £1000

Premium Commercial Pitch with Marketing Benefits

- A commercial pitch for a gazebo (3m x 3m) within the Veteran's Village
- Advertisement on the website
- Logo and link on www.plymoutharmedforcesday.co.uk
- Digital slide displayed on the big screen for three days, during the Rehabilitation Triathlon and Armed Forces Day
- Opportunity to display a vinyl banner on the main arena at Armed Forces Day*
- Inclusion in "on the day" social media
- Invitation for two guests to attend the sponsors tour and cream tea reception at Elliot Terrace with the Lord Mayor
- *Artwork to be supplied by sponsor

Fee: £1750+VAT

For more information regarding sponsorship and marketing benefits please contact

afdmedia@plymouth.gov.uk

Question 11

Please select your preferred option.

Question 12

This is for Area 2/3 only, by giving further detail regarding your exhibit, enables the AFD Team to plan the site accordingly.

Questions 13

This question helps us determine how many people will be on site.

Question 14

This is the contact details of someone who can be contacted in case there is an emergency or incident on site involving the personnel on your stand.

Question 15 & 16

Mains Power is available for exhibitors and is charged at £60 and must be booked in advance. Generators are not permitted on site unless prior agreement with Plymouth City Council Events Team. By indicating that you need power helps with site planning. Also, Q16 is required so that the Event Electricians can plan power requirements accordingly as some appliances require more power than others.

Question 17

Set up is taking place on Friday 28 June. Feedback from previous years indicated that some exhibitors were unable to attend as a working day. We have added a later slot to accommodate this.

Question 18 & 19

Please be advised that parking is limited and you are only permitted to have ONE allocated parking space per organisation. *Please note that this parking is at various sites and will be a minimum of 10min walk from the Veteran's Village.

- Any additional vehicles will need to be parked elsewhere.
- No vehicles (other than display vehicles signed off by the events team) are to be on site. These vehicles are to remain on site for the duration of the Event.
- Click [[here](#)] to find local car parks.
- Disabled parking is available in Ballard House car park (West Hoe Road, PL1 3BJ) and nearby on street parking for blue badge holders. There will be a shuttle bus run by Plymouth Citybus, operating throughout the day.
- More information can be found on our website [[here](#)]

We do require the vehicle registration for Set Up and the vehicles registration for parking. Even if this is the same vehicle, please complete both boxes.

Question 20

Please read the Terms and Conditions below and tick the box to show you agree.

Question 21

A comment box if you have any further questions, comments or feedback.

Next Steps

You will be required to send a copy of your Public Liability Insurance, Risk Assessment and organisation Logo (if applicable) no later than 1 May 2024 to afd@plymouth.gov.uk
You will be sent a final information pack to confirm details of set up and the day at least 2 weeks prior to the event.

Veterans are welcome to join in The Parade of Standards that will take place at 11.00am on the Hoe Promenade. For more information, please email afd@plymouth.gov.uk

If you have any further questions or require any further information, please contact afd@plymouth.gov.uk or call 01752 307567.

Terms and Conditions for Armed Forces Day 2024

Please take time to read through these terms and conditions and discuss any issues you may have with the team prior to submitting your Booking. By submitting the Booking Form you are agreeing to these Terms and Conditions.

Please ensure you follow our terms and conditions as we do not want to stop any group from operating on the day.

General

All exhibitors and stall holders are expected to:

- Staff their stalls from 10am to 5pm.
- Be responsible for ensuring that they comply with all legal requirements relevant to their stall including all relevant trading standards and health and safety legislation.
- Take responsibility for any damage caused by or through negligence to their event stand or location.
- Exhibit within their allocated pitch site as per the specification supplied in this form. All equipment must be contained within the stall's footprint unless agreed in advance with the Event Officer.
- Not smoke inside any marquee or gazebo – this is strictly prohibited (including Vapes).
- Only sell charity-branded items or merchandise-related to your charity. This must **not be** any alcohol, soft drinks, food items or general bric-a-brac unless agreed in advanced with the Event Officer.

Whilst every effort will be made to meet the requirements of the exhibitor, Plymouth City Council cannot guarantee a particular position within the event.

N.B. *Plymouth City Council will not be accountable for any loss due to adverse weather or cancellation of the event.*

Security

All exhibitors are responsible for the insurance of their own property and goods brought on to the event site. Plymouth City Council accepts no liability for loss or damage incurred whilst exhibitors' equipment is on site. You may wish to insure your property against damage.

Security will be provided during the day and overnight on Friday 28 June and during the day on Saturday 29 June 2024 only.

Site Access

We will advise you of access points to the site at least two weeks prior to the event.

No vehicles can be left on site during the event, unless agreed prior to the event and specified on the Booking Form (i.e. display vehicles). Only emergency vehicles will be allowed to enter the site once it is open to the public.

There will be a vehicle embargo on site from 9.30am to approximately 5.30pm. Any vehicles remaining on site must have drivers name and mobile number placed on the dashboard and the vehicle driver must remain on site until they move the vehicle off site. Vehicles must be locked with their keys removed unless being used as an exhibition display where keys will be removed from the vehicle and staff/owner will be by the vehicle.

Following the lifting of the vehicle embargo a derig system will be in place and must be adhered to.

Car parking is available around the city.

Further information on site access will be sent out closer to the event date.

Equipment and Power

No power connection will be provided unless specifically requested on the booking form and there will be a charge for this.

It is the responsibility of the exhibitor to ensure the equipment being used is tested and safe to connect to the power supply.

No generators (or stored fuel) are allowed on site unless agreed in advance with the event officer.

Tables and chairs will only be provided to the organisation if they are located inside the Veterans' marquee.

If a pitch outside of the marquee is requested, it is the responsibility of the applicant to supply their own tables and chairs.

Any equipment from Plymouth City Council must be returned in the condition it was given in.

Charity Collections, Lotteries and Selling of Charity-Branded Items

For this year's event we are making some changes to allow registered charities and organisations to raise funds for their charity, if they supply their charity number on the Armed Forces Day Booking Form or if associated with the charity have a dated letter of support from the charity they are raising money for.

Collections

We understand that many people attending the event like to leave donations, so we will allow collections. A sealed collecting tin may be placed on your table, you will not be permitted to move around the site collecting or bucket rattling.

All monies collected is your responsibility and you must adhere to the charitable collections registration.

Please note that during the event there will be some scheduled guest tours to your area, we ask that you do not request donations from these groups as it could cause embarrassment to guests due to the large amount of exhibitors.

Raffle, Tombola and similar lottery type games

If you plan to run any of the above you need to adhere to the following guidance to comply with the gambling commission's legislation:

- **All prizes** must not total **more than £500**
- All the sales must take place on the day and draws must take place by the end of the event – this will be by 5pm on Saturday 29 June.
- No alcohol, soft drinks or food* items can be given as prizes

*Confectionary items may be given as prizes e.g. boxes of sweets, giant chocolate bars but please detail this in your booking.

Plastics Reduction

Building on work already carried out by Britain's Ocean City: Plastics Task Force, Plymouth City Council are a key partner in the Preventing Plastic Pollution Project, delivering citywide initiatives to reduce the amount of plastic entering the marine environment. The project supports the wider targets of the Plymouth Plan for Plastics, Plymouth Climate Emergency Action Plan and the National Marine Park.

To ensure we align with the above we are requesting companies and participants ensure that they are not selling or giving away any single use plastic items including balloons, plastic bags etc.

Selling

We ask that only charity branded items are sold at the event or merchandise related to your charity, this **must not** be any alcohol, soft drinks, food items or general bric-a-brac unless agreed in advance with the event officer.

If on the day you turn up intending to sell any of the above prohibited items you will not be allowed to do so.

Armed Forces Day is a very expensive event to run and one stream of funding is the selling of event catering rights. The caterers attending the event pay a high fee to attend and have sole rights on selling all food, refreshments and alcohol.

We thank you for your understanding and continued support for this event.

If you have any questions on the above please contact us for further advice.