



TRADE & EXHIBITION APPLICATION FORM

ITEM	DATE
Insurance
T&Cs
Balance

FOR OFFICE USE ONLY
 Site Ref No:
 Documentation Recieved

Trading/Organisation Name

Contact Name/s

Address

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.....

Post Code

Telephone No.

Mobile No.

Please provide the mobile number you will be using over the event weekend

Fax No.

Email Address

Web Site Address

Please provide details of all goods to be traded or exhibited. Full disclosure is essential to ensure that trading is not refused during the event.

Please provide a photograph with your application.

Would you be interested in finding out about other promotional opportunities at Sunderland International Airshow? Yes/No



SPACE REQUIREMENTS

GENERAL TRADING INFORMATION

- Trading will be throughout Friday 22 July 4pm to 10pm, Saturday 23 and Sunday 24 July 2016 both 10am to 6pm (subject to change).
- All applications will be assessed on an individual basis, and are subject to availability.
- All sites in Recreation Park and Cliffe Park are grass standing and uncovered. Sites on the Seafront and in Roker Park are either hard standing or grass and uncovered. Sites on Marine Walk are hard standing and uncovered.
- Sites on Seafront, Cliffe Park, Bedes Cross, Roker Park and Marine Walk will require a street traders licence if goods are to be sold.
- Your trade space must encompass all aspects of your stand. This includes any vehicles, tent/gazebo pegs, waiting chairs or display items. You must ensure you hire adequate space for your requirements. Failure to do so will result in space not being available on site to meet your needs.
- Your site will be marked out in white paint and referenced.
- Strictly no food, soft drinks, sweets, ice cream or alcohol can be sold from any of the exhibitor area due to catering concessions being allocated on site.
- Any organisation wishing to hand out samples or give away consumables must receive written approval to do so from the Event Manager.
- No replica guns, weapons, balloons, drones, kites or live animals can be sold or given away on site.
- Same locations as previous years will not be guaranteed due to the redesign of the site.
- Exhibition Space for Charity Organisations are available in some areas across the site. A 50% discount will be applied to Charity Organisations based in the City of Sunderland
- **All application packs and documentation must be submitted by 3rd June 2016.**

PLEASE NOTE:

Exclusive rights to merchandise cannot be guaranteed. The organisers reserve the right to refuse applications and alter or amend pitch allocation without prior notice. The organisers provide space only. The organisers are not responsible for equipment left on site overnight. All applications are on a first come first served basis.



SPACE REQUIREMENTS

ZONE 2

SEAFRONT - BETWEEN MORRISONS ROUNDABOUT AND DYKELANDS ROAD

CRAFT AND ARTISAN EXHIBITORS

Space is charged at **£72.50 per m²**.

Choose from the popular sizes below or specify your own size in the bottom row. If an alternative size is specified a fee will be calculated on receipt of the application.

Size	Total space	At £72.50 per m ²	Select option or specify size required below
3m x 3m (Minimum)	9	£652.50	
6m x 3m	18	£1,305.00	
6m x 6m	36	£2,610.00	
6m x 9m	54	£3,915.00	

ZONE 3

Recreation Park

MILITARY THEMED EXHIBITORS

Space is charged at **£72.50 per m²**

A limited number of exhibition space is available for Military Charity Organisations. A 50% discount will be applied to Organisations located within the City of Sunderland.

Choose from the popular sizes below or specify your own size in the bottom row. If an alternative size is specified a fee will be calculated on receipt of the application.

Size	Total space	At £72.50 per m ²	Select option or specify size required below
3m x 3m (Minimum)	9	£652.50	
6m x 3m	18	£1,305.00	
6m x 6m	36	£2,610.00	
6m x 9m	54	£3,915.00	



SPACE REQUIREMENTS

ZONE 3 – CLIFFE PARK

HIGH PROFILE EXHIBITORS

Space is charged at £72.50 per m²

Choose from the popular sizes below or specify your own size in the bottom row. If an alternative size is specified a fee will be calculated on receipt of the application.

Size	Total space	At £72.50 per m ²	Select option or specify size required below
3m x 3m (Minimum)	9	£652.50	
6m x 3m	18	£1,305.00	
6m x 6m	36	£2,610.00	
6m x 9m	54	£3,915.00	

ZONE 4 – BEDES CROSS

FAMILY THEMED EXHIBITORS

A limited number of exhibition space is available for Charity Organisations. A 50% discount will be applied to Organisations located within the City of Sunderland.

Space is charged at £72.50 per m²

Choose from the popular sizes below or specify your own size in the bottom row. If an alternative size is specified a fee will be calculated on receipt of the application.

Size	Total space	At £72.50 per m ²	Select option or specify size required below
3m x 3m (Minimum)	9	£652.50	
6m x 3m	18	£1,305.00	
6m x 6m	36	£2,610.00	
6m x 9m	54	£3,915.00	



SPACE REQUIREMENTS

ZONE 4 – ROKER PARK

FAMILY THEMED EXHIBITORS

A limited number of exhibition space is available for Charity Organisations. A 50% discount will be applied to Organisations located within the City of Sunderland.

Space is charged at £72.50 per m²

Choose from the popular sizes below or specify your own size in the bottom row. If an alternative size is specified a fee will be calculated on receipt of the application.

Size	Total space	At £72.50 per m ²	Select option or specify size required below
3m x 3m (Minimum)	9	£652.50	
6m x 3m	18	£1,305.00	
6m x 6m	36	£2,610.00	
6m x 9m	54	£3,915.00	

ROKER PARK

LIMITED AVAILABILITY FOR FUN/ADVENTURE ACTIVITY e.g. Inflatables, Trampolines, Zip Wire, Go Carts etc

These enquiries will be assessed on an individual basis and priced accordingly. Please provide information below to describe activity and size required. A member of the team will contact your organisation on receipt of the application.

Name of activity	Description	Size of area required



SPACE REQUIREMENTS

Zone 5 - MARINE WALK

A limited number of exhibition space is available for Charity Organisations. A 50% discount will be applied to Organisations located within the City of Sunderland.

Space is charged at £72.50 per m²

Choose from the popular sizes below or specify your own size in the bottom row. If an alternative size is specified a fee will be calculated on receipt of the application.

Size	Total space	At £72.50 per m ²	Select option or specify size required below
3m x 3m (Minimum)	9	£652.50	
6m x 3m	18	£1,305.00	
6m x 6m	36	£2,610.00	
6m x 9m	54	£3,915.00	

Should you have any queries please call Michelle Whittle, Events Co-ordinator on 0191 561 8433 (or email: michelle.whittle@sunderlandlive.co.uk) before forwarding the application to the following address:

**Michelle Whittle
Event Co-ordinator
Sunderland Live
Sunderland Software Centre
Tavistock Place
Sunderland
SR1 1PB**



ADDITIONAL REQUIREMENTS

Security			Heras Fencing (3.5m x 1.8m) Dry hire only Fencing must be erected by your organisation	Pedestrian Fencing Dry hire only Fencing must be erected by your organisation
No. of Guards at £12 per hour, per guard	Days Re-quired	Times	Number of Panels at £5 per panel	Number of Panels at £3 per panel

POWER

13 amp single phase £165 + VAT	16 amp single phase £185 + VAT	32 amp single phase £275 + VAT	16 amp three phase £425 + VAT
32 amp three phase £450 + VAT	63 amp three phase £550 + VAT		

Please tick preference

Please confirm exactly what you intend to plug in e.g. lights, kettle, fridge etc:

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ADDITIONAL EXHIBITOR CAR PARK PASSES

COSTS:

Exhibitor Car Park Permit - £10 each - this fee will be added to exhibition space invoice.

Overnight People Pass (Recreation Park only) – no charge

No. of Additional Exhibitor Car Park Permits	No. of Overnight People Passes

PLEASE NOTE: two parking permits are automatically allocated on booking of trade and exhibition space.



EVENT HEALTH AND SAFETY

The health and safety of all involved in the Sunderland International Airshow is a priority of the event organisers. It is therefore imperative that we receive all health and safety documentation and ease any concerns or issues that could potentially arise with our traders and exhibitors.

PLEASE NOTE: applications will NOT be processed unless all health and safety documentation and requirements are complete and attached with the application form.

EVENT HEALTH AND SAFETY REQUIREMENTS

Please find below a list of the documents we require from you.

Please tick the box once you have attached the appropriate documents

Copy of Public Liability Insurance to the sum of £5m. Copies of Employers Liability is not required.	
Risk Assessment(s) Should identify all significant hazards, risks and control measures associated with the activities that you carry out at the event. Further guidance can be obtained from: http://www.hse.gov.uk/risk/controlling-risks.htm	
Method Statement(s) for build and operation (if applicable)	
Photograph of exhibition space and products (if available)	

Can you please advise if you have any of the below on site:

Electrical Generators – diesel preferred	YES/NO	Skin piercing/tattooing	YES/NO
*Tall structure – (over 3m/10ft)	YES/NO	Water features - (fountains, spas etc)	YES/NO
*Temporary shelters – (e.g. gazebos or tents – details of erection and anchoring required)	YES/NO	Large quantities of fuel - (over one gallon, not including vehicle fuel tanks) (diesel fuelled generators preferred)	YES/NO
Naked flame – (excl. catering units)	YES/NO	Pressure systems - (e.g. compressed air)	YES/NO
Inflatable structures – (e.g. bouncy castles, etc) Copies of ADIPS/ PIPA docs will be required.	YES/NO	Heavy Goods Vehicle (HGV)	YES/NO



EVENT HEALTH AND SAFETY

*If the application includes a tall/complex structure please provide diagrams, images and technical drawings if available. You may be required to provide additional details/structural calculations or pinning arrangements when the application has been assessed.

IMPORTANT: Please ensure you sign the Trading Agreement enclosed and return to Michelle Whittle at the address below on michelle.whittle@sunderlandlive.co.uk.

Should you have any queries please call Sunderland International Airshow Trade Team on 0191 561 8433 (or email: info@sunderlandlive.co.uk) before forwarding the application to the following address:

Sunderland International Airshow 2016, Sunderland Live, Sunderland Software Centre, Tavistock Place, Sunderland, SR1 1PB

Applications and supporting documentation can also be scanned, once signed, and emailed to Michelle at the email address given above.