

Dear Trader/Exhibitor

Please find enclosed an application form for trade/exhibitor space at RNAS Yeovilton International Air Day 2012 to be held on Saturday 23 June and will be commemorating the 30th anniversary of the Falklands Campaign and UK Armed Forces Day. As the largest one day event in the southwest it is expected to attract over 30,000 people. The Air Station was commissioned HMS Heron on 18 June 1940 as a base for naval fighter aircraft. Since then it has grown to become a multi-role air station and has become the base for the Commando Helicopter Force (CHF) and Lynx Helicopter Force (LHF) as well as home to the Royal Navy Historic Flight. It is one of the UK's busiest military airfields operating over 100 aircraft on 1,400 acres of airfield sites. The extensive flying display will feature Yeovilton based aircraft as well as other UK and foreign military participants providing fast jet displays, aerobatic team displays, historic aircraft flypasts and static aircraft displays.

All applicants must complete each section of this document including the risk assessment form enclosed or provide your own. The organiser is required to produce evidence of safety measures and therefore assurances are necessary from you. We are obliged to provide a safe operational environment and in the interests of all concerned your co-operation would be grateful.

Our forms have been updated to allow you to complete them electronically using Adobe Reader. Once completed please return to us with any supporting documents by:

- EMAIL to darren@ahagb.co.uk
- FAX to 08445 780 401
- POST to AHA Events Ltd, Mayfair, 1 The Square, Barnstaple, Devon, EX32 8LS

Please note that failure to complete all relevant forms will result in no booking and the paperwork will be returned to you immediately. Full payment for your requirements is also needed for your booking to be processed.

If you are interested in any hospitality opportunities or advertising in the official souvenir programme please contact the Air Day Office on 08445 780 780.

We would like to take this opportunity to thank you for supporting RNAS Yeovilton International Air Day 2012. We look forward to seeing you there.

Kind regards



Ralph Patel

SECTION 1 - SITE DETAILS

- Sites are booked on a first come first served basis. We cannot guarantee position but will endeavour to fulfil your request.
- All outdoor sites are on grass. Hardstanding available on request.
- Space for tow bars, guy ropes, hospitality units etc should be included within any site booked.
- Limited traders parking is available behind outdoor trade sites in most cases.
- Outdoor sites are sold per metre frontage, with a minimum of 5 metres in the Primary Areas and 3 metres in the Secondary Areas. The depth of your site must not exceed the frontage.

AREA	SIZE	COST	TOTAL
Primary Sites - A, B or C. Min frontage 5m	<input type="text"/> m frontage x <input type="text"/> m depth in Area	£60 per m	<input type="text"/>
There is an additional charge of £75 for any trader wanting a corner site in A, B or C		£75 per site	<input type="text"/>
Secondary Sites - D. Min frontage 3m	<input type="text"/> m frontage x <input type="text"/> m depth in Area	£45 per m	<input type="text"/>
Indoor Trade Sites - 4m frontage x 5m depth.	<input type="text"/> site(s) in Hangar 4	£150 per site	<input type="text"/>
Power - 4 x 13A Domestic Socket Adaptor	Adaptors required: <input type="text"/> Hangar 4 only	£15.00 each	<input type="text"/>
Motor Show Area - min 100m ²	<input type="text"/> m frontage x <input type="text"/> m depth = <input type="text"/> m ²	£2.00 per m ²	<input type="text"/>
Registered Military Charity Discount. <i>Only applicable on site fees in Area C only</i>	Registered Charity No: <input type="text"/>	50% discount	<input type="text"/>
Registered Charity Discount. <i>Only applicable on site fees in Area C only</i>	Registered Charity No: <input type="text"/>	20% discount	<input type="text"/>
TOTAL FEE			<input type="text"/>
VAT @ 20%			<input type="text"/>
Litterbond (refundable at the end of the event. Subject to clean/damage free site)			<input type="text"/>
TOTAL FEE inc VAT			<input type="text"/>

Site preference (eg A1, C3 - see site map)	1st choice <input type="text"/>	2nd choice <input type="text"/>
Will pegs\spikes\stakes be driven into the ground at a depth of more than 9 inches? <i>No powered devices to be used for the installation of pegs\spikes\stakes</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will you be using a generator?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Expected arrival time on Set-up Day - Friday 22nd June <i>(Strictly between 1000 and 1700)</i>	<input type="text"/>	

PASS REQUIREMENTS

- Traders are limited to **two** free personnel passes for sites 5 metres and under, **four** passes for sites 6 metres plus.

PASSES	COST	TOTAL
I require <input type="text"/> free personnel passes and <input type="text"/> extra personnel passes	£15.00 per pass	<input type="text"/>
I require <input type="text"/> vehicle passes. Valid for entry times - Fri 1000-1700; Sat 0530-0800.		£ FREE
PASSES TOTAL		<input type="text"/>
VAT @ 20%		<input type="text"/>
PASSES TOTAL inc VAT		<input type="text"/>

TOTAL AMOUNT PAYABLE (Site fee total + Passes total)	<input type="text"/>
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SUB-CONTRACTORS

Sub-Contractors Details <i>(if applicable eg. marquees, stand erectors, etc)</i>		Company: <input type="text"/>
Address: <input type="text"/>		
Contact: <input type="text"/>	Postcode: <input type="text"/>	Tel No: <input type="text"/>
Sub-Contractors Pass Requirements	Personal Passes: <input type="text"/>	Vehicle Passes: <input type="text"/>

Additional notes and comments:

SECTION 2 - HEALTH & SAFETY CHECKLIST

All exhibitors must complete the Health & Safety Checklist below.

FOR AHA USE ONLY				
Date Received:	Approved By:	Approved Date:	Site:	
Name of Business:		Nature of Business:		
Contact Name:		Position:		
Address:		Telephone:		
		Mobile:		
		E-mail:		
Postcode:		Website:		
Please provide a detailed description of activities such as details of stand structure, equipment used, staff numbers and items to be displayed				
	Yes	No	Remarks	
Do you have at least £5m public liability insurance? Please Enclose Photocopy of Certificate	<input type="checkbox"/>	<input type="checkbox"/>	Expiry Date: <input style="width: 80px;" type="text"/> It is a condition of entry to RNAS Yeovilton International Air Day that you must have at least £5m public liability insurance in place.	
Do you have risk assessments in accordance with the Management of Health and Safety at Work Regulations 1999? Please enclose a copy of your risk assessment.	<input type="checkbox"/>	<input type="checkbox"/>	If NO, explain how you reduce the health & safety risks associated with your operations by completing Section 3.	
Fire Safety				
Type of fire extinguisher used:	YES	Quantity	Date last tested	
Water	<input type="checkbox"/>	<input style="width: 40px;" type="text"/>	<input style="width: 100px;" type="text"/>	
CO2	<input type="checkbox"/>	<input style="width: 40px;" type="text"/>	<input style="width: 100px;" type="text"/>	
Powder	<input type="checkbox"/>	<input style="width: 40px;" type="text"/>	<input style="width: 100px;" type="text"/>	
AFFF/Foam	<input type="checkbox"/>	<input style="width: 40px;" type="text"/>	<input style="width: 100px;" type="text"/>	
Chemical (Fry Fighter)	<input type="checkbox"/>	<input style="width: 40px;" type="text"/>	<input style="width: 100px;" type="text"/>	
Fire Blanket	<input type="checkbox"/>	<input style="width: 40px;" type="text"/>	<input style="width: 100px;" type="text"/>	
Date of last staff extinguisher training session:	<input style="width: 100%; height: 20px;" type="text"/>			
Electrical Equipment Safety				
Type of applicances to be used: <i>Please list below.</i>	Vaild test certificate?			
	YES	NO	Quantity	Power Source
	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 40px;" type="text"/>	<input style="width: 100px;" type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 40px;" type="text"/>	<input style="width: 100px;" type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 40px;" type="text"/>	<input style="width: 100px;" type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 40px;" type="text"/>	<input style="width: 100px;" type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 40px;" type="text"/>	<input style="width: 100px;" type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 40px;" type="text"/>	<input style="width: 100px;" type="text"/>
If NO, testing must be carried out before 21 June.				

Gas Appliance Safety

Type of appliances to be used: <i>Please list below.</i>	Valid test certificate?		Quantity	Fuel Source
	YES	NO		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		

If NO, testing must be carried out before 21 June.

Storage of Fuel including Gases

Type of fuel to be used: <i>Please list below.</i>	Is fuel kept secure?		You must ensure the fuel is kept out of direct sunlight and away from other sources of heat or ignition.
	YES	NO	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

PLEASE NOTE THAT UNDER NO CIRCUMSTANCES IS ACETYLENE WELDING GAS PERMITTED ON THE PREMISES.

Machinery Safety

Do you have hot surfaces? YES NO

If YES, please state how the public will be protected from these surfaces:

Accessible moving parts: YES NO

If YES, please state how the public will be protected from these parts:

Setting up and removal of Equipment and Appliances

Are all items of equipment, their associated leads, pipes, connectors, plugs and gauges visually checked for general condition and security as part of the setting up procedure? YES NO

If NO, please indicate how safe installation and operation of your equipment will be achieved:

Please provide details of how safe procedures for dismantling/removal of the above equipment is carried out.

Signature	Print Name:	Date:

Application Received:	Payment Received:	Booking Approved:	Site:
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SECTION 4 - EXHIBITOR DETAILS**Company Details - *Passes and correspondence will be sent to this address.***

Company\Organisation				Contact Name			
Permanent address for correspondence							
				Postcode			
Tel No			Fax No			Mobile	
E-Mail			Website				
Brief description of exhibit and products/services to be promoted							
Photograph of display to be enclosed if available							

Invoice Address - <i>if different from above</i>				Purchase Order No			
Address							
				Postcode			
Tel No			Fax No			Email	

SECTION 5 - BOOKING CHECKLIST AND CONFIRMATION

YES	NO	Payment Method
<input type="checkbox"/>	<input type="checkbox"/>	I enclose a cheque for _____, (including £100.00 for the litter/damage bond in accordance with condition 13 of the License Agreement) which represents the total cost for the site and any extras made payable to AHA Events Ltd
<input type="checkbox"/>	<input type="checkbox"/>	I have made an online payment for _____, to AHA Events Ltd on the _____ Sort Code 30-90-49 Account Number 33486560. Please use your company name as a reference.

YES	NO	I have completed the following
<input type="checkbox"/>	<input type="checkbox"/>	Traders Application Form (<i>Sections 1, 4 & 5</i>)
<input type="checkbox"/>	<input type="checkbox"/>	Health & Safety Checklist (<i>Section 2</i>)
<input type="checkbox"/>	<input type="checkbox"/>	Risk Assessment (<i>Section 3 - Risk Assessment</i>) or enclosed our own Risk Assessment
<input type="checkbox"/>	<input type="checkbox"/>	Enclosed copy of Public Liability and Employer's Liability Insurance

<input type="checkbox"/>	<input type="checkbox"/>	Please send me Caravan Site booking forms. <i>The Caravan Site is free to any traders booking in advance. Those that arrive without pre-booking will be charged at the normal rate.</i>
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Agreement			
<input type="checkbox"/>	I agree to comply with the completed Risk Assessment or our own Risk Assessment supplied separately (<i>Section 3</i>)		
<input type="checkbox"/>	I have read, understood and agree to abide by the Licence Agreement enclosed in the exhibitor's pack and confirm that I will be bound from today by this contract		
Application Submission			
By Email – Transmission of this form and any enclosures to the Organiser by email will be accepted 'As Signed' .			
By Post – Please print the form and sign below and in Section 2 and 3 before posting.			
SIGNED	PRINT NAME	POSITION	DATE