



JAPFEST

SATURDAY
15TH MAY 2010
CASTLE COMBE CIRCUIT

RULES AND CONDITIONS

Definitions

1. Japfest is organised by Future Publishing Limited, subsequently referred to in these rules and conditions as the 'Events Organisers.'
2. The term 'Event' shall refer to Japfest.
3. The term 'Exhibitor' shall refer to the company and/or individual names on the exhibitor booking form.
4. The term 'Exhibitor's Staff' shall refer to all personnel employed, whether for reward or voluntarily, either permanently or temporarily by the Exhibitor.
5. The term 'Showground' and 'Event Site' shall refer to the estate of Castle Combe Circuit, Wiltshire.
6. The term 'Exhibition Stand' shall refer to that specific area hired by the Exhibitor for the sole purpose of displaying and/or selling his/her product(s) and/or service(s).

General

7. It is understood that in purchasing exhibition space at Japfest, the show rules and conditions will be adhered to.
8. The site plan provided by the Event Organisers is a guide only and does not form part of any contract. The Event Organisers reserve the right to change the site plan at their discretion.
9. The Event Organisers reserve the right to refuse admission to any Exhibitor or Exhibitor's staff.
10. The Event Organisers shall not be liable for the death or injury (as a result of negligence) to, or for damage to any property or for any losses, or for any liability incurred by the exhibitor.
11. No magazines, posters or other promotional material provided by or published by any commercial publisher shall be displayed and/or sold without the written permission of the Events Organisers.

Payments

12. 100% of the total cost is payable on application for exhibition/club space.
13. No exhibition stand(s) and/or personnel passes and/or vehicle passes will be allocated until full payment has been received by the Event Organiser.
14. The sub-letting of all or part of an exhibition or club stand by any Exhibitor to a third party is expressly forbidden unless authorised by the Event Organisers in writing prior to the Event.
15. No refunds will be made should the Event be cancelled due to reasons beyond the control of the Event Organisers, or to any trade or club organisation cancelling within 28 days of the date of the Event or not attending on the day.

Exhibits

16. All display material and/or exhibition equipment shall be positioned within the confines of the reserved trade stand.
17. No obscene material and/or display material and/or behaviour which could cause offence to visitors, other Exhibitors (and their staff) or the Event Organisers (and their staff and stewards) will be allowed.
18. The application form for reserving an exhibition stand must contain an accurate description of products and/or services to be displayed and/or sold. Only items described on the application form for reserving the exhibition stand will be allowed. Food stuffs and/or beverages may not be sold from any stand without the express written permission of the Event Organisers.
19. Under no circumstances will auctioning, pitching, raffles, tombola or pick-a-ticket stands be allowed at this Event without the written permission of the Event Organisers. If permission is granted, conditions laid out in the 1976 Lotteries and Amusements Act will be adhered to.
20. The distribution of leaflets, posters or other promotional material outside the confines of the exhibition stand allocated to the Exhibitor is forbidden without the written permission of the Event Organisers.
21. Under no circumstances will any Exhibitor be allowed to display and/or sell any product and/or service featuring the words or logos 'Japfest' unless agreed in writing by the Event Organisers.
22. No item may be exhibited or machinery operated in such a way that it may create a danger. All exhibitors will be responsible to comply with all Health & Safety issues and legislation, and must return a completed Health and Safety Form.
23. Exhibitors are responsible for the cleanliness of their stands and all rubbish must be removed to the rubbish skips provided. Adequate litter bins or refuse sacks must be provided by the Exhibitors on their stands.
24. Exhibitors are responsible for the safe keeping of all products or other items on their trade stand. The Event Organisers will not be responsible in any way for the loss or damage to Exhibitors' property howsoever caused.
25. Noise should be kept to a level such that it does not cause a disturbance to the Organiser(s) or other Exhibitors.

Insurances

26. Exhibitors are required to hold a minimum of £1 million pounds sterling in Public Liability Insurance cover and have the necessary insurances against claims by third parties for fire, damage and all other risks. Exhibitors must also indemnify the Event Organisers against any claims for damage and/or any expenses incurred for whatever reason arising out of the Exhibitor's attendance and/or their exhibits on the Event Site. The booking of an exhibition stand shall be deemed as confirmation by the Exhibitor that the necessary insurance cover has or will be obtained, and that the Exhibitor agrees to indemnify the Event Site and the Event Organisers and the Event Organiser's staff and the Event Organiser's agents and stewards against all and any claims which may arise.

Fire Precautions

27. Exhibitors and all Exhibitor's Staff must familiarise themselves with fire precautions and are required to provide fire extinguishers(s) suitable for controlling and extinguishing any fire which may occur on or adjacent to their stand.

PLEASE NOTE: Petrol generators are not permitted.

Car Parking

28. All vehicles must be parked in the official car park(s), except those for which special passes have been provided and which may park adjacent to or behind the exhibition or club stand.

Display Vehicles

29. All vehicles to be displayed on the Exhibitor's trade stand must have a special vehicle pass, and must be placed within the confines of the area reserved for that stand. Vehicles displayed outside the stand will have to be moved by the Exhibitor to either the confines of the booked stand or to the official car park.
30. All vehicles to be displayed which will be used for all or part of the display on a stand will be required to have a Japfest 2010 display vehicle pass.
31. All drivers of display vehicles, and any passengers, will each require a personnel pass (see note 33 below).

Personnel Passes

33. Every stand will be allocated Personnel Passes on the following basis:

↘ Half bay..... 3 passes	↘ Full bay..... 5 passes
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34. Clubs will be allocated passes according to the information supplied on the club booking form.
35. Every Exhibitor and every member of the Exhibitor's Staff will each require one personnel pass.
36. Additional personnel passes can be purchased by completing the relevant form.

Exhibitors' & Delivery Vehicle Passes

37. All vehicles which need to be given access to the Showground must clearly display the relevant car pass.
38. The stewards will have clear instructions to prevent vehicles not displaying the correct pass from entering the exhibition area.

Force Majeure

39. If the Event Organiser(s) is unable to perform any of its obligations by reason of circumstance, cause or event outside of its control including (without limitation of the generality of this clause) any government restrictions, adverse weather, riot, commotion, act of God, industrial breakdown, breakdown of plant or any failure of gas waste services, electricity etc, the Event Organiser(s) shall be entitled to be relieved of its obligations hereunder to the extent to which performance of the obligations is prevented, frustrated or suspended. In such circumstances non-performance, part performance or delay in performance of the obligations of the Event Organiser(s) hereunder shall not entitle the Exhibitor to claim damages of any kind whatsoever whether direct, indirect or consequential.

Unauthorised trading, flying, bannering, photography for commercial gain or any other activity deemed inappropriate by the event organisers will not be permitted and no refunds will be available.

Warning! Motorsport can be dangerous.
No animals allowed. No glass/bottles. No bonfires allowed.



PLEASE COMPLETE THIS HEALTH AND SAFETY FORM FULLY.

- List all potential hazards on your stand.
- Identify who is at risk.
- Use the risk matrix (below) to calculate the risk rating.
Any ratings above 2 are unacceptable.
- List what control measures will be used to reduce the risk.
- Assess what risk remains once control measures are in place.
If the remaining risk is above 2 the hazard must be removed.
- List what further action will be taken, if any is required.

HAZARD (Anything likely to cause harm.)	PERSONS AT RISK E = Employee C = Contractor P = Public	RISK RATING (See key below)			CONTROL MEASURES	REMAINING RISK:			FURTHER ACTION NEEDED:
		Likelihood	Severity	Risk		Likelihood	Severity	Risk	
Example: Marquee blowing over.	E, C, P	M	M	3	Competent person to erect and secure marquee.	L	M	2	N/A

KEY **LIKELIHOOD:**
High = Certain or near certain
Medium = Reasonably likely
Low = Very seldom or never

SEVERITY:
High = Fatality or major injury causing long-term disability
Medium = Injury or illness causing short-term disability
Low = Other injury or illness

RISK RATING MATRIX:
 (For example High Likelihood and Low Severity gives a Risk Rating of 3, Medium Likelihood and High Severity gives a Risk Rating of 4.)

	Likelihood		
	H	M	L
Severity	H	6	4
	M	4	3
	L	3	2
			1

Name of Company.....
 Print name.....
 Signature