AFD 2023 – APPLICATION FORM

**Please ensure you have read the Terms and Conditions set out at the end of this document. By submitting the Application Form you are agreeing to these terms and conditions.**

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| GENERAL INFORMATION |
| Organisation: |  |
| Contact name: |  |
| Email: |  |
| Contact Number: |  |
| Mobile number for on the day:*(and name if different)* |  |
| Address of Organisation, including postcode *(for invoice purposes):* |  |
| Please provide a brief description of exhibit:  |
| Please explain what you will be bringing for your pitch and if requesting Area 2 or 3, what size pitch do you need?(include gazebos and size of gazebo, display vehicles, banners etc.) |  |
| How many people (approximately) from your organisation will be on your stall? |  |
| Please provide a link to your website and/or social media pages: |  |
| **Please attach your logo when returning this form** |
| **PARKING & VEHICLE ACCESS** |
| **ONLY FOR FORCES CHARITY (COBSEO REGISTERED) AND CHARITY PITCHES:**Please be advised that parking is limited and you are only permitted to have **ONE** allocated parking space per organisation. 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.  |
| Vehicle Registration: |  |
| **OTHER EXHIBITORS:**Unfortunately due to limited parking in the area we are not able to provide any additional parking, all city carparks are open. Click [[here]](https://www.plymouth.gov.uk/find-somewhere-park) to find local car parks.Disabled parking 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 operating throughout the day. More information can be found on our website [[here]](https://www.plymoutharmedforcesday.co.uk/venue-directions)  |
| **SITE SET UP AND ACCESS** |
| All set up will take place on **Friday 23rd June.** Please select which time slot preference your organisation would like. This is not guaranteed but we will try and meet your requests.  |
| 11am to 1pm |  | 1pm to 3pm |  | 3pm to 5pm |  |
| You will be sent information at least two weeks prior with your allocated time slot and details outlining how to gain access to the site.  |

This year we have made some changes to our site layout and pitches. Please see the map below for reference. Unfortunately, we are now having to charge an administration fee to help cover increasing costs. COBSEO organisations are excluded from this fee.

Included within your pitch is the following:

**Forces/Other Charity Pitch**

* Logo and link on our Armed Forces Day website: [plymoutharmedforcesday.co.uk](https://www.plymoutharmedforcesday.co.uk/)
* One car parking space per organisation with security
* Set up which includes one table & chair (inside marquee only)
* Overnight security to allow organisations to set up the day prior

**Commercial Pitch**

* A commercial pitch for a gazebo (3m x 3m) within the Veteran’s Village (gazebo to be provided by sponsor)
* Logo and link on our Armed Forces Day website: [plymoutharmedforcesday.co.uk](https://www.plymoutharmedforcesday.co.uk/)
* One car parking space per organisation with security
* Set up which includes one table & chair (inside marquee only)
* Overnight security to allow organisations to set up the day prior

**Sponsors Package**

* A commercial pitch for a gazebo (3m x 3m) within the Veteran’s Village
* Quarter page advertisement within the official event programme\*
* Logo and link on [www.plymoutharmedforcesday.co.uk](http://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*



Please tick your preferred option using the table below:

**Veteran Marquee –** A standard allocated space within the marquee is 2m x 1m and includes one trestle table and chair.

**Area 2 + 3 –** These areas are located outside, you will be allocated a minimum 3m x 3m pitch and you will be required to bring your own infrastructure (gazebos etc).

*\*Please note, there is an additional charge of £60 for power*

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|  | **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 |  |
| Raise your profile at Armed Forces Day to include your pitch and a promotional package for - **£1750.00**Email us for more details – afdmedia@plymouth.gov.uk  |
| **Additional Fees:**  |
| Power | £60 | YES/NO |
| We are trying to reduce the number of generators on site, therefore please explain what your power requirements are for:  |  |
| **Additional Information:** |
| **ARE YOU LISTED ON THE COBSEO DATABASE?** *To receive a free pitch you must put the link to your listing on their website:* |  |
| **Charity Number:***To receive a charity rate pitch you must complete this section**(if you are not a registered charity but are a CIC, Charitable or Voluntary Organisation, please give further information here regarding eligibility to receive the charity rate)*  |  |
| **DOCUMENT DEADLINES:** |
| You will be required to send a copy of your Public Liability Insurance and Risk Assessment either when you return this form or separately, no later than Friday 12May 2023. |

**Veterans are welcome to join in The Parade of Standards that will take place at 11.30am on the Hoe Promenade. For more information please email** **afd@plymouth.gov.uk**

Please return this form before **Monday 13 March** **2023** by email to afd@plymouth.gov.uk

Or by post to; c/o AFD 22

Rebecca Kelly

Events Team

Plymouth City Council

Ballard House, Floor 2

West Hoe Road

Plymouth PL1 3BJ

**Terms and Conditions for Armed Forces Day 2023**

Please take time to read through these terms and conditions and discuss any issues you may have with the team prior to submitting your Application. By submitting the Application 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.
* 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 23 June and during the day on Saturday 24 June 2023 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 Application 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 9:30hrs to approximately 5.30hrs. 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.

Parking will be available at the old Quality Hotel site and is available for forces charities only. One free parking space is available for each charity exhibiting.

Other 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 application 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 Application 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 24June.
* 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 application.

**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.