

Armed Forces Day - Cardiff

Saturday 30th June 2012



CHECKLIST FOR TENDERING FOR CATERING, TRADESTAND AND AMUSEMENT

STEP 1 – All applicants

1. By Saturday 31 March 2012 – Send fully completed tender form and application form to:

Dave Morris,
Chairman, Armed Forces Day Wales,
64, Millfield Drive,
Cowbridge,
Vale of Glamorgan,
CF71 7BR.

2. Confirmation that your application has either been successful or unsuccessful will be sent by Friday 4 April 2012, together with invoice.

STEP 2 – If your application has been successful

3. By Tuesday 1st May 2012.

**Send full payment. Cheque made payable to
ARMED FORCES DAY WALES**

- **Send proof of Public Liability Insurance**
- **Complete and send Hazards form.** (Wide Load Structures over 5m Span)

We will send you, by post, the joining instructions at least two weeks before the event.

If all actions are NOT completed by Tuesday 22nd May 2012, the booking may be cancelled, without further reference to you.

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Dear Sir or Madam

Date: November 2011

2012 is the 5th year of the Armed Forces Day in Cardiff. This spectacular 1 day event attracts crowds of over 20,000 and will be held in Cooper's field Cardiff.

We have pleasure in enclosing tendering and application forms for you to submit a competitive offer to provide a Catering/s Stand, a Trade Stand or an amusements unit at the Armed Forces Day Cardiff.

All "offer bids / tender" form showing the maximum number of each Stand/ Amusement type, is enclosed. You may bid for more than one unit. The units, with other trade stalls, will be spaced along the Length or Width of the Cooper's Field at the discretion of the Armed Forces Day committee. You should be aware that that there are only limited sites for Stands / Amusements.

Trade stands, which include charity stands selling merchandise, are tendered only to the applicant for selling goods or promoting products or services. No sub-letting is permitted. No food, drink, ice-cream, alcohol, firearms, replica guns or time-share may be sold from trade stands; no games of amusements may be run.

Entertainment of any type at trade stands must be agreed in advance with the Event Organisers. No balloons of any type may be displayed, sold or given away.

It is recommended that site bids should start at £250

(charity stands - no charge, if raising awareness and giving advice only)

Please send your bid and application forms, to arrive no later than Saturday 31 March 2012, to the following address:

Dave Morris, Chairman, Armed Forces Day Wales, 64, Millfield Drive, Cowbridge, Vale of Glamorgan, CF71 7BR.

Armed Forces Day Cardiff does not undertake to accept any or the highest offer.

Confirmation that your application has either been successful or unsuccessful will be sent by 14th April 2012. Full payment, together with proof of public liability insurance, will be required by Tuesday 22nd May 2011

The enclosed checklist shows the deadlines for applications.

Yours sincerely

D Morris

Dave Morris,
Chairman, Armed Forces Day Wales,
Tel: 01446 772043
Email: davecptmorris@tiscali.co.uk

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Offer Bids for Catering / Trade Stand / Amusement Positions Application Form

No. of pitches in your bid	Type of Unit	No. of pitches available*	Minimum Offer Amount for Event	Offer for each unit £	Length of unit incl. Tow-bar	Width of unit including any overhang
Application for Charity Stand Space						
	Trade Stand (charity)	10	£50	£50		
	None Trade Stands (Charity)	10	£N/A	£N/A		
Application for Trading Space						
	Trade stand	15	£200			
Offer Bids for Catering Positions						
	Hot Dogs & Burgers	2	Negotiable			
	Fish/Chicken & Chips	1	Negotiable			
	Jacket Potatoes	1	£150			
	Vegetarian	1	£100			
	Hog Roast	1	£200			
	Ice Cream	2	£150			
	Baguettes & Sandwiches	2	£100			
	Crepes	2	Negotiable			
	Sweets & Fudge	2	£75			
	Drinks only - Coffee/ Juices & cakes/biscuits	1	£100			
Offer Bids for Amusement Positions						
	Amusements	2	£250			
	Simulator	1	£250			
	Large Inflatable	1	£200			
	Bungee Trampoline (1) <i>subject to space availability</i>	1	£200			
	Other (Please State)	N/A	£200			

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Contact Details	
Organisation	
Contact Name	
Contact Number	
Fax Number	
E-mail Address	

Event Day Contact Details (if different from the above)	
Contact Name	
Contact Number	
Mobile Number	
E-mail Address	

Stand / Display Details	
Stand Name/Title	
Description	
Size (in metres): width / depth	
Structure Detail Trailer, marquee etc	
Vehicles access required	
Bid	£

Stand / Display Requirements					
*Power					
13A socket (indoor use only)		16A C- Form socket		Other	
Items to be powered	Qty	Watts (each)		Watts (total)	
*Furniture - available for hire (must be pre-booked)			Cost	Qty	Total £
Trestle Tables – 1.8m / 6ft			£4.00		
Patio Chairs			£5.00		

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Parking - only provided for vehicles setting up stand	Qty	Registration Number
Car		
Van < 3.5T		
Van/Large Vehicle >3.5T		
Franchise Sales – please provide details of any food, drinks or branding rights to be sold. Permission must be received from the event organiser in advance		

Additional Requirements
Please list below anything else that may be required for your stand if not requested above

Document Provision
Please provide the following documentation. No stand will be permitted to set up without prior receipt of the following:
Public Liability Insurance
Risk Assessment – for stand build & activities
Wind load for Structures over 5 metre span

Signed:	Date
Print:	

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*Please note the following:

- Only super silent diesel and LPG generators will be permitted. Generators must be fenced off to restrict access to only competent personnel.
- Where exhibitors are providing their own power and the generator exceeds 6kva the installation shall be inspected, tested and certified in accordance with the requirements of BS7671:2008 once it has been installed on site. This work shall be undertaken either by an Approved Contractor from the NICEIC roll or an ECA registered contractor. Copies of test results must be available for inspection.
- All electrical installations e.g. trailers and catering units must have a current, correct and legal installation test history. An NICEIC (or equivalent) Periodic Inspection Certification must be available for inspection.
- All appliances and electrical cables must have completed a Portable Appliance Test and demonstrate visible certification. A NICEIC Engineer will be on site inspecting equipment. Equipment that does not show PAT certification will be subject to removal or onsite testing at £10 per item.
- Any loss or damage to equipment provided will be charged at replacement cost.

Please send all queries to: davecptmorris@tiscali.co.uk or ring 01446 772043

Please post completed form to arrive no later than Saturday 24th March 2012 to:

Dave Morris, Armed Forces Day, 64 Millfield Drive, Cowbridge, Vale of Glamorgan, CF71 7BR.

www.armedforcesdaywales.co.uk

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Please read the following notes thoroughly before you sign the footnote on the application form. Armed Forces Day Wales reserves the right to refuse any application without explanation.

TIMES OF OPENING

See event information sheet for details of opening times and set up procedures. All units/exhibitions are expected to remain open throughout the duration of the event. No movement of vehicles within the event ground is permitted during the event opening hours, except with express permission of Armed Forces Day Wales Committee.

SITE SECURITY

Please note that exhibitors are responsible for the security of their own staff, units and personal belongings and are liable for all claims arising out of the exhibition handling or housing of such exhibits and the conduct of the stand generally.

REGULATIONS

1. Armed Forces Day Wales Committee has the power to order the removal of any article from the event ground, or to close the stand of any exhibitor who does not conform to the event regulations or the direction of the officials or stewards and, if necessary, to expel such exhibitor or his representative from the event ground.

2. APPLICATIONS:

Ground space is available for the sale of produce, goods, demonstrations, exhibition or display. The nature of the exhibits and sales goods must be stated clearly on the application forms and bookings will only be accepted on official application forms. The completion of a stand application form and the receipt of a cheque does not constitute a contract. All site fees must be paid in full by the due date.

3. CANCELLATION:

Where an exhibitor withdraws from the event or cancels the space reserved for any reason, all fees paid shall be forfeited, whether the site is re-let by Armed Forces Day Wales Committee or not. Please note Armed Forces Day Wales does not accept any responsibility for any damages/loss of earnings or costs incurred as a result of the cancellation of the event.

4. INSURANCE:

Exhibitors must provide proof of adequate insurance against Fire, Public Liability and Third Party Claims and shall indemnify Armed Forces Day Wales Committee accordingly.

5. LIABILITY

Save for death or personal injury caused by the negligence of Armed Forces Day Wales Committee, Armed Forces

Day Wales Committee will not be responsible for death, injury, disease, damage or loss caused to any exhibitor or his/her servants or agents to any exhibit, equipment, vehicle, article, plant machinery or object of any kind brought on to the event ground. The exhibitor will assume full responsibility and shall indemnify Armed Forces Day Wales Committee therefore for any third party claims arising from the exhibit.

6. ELECTRICITY/ GAS

Electricity is available at the event ground. The use of diesel generators only, properly guarded is permitted. Exhibitors must ensure any gas appliances have been recently examined and tested by a competent person and labeled to indicate the examiner's name and the date of the examination. All electrically powered equipment should be maintained to ensure compliance with the Electricity at Work Regulations.

7. LITTER

Traders & exhibitors are responsible, at all times, for keeping their stand and immediate area free of litter.

8. TRADE WASTE

- a) The rent includes disposal of reasonable amounts of non-toxic trade waste.
- b) **All waste generated must be taken to one of the official, nearby, refuse point.**

9. TRADERS' LIMITATIONS

- a) Charitable Fund Raising is not permitted on any stand which has not been granted permission by Armed Forces Day Wales Committee.
- b) Those traders selling articles that are not in accordance with their original application, or trading without documented agreement from Armed Forces Day Wales committee, will be closed down or removed from the event site.
- c) Sales activities must be confined to the immediate vicinity of the stand.
- d) Permission must be obtained in advance for the use of any audio equipment, which is to be used as part of the exhibition or unit.
- e) Exhibitors must apply for sufficient space for all stays or guy-ropes required for any building or tent or caravan (including tow bar of caravan) to be erected.
- f) The sale of replica guns or similar is prohibited

10. SITE ALLOCATION

Your pitch will be advised in writing prior to the Event. Your location will be at the discretion of the organizers. Traders, caterers and exhibitors can only use the site allocated to them and must not exceed the agreed specified location or area. You may not move to another site without the agreement of the organisers. On very rare occasions, a specifically booked site may have to be changed, due to unforeseen circumstances. If you fail to comply with these issues, you may be asked to leave the site immediately.

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11. CATERERS

- a) Caterers must provide evidence of adequate fire; third party and public liability insurance cover current to the period of the event.
- b) All caterers must comply with the Food Safety (General Food Hygiene) Regs 1995.
- c) All food stalls/catering units must be registered with their home Local Authority.
- d) No mains water supply connection is possible on site.
- e) Waste water may be stored and removed off site by the Caterer.
- f) Caterers must provide sufficient receptacles for litter and tidy up litter around their stand area at the end of the event.
- g) Electricity is available on site. The use of Diesel Generators only is permitted. **NB: No petrol generators are permitted.**
- h) General catering and ice-cream traders must have suitable fire extinguishers, within their units; and all the staff concerned should be fully familiar with its operation. The extinguishers must carry certification to confirm they have been serviced within the last 12 months.

12. NUISANCE

Exhibitors may not use any loud speaker apparatus, engines, generators, or other equipment, participate in any activity or practice, or sell, display or offer for sale any toxic, noxious or offensive substance, article or thing, so as to cause nuisance, annoyance or distress to other exhibitors or to the public.

13. OVERHEAD OBSTRUCTIONS

Written permission must be gained from Armed Forces Day Wales Committee for flagpoles, structures and advertising blimps in excess of 30 feet in height.

14. VEHICLES/PARKING

All vehicles not essential to the display must be parked in the allocated area during the event.

15. OBLIGATION TO THE AGREEMENT

- a) A binding agreement only occurs where there is written acceptance by Armed Forces Day Wales Committee.
 - b) Both parties shall be released from their respective obligations in the event of a national emergency, war, prohibitive government regulation or if any causes beyond the reasonable control of the parties - renders the performance of the agreement impossible.
 - c) In the event of bad weather, which may result in reduced attendances at the event, Armed Forces Day Wales Committee accepts no responsibility. No refunds will be made on account of bad weather or in the unlikely event that forces of nature should dictate that the show should be cancelled.
 - d) Terms of payments are as stated on the booking form. Armed Forces Day Wales Committee reserves the right to re-let any sites that are not paid for by the due date.
 - e) Armed Forces Day Wales Committee has substantial liabilities in the overall organization of the event, therefore no refunds or part refunds will be made, whatever circumstances. In the event of any payment being refused by the bank, your pitch or site will immediately be made available for re-letting. All costs incurred in obtaining payments or bank charges incurred by Armed Forces Day Wales Committee will be the responsibility of the hirer.
- g) By signing the application form you agree to these terms and conditions.

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Background

2012 is the 5th year of the annual Armed Forces Day in Cardiff, which is held in Cooper's Field, Cardiff.

This spectacular event attracts crowds of over 20,000 and attracts local residents, holiday visitors and day trippers who are attracted by the military attractions, flypasts, re-enactments, military parade, amusements and trade stands. The location for the event is in the beautiful location of Cooper's Field close to Cardiff Castle and Magnolia Gardens.

Armed Forces Day is in recognition of the important part played by our Armed Forces and veterans in our country's history. It provides an opportunity for us all to pay tribute to the outstanding contribution made by service men and women – both past and present – from the regular Armed Forces, Royal Naval Reserve, Territorial Army, Royal Auxiliary Air Forces and Royal Air Forces Reserve, as well as those members of the Merchant Navy and the UK's fishing fleets who served courageously in support of military operations.

Current members of the Armed Forces and veterans of all ages who have served their country faithfully in locations around the world will always have a special place in our hearts here in Wales and we owe them an enormous debt of gratitude. We also recognise the valuable contribution that veterans have made, and continue to make, within our local communities.

A fly past will be subject to availability and weather conditions, whilst entertainment and displays will be staged at various times throughout the day within the perimeter of the stage area and closed off arena in Cooper's field.

There is no compulsory entrance charge, however voluntary donations from the MOD, Welsh Assembly and Cardiff Council have assisted greatly in ensuring the event can continue in the past.

The event is widely publicised throughout Wales and Locally. On the day, people start arriving during the morning to be part of the parade and military attractions including the trade stalls and exhibitions. Approximate display times on the day will be from 10.30 to 5.00pm.

Parking for support vehicles is limited but one parking permit per trader will be issued, if needed, however, any vehicle essential to your stall may be parked behind it provided that the stall and vehicle together do not exceed the length of frontage booked.

Security

A security patrol will be on duty overnight on Friday night to patrol the event site, however, any stalls/marquees, stock or vehicles are the responsibility of the applicant at all times.

Clearance of Site

The site must be cleared by 7.30pm Saturday 30th June 2012