



# Launceston Steam and Vintage Rally

at: - Altarnun, Launceston, Cornwall, PL15 7RR

www.launcestonsteamrally.com

25<sup>th</sup> – 27<sup>th</sup> May 2024

## CRAFT STAND APPLICATION/ENTRY FORM

**Pitch charges-** £6.50 per foot frontage. A free walkway will be provided for each exhibitor.

I/We wish to apply for a Craft Stand Pitch. Name of applicant .....

Address .....

Postcode ..... Tel No ..... Mobile No .....

Email Address ..... Age if under 18 years .....

Name of insurance Company ..... Policy No .....

I enclose all relevant copies of insurance certificates. No insurance – no entry.

All exhibits must be covered by Public Liability Insurance. It is advised that insurance against theft/damage of stock is also held. **All entries to be received by: - 1<sup>st</sup> May 2024.**

I/We agree to produce on demand by any “Club” official, security person, any person authorised by the “Club” or police officer the relevant license and/or insurance certificate as required. In the event of any accident/incident so requiring, details will not only be exchanged with the third party but also be given by both parties to the Chairman or other “Club” official attending the scene.

### General Rules

1. No Sub-letting,
2. No trestles or tables are provided, nor seating provided we suggest you bring a garden chair
3. Site charges are for the duration of the Rally, no reduction for less than 3 days, priority given to those attending all 3 days.
4. Sale of Alcohol and Ice Cream is strictly forbidden.
5. All electrical equipment to have "Portable Appliance Test" (PAT).
6. All equipment must be removed within 1 day of the close of the Rally. **BUT NOT BEFORE 5PM ON MONDAY**
7. All fees must accompany this application. No entry will be accepted/vehicle pass issued until payment is cleared.
8. All rubbish is to be deposited in the bins/skips provided and pitch to be left clear upon departure.
9. The decision of the committee and or section secretary shall be final at all times.
10. **Set up for 9am and No Exit from site for exhibitors until after 17:00 on Rally Days.**

If a pitch is required please **complete all sections of this form** and return it, with a copy of your insurance, risk assessment and a cheque made payable to "Launceston Steam & Vintage Rally" (Payment can be made by bank transfer: 53-61-44 68551916) and 1 SAE, to: Jane Lymer, 10 St Anne’s Close, Whitstone, Nr Holsworthy, Devon. EX22 6TG. 01288 341535 07833 782355 E-Mail: [tikityboo@hotmail.co.uk](mailto:tikityboo@hotmail.co.uk)

Description of Goods/Trade .....

I require a site of..... feet frontage Do you require Electric? Yes / No Fee of £5 per day

I enclose a copy of my Public Liability Insurance. Please tick .....

I enclose a copy of my Risk Assessment Please tick .....

I enclose Cheque to the value of £..... Please include site fee + electric fee, if required

I wish to attend: - Saturday ..... Sunday ..... Monday .....

**Please indicate number of adults and children attending so correct number of wristbands can be allocated.**

2 adults + 2 children free per entry but extra free at section secretary’s discretion.

**Total Number Adults** ..... **Total Number Children** .....

Please enclose **One stamped addressed envelope** for ONE vehicle pass (driver + 1 passenger) + caravan pass

Vehicle Pass Yes / No Caravan/Camping Pass Yes / No Vehicle Registration .....

**Declaration:** I have read and agree to abide with all conditions of entry laid down in the rules.

Signed ..... Print name ..... Date .....

# **FOR YOUR INFORMATION. PLEASE KEEP - DO NOT RETURN**

## **LAUNCESTON 40<sup>th</sup> ANNUAL STEAM & VINTAGE RALLY CONDITIONS OF ENTRY & SAFETY POLICY 2024**

- 1 This policy has been drawn up for the guidance of you, the exhibitor or trader and with visitors to our rally in mind. It is our aim that you enjoy our event and we ask that you read, and comply with, this simple set of rules.
- 2 **No exhibitor will be admitted to the rally field until Thursday 23<sup>rd</sup> May (6pm to 8pm only) then from 9.30am on Friday 24<sup>th</sup> May 2024.**
- 3 The rally officials will be recognized by wearing high visibility waistcoats/badges and will be happy to assist at all times.
- 4 At no time will the general public be allowed to enter the main ring, or any roped off area, without the prior permission of a rally official.
- 5 Exhibitors must observe all and any instructions from their section controller, officials, and safety officer.
- 6 All entries received are subject to the discretion of the section controller prior to being accepted. A completed form does not necessitate acceptance.
- 7 All exhibits to be in working condition, once in place vehicles must not move without permission from the section controller. Test riding/driving is not permitted and there will be no joy riding in the rally fields at any time.
- 8 **QUAD BIKES, SMALL SCOOTERS/MOTORBIKES & MINI TRACTORS ARE STRICTLY NOT PERMITTED TO BE USED AT ANYTIME FOR THE DURATION OF THE RALLY BY EXHIBITORS/TRADERS.**
- 9 When reversing a vehicle take extreme care. All vehicles must observe the maximum statutory speed limit of 5mph at all times and give priority to emergency vehicles. All vehicles are to use hazard warning lights when in use at any time.
- 10 All moving machinery is dangerous. Young children are to be supervised at all times.
- 11 Working machinery is not to be left unattended, including stationary engines.
- 12 Loading and off loading of engines and mechanical equipment will be carried out as far as possible from members of the public. Such operations, will at all times, be conducted by a competent adult. Suitable transporters with adequate ramps will be used.
- 13 No person is to ride on any vehicle that does not have adequate seating. Tractors and motorcycles are restricted to one person only, unless a second seat is provided.
- 14 Petrol and other inflammable substances are to be stored in approved containers.
- 15 All generators **MUST** be earthed. **No** petrol generators allowed. This may be checked by HSE or local authority inspectors.
- 16 Electrical connections are only to be made in the approved manner. No leads to trail across or be near public walkways.
- 17 I agree to produce, on request, an inspection certificate in accordance with IEE Regulations, for any electrical equipment (i.e. generators, wiring, appliances) I agree to abide by the Code of Practice of the National Traction Engine Trust and the Events written statement of Safety Policy. I agree to operate my exhibit during the event and comply with the instructions of stewards. In the event of a dispute the event organisers' decision is final.
- 18 Fire extinguishers are available – ask an official to provide you with one if necessary. Should a tent/marquee fire occur the public must move in an orderly way to a safe distance and must not impede the emergency services.
- 19 One caravan/tent will be permitted per exhibitor and the organizers reserve the right to situate caravans in an adjoining field. **EACH CARAVAN MUST DISPLAY A CARAVAN PASS PRIOR TO ENTRY TO THE EVENT. IF NO CAMPING PASS IS DISPLAYED THERE WILL BE A CHARGE OF £20 FOR THE 3 DAYS OF THE RALLY WITH AN ADDITIONAL £7 PER NIGHT BEFORE AND AFTER THE RALLY. DUE TO RESTRICTED SPACE NO GAZEBOS WILL BE ALLOWED**
- 20 In the caravan/camping area, the use of radios, cd players etc will be forbidden after 11.30pm and campers are asked to keep all noise to a minimum after this time. Security personnel will strictly enforce this requirement.
- 21 Dogs must be kept on leads at all times. Please clean up after them.
- 22 **The gates will be locked at midnight and opened at 6am, except for emergencies.**

**CATERING:** On site catering is available.

**BAR:** The bar will be open from Friday evening. (Times to be confirmed).

### **Declaration**

**I declare** that during the period of the event, when the general public have access, my exhibit will be covered by the minimum insurance requirement as required by the Road Traffic Act if my exhibit is authorized for use on the Public Highway, irrespective of whether it is licensed or not.

If my exhibit is not authorized for use on the Public Highway, (stationary engines, static displays, trade stands etc.), it will be covered by a Public Liability Insurance having a limit of indemnity of not less than £2,000,000 in any one accident and sparks and ashes cover for not less than £100,000.

**I further declare** that the driver/rider of any exhibit authorized for use on Public Highways holds a driving license for the appropriate class of that exhibit.

**I agree** to produce the insurance and license documents to the Event Organizer or Safety Officer, if requested.

**I declare** that the boiler of any steam plant carries a current Boiler Inspection Certificate.

**I declare** that I have read and understood the above safety and conditions of entry, and the declaration, and agree to fully abide by these conditions with my entry.

By completing the attached entry form I agree to the Launceston Steam and Vintage Rally using my details in accordance with their Privacy Policy.

*We thank you for supporting our rally and hope you have a safe and enjoyable day.  
Please visit our website [www.launcestonsteamrally.com](http://www.launcestonsteamrally.com) for further details.*



## Privacy Policy

Launceston Steam and Vintage Rally will collect your data so that it can communicate with you in the present and in future years. This may be to give you important information or to send you entry forms and related documents. The information collected will only be used for internal use except for compilation of the Rally Programme.

Launceston Steam and Vintage Rally will not share the information with any third parties except when the Law dictates it.

If data is stored electronically it will be password protected and if it is stored in paper form it will be in a locked location.

At any point you may request to see the information held or request that all stored data be destroyed. To do this please contact the Launceston Steam and Vintage Rally Secretary.

By completing an entry form Launceston Steam and Vintage Rally deem this to be acceptance that your details will be kept in accordance with this Privacy Policy.

We thank you for supporting our Rally and hope you have a safe and enjoyable time.

Please visit our website [www.launcestonsteamrally.com](http://www.launcestonsteamrally.com) for further details