

Twyford Waterworks Trust
Exhibitor Registration Form: 2022 Open Days



- I/We hope to attend the Open Day on Sunday May 1st
- I/We hope to attend the Open Day on Monday May 2nd
- I/We hope to attend the Open Day on Sunday July 3rd
- I/We hope to attend the Open Day on Sunday August 7th
- I/We hope to attend the Open Day on Sunday September 4th
- I/We hope to attend the Open Day on Sunday October 2nd

Thank you for agreeing to bring your exhibit to Twyford Waterworks, a diverse range of attractions is always welcome and we hope you enjoy your day with us.

Type of exhibit (e.g. steam engine, stationary engine, car, etc.)

All Exhibitors are required to comply with the rules detailed in the **Information for Open Day Exhibitors** document. In any dispute the decision of the organisers shall be final. Insurance Certificate(s) must be produced on demand to the Steward or other TWT official on the site. Failure to do so will prohibit the exhibit to be run and the said exhibit must be removed from the site. All exhibits should be through the public entrance by 10.15am and at a place agreed with the steward by 10.30am. Exhibits are required to remain until 4.00pm unless previously agreed.

I DECLARE THAT DURING THE WHOLE PERIOD OF THE EVENT MY ENTRY(IES) WILL BE COVERED BY PUBLIC LIABILITY INSURANCE HAVING A MINIMUM INDEMNITY OF NOT LESS THAN £2,000,000.00. A VALID INSURANCE CERTIFICATE MUST BE PRODUCED ON REQUEST.

I HAVE READ AND AGREE TO ABIDE BY AND COMPLY WITH THE ABOVE CONDITIONS, AND TO ACT ON THE INSTRUCTIONS OF THE STEWARDS AT ALL TIMES.

Twyford Waterworks Trust will use your personal data for the purposes of your involvement with our events. We will not share your data with any third party and take the necessary precautions to safeguard your information in compliance with the principles of the General Data Protection Regulations (2018).

Covid-19 continues to present a challenge in 2022 and the Trust's policy is to abide by the regulations and recommendations in operation at the time of each event. It is expected that all those attending events will do so likewise.

Please tick this box to confirm that you are happy for us to retain these details so we can contact you about future events:

Name	Telephone
Address	e-mail
Signature	Date

Please return this form to:

Matthew Feldwick, 3 Segars Lane, Twyford, Hants SO21 1QJ or by email: matthewfeldwick@aol.com

TWYFORD WATERWORKS TRUST

The Twyford Waterworks Trust, a Company limited by guarantee, Registered Number 1904919, is a registered Charity Number 291720.

Information for Open Day Exhibitors

Hopefully, the information below will answer any queries you may have regarding attending Open Days at Twyford Waterworks. However, if you have any questions then please feel free to contact us.

- Please remember that Twyford Waterworks remains an operational Southern Water site. It is imperative that all of us are aware of the risk of contamination and that of the water supply. Fuel, oils and solvents should be kept to the minimum required for the day and must be stored in suitable fit-for-purpose containers themselves contained (bunded) to prevent accidental spillages. Drip trays and oil absorbent matting (available from the stewards) should be used as a precaution where required. Any spillage must be reported promptly to the Trust's stewards. Oil and fuel spill clean-up kits can be found around the site and specifically in the following locations: Kiosk, Transfer House, Diesel House, Filter House, and Lime Kilns.
- The site will be open from 8.00am on each Open Day. All exhibits should be through the public entrance by 10.15am. All exhibits should be parked at a place agreed with the steward to allow barriers, where applicable, to be positioned, where applicable, ready for 10:45am when our visitors are admitted.
- Please report to the Open Day Coordinator when you arrive – usually to be found by the main gate. If unsure please ask any Waterworks volunteer, identifiable by name badge.
- Gates close by 4.00pm and visitors generally leave by 4.30pm. Therefore exhibits are required to remain on site until 4.00pm unless otherwise agreed.
- Cars, trailers, and other vehicles used to bring the exhibits to the site should be parked in the designated exhibitor car park by 10.15am.
- At the time of the Open Day, your exhibit(s) and any associated machinery must be insured for Public Liability to a minimum of £2,000,000.00 for any one accident. A current insurance certificate must be able to be produced on demand. Please call the number below for further information if in any doubt.
- Engines or other machinery must not be run unattended and must only be permitted to run in a safe manner by those competent or legally eligible to do so. No person under the age of 16 may work with engines or machinery unless under adult supervision at all times. Engines and machinery must be positioned at least two metres (six feet) back from barriers, where present, and other exhibits must be safely positioned to prevent harm to the public and the exhibit.
- All electrical equipment must be to the current edition of electrical regulations and be protected by circuit breakers. Special attention should be paid to generators (which should be guarded), electrical insulation and junction boxes. Connection to the site mains supply will be by prior arrangement only.
- There can be no overnight camping on the site.
- Any driver(s) of vehicles must hold a current licence of the appropriate class to drive that vehicle.
- No exhibits are to be run for financial gain by the exhibitor. Collecting for other charities are permitted at the discretion of the Trust by prior application and agreement.
- The Trust does not pay exhibitor expenses.
- Participants are responsible for the security of their property, equipment, wares and other items. The Trust cannot accept any responsibility for losses.
- In the case of any dispute the final decision lies with the person in charge of the site on that day. Their name can be found on the information board in the Tea Room, as are those who can administer First Aid.
- Two persons will be admitted free of charge with an exhibit on the Open Day; additional passes may be issued at the discretion of the Trust.
- Tea and coffee is provided free of charge to exhibitors in the designated mess room.
- We are very grateful that you are able to attend the event but should problems arise and you are unable to be present on the day please let us know beforehand.
- Additional policies and regulations are currently in force due the continued presence of Covid-19. Separate documents will be passed to you following registration as applicable.
- If you have any queries then please feel free to contact us: matthewfeldwick@aol.com 01962 714716.
(Site mobile during open days for exhibitors: **07709 035149**)