

RAF Cosford Air Show 2017 Site Regulations

1. SITE FEES

Trade space is sold with a minimum of 3 metre frontage and a 9 metre depth allowance, with extra frontage sold by the metre. Please note that your vehicles and all aspects of your trade stall must fit into your allocated space (includes tow bars, guy ropes etc.), any extras will be chargeable at an increased rate

One vehicle pass & four staff passes per 3 metre frontage is included with your reservation.

Bespoke exhibition space is available for exhibitors such as car dealerships, promotional roadshows and other non-linear shaped displays. Please call the Air Show Office for further details.

Payment of the site fee is required with a completed application form no later than Friday 12 May 2017 at the latest. Your trade pack, including admission passes to the site, will not be issued without full payment, a risk assessment, a fire risk assessment and public liability insurance having been received.

Admission passes will be available for collection on arrival at the Site Office. Details of which will be sent to Traders and Exhibitors.

Payment can be made by credit/debit card (charges may apply), BACS transfer, or cheque which should be made payable to 'RAF Cosford Air Show'. Post-dated cheques will not be accepted. When paying by BACs, please contact the Air Show Office for a reference number beforehand.

2. ALLOCATION OF SITES

The airfield will open for stall and exhibit set up from 9.00am to 6.00pm on Saturday 10 June 2017. Please indicate on the application form your preferred time of arrival so that our staff can be ready to receive you. Setting up on Friday 9 June may be available to larger exhibitors by prior agreement with the organisers but strictly within the times agreed; the airfield closes at 5.00pm on Friday 9 June. ***Please do not arrive earlier or leave later than the stated times – you will be denied access or could be locked into the site.***

For set up on Sunday 11 June, gates will open at 6.00am. All exhibitors and traders must be on site and set up by 7.00am. Access will not be granted to Traders trying to use the General public entrances.

The organisers reserve the right to change the location of any site previously allocated and without reference to exhibitors.

Outside space will be on grass for traders and grass or hard standing for exhibitors whilst inside exhibition space will be in the RAF hangars. **Please be sure to include everything in your space requirements as excess space will be charged.**

At outside locations, all vehicles should be parked immediately behind the stand. For exhibitors in the RAF hangars parking is provided in the Air Show Traders Car Park.

Exhibitors and traders are not to obstruct any gangways, thoroughfares or open space that could be designated for use by the public, the car parking team or the Emergency Services. Stands and exhibits must remain within the confines of the site allocation. These limits are set for security reasons and to enable aircraft to be parked safely.

The speed limit throughout the site is 10mph. Movement around the site will be for setting up and dismantling periods only; there is to be no movement of exhibitors' and traders' vehicles between the hours of 0700 and 1900 on Sunday 11th June 2017.

With the exception of the following, products may be offered to the public by exhibitors and traders from their display areas:

- a) Livestock, including caged birds and fish;
- b) Food and drink, refreshments or confectionery including sweets, chocolate and cakes. Details of the official Air Show Caterer are available on our website.
- c) Balloons (Air Display aerial hazard) including uninflated;
- d) Kites and remote controlled aircraft, except in packed condition and provided that a notice is displayed which clearly states that kites and remote controlled aircraft are not to be flown on or within a five mile radius of the airfield (Air Display aerial hazard);
- e) Lottery, raffle, tombola, gaming tickets or soft toy ticket draws without the written permission of the Organisers (Charity stalls are booked in separately);
- f) Any type of 'RAF Cosford Air Show' publicity materials without the written permission of the organisers;
- g) No stink-bombs or offensive materials,
- h) No weapons (including knives), replica weapons or ammunition of any kind;
- i) Any other products as may be specified, from time to time, to individual traders by the organisers.

All exhibitors and traders are to comply with current legislation including that outlined in the Shops Act and are to hold current third party liability insurance for 11 June 2017 with a minimum cover of £1,000,000.

Roving sales and the distribution of literature away from your stand are strictly **forbidden**.

Air Band Radio displays are not to be tuned in to emergency frequencies.

Radar equipment is strictly prohibited on the Air Show site.

Dogs, other than assistance dogs, are not allowed on site.

Barbeques or any cooking equipment are not allowed anywhere at the RAF Cosford Air Show.

At the end of the show, exhibitors and traders must leave the space allocated for their use in the condition in which they found it. The organisers will assess dilapidation and any damage caused and the costs associated with clearance and repair etc will be chargeable to the relevant exhibitors and traders.

Refuse wheelie bins will be distributed throughout the site for the collection of rubbish; please use them as litter is a hazard to aircraft.

Unless by prior written agreement, all exhibitors and traders must be packed away and removed from the site by 11.00pm at the latest on 11 June to allow for the Royal Air Force security sweep.

The organisers reserve the right to refuse entry to any exhibitor or trader and associated vehicles if found to be contravening site regulations or for any other reason relating to operational effectiveness or safety.

3. CONDITIONS OF ENTRY

Entry is solely by presentation of a valid vehicle pass. All vehicles MUST display this vehicle pass in the windscreen.

4. OVERNIGHT CAMPING

Exhibitors and traders will only be allowed an overnight stay on the airfield on 10 June 2017 within the confines of their stand area or in the Traders Car Park by prior arrangement with the organisers. In the case of exhibitors on small stands under cover in the hangars, overnight sleeping will be allowed in the Traders' Car Park car park in a suitable vehicle. Please indicate your requirements on the application form. RAF Security patrols will take place throughout the night. A small number of toilets will be open overnight, however, no washing facilities will be provided.

BARBECUES AND OPEN COOKING ARE STRICTLY PROHIBITED AT RAF COSFORD.

5. CANCELLATIONS AND INSURANCE COVER

In the event of the abandonment of the Air Show, the organisers will not be liable in respect of expenditure or loss incurred by traders in connection with the event. Appropriate refunds of site fees only, will be allowed if before 11 June 2017 the show is cancelled for operational reasons.

The Ministry of Defence accepts no responsibility in respect of personal injury or loss of or damage to vehicles or property. Exhibitors and traders are advised to insure themselves against such loss or damage, including the risk of fire, and to provide their own Third Party Insurance. **Photocopied evidence of insurance cover should be sent with your application form.**

Health and Safety risk assessments should be suitable and sufficient and should be made available to the organisers, along with other regulatory certificates, on request. Advice can be given by the RAF Cosford Health and Safety Officer if required.

Reversing vehicles is prohibited on the RAF Cosford Site without the assistance of an appropriate reversing assistant.

6. DATA PROTECTION

If you do not wish to receive further mailings from the organisers of the Royal Air Force Cosford Air Show, please contact the Air Show office. We will then remove your details from our mailing list.

Please return the application form with your remittance to:

The Air Show Office, Royal Air Force Cosford, Wolverhampton, West Midlands, WV7 3EX
Email: info@cosfordairshow.co.uk Telephone: 01902 377922

FAILURE TO COMPLY WITH THESE SITE REGULATIONS MAY RESULT IN EVICTION FROM THE SITE AND REFUSAL OF SUBSEQUENT APPLICATIONS TO ATTEND