

# TRADERS' & EXHIBITORS' GUIDE

For more information about trading or exhibiting at the RAF Cosford Air Show, please contact us:

info@cosfordairshow.co.uk

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Air Show Office  
RAF Cosford  
Wolverhampton  
WV7 3EX

## 1. Standard Trade Pitch Details & Prices

Trade & Exhibition sites at the RAF Cosford Air Show are primarily located on the southern edge of the main taxiway, opposite the display hangars, and a small section of the pedestrian walkway towards the runway. (See map at Annex B)

Trade pitches are sold in sections of 3 metre frontage, to a maximum pitch size of 15 metres. Prices are listed in the table below:

Site Frontage	Site Depth	Vehicle Passes	Staff Passes	Cost
3 Metres	8 Metres	1	3	£185.00
6 Metres		2	4	£350.00
9 Metres		3	6	£495.00
12 Metres		4	8	£620.00
15 Metres		5	10	£725.00
Larger Pitches	Contact Air Show Office Directly			

## 2. Site Constraints

Vehicles that you wish to park behind your trade pitch (where permitted), and all aspects of your trade stall must fit into your allocated space (includes tow bars, guy ropes etc). It is vital that the access lane behind the trade pitches be kept clear for operational vehicle access. The front edge of your trade pitch will be clearly marked, for the majority of pitches this will be the edge of the taxiway. Display stands must not be positioned forward of this edge or impede the access of Air Show visitors. Any traders / exhibitors found to be exceeding their allocated space in any direction will lose their deposit and will be asked to reposition the offending item, or leave the site.

All standard trade pitches are on grass and traders / exhibitors must provide their own structure and equipment. All structures must be appropriate for external use and fit for purpose in inclement weather. Adequate weighting is to be used to counter the effects of strong wind etc.

The Air Show Office does not provide any structures, furniture, equipment, electrical supply or water supply to any trade pitch.

## 3. Alternative Exhibition Areas

Bespoke exhibition space is available for exhibitors who have non-linear displays or require larger areas, such as car dealerships or promotional roadshows, on either grass or hardstanding. Please contact the Air Show Office for more details.

Traders dealing solely in vintage items (1930s-1950s) may be eligible to trade in the Vintage Village (internal pitches only). Vintage Trading is organised by 'Tina Lou's Vintage Fair'. Please contact the Air Show Office for more details.

#### **4. Charities**

There are a limited number of trade pitches available at the reduced rate of £140.00 for a 3-metre frontage for registered charities. Please note 'tin-rattling' is not permitted.

Charities are given a discounted rate on the understanding that they will assist in the promotion of the RAF Cosford Air Show through their own mailing lists / social media channels. A media pack will be issued and guidance will be issued by the Air Show Marketing Co-ordinator.

#### **5. Vehicle Passes**

There is a strict limit of one vehicle allowed on the airfield per 3m of site frontage. This vehicle must be parked within the confines of your allocated space.

Additional vehicle passes may be purchased for the cost of £20 each; however these will only permit vehicles to park in the Traders Car Park (Near Hangar One) and not access the airfield.

#### **6. Staff Passes**

A set number of staff passes will be issued to traders & exhibitors depending on the size of their trade pitch.

Additional staff passes can be purchased for the cost of £10 each. These passes must be used to access the airfield site via Site Reception only, before 7.00am on Sunday 9th June. They are not valid to access the Air Show via any public gate.

Any trader / exhibitor with staff members arriving after 7.00am, must purchase those staff a standard Air Show admission ticket, with those staff members entering the airfield as a visitor via any public gate on Sunday 9th June.

Any traders / exhibitors who are found to be distributing staff passes to persons other than their company staff (either free of charge or selling) will be banned from attending the event with no fees refunded, and those pass numbers voided.

#### **7. Payment**

Payment of all fees is required with a completed application form no later than Friday 10 May 2019. Payment can be made via:

- a) Credit / Debit Card (charges may apply). Call 01902 377922.
- b) BACs Transfer:  
Sort Code: 306759 Account No: 14976960  
(Please contact us for a reference number before transferring funds)
- c) Cheques to be made payable to:  
'The RAF Cosford Air Show'  
(Post-dated cheques will not be accepted)

#### **8. Deposit**

All traders / exhibitors must submit a £100.00 deposit at the time of booking. This will be returned post Air Show; unless any of the site regulations have been breached in which case the deposit will be retained as a fine.

#### **9. Traders' Pack**

Your trade pack, including admission passes to the site, will not be issued until full payment, and the required documents (Risk assessment, fire risk assessment & proof of public liability insurance) have been received. See section 19 for full details on required documents.

Traders Packs are scheduled to be posted out during week commencing Monday 13 May.

## **10. Allocation of Sites**

Details of allocated trade pitches will not be made available in advance of the event. The Air Show Office will ensure that all traders / exhibitors are allocated an appropriate pitch. The Air Show Office reserve the right to change the location of any site previously allocated without notice due to operational requirements.

## **11. Site Reception**

Site Reception will be established near Hangar One, and will be the main point of access to the Airfield for traders & exhibitors. Details of opening times will be published in the Traders Pack.

## **12. Set-Up**

The airfield will open for trade & exhibition set up on Saturday 8th June, from 9.00am until 6.00pm, with access via Site Reception.

Setting up on Friday 7th June will not be possible for the majority of trade locations, due to aircraft operations on the airfield. Exceptions may be made for some exhibitors, strictly by prior agreement with the Air Show Office and strictly within agreed time periods.

A small number of traders / exhibitors will be permitted to set-up on Sunday morning before the Air Show opens to the public. Site Reception will open at 5.00am on Sunday morning, and all traders / exhibitors must be set-up by 7.00am when the gates will open to the public. There is no vehicle movement permitted during public opening hours, with no vehicles permitted to enter the airfield site from 6.30am. Late arrivals on Sunday morning will be refused entry to the site.

On the Trade & Exhibition Application Form please annotate your preferred time of arrival, and please do try to arrive during your allocated time period so that our staff can be ready to receive you.

Please do not arrive earlier or leave later than the stated times on any day – you will be denied access to the airfield or could be locked into the site.

## **13. Vehicle Operation**

Vehicle access to the airfield will be via Site Reception (Near Hangar One). All vehicles entering RAF Cosford are subject to searching.

There is no vehicle movement permitted in the crowd area, from 6.30am until 7.00pm, to protect public visitors. Anyone found driving in the crowd area during this period will lose their deposit and be banned from attending futures events held at RAF Cosford.

The speed limit on the airfield is 20mph. Reversing vehicles is prohibited on the airfield without the assistance of an appropriate reversing assistant.

All traders & exhibitors will be issued an Airfield Driving Aide Memoire as part of the Traders' Pack, please read this as it contains important information for those of you who will be driving on the airfield during the set-up phase.

## **14. Prohibited Goods**

Traders / exhibitors are prohibited from selling or showcasing the following products at the Air Show:

- a) Any live animal, including livestock, caged birds and fish.
- b) Food and drink, refreshments or confectionery including sweets, chocolate and cakes.
- c) Balloons, Kites, Remote controlled aircraft & Drones.
- d) Stink-Bombs or other offensive/nuisance materials.
- e) Weapons, replica weapons, electro-shock weapons, or ammunition of any kind.
- f) Knives, or any sharp blade of more than 6cm

- g) Flammable, corrosive & toxic substances
- h) Soft toy ticket draws, without the written permission of the Air Show Office.
- i) Any type of product or material which uses 'RAF Cosford Air Show' or 'Royal Air Force' branding, without the written permission of the Air Show Office.

Any stand using a lottery, raffle, tombola or gaming tickets must be officially registered with the appropriate regulatory body and ensure compliance to relevant regulations.

The Air Show Office reserves the right to prohibit any other item, at any time, for any trader.

## **15. Security**

All traders / exhibitors have an important role to play in ensuring that the RAF Cosford Air Show is conducted in a safe and secure manner. The following are essential practices for all persons working on site:

- a) Maintain a high level of security awareness at all times.
- b) Report any suspicious objects, bags, vehicles or people either directly to Event Control or to the RAF Police/Civilian Police as soon as possible. This includes persons suspected of operating UAVs/Drones.
- c) Label any luggage and not leave it unattended under any circumstances.
- d) Wear their RAF Cosford Air Show 2019 personal pass at all times while at RAF Cosford and, under no circumstance, deface, alter or exchange security passes.
- e) Carry an official form of photographic ID at all times (eg Photo Driving Licence)
- f) Ensure that an Air Show vehicle pass is displayed prominently in their vehicle, with all details correctly filled in.

## **16. Trading Regulations**

Roaming sales, and the distribution of literature outside of your allocated trading pitch is strictly forbidden. This includes placement of leaflets on vehicles in the car parks. Any trader / exhibitor found to be roaming away from their trade pitch will be asked to leave the site immediately and will be banned from attending futures events held at RAF Cosford.

All traders are responsible for keeping litter to a minimum, as litter poses a hazard to aircraft operations. The distribution of leaflets and use of raffle tickets on trade stands should be kept to a bare minimum to prevent these items being dropped as litter.

At the end of the show, traders / exhibitors must leave the space allocated for their use in good condition, totally free of litter. The organisers will assess dilapidation and any damage caused, with any costs associated with clearance / repair chargeable to the trader / exhibitor responsible. This includes a penalty fee for litter left in your area.

All traders / exhibitors must be clear of the site by 11.00pm on Sunday 9th June, to allow for the Royal Air Force security sweep.

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

Barbeques, open flame fires, gas-stoves and all other cooking equipment are all strictly prohibited in all areas of the airfield & RAF Museum.

Any trader / exhibition with Air Band Radio displays must not have any equipment tuned to any emergency or military frequency. Radar equipment is strictly prohibited on the Air Show site.

## **17. Overnight Camping**

Traders / exhibitors are permitted an overnight stay on the airfield on Saturday 8th June, within the confines of their trade pitch. Overnight stay may be allowed in the Traders' Car Park for some traders / exhibitors in a suitable vehicle, with written permission of the Air Show Office. Please indicate your requirements on the Application Form.

A small number of toilets will be open overnight; however, no washing facilities will be provided. A small number of catering outlets will remain open on Saturday evening, details of which will be provided in the Traders Pack. Barbeques, open flame fires, gas-stoves and all other cooking equipment are all strictly prohibited in all areas of the airfield.

RAF Security patrols will take place throughout the night, which may include military patrol dogs. Traders / exhibitors must stay within the trading areas, and not roam across the airfield or approach any locations in which military aircraft are parked.

## **18. Cancellation Policy**

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 show is cancelled for operational reasons before Friday 7th June.

## **19. Insurance Requirements & Safety Statement**

The Ministry of Defence accepts no responsibility in respect of personal injury or loss of or damage to vehicles or property. Exhibitors and traders must insure themselves against such loss or damage, including the risk of fire, and to provide their own Third-Party Insurance, with a minimum cover of £1,000,000.

All exhibitors and traders are to comply with current UK legislation relating to their business.

All traders must supply a Risk Assessment which is suitable and sufficient to cover hazards and mitigations to prevent harm to visitors and staff. These must be made available to the organisers, along with other regulatory certificates (if required), on request. Advice can be given by the RAF Cosford Health and Safety Officer if required.

RAF Cosford is committed to ensuring that, so far as reasonably practicable, all activities associated with staging the Royal Air Force Cosford Air Show are carried out in a manner that safeguards the health, safety and welfare of its staff (civilian & military) and of others (visitors, participants, suppliers, contractors or members of the public) who may be affected by these activities. All risks associated with the hosting of the Air Show should be reduced to As Low As Reasonably Practicable (ALARP).

## **20. Event Promotion**

Traders / exhibitors are asked, where possible, to help promote the RAF Cosford Air Show. A media pack will be issued and traders / exhibitors are encouraged to promote the event and their attendance to their mailing list or social media channels.

## **21. Data Protection**

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

**FAILURE TO COMPLY WITH ANY SITE REGULATION LISTED IN THIS DOCUMENT MAY RESULT IN REMOVAL FROM THE AIR SHOW SITE IMMEDIATELY, LOSS OF DEPOSIT, AND REFUSAL OF ATTENDANCE AT FUTURES EVENTS HELD AT RAF COSFORD.**

**Annex A – Trade & Exhibition Application Form 2019**

OFFICE USE ONLY

<b>COMPANY NAME</b>			
<b>POINT OF CONTACT NAME</b>			
<b>EMAIL ADDRESS</b>			
<b>OFFICE TELEPHONE NUMBER</b>			
<b>MOBILE TELEPHONE NUMBER</b> <small>Must be phone which will be used on Air Show weekend.</small>			
<b>POSTAL ADDRESS</b> <small>Including Postcode</small>			
<b>GOODS FOR SALE / EXHIBITION</b>			
<b>STAND TYPE</b> <small>Gazebo / Marquee / Trailer / Vehicle / Other</small>			
<b>PLEASE SELECT YOUR INTENDED SET-UP TIME FROM THE OPTIONS BELOW</b>			
<b>SATURDAY / 0900 - 1200</b>	<b>SATURDAY / 1200 - 1500</b>	<b>SATURDAY / 1500 - 1800</b>	<b>SUNDAY / 0500 - 0630</b>
<b>IS YOUR STAND TALLER THAN 4.5 METRES?</b> <small>(Including any flags or poles)</small>	<b>Yes / No</b>	<b>WILL YOU BE USING A GENERATOR?</b> <small>(Not Supplied)</small>	<b>Yes / No</b>
			<b>DO YOU INTEND TO CAMP OVERNIGHT WITHIN YOUR TRADE STAND ON SATURDAY NIGHT?</b>
			<b>Yes / No</b>

<b>PLEASE SELECT YOUR REQUIREMENTS FROM THE TABLE BELOW</b>			
<b>Trade Pitch Size</b>	<b>Unit Price</b>	<b>Quantity Required</b>	<b>Unit Total</b>
3m Frontage x 8m Depth <b>Registered Charities Only</b>	<b>£140.00</b>		
3m Frontage x 8m Depth	<b>£185.00</b>		
6m Frontage x 8m Depth	<b>£350.00</b>		
9m Frontage x 8m Depth	<b>£495.00</b>		
12m Frontage x 8m Depth	<b>£620.00</b>		
15m Frontage x 8m Depth	<b>£725.00</b>		
* Additional Vehicle Pass	<b>£20.00</b>		
* Additional Staff Pass	<b>£10.00</b>		
* Air Show Ticket	<b>£25.00</b>		
Traders Deposit	<b>£100.00</b>	x1 Required	£100.00
<small>*Full Details of allocated passes given in Table One of the Exhibitors Guide.</small>		<b>Total Price:</b>	
		<b>Payment Method:</b>	

<b><i>"I have read and understand all of the information in the Traders &amp; Exhibitors Guide and will comply with all Site Regulations laid down within. Failure to do so will result in loss of Traders Deposit."</i></b>	
<b>SIGNED</b>	<b>DATE</b>
Please Note that we cannot confirm your booking until we have received your signed booking form, full payment, proof of insurance and risk assessments.	

## Annex B – Trade & Exhibition Areas Map



^ Subject to Change ^

## Annex C – Trade Pitch Depth Diagram

