

TRADERS' & EXHIBITORS' GUIDE

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

info@cosfordairshow.co.uk

01902 377922

Air Show Office
RAF Cosford
Wolverhampton
WV7 3EX

1. Standard Trade Pitch Details & Prices

The majority of standard trade / exhibition sites at the RAF Cosford Air Show are located on the southern edge of the main taxiway, opposite the display hangars, and a small section of the pedestrian walkway towards the runway.

There are 3 main areas of trade pitches, "East", "West" and "Highway", see map at Annex B.

Pitches are sold in sections of 3 metre frontage, to a maximum pitch size of 15 metres. All pitches are subject to a £100 refundable deposit (see point 8 of this guide). Prices are listed in the table below:

Trade Pitch Prices & Details - East

Site Frontage	Site Depth	Vehicle Passes	Staff Passes	Cost
3 Metres	8 Metres	1	3	£220.00
6 Metres		2	4	£400.00
9 Metres		3	6	£600.00
12 Metres		4	8	£800.00
15 Metres		5	10	£1000.00
Larger Pitches	Contact Air Show Office Directly			

Trade Pitches Prices & Details - West & Highway

Site Frontage	Site Depth	Vehicle Passes	Staff Passes	Cost
3 Metres	8 Metres	1	3	£190.00
6 Metres		2	4	£360.00
9 Metres		3	6	£510.00
12 Metres		4	8	£640.00
15 Metres		5	10	£750.00
Larger Pitches	Contact Air Show Office Directly			

2. Site Constraints

Vehicles that you wish to park behind your trade pitch 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

A variety of bespoke exhibition spaces are 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 for registered charities, at the reduced rate of £150.00 for a 3-metre frontage. These pitches will be allocated in a suitable position, in either East, West or Highway by the Air Show Office, please do not request a specific area on the application form. Please note 'tin-rattling' is not permitted anywhere on the Air Show site.

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.

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 14th 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. Those staff members must enter the airfield as a visitor via any public gate and park in the public car park on Sunday 14th 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. Full payment must be made at time of booking.

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 & Refunds

All pitches are subject to a £100.00 refundable deposit and this must be paid 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. Deposits are returned once the site report has been completed and bank details must be provided on the application form so that refunds can be made in a timely manner.

All bookings are refundable until Friday 1 May. After this date, cancellation or non-attendance will forfeit booking fees & deposit.

9. Traders' Pack

Traders Packs, including admission passes to the site, are scheduled to be posted out during week commencing Monday 4 May and will be sent to the address provided on the application form.

10. Allocation of Sites

Traders / Exhibitors cannot request a particular pitch within the trading area they have booked, and no discussion will be entered into. 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 in their chosen area. The Air Show Office reserve the right to change trading location 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 13th June, from 9.00am until 6.00pm, with access via Site Reception. Set-up on Sunday morning is not possible; all pitches must be set up on Saturday 13th June.

Setting up on Friday 12th 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.

On Sunday morning Site Reception will open at 5.00am and all traders / exhibitors must be in position by 6.59am 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 7.00am 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 future 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.
- 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 the Exhibition Team 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 2020 personal pass, duly completed, 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, lose their deposit and will be banned from attending future 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 lose of deposit for litter left in your area.

All traders / exhibitors must be clear of the site by 11.00pm on Sunday 14th 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 / exhibitor 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 13th 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 12th 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. Proof of insurance, which is in date on 14th June 2020, must be provided at the time of booking.

All traders / exhibitors 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. A separate Fire Risk Assessment is also required. 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. Your Risk Assessment and Fire Risk Assessment must be provided at the time of booking.

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. Photography

Traders / exhibitors acknowledge they may be photographed or filmed at the event. Traders / exhibitors agree to the use of video or picture images or recordings including sound taken by or on behalf of the organisers for any and all purposes determined by the organisers, including for commercial purposes, in any and all media without further authorisation, notification or payment.

Traders / exhibitors shall not without the organisers' prior written consent sell, license, or otherwise exploit, or attempt to exploit, any material whether written or in the form of digital or photographic film, sound, video or other recording or computer software obtained or made at the RAF Cosford Air Show 2020.

22. 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 2020

OFFICE USE ONLY

COMPANY NAME					
POINT OF CONTACT NAME					
EMAIL ADDRESS					
OFFICE TELEPHONE NUMBER					
MOBILE TELEPHONE NUMBER <small>Must be phone which will be used on Air Show weekend.</small>					
POSTAL ADDRESS <small>Including Postcode</small>					
GOODS FOR SALE / EXHIBITION <small>Please provide a photograph of your stand</small>					
STAND TYPE <small>Gazebo / Marquee / Trailer / Vehicle / Other</small>					
PLEASE SELECT YOUR INTENDED SET-UP TIME FROM THE OPTIONS BELOW <small>Please note Sunday set up is not available.</small>					
SATURDAY / 0900 - 1200		SATURDAY / 1200 - 1500		SATURDAY / 1500 - 1800	
IS YOUR STAND TALLER THAN 4.5 METRES? <small>(Including any flags or poles)</small>	Yes / No	WILL YOU BE USING A GENERATOR? <small>(Not Supplied)</small>	Yes / No	DO YOU INTEND TO CAMP OVERNIGHT WITHIN YOUR TRADE STAND ON SATURDAY NIGHT?	Yes / No
BANK DETAILS FOR REFUND OF TRADERS DEPOSIT					
PLEASE SELECT YOUR DESIRED TRADING LOCATION					
TRADE EAST		TRADE WEST		TRADE HIGHWAY	
FRONTAGE REQUIRED			COST		
<small>See Page One of Traders' & Exhibitors' Guide for Pricing Details.</small>					
Product		Units		Cost Sum	
Trade Pitch (As Detailed Above)					
* Additional Vehicle Pass	£20.00				
* Additional Staff Pass	£10.00				
* Air Show Ticket	£25.00				
Traders Deposit	£100.00	x1 Required		£100.00	
<small>*Full Details of allocated passes given in Table One of the Exhibitors Guide.</small>			Total Price:		
			Payment Method:		
"I have read and understand all of the information in the Traders & Exhibitors Guide and will comply with all Site Regulations laid down within. Failure to do so will result in loss of Traders Deposit."					
SIGNED				DATE	
<small>Please Note: Your booking will only be taken & confirmed once we have received your signed booking form, full payment, proof of insurance and risk assessments.</small>					

Annex B – Trade & Exhibition Areas Map

