



Terms & Conditions of Hire for Trade Stand Exhibitors 2008

Please read thoroughly

1. Site Bookings

- The Museum reserves the right to refuse any booking at any time and also reserves the right to cancel any booking, which may have been confirmed, without any reason being given. In the event of refusal or cancellation, the Museum will not enter into correspondence on the subject. In relevant circumstances a full refund will be given.
- In the event of cancellation by the exhibitor, up to two months prior to the event 50% of the site hire charge will be refunded. No refunds will be made within two months of the date of the event.
- **The allocation of sites will be at the discretion of the organiser.** Whilst making every effort to ensure a broad spread of stands we cannot guarantee that exhibitors selling similar products will not be in the same area.
- Exhibitors may not assign or sub-let the whole, or any part of their site.
- All sites are outside and are on grass or hard standing.
- Sites are sold per metre frontage with a minimum frontage of 4m. **Guy ropes, display items and vehicles must be confined within the space booked**, and sufficient space must be allowed for in order to set up the trade stand.
- Trade Stands set up in the incorrect pitch, or outside of the booked pitch, will be asked to move; failure to do so may jeopardise participation in future events.
- Display items, stands or signs may not extend more than 1 metre from the trade line.
- **Overnight camping on the museum site is strictly prohibited.** Exhibitors found to be camping overnight by museum security will be removed immediately and refused entry the following day. A list of Campsites, Bed & Breakfasts and Hotels in the area is available on the website or on request for those exhibitors requiring overnight accommodation.

2. Vehicle Access & Parking

- On air show days exhibitors are allowed access into the Museum from 6am. On Bank Holiday Mondays, and other event days access will be from 7.30am. Please do not arrive earlier than the stated times as you will not be admitted to the site. All traders are required to vacate the site by 8pm, with the exception of the final day of a show to allow for de-rigging.
- There is normally room for one vehicle at the rear of each site so please ensure your vehicle is parked neatly and within your allocated frontage. There is no reserved access between stands or from behind the stands for vehicles once trade stand is erected. **Barriers must not be moved** to allow parking or gain access behind trade stands.
- There is to be **no parking between the hangars** during air show events. This includes between Hangars 4 & 5 and 3 & 4. Traders found parked here may jeopardise their future participation in Duxford air shows.
- Vehicles without the relevant pass will be refused entry to the site.
- For Air Shows and Events one free vehicle pass only will be issued per 4m frontage. Extra passes can be provided on request but are extremely limited and include a charge.
- The speed limit throughout Duxford is **15 mph**. Driving is allowed for unloading and loading only. There is to be no manoeuvring or driving of vehicles after 8.30am and before 6.00pm.
- Any exhibitors with vehicles that cannot fit onto their designated trade stand area **must** be parked in the TR parking area indicated on the map. Vehicles **must not** park between the aircraft behind trade stand areas A & B.

3. Sales & Exhibits

- The Museum reserves the right to have any item removed from display. Please bear in mind that Duxford Air Shows are family events.

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- The following may not be displayed, sold or given away: Anything that is or appears to be a weapon or ammunition; helium or lighter than air balloons or inflatables; kites; fireworks, bangers, caps etc.; livestock or any form of food or drink including confectionery. Ammunition may only be sold if accompanied by an appropriate Free From Explosives Certificate according to the Local Authority Circular on Ammunition kept as samples, souvenirs, patterns or in museums. (<http://www.hse.gov.uk/lau/lacs/26-1.htm>). This will be subject to spot checks, and should any ammunition be found without the appropriate paperwork then the trader will be responsible for removing it from site immediately. This is a legal requirement.
- Knives may only be sold to under 16's when accompanied by a responsible adult. This covers all knives, regardless of size and intended use.
- Radioactive equipment that does not conform to government radiation legislation (RSA 93 and / or IRR 99) will **NOT** be permitted on site. The museum reserves the right to monitor suspected items for radioactivity and any items over the prescribed limits must be removed from the site immediately.
- Radio & Radar Equipment – Exhibitors intending to operate radio and / or radar equipment must submit details with their application in order that clearance may be given to operate.

4. Insurance Requirements

- Exhibitors are required to hold Third Party Public Liability Insurance to the minimum value of **£2 million** and **must submit a copy with their application form** as well as when the policy is renewed. Valid membership of the NMTF is acceptable (please send a copy of both sides of your membership card).
- On two-day events stands may be left overnight entirely at the exhibitors own risk. The museum cannot accept responsibility for any loss or damage to any exhibits and exhibitors are advised to insure their goods against loss or damage, including risk of fire.

5. Health & Safety

- All exhibitors will be required to complete a risk assessment for 2008. This is self-explanatory and will be sent out with the confirmation of booking. Failure to complete the statement or comply with its contents will result in refusal to enter the site and/or immediate removal. **Please make sure you sign the risk assessment form after completing it.**
- Barriers placed around aircraft exhibits **must not** be moved from their designated line.
- Requests or instructions from Imperial War Museum staff must be complied with. This includes the request to take down a trade stand if museum staff feel it is unsafe.
- 'Emergency Procedures' (issued on confirmation of booking) must be followed in the event of an emergency.
- Where exhibitors are using any electrical or gas appliances, they must provide appropriate and thoroughly tested fire extinguishers.
- Exhibitors using generators must provide adequate barriers to prevent access from the public. All flammable liquids should be stored appropriately and out of reach from the public.
- Trade stands with a structure defined as an enclosed, or substantially enclosed premises are designated non-smoking areas as from the 1st July 2007. 'Substantially enclosed' includes structures with a roof, and an opening in one wall that is less than half the area of the walls. Further information can be obtained from www.opsi.gov.uk. All areas considered 'substantially enclosed' will also have to display a No Smoking sign near entrances and exits to the structure. A copy of the Museums' Smoking Policy is available on request.

Children's Rides

- Exhibitors providing children's rides/inflatables must provide a copy of their Risk Assessment & Method Statement. IWM fully supports membership of the PIPA scheme (a new inspection scheme set up by the play industry to ensure children's inflatable play equipment conforms to laid down standards). Membership is a **mandatory** IWM requirement (www.pipa.org.uk).

6. Payment

- All payments for trade space must be made by the stated dates. Failure to make payments will result in vehicle passes being withheld and trade space being possibly resold.
- Two part payments are only available to traders that book all four air shows; part payments on less than four shows booked will not be accepted and deemed as non-payment.

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7. Additional

- No electrical power can be provided to exhibitors.
- A maximum of 5 charity pitches per air show have been allocated at a reduced rate. These will be allocated by a simply lottery draw. Charities wishing to attend but not selected for a charity pitch will have to pay the full commercial rate. Charities must be registered with the charity commission.
- Raffles, draws, lotteries and collections may only be run by proven registered charities with prior permission. Collections and the sale of tickets may only be made from the stand.
- Exhibitors are requested to turn any accompanying music down for the duration of the flying programme in order that visitors may hear the commentary. Duxford reserves the right to request any accompanying music to be switched off for any reason.
- On air show days trading must continue until 6pm (5pm October), on all other days trading must continue until 5pm.
- All facilities must be left as they are found. Fixed benches may not be tampered with. Exhibitors must ensure that all rubbish is taken away at the end of each event day **or placed in the skips provided**. Failure to do so may jeopardise bookings for future events.
- **Dogs are not permitted on site.**
- Barbecues pose a serious hazard on a functioning airfield and are therefore banned.

Marquees

All exhibitors erecting a marquee must adhere to the following regulations. If stakes or pegs longer than 20cm are being used then the area must be traced for electric cables and other services prior to setting up. Please contact the organiser to arrange this. This is a health and safety requirement, and failure to comply with this will result in all future bookings being cancelled.

- **Exhibitors hiring in marquees** (including pop-up marquees) must provide and abide by the following:
 1. A copy of the marquee company's Public Liability Insurance (**minimum £10 million**).
 2. A completed Risk Assessment & Method Statement.
 3. Certification of flame retardancy, in accordance with the Performance Textiles Association (MUTA).
 4. All marquee companies must report to the Trade Stand Coordinator when they arrive on site to ensure the ground is cable traced.
 5. Follow the appropriate Health & Safety procedures for the site when assembling your marquee, and use the **red barriers** provided to seal off your build area from the public.
 6. All Marquees **6M X 6M or LARGER** must have suitable fire exit signage, fire extinguishers, and have at least one fire exit in addition to the main entrance.

Individual exhibitors are responsible for the marquee company they hire, ensuring the correct paperwork has been submitted. Failure to do so may result the marquee company being refused access to the site.

- **Exhibitors erecting privately owned marquees** (including pop-up marquees) must provide and abide by the following:
 1. Ensure that the marquee is covered on their Public Liability Insurance (copy required).
 2. Provide a completed Risk Assessment & Method Statement prior to build.
 3. Provide certification of flame retardancy in accordance with the Performance Textiles Association (MUTA).
 4. Follow the appropriate Health & Safety procedures for the site when assembling your marquee, and use the **red barriers** provided to seal off your build area from the public.
 5. All Marquees **6m x 6m or LARGER** must have suitable fire exit signage, fire extinguishers, and have at least one fire exit in addition to the main entrance.

Failure to comply with any of these Terms & Conditions and Duxford rules and regulations may result in eviction from the Museum and cancellation of future bookings.