



DUXFORD

**DUXFORD AIR SHOWS
TRADER INFORMATION
PACK 2024**



Welcome to IWM Duxford Air Show Season 2024!

DUXFORD SUMMER AIR SHOW (D-Day 80)

1 & 2 June

Duxford Summer Air Show is presented by IWM Duxford, Europe's largest air museum and historical airfield. Celebrate 80 years since D-Day with the fast, fantastic flying action and ground content. A great family day out with something for everyone.

AUDIENCE PROFILE

60% male
40% female
28% children in group

DUXFORD BATTLE OF BRITAIN AIR SHOW

14 & 15 September



Witness daring air displays, dogfights, and aerobatics – ending with the splendour of our now famous mass Spitfire flypast in the skies where history happened. Commemorating the Battle of Britain, step back in time and experience Britain's Finest Hour.

AUDIENCE PROFILE

70% male
30% female
25% children in group



TRADING LOCATIONS

-  In front of airliners (previously the historic zone)
-  Market place



UNITS – PITCHES AND PRICING

Airliners pre-built shedding – (6m depths) fully constructed bays* *. Total shedding depth is 6m. Where possible one vehicle (no more than 3 metres in length) may be parked directly behind your structure. This may not have entry/exit routes during the weekend. A parking area is provided on site.

3m x 6m £390

6m x 6m £780

9m x 6m £1170

12m x 6m £1560

Airliners pre-built shedding – (9m depths) fully constructed bays* *. Total shedding depth is 9m. Where possible one vehicle (no more than 3 metres in length) may be parked directly behind your structure. This may not have entry/exit routes during the weekend. A parking area is provided on site.

3m x 9m £420

6m x 9m £840

9m x 9m £1260

12m x 9m £1680

Airliners own structures (restrictions apply*) – Total pitch depth is 9m. Where possible one vehicle (no more than 3 metres in length) may be parked directly behind your structure. This may not have entry/exit routes during the weekend. A parking area is provided on site

3m x 9m £300

6m x 9m £600

9m x 9m £900

12m x 9m £1200

Market place (variable depths) – Providing your own structure which must fit precisely into the space allocated. Total pitch depth is 9m. Where possible one vehicle (no more than 3 metres in length) may be parked directly behind your structure. This may not have entry/exit routes during the weekend. A parking area is provided on site

3m x (9)m £280

6m x (9)m £560

9m x (9)m £840

12m x (9)m £1120

All the above prices exclude VAT and any additional extras

Please be aware IWM Duxford is a historical site and as such the ground maybe uneven or have unalterable characteristics

***subject to IWM Approval**

WRISTBANDS AND VEHICLE PASSES

Standard allocation of wristbands and vehicle passes - strictly for those working on your stand.

Stand frontage	Wristbands	Vehicle passes
3m	2	1
6m	4	1
9m	6	2
12m	8	2

A limited number of additional wristbands are available for £48.00 + VAT

A very limited number of additional vehicle passes are available for £10.00 + VAT

All passes will be available to collect on the set-up days (Thursday from 1300 and Friday from 1000) at IWM Duxford. Passes can be sent out by Royal Mail signed for delivery at an additional cost including postage and packing. Please enquire at time of confirmed booking.

Please consider the difference between the two Air Shows when developing your content:

- **Duxford Summer Air Show in June is a fun, thrilling day out for families**
- **Duxford Battle of Britain Air Show in September is an immersive trip back to Britain's Finest Hour**

To apply for a trading space please fill in our application form found [here](#). The closing dates for applications are as follows:

- Duxford Summer Air Show 'D-Day 80' closes Friday 3rd May 2024
- Duxford 'Battle of Britain' Air Show closes Friday 16th August 2024

FURTHER INFORMATION

Traders and ex-service veterans

As a trader, if you wish to invite veterans to a Duxford Air Show to take part in either book or artwork signings at your stand, IWM are happy to offer traders up to 2 wristbands and 1 vehicle pass free of charge for each authorised veteran.

Please apply in writing to IWM at least **6 weeks** before the event if you wish to attend with the veteran's name(s), a short history of the veteran's service career and their connection with the particular book or artwork signing. IWM may use this information to promote the event, PR or as part of Duxford Air Shows content. IWM may also direct members of the press or filming crews to the veterans to interview them on the Air Show days.

Camping

IWM does not provide extra facilities for individuals staying at Duxford. Traders are welcome to stay within their allocated pitch space from Thursday afternoon to Sunday evening. Important information will be collected via the form below before the event. Written permission must be sort if intending to bring a caravan or motorhome.

Phone signal and network coverage

On Air Show days we can welcome over 15,000 visitors to site. With this concentration of people in one place the network will inevitably slow down and it can take longer for a signal to be established or for payments to go through. Please be aware of this and make any necessary preparations before attending. IWM is not responsible for any loss of sales or network failures at these events. These lie solely with the provider and are out of our control.

Power

Please note due to the amount of infrastructure present at Air Shows we are not able to provide power to the trading areas. Traders are expected to be self sufficient where power is concerned. All equipment must be PAT tested prior to use on site. IWM have the right to check all equipment if being used on during an event.

For further inquiries please use the email below

E: Duxfordtraders@iwm.org.uk

All traders **MUST** complete this form and return it with the Trader Application Pack

Ensure you enter your organisation name below, and sign and date the last page or your application will not be processed

Company/Organisation Name Here: (example - IWM Trading)

Mark if 'Yes' applies	Hazards Identified	Control measures that MUST be implemented by the Trader or representative
METAL STRUCTURED "MARKET-STYLE" TYPE OF STAND		
X	Example: Sharp edges causing injury to stall holder/general public	All sharp edges/joints to be padded and identified with hazard tape.
	Sharp edges causing injury to stall holder/general public	All sharp edges/joints to be padded and identified with hazard tape.
	Collapse due to poor build, high winds, overburdening of structure, tarpaulin becoming unattached in high winds	All structures to be securely weighted, all joints properly bolted; tarpaulins to be securely tied/clipped to structure. Product attached will be securely clipped/tied to structure.
	Injury to persons from loose flapping tarpaulin	
	Tarpaulin fire caused by electrical fault from stand lights/cigarettes/gas stoves	No naked flames inside/within vicinity of stand; communal IWM fire extinguishers are located every 100m along the trade stand area. Electric heaters must have a current Portable Appliance Test (PAT) Certificate. All stove and gas heaters must to be declared to IWM and added to the fire teams register before the event.
MARQUEES AND POP-UP MARQUEES		
	Injury to general public during build/de-rig	Area of marquee build fenced off to restrict access from general public during build/de-rig. Barriers can be obtained from IWM.

	Damage to underground services when driving in tent pins	Area where pins are to be inserted is to be inspected and the location of any underground services identified by IWM prior to marquee installation. Permission must be sought from IWM before erecting any marquee / stand.
	Injury to persons erecting marquee from electrical shock/fire from underground cables when driving in marquee pins	
	Injury to persons erecting marquee through falls from height	Working at height is minimised in so far as is reasonably practicable; where stepladders are required, these are examined carefully before use for defects, are fully extended, set on a firm base, top tread is not be used and over-reaching avoided.
	Injury to persons erecting marquee from falling objects	Hard hats and foot protection worn during erection/de-rig of main structure.
	Injury to persons erecting marquee through incorrect manual handling	All lifting of equipment/heavy loads during build/de-rig to be assessed in respect of the task, load and working environment to ensure correct manual handling.
	Collapse of structure due to failure of anchorage	Appropriate stakes or weights used per base plate according to manufacturer's guidelines.
	Adverse weather conditions during build/event/de-rig - gusting and high winds	Erection/de-rig halted during high winds/gusts (typically up to 90% of wind/load capacity - 30mph) Open frontage does not face into prevailing wind and is closed in winds gusting 30mph or more.
	Injury to persons inside marquee from overcrowding and/or inadequate fire exits	Adequate amount of fire exits clearly marked, obstruction free and evenly distributed around marquee.
	Fire caused by electrical fault from generator/stand lights/heaters/cigarette stubs	Provide certification of flame retardancy in accordance with the Performance Textiles Association (MUTA). Dedicated fire extinguisher (CO2/foam) is located within the marquee and easily accessible. Electric heaters must have a current Portable Appliance Test (PAT) Certificate. All stove and gas heaters must be declared before the event to IWM and added to the fire teams register.
	Smoking within the marquee	No smoking signs are displayed within the marquee to conform to the Smoke Free Regulations 2007.
	Hazards caused by setting up and de-rigging in the dark/ poor lighting	Appropriate and adequate lighting to be brought to site if necessary to allow full view of pitch and set up/ de-rig area.

Mark if 'Yes' applies	Hazards Identified	Control measures that <u>MUST</u> be implemented by the trader or representative
UNLOADING AND LOADING		
	Injury to general public/traders/IWM staff through positioning of vehicles for unloading/loading	5mph must be observed at all times; vehicle hazard lights always used when moving. A banksman must be used when reversing. Tailgates must be lowered to the ground when not in use. No keys to be left in vehicles when unattended. Trade vehicles must be positioned across the pitch and not nose to tail. Make sure vehicle doors are secured in adverse weather conditions.
	Hazards caused by unloading/loading of goods/large boxes/pallets to general public/traders/IWM staff	Manual handling guidelines must be followed at all times. Visitors to be kept out of unloading area. Tailgates must be lowered to the ground when not in use.
SLIPS/TRIPS/FALLS		
	Injury to general public/traders/IWM staff from trailing cables, stakes, ropes, protruding tent pegs, badly displayed product, obstructed walkways, protruding edges, uneven ground, and vehicle tow-bars.	Cables are matted or taped; walkways are free of obstructions, protruding edges and tow bars are identified with hazard tape and where appropriate, covered. Stakes, ropes and pegs are fenced off.
GENERATORS		
	Fire caused by incorrect storage/spillage of flammable liquids and/or poorly maintained equipment	Visual inspection of generator prior to use for equipment defects/failure. All generators must be accompanied by certificate of worthiness and a current Portable Appliance Test (PAT) Certificate. Not to be left running unsupervised. All flammable liquids stored in appropriate coloured safety storage containers with secure lids/caps, away from the generator, externally situated to the rear of the marquee and out of reach of the public. Any spillages to be reported immediately to IWM. Traders must have an emergency spill kit and an appropriate fire extinguisher. All generators and flammable liquids must be declared before the event to IWM and added to the fire teams register.
	Trips/Falls	Cables are suitably positioned and/or protected.
	Burns	Hot surfaces must be suitably protected, where this is impracticable, only trained personnel must operate the equipment.
	General generator safety / access/tampering by members of the public	The generator must have a certificate of worthiness to show that it is electrically safe and a current Portable Appliance Test (PAT) Certificate. A safety fence must surround the working parts of the generator. Access is limited only to authorised staff. Generator not to be left running unattended. Installation by competent person - evidence of level of competency provided.

VEHICLES IN PEDESTRIAN AREAS

	Injury to general public/traders/IWM staff from moving vehicles during build /de-rig of stands	The speed limit of 15mph on the back service road and 5mph in all other areas must be observed at all times; vehicle hazard lights always used when moving. No vehicles permitted to move between after 8:30am until the all clear has been given by IWM at the end of the event.
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COLLAPSE OF DISPLAY

	Collapse of tables/purpose made sales structures through over-weight	Continued visual check for over-loading during set up and throughout event; limit of weight allowed/height of stacking subject to reasonable practicality.
	Collapse of tables/purpose made sales structures due to poorly maintained /aged structures	Visual check of tables/purpose made structures before use for loose joints/screws and/or broken mechanics prior to use.

ELECTRICAL HAZARDS including DISPLAY LIGHTS, POWER TOOLS, HEATERS and APPLIANCES

	Electrocution and/or fire or explosion from defective/over-loading of electrical equipment causing injury to general public/traders/IWM staff.	Visual inspection of cables, extension leads and plugs prior to use for defects/failures (bare wires/damaged cable covering and/or plug casing/pins) All electrical appliances have a valid Portable Appliance Test (PAT) Certificate, including all extension leads and generators. Extensions leads to have an RCCD switch to protect against fault current. All wiring has been installed by a suitably competent electrician in a safe manner who has provided a written certificate to prove that this has been done. All electrical equipment used is in a safe condition and suitable for that type of use. Traders must have an appropriate fire extinguisher.
	Overheating of the installation	Cables are correctly sized and heat producing appliances are not positioned near flammable materials. Traders must have an appropriate fire extinguisher.
	Fire caused by build-up of combustible material (empty boxes/paper/foam/plastic packaging)	Waste bins provided on site for all waste; No naked flames within vicinity of stand; Communal IWM fire extinguishers every 100m along trade stand area.

FLAGS & BANNERS

	Injury to general public/traders/IWM staff from loose/ flapping or collapse of banner/flag pole	All flags/banners to be properly secured/anchored.
	Injury to persons erecting banner/flags through falls from height	Working at height is minimised in so far as is reasonably practicable; where step-ladders are required, these are examined carefully before use for defects, fully extended, set on a firm base, top tread will not be used and over-reaching avoided.

CAMPING GAS STOVES - one ring burners with gas container only

	Fire caused by incorrect storage/spillage of flammable liquids and/or poorly maintained equipment	All flammable liquids stored in appropriate coloured safety storage containers with secure lids/caps, away from the heat source and in well a ventilated area externally situated to the rear of the marquee and out of reach of the public. Any spillages to be reported immediately to IWM. Traders must have an emergency spill kit and an appropriate fire extinguisher. All generators and flammable liquids must be declared before the event to IWM and added to the fire teams register. Communal IWM fire extinguishers are located every 100m along trade stand area.
	Injury to persons from gas camping stove fire/explosion	No naked flames inside/within vicinity of stand; Traders must have an appropriate fire extinguisher. Communal IWM fire extinguishers are located every 100m along trade stand area.
PORTABLE PROPANE GAS HEATERS		
	General gas heater safety / access/tampering by members of the public	All portable propane gas heaters must be accompanied by a gas safe certificate and a current Portable Appliance Test (PAT) Certificate. Access is limited only to authorised staff. Not to be left running unsupervised. All gas heaters must be declared before the event to IWM and added to the fire teams register.
	Burns	Hot surfaces must be suitably protected, where this is impracticable, only trained personnel must operate the equipment.
	Trips/Falls	Cables are suitably positioned and/or protected.
	Fire caused by incorrect usage and/or poorly maintained equipment	Visual inspection of heater prior to use for equipment defects/failure. Installation by competent person - evidence of level of competency provided. Hot surfaces must be suitably protected, where this is impracticable, only trained personnel.

must operate the equipment. Traders must have an appropriate fire extinguisher. Communal IWM fire extinguishers are located every 100m along trade stand area.

Any Other Hazards (continue overleaf if necessary)		
	Hazards Identified	Control measures that <u>MUST</u> be implemented by the Trader or representative
	*Signed:	Date:

***If the signee is not attending the event it is the signees responsibility to ensure all attending representatives have a copy of this completed risk assessment and are aware of the hazards and all controls needed to be implemented. Failure to do this may result in trading to cease. Checks will be made on the event.**

TERMS AND CONDITIONS OF HIRE - IWM DUXFORD 2024

Please read thoroughly – *failure to comply with any of these terms and conditions may result in immediate removal from site, forfeit of pitch fees or cancellation of future bookings*

1 Site Bookings

- 1.1 IWM reserves the right to refuse any booking at any time and 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.
- 1.2 The allocation of sites and pitches will be at the discretion of IWM. IWM cannot accommodate requests for specific pitch numbers or guarantee that traders selling similar products will not be in the same area.
- 1.3 Access for trader set up is Thursday and Friday before the event. Times as specified by the Event Organiser. All structures, stands and goods must be set up by Friday evening. No structure, stand or goods set up is permitted on the Saturday or Sunday of the event.
- 1.4 All sites are outdoors. All trade stands must include a covered area or other means to enable trading to continue in all weathers.
- 1.5 Pitches are sold in 3 metre frontage sections. Pitches are sold with a minimum frontage of 3 metres. Traders must ensure that they include enough space to accommodate/set up any marquee/stand, trailer, opening doors, tow bars, guy ropes, base plates etc, and all essential vehicles within their pitch where this is permitted. No space is left between stands, so it is essential that traders calculate the exact frontage required and book space, rounded up to the nearest three metre accordingly. Traders who set up on the incorrect pitch, or outside the allocated pitch, will be asked to move.
- 1.6 Display items, stands or signs may not extend more than 1 metre forward of the trade line. This includes sales staff or those collecting for charity stands.
- 1.7 IWM must be informed of all sub-letting within stands on the application form.
- 1.8 All pitches may include drains, areas of concrete or uneven ground. Traders must be prepared to work over these features as these can be found across the site and IWM are not able to accommodate requests to avoid them.
- 1.9 Traders must commit to trading on both days of the event. No discounts will be offered for a single day of trading. Any traders that leave early will be charged the full rate.

2 Cancellation

- 2.1 Once a booking is confirmed by IWM in writing the trader will be liable to pay the following cancellation fees.
- 2.2 IWM will not be held liable for any loss or damage which is caused to the trader (or however they are referred to in the agreement) by any interruption or failure to provide any service(s) where such failure is due to causes beyond the control of IWM.
- 2.3 All cancellations must be received in writing and acknowledged by IWM.
- 2.4 Cancellation fees; including reduction of pitch*
 - Between 2 and 6 weeks' notice before the date of the show/event - 50% of pitch fee.
 - 2 weeks or less notice before the date of the show/event - 100% of pitch fee.

*Reduction of pitch size less than 2 weeks before the date of the show/event will incur an admin fee of £28 + VAT

3 Payment

- 3.1 All payment for pitches must be made by the date stated on the invoice or as indicated on the invoice email.

4 Vehicle and Individual Access and Parking

- 4.1 On Air Show days traders are allowed access into IWM from 6am. **Please do not arrive earlier than the stated times as you will not be admitted to the site.**
- 4.2 Vehicles requiring access must display a valid vehicle pass. All individuals within the vehicle must all be wearing a valid wristband. If traders require extra passes to those allocated by their pitch size requests can be made and if available a fee will be charged. Extra passes for authorised veterans must be made in advance and subject to IWM approval will not incur a charge.
- 4.3 No vehicles are to be left on site without a valid pass. No vehicles larger than a 3.5 tonne Luton Van to be left on site without prior permission in writing from IWM.
- 4.4 No vehicles are allowed on the trade stand line up unless they are a branded truck and built for trading purpose.
- 4.5 Limited parking space is available at the rear of some pitches but cannot be guaranteed and is at the discretion of the Event Organiser. Vehicles parked in these areas must be parked neatly and within the allocated frontage and maximum depth. This may not have the provision of entry/exit routes during the weekend of the event. Vehicles must not encroach on the emergency lane. There is no reserved access for vehicles between stands, or from behind the stands. **Barriers must not be moved** to allow parking or gain access behind trade stands. All vehicles must be parked clear of any static aircraft.
- 4.6 Any vehicles with vehicle passes that are not parked on or directly behind trade pitches must be parked in the trader parking area as advised by the Event Organiser.
- 4.7 Vehicle movement within the trade area is strictly prohibited during the hours the event is open to the public. All necessary servicing of stands must be complete, and vehicles parked correctly, by 0800 each morning. Movement at the end of the day can only occur once the all clear has been given by IWM. Hazard lights must be used at all times.
- 4.8 Strictly no keys to be left in unattended vehicles at any time. If left IWM staff may remove them.
- 4.9 A speed limit of 15mph must be always observed on the back service road and 5mph in all other areas.

5 Veterans

5.1 All vehicle movement restrictions also apply to the transportation of veterans. Traders wishing to transport veterans to their stands must do so before 0800am unless there is a prior agreement with IWM.

6 Sales and Exhibits

- 6.1 IWM reserves the right to have any item deemed to be inappropriate for the site or event removed from display. Please bear in mind that IWM Duxford Air Shows are family events and attract visitors from all countries.
- 6.2 Any trader considered to be trading in illicit, counterfeit or otherwise illegal goods will be asked to leave the site and reported to the Trading Standards Service.
- 6.3 The following may not be displayed, sold or given away: Anything that is **or appears to be a weapon or ammunition, including BB Guns and toy guns of any kind** (with the exception of formal MOD recruitment stalls and approved regimental or squadron displays, which may display these items provided they are correctly licensed and secured), **no lasers of any kind to be sold or given away**, any balloons or inflatables kites; fireworks, bangers, caps etc. livestock or any form of food or drink including confectionery. Any drones or airborne items.
- 6.4 The following is not permitted unless pre-agreed in writing with IWM. Private hospitality; included viewings, food and or beverages. Photography or filming outside of your trading pitch.
- 6.5 Traders intending to sell products that may contain radioactive materials e.g. clocks, wrist watches, compasses or instrument dials must send a copy of their 'Licence to Trade with Radioactive Products' issued by the Environment Agency along with their application form and also display clearly the 'Licence to Trade with Radioactive Products' on the stand throughout the event. The failure to produce this licence upon request will result in the trader being instructed to remove the goods from display.
- 6.6 Radioactive equipment that does not conform to government radiation legislation (RSA 93 and / or IRR 99) is **NOT** permitted on site.
- 6.7 IWM reserves the right to monitor suspected items for radioactivity and any items over the prescribed limits must be removed from the site immediately.
- 6.8 Radio and radar equipment may not be operated without written clearance from IWM.
- 6.9 The below list is **NOT** permitted on site:
- Asbestos containing materials e.g. brodie helmets with asbestos pads in the lining, asbestos rope present on machine guns, bullet proof vests (pre kevlar), gas masks, historic fire blankets. Historic vehicles may also have asbestos containing materials present on their exterior.
 - Objects containing ionising radiation e.g. compasses, vehicle dials, watches, or gun sights with Radium paint present, lithium gun sights
 - Controlled drugs e.g., medicines found in historic first aid kits, field equipment and surgical equipment
 - Human tissue e.g. blood staining on historic uniforms or weapons
 - Edged weapons
 - Firearms and munitions
- 6.10 IWM reserves the right to confiscate or request the removal of any/all of the above items from site immediately.

7 Insurance Requirements

- 7.1 Traders are required to hold Third Party Public Liability Insurance to the minimum value of **£10 million and must submit a copy** to IWM as well as when the policy is renewed. Valid membership of the National Market Traders Federation is acceptable (please send a copy of both sides of your membership card).
- 7.2 If you are intending to erect marquees please refer to Clause 10 for additional insurance requirements.
- 7.3 Stands are left overnight entirely at the traders own risk. IWM cannot accept responsibility for any loss or damage to any exhibits or any other goods. Equipment etc. and traders are advised to insure their goods against loss or damage, including risk of fire. Traders must ensure that nothing is retained with the stands which could cause harm, fire and/or any form of damage to the stand, and neighbouring stands and IWM

8 Liability

- 8.1. Nothing in these conditions shall operate so as to exclude or limit the liability of either party to the other for death or personal injury arising out of I or any other liability which cannot be excluded or limited by law.
- 8.2. Neither IWM nor its officers, employees, agents and contractors shall be liable for the loss of or the damage to any trader property occurring while the trader is at IWM arising or resulting directly or indirectly from any act, omission, neglect or default on the part of a third party.
- 8.3. Nothing in these conditions shall operate so as to exclude or restrict the liability of IWM, its officers, employees, agents and contractors who negligently or wilfully cause damage to or loss of property owned by the trader.
- 8.4. Neither IWM nor its officers, employees, agents or contractors shall have any liability to the trader whether in contract, tort, negligence, breach of statutory duty or otherwise for any loss, damage, costs or expenses of any nature whatsoever incurred or suffered by the trader of an indirect or consequential nature including without limitation economic loss including loss of turnover, profits, business, goodwill or opportunity.
- 8.5. The Trader will indemnify and hold harmless IWM and its officers, employees, agents, insurers and contractors against any damages, losses, liabilities, claims, actions, costs, expenses (including the costs of legal or professional services), proceedings, demands and charges whether arising under statute, contract or at common law incurred by IWM and its officers, employees, agents, insurers and contractors in respect of:
- 8.5.1 delay, injury or death of persons caused by the trader;
- 8.5.2 injury or death of any trustee, employee, agent or contractor of IWM or the trader or any visitor or invitee to the site or any other trader at the Site;
- 8.5.3. damage to or loss of property owned or operated by or on behalf of IWM, its employees, trustees, agents, contractors or any visitor or invitee to the Site or any trader at the Airfield and any consequential loss or damage;
- 8.5.4 damage to or loss of property owned or operated by or on behalf of the trader;
- 8.5.5 damage, death, injury or loss to third parties or damage to third parties' property; or

- 8.5.6 any loss or liability suffered by IWM as a result of any act or omission by the trader or its employees, agents, contractors or breach, negligent performance or failure in performance or breach of these conditions by the trader.
- 8.6 Save and except as to any breach of Clause 7, the trader shall have no liability under Clause 8.5 unless and to the extent that the trader is entitled to indemnity under the policies of insurance referred to in Clause 7 or any other policies of insurance which may be available to the trader.

9 Health and Safety

- 9.1 The Trader will be required to complete a Risk Assessment for 2024. This is self-explanatory and is included within the application pack. Failure to complete the statement or comply with its contents will result in refusal for the trader to enter the site and/or immediate removal. **Please make sure you sign the risk assessment form before returning it with your application**
- 9.2 Barriers placed around aircraft exhibits **must not** be moved.
- 9.3 A marquee/stand must be taken down if IWM staff consider it to be unsafe.
- 9.4 IWM Duxford's 'Emergency Procedures' (issued as Important Information before the event) must be followed in the event of an emergency.
- 9.5 A Trader using any electrical or gas appliances, must provide a current Portable Appliance Test (PAT) Certificate and thoroughly tested fire extinguishers to make available for inspection by IWM or its nominated representatives, as required. Gas propane heaters must be accompanied by a gas safe certificate.
- 9.6 As a mandatory requirement all stove and gas heaters, compressors and/or flammable liquids being bought onto site **must** be declared to IWM and be added to the fire teams register before the event. This is a strict safety requirement.
- 9.7 Smoking Policy: Traders are to adhere to current smoking legislation and ensure that no smoking is permitted within the trade stand. Trade stands allowing public access must display official 'No Smoking' signs.

10 Marquees/Structures

- 10.1 Traders must report **BEFORE** starting to erect any marquee or stand that requires stakes or pegs longer than 10cm to be driven into the ground. Failure to do this could cause on site underground services to be damaged, resulting in possible death or injury, as well as full liability for all repair costs.
- 10.2 IWM reserves the right to charge the trader for any damage caused to the grounds in the construction and/or deconstruction of their stand.
- 10.3 Traders must follow the appropriate health and safety procedures for the site when assembling their marquee, and use barriers to seal off the construction area from the public.
- 10.4 All marquees 6m x 6m or larger **must** have suitable fire exit signage, fire extinguishers, have at least one fire exit in addition to the main entrance and ensure that 'No Smoking' signs are provided as required in their marquee.
- 10.5 Structures must not be dismantled during show/event times.
- 10.6 Traders are responsible for ensuring that their marquees fit in their entirety within their allocated pitch (including base plates). Failure to do so will result in the removal of the marquee. Traders erecting their own marquees larger than 9m x 9m (including pop-up marquees and stands), must provide the following with their Application Form:
- 10.7 Confirmation that the marquee is covered on their Public Liability Insurance (copy required).
- 10.8 A completed Risk Assessment and Method Statement for the construction, use and dismantling of the marquee.
- 10.9 Certification of flame-retardant material used.
- 10.10 Any other safety documentation they hold relevant to the marquee (such as manufacturer's guidelines etc.).
- 10.11 If the marquee is being constructed on hard-standing, sufficient weights must be provided at all four corners in accordance with the manufacturer's guidelines (please make these guidelines available for inspection).
- 10.12 Please note that this is a MUTA recommendation.

***In addition to the above, traders hiring in marquees (including pop-up marquees) must ensure that their marquee supplier:**

- 10.13.1 Holds Public Liability Insurance of £10 million. A copy of the marquee company's Public Liability Insurance must be provided.
- 10.13.2 Has a completed Risk Assessment and Method Statement dated within the last 12 months. A copy must be provided.
- 10.13.3 Provides evidence of current membership of the Performance Textiles Association (MUTA).
- 10.13.4 **MUST NOT** start to erect their stands until they have been given permission to do so by the Event Organiser.
- 10.13.5 Follow the appropriate health and safety procedures for the site when assembling your marquee, and use barriers if required to seal off the build area from the public.
- 10.13.6 IWM preferred marquee suppliers are entitled to set up one day earlier than the standard set up day. Traders **MUST**, however, ensure that their supplier is available to return to site on the set -up day or day of the Air Show should any problems arise with the marquee or the siting of the marquee.
- 10.13.7 Individual traders are responsible for the marquee company they hire and for ensuring the correct paperwork has been submitted. Failure to do so may result in the marquee company being refused access to the site.
- 10.13.8 If any of the above conditions are not complied with the marquee company will be refused access to the site or removed.

11 Generators

- 11.1 Where the trader intend to use mobile generator sets, they must inform IWM of this when applying for a pitch. All generators and flammable liquids must be declared before the event to IWM and added to the fire teams register. The trader is responsible for ensuring that the positioning of the set, the distribution and the equipment connected does not pose a risk to the public.
- 11.2 IWM must be informed of all flammable liquids brought on to the site and they must be stored in appropriate coloured storage containers with secure lids/caps, away from the generator, externally situated to the rear of the marquee and out of reach of the public.
- 11.3 The equipment and installation should be in accordance with the Electricity at Work Regulations 1989 and the IEE Wiring Regulations 17th Edition General Guidance, or any amendments, upgrades or replacements to any of these regulations.
- 11.4 A copy of the Generator Test Certificate must be available for inspection.

- 11.5 No more than one generator is permitted per stand.
- 11.6 Traders must provide appropriate and thoroughly tested fire extinguishers and make them available for inspection by IWM or its nominated representatives, as required.
- 11.7 No earthing spike shall be installed without written permission from IWM.
- 11.8 The feed cable must be SWA or mechanically protected from accidental damage and must be positioned or protected such that it does not pose a tripping hazard.
- 11.9 The generator must be 16kVA or less.

***The terms stated here are for guidance only and are not exhaustive, complying with this does not guarantee that the installation is safe and compliant. Traders are also expected to follow their generator manufacturer's safety instructions.**

12 Camping

- 12.1 Traders are allowed to remain on site overnight only after prior notification to the IWM and must camp within their allotted pitch space only. No extra facilities are provided.
- 12.2 Traders are free to come and go to the Site via the Guardroom entrance, but must ensure they are back on site by 2200
- 12.3 Traders camping on site overnight should not walk around the site or access any non-public areas after the museum has closed
- 12.4 **For on-site camping you must contact the IWM in advance. You will be required to complete a 'Camping on site form 2024 for IWM security and emergency purposes.**

13 Additional - any request or instruction from IWM staff or representatives must be complied with in all circumstances

- 13.1 No electrical power can be provided for pitch space only traders. Traders must provide their own generators and comply with all health and safety regulations as issued by IWM.
- 13.2 Charities must be fully registered with the Charity Commission, with a registered charity number and adhere to all regulations, legislation and guidelines set out by the Charity Commission.
- 13.3 No trader deliveries or collections can be made to the site before, during or after the event without prior agreement from IWM.
- 13.4 Traders are requested to turn any accompanying music down for the duration of the flying programme in order that visitors may hear the commentary. IWM reserves the right to request any accompanying music to be switched off for any reason.
- 13.5 Unless advised otherwise on the day by IWM, trading must continue on Air Show days until the go ahead is given by IWM to stand down.
- 13.6 Trade areas must be kept tidy at all times with goods/exhibits neatly displayed.
- 13.7 All facilities must be left as they are found. Fixed benches may not be tampered with. Traders must ensure that all general waste is placed in the bins provided. Anything other than general waste or items larger than 50cm x 50cm must be taken away at the end of each event day. Traders will be charged a fee of £100 + VAT for each item left on site.
- 13.8 Animals are not permitted on site.
- 13.9 Barbeques are not permitted on site.
- 13.10 We are unable to provide Wi-Fi for any trader on site as the server is not PCI compliant for external payments. IWM is not responsible for any loss of sales or network failures at our events as a result of high visitor numbers. It is the trader's responsibility to be aware of this and take necessary precautions before attending any event.

***In signing this document you are agreeing to the Terms and Conditions as laid out above. Failure to comply may result in immediate removal from site, forfeit of pitch fees or cancellation of future bookings.**

*Signed:	Date:
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Visitor & Property Services

*Camping Details - IWM Duxford



Site rules

- No open fires or barbeques. If you require the use of a gas canister during your stay then you **MUST** include this in your risk assessment **AND** inform the event organiser of the type of gas and size of canister so our fire team are aware
- No Alcohol
- No Litter
- Sign out of the Guard Room (Building 62) if you leave site and sign in when you return (please always have your wristbands on you)
- Returning to site is strictly before 23:00
- If camping on South side of the site **please refrain from walking around after 22:00** unless you or your team require help from security or to use the toilet facilities
- Please do **NOT** try to access any of the buildings on site out of hours other than the Guard Room or Toilet Block if needed
- Noise levels to be kept to a minimum

In an Emergency

Duxford Control Room Number *Emergency Use Only* - 01223 497202

Details of person(s) camping

- Trader name:
- Full Name:
- Address:
- Contact Telephone Number:
- Emergency Contact Telephone Number (If IWM Duxford needs to contact somebody off site on your behalf):
- Car Details (vehicle passes must always be on display):
 - Make-
 - Type-
 - Colour-
 - Reg. no-
- Arrival Date and approx. time:
- Departure Date and approx. time:
- Type of gas and size of container (if applicable):

Upon completion this form will be lodged with the Guard Room/Security Office

*IWM does not provide extra facilities for individuals staying at Duxford.