

Happy New Year!

Please find attached the 2016 Air Show Trader Application Pack, there are a number of changes this year to which we would like to draw your attention:

- **Revised vehicle pass system** : Due to the IWM's new policy to charge for visitor car parking at air shows and to try and reduce the traffic around Duxford on air show weekends we have introduced a fee of £5.00 (ex VAT) for any extra vehicle passes requested that are over the allocated pass allowance. We have also updated the allocation dependent on pitch size. Please be advised that additional car passes for veterans attending are exempt from the above and will be provided complimentary.
- **Advance set up** : We are receiving an increasing number of requests to set-up on the Thursday before the air show. While we are happy to provide this service to those who request it, it does put a strain on our resources at this very busy time. Therefore we do need to charge a £20.00 (ex VAT) administration fee to cover the additional resources.
- **Pitch fees**: For the last 5 years we have frozen our pitch fees as a goodwill gesture to our traders, unfortunately due to increased costs for us, this year we have had to increase our pitch fees by 5%. This price also includes a £1/m environmental fee to cover the disposal of your rubbish. In addition to the red skip located between hangars four and five we will also have extra wheelie bins at either end of the trade line for your convenience.

Should you require any help or advice in filling out your application forms please do not hesitate to call the Commercial Team on 01223 499 307.

If you plan to return your application form by email, please send it to DuxfordTraders@iwm.org.uk. If you return it to any other email address we cannot guarantee it will be received by the Commercial Team. To return the form by post, simply address the envelope to: Commercial Dept (Traders), IWM Duxford, Cambridgeshire, CB22 4QR.

If you no longer wish to receive IWM Duxford information please email DuxfordTraders@iwm.org.uk so we can remove your details from our database.

We look forward to seeing you this season.

Kind regards

The Commercial Team,
IWM Duxford



Before completing the application form please read the terms and conditions of hire 2016. The final deadline for all bookings is two weeks before the date of the event. For further details please call the Commercial Team on 01223 499 307

Please tick the boxes to indicate which air shows you wish to attend:

- Saturday 28 and Sunday 29 May –The American Air Show
- Saturday 9 and Sunday 10 July – Flying Legends Air Show
- Saturday 10 and Sunday 11 September –The Duxford Air Show

SECTION 1: TRADER DETAILS

Contact Name _____ Organisation/Trading Name _____

Address _____

_____ Post Code _____

Tel _____ Mobile (for use when at IWM Duxford) _____

Email Address _____

Please briefly list all merchandise that will be on sale from your stand. Note: We will do our best to avoid putting you next to another exhibitor selling the same or similar items, so please be as descriptive as possible. Please refer to section 6 of the terms and conditions of hire 2016 regarding restricted items for sale.

SECTION 2: FREE WEBSITE LISTING

Please complete this section if you would like your details included on our website under the relevant air show pages Your details will not be included if this section is left blank.

Trader Name _____ Telephone _____

Website _____

Brief Description (max 12 words) _____

Please note that we reserve the right to amend your listing to ensure editorial consistency.

SECTION 3: BOOK SIGNINGS/VETERANS (please tick)

- I am expecting to host a book launch/veteran signing

SECTION 4: STAND DETAILS

What type of stand are you bringing? (please tick)

- Market stall
- Trailer
- Gazebo/other stand type/ marquee (please detail)_____

Will you be using a marquee company to erect your marquee? Yes / No

If so, which marquee company will you be using? _____

Please tick to confirm that your marquee company agrees to produce all required documentation and contact the Commercial Team, in advance, to access the site to enable them to erect your marquee. Failure to do so may jeopardise the setting up of your marquee and cause unnecessary inconvenience to all parties.

Are you restricted to pitching on grass or hard-standing? Your pitch will be allocated, wherever possible, according to your choice of site in Section 5. This information will help us to offer you alternative space if your site choices are unavailable.

- Grass only
- Hard -standing only
- Can pitch on either

SECTION 5: PITCH REQUIREMENTS

TOTAL PITCH SIZE REQUIRED			SITE PREFERENCE		
<p>Due to our health and safety policy we do not provide spaces between trade stands, therefore you must ensure you include enough space to accommodate your marquee/stand, trailer, opening doors, tow bars, guy ropes, base plates etc, and space for any essential vehicles:</p> <ul style="list-style-type: none"> • Parking space behind your pitch is not guaranteed - if you need to have your vehicle with you, you must allow space for it within your pitch, otherwise you may have to park away from your stand in the trader car park. • Please check with your marquee company that the overall footprint of the marquee, including guy ropes and base plates, will fit within the space requested. • Frontage requirement should be rounded up to the nearest metre. • Height: Please give maximum height of your structure. 			<p>To enable us to allocate an appropriate site, please provide three preferences for the site you wish to book:</p> <ul style="list-style-type: none"> • Please ensure your chosen site is suitable for your stand (i.e. depth, grass or hard-standing). • Whilst every effort will be made to allocate your preferred site, please note that pitch numbers cannot be guaranteed or allocated on booking. • Final pitch numbers are allocated and notified two weeks before each event. • Priority on choice of site is given to applications booking all four air shows 		
Frontage (m)	Depth (m)	Height (m)	1 st Choice	2 nd Choice	3 rd Choice

Separate arrangements may be available for larger attractions and stands requiring non-standard space. Please contact the Commercial Team on 01223 499 307 to discuss your requirements.

SECTION 6: VEHICLE PASSES AND INDIVIDUAL PASSES

Please see below the standard allocation of wristbands and car passes based on pitch size included with your pitch fee:

Pitch size	Wristbands	Car Passes
3 – 8m	4	2
9 - 15m	6	3
16+m	8	4

Any additional vehicle passes requested will be charged at £5.00 (ex VAT) each. There will be no charge for additional wristbands. Veteran vehicle passes are exempt.

SECTION 7: THURSDAY SET UP/FRIDAY TRADING

Please note that as of 2016 we have introduced the option to set up for the air shows on the Thursday before. Should you or your contractor wish to set-up on the Thursday there is a charge of £20 (ex VAT) to cover the cost of the additional resources required to facilitate this.

I/ We will be setting up on Thursday

SECTION 8: PAYMENT

Please note that payment for pitches is due at least three weeks prior to the air show, bookings cannot be confirmed until we have received payment. Separate invoices will be issued for each air show in turn and payment will be due upon receipt.

I/ We will be paying by BACS

I/ We will be paying by credit card

I/ We would like to claim our 7.5% loyalty discount (to claim this you must have attended two or more air shows per year for the last two years)

Trader Tariff

Pricing Structure

Pitches are sold per metre frontage (minimum frontage 3m). Prices shown in the table are per metre frontage per show. All prices exclude VAT. For example: a 5m pitch on D is 5 x £98 = £490.00 (ex VAT)

2016 Air Shows	Available Depths	Saturday 28 and Sunday 29 May The May Air Show	Saturday 9 and Sunday 10 July Flying Legends Air Show	Saturday 10 and Sunday 11 September The September Air Show
Sites B, D, E & F Grass	10m	£98.00 per metre	£98.00 per metre	£98.00 per metre
Site L - Grass	5m	£87.00 per metre	£87.00 per metre	£87.00 per metre
Sites H, I, J & K Hard Standing	5m	£81.00 per metre	£81.00 per metre	£81.00 per metre

See terms and conditions document for cancellation charges. Please note: The rent payable on all sites covers the cost of the ground space only. All event participation is subject to weather conditions and serviceability of aircraft. Please note that for 2016 we have introduced an environmental collection fee of £1 per metre which has been included in the prices shown above. For this fee, the museum will provide a waste collection service from the front of your pitch at the end of each day of the air show. Please see terms and conditions for more information.

SECTION 9: DECLARATION

Please tick the following, where applicable:

- I / We have read and understood the 2016 terms and conditions of hire and agree to abide by them
- I / We have enclosed a copy of the completed and signed IWM Duxford Air Shows Risk Assessment Form
- I / We have enclosed a copy of my/our Public Liability Insurance Certificate or letter of cover showing a minimum sum insured of £5m.
- My/our marquee exceeds 9m x 9m. Therefore I enclose my marquee:
 - Risk Assessment and Method Statement, and
 - Certificate of flame retardant material used

Signed: _____ **Date:** _____

Your application will not be accepted unless you have ticked the box agreeing to the 2016 terms and conditions of hire and signed and dated this declaration.

For further details please call the Commercial Team on 01223 499 307 or email

DuxfordTraders@iwm.org.uk

Please return your completed application form to: The Commercial Team, IWM Duxford, Cambridgeshire, CB22 4QR



All traders **MUST** complete this form and return with your Trader Application Form. Please ensure that you enter your organisation name below, and sign and date the last page.

Organisation Name

Tick if 'Yes'	Hazards Identified	Control measures that must be implemented
METAL STRUCTURED "MARKET-STYLE" TYPE OF STAND		
	Sharp edges causing injury to stall holder/general	All sharp edges/joints to be padded and identified with hazard tape
	Collapse due to poor build, high winds, over-burdening of structure, tarpaulin becoming un-attached 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
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 Duxford.
	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 Duxford prior to marquee installation. Permission will be sought from IWM Duxford 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 step-ladders 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

	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 provided to allow full view of pitch and set up/ de-rig area
Tick if 'Yes'	Hazards Identified	Control measures that MUST be implemented
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. Use IWM 'uneven ground' signage to display on trade area (provided on request).
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. All flammable liquids 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. Any spillages to be reported immediately to IWM Trader Coordinator for safe cleaning and disposal of waste
	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 has a certificate with it to show that it is electrically safe. A safety fence surrounds the working parts of the generator. Access is limited only to authorised staff. Installation done 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 the trader coordinator
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 – inc DISPLAY LIGHTS, POWER TOOLS, HEATERS		
	Electrocution through damage to underground services when setting up marquees and stands	Area is cable traced to show location of underground services by IWM Duxford prior to marquee installation. Permission will be sought from IWM Duxford before erecting any marquee / stand

	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.
	Overheating of the installation	Cables are correctly sized and heat producing appliances are not positioned near flammable materials
Tick if 'Yes'	Hazards Identified	Control measures that must be implemented
WASTE		
	Fire caused by build-up of combustible material (empty boxes/paper/foam/plastic packaging)	Communal skip 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 and securely fixed to stand structures. No flags/banners are permitted to be ground fixed
	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. If gas stoves are being used for hospitality catering purposes, please identify hazards and control measures in "Any Other Hazards"		
	Fire caused by incorrect storage/spillage of flammable liquids and/or poorly maintained equipment	All flammable liquids stored in appropriate safety containers with self-closing lids/caps, secure access, away from heat and in well a ventilated area.
	Injury to persons from gas camping stove fire/explosion	No naked flames inside/within vicinity of stand; communal IWM fire extinguishers are located every 100m along trade stand area
Any Other Hazards (continue overleaf if necessary)		
	Hazards Identified	Control measures that must be implemented

Signed		Date

2016 IWM DUXFORD

TERMS AND CONDITIONS OF HIRE

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 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.
- 1.2 **The allocation of sites and pitches will be at the discretion of the organiser.** Whilst making every effort to honour stated preferences and ensure a broad spread of stands, we cannot accommodate requests for specific pitch numbers or guarantee that traders selling similar products will not be in the same area.
- 1.3 All sites are outdoors. All trade stands must include a covered area or other means to enable trading to continue in all weathers.
- 1.4 Sites are sold per metre frontage with a minimum frontage of 3metres. Traders must ensure that they include enough space to accommodate and set up marquee/stand, trailer, opening doors, tow bars, guy ropes, base plates etc, and ALL essential vehicles within their pitch. 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 metre accordingly.
- 1.5 Traders who set up in the incorrect pitch, or outside the booked 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 All pitches may include drains, areas of concrete or uneven ground. Traders must be prepared to work over these features as this is the nature of the whole site and we are not able to accommodate requests to avoid them.

2 Cancellation

- 2.1 Once a booking is confirmed, either verbally or in writing, the trader will be liable to pay the following administration fees if they wish to cancel their bookings:
 - 1 More than six weeks' notice before the date of the Show/Event - 10% of standard pitch fee
 - 2 Six weeks' or less notice before the date of the Show/Event - 50% of standard pitch fee
 - 3 Three weeks' or less notice before the date of the Show/Event - 100% of standard pitch fee
- 2.2 Imperial War Museum 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 in or failure to provide any staff services or premises where such failure is due to causes beyond the control of Imperial War Museum.

3 Payment

- 3.1 All payment for pitches must be made three weeks before the show/ event
- 3.2 If payment has not been received passes will not be sent out.

4 Vehicle and Individual Access and Parking

- 4.1 On air show days traders are allowed access into the Museum from 6am. **Please do not arrive earlier than the stated times as you will not be admitted to the site.** Those wishing to set up on the Thursday before the air show must inform the Organisers prior to the event, and will incur a charge for an additional days trading for a subsidised fee.
- 4.2 Vehicles requiring access to the trade area 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 they will be charged a fee. Extra vehicle passes for veterans will not incur a charge.
- 4.3 Traders wishing to park their vehicles on their pitch must allow enough space for their vehicle within their pitch when applying for trade space.
- 4.4 Limited parking space is available at the rear of some sites, but cannot be guaranteed and is at the discretion of the organiser. Vehicles parked in these areas must be parked neatly and within your allocated frontage.
- 4.5 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, and all vehicles must be parked well 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 indicated on the map.
- 4.7 Vehicle movement within the Trade area is strictly prohibited during the hours that the event is open to the public. All necessary servicing of stands must be complete, and vehicles parked correctly, by 08:30 each morning. Movement at the end of the day can only occur once the all clear has been given by the trader co-ordinator.
- 4.8 The speed limit of 15mph on the back service road and 5mph in all other areas must be observed at all times.

5 Veterans

- 5.1 All vehicle movement restrictions also apply to the transportation of Veterans. Traders wishing to transport veterans to their stands between the hours of 8.30am and 6pm must contact the trader coordinator on the mobile number supplied with their set-up information to arrange access
- 5.2 Should a veteran want to leave before the end of the Show, a member of the trader staff will be permitted to move their car from the Trader Car Park and take it to either of the two pick up points along the back service road of the site as marked on the Trader map. Due care must be taken when driving from the car park to the pickup point, and the driver must stay with the vehicle. Another member of the trader staff can then accompany the veteran on foot or by wheelchair to the awaiting vehicle, from which point they can be safely driven off site. The same system may be used in reverse for veterans arriving after 8.30am.
- 5.3 Wheelchairs can be pre-booked for the show by calling our Admissions desk on 01223 499 314. This must be done well in advance, and as numbers are limited you may be required to share with other traders. There is no charge for this service.
- 5.4 Should you prefer, wheelchairs or mobility scooters can be hired from Bartrums Mobility, who will have a concession at IWM Duxford for the duration of the air show.

6 Sales and Exhibits

- 6.1 The museum reserves the right to have any item deemed to be inappropriate for the venue 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** (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), any balloons or inflatables; kites; fireworks, bangers, caps etc.; livestock or any form of food or drink including confectionery.
- 6.4 If you intend selling any products that may contain radioactive materials e.g. clocks, wrist watches, compasses or instrument dials please ensure that you bring a copy of your 'Licence to Trade with Radioactive Products' issued by the Environment Agency. If you fail to produce your licence upon request you will be instructed to remove the goods from display.
- 6.5 Radioactive equipment that does not conform to government radiation legislation (RSA 93 and / or IRR 99) is **NOT** permitted on site.
- 6.6 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.
- 6.7 Radio and Radar Equipment – may not be operated without written clearance from IWM Duxford.

7 Insurance Requirements

- 7.1 Traders are required to hold Third Party Public Liability Insurance to the minimum value of **£5 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).
- 7.2 Please refer to Section ten for additional insurance requirements for marquees.
- 7.3 Stands may be left overnight entirely at the Traders own risk. The museum cannot accept responsibility for any loss or damage to any exhibits and traders are advised to insure their goods against loss or damage, including risk of fire.

8 Health and Safety

- 8.1 All traders will be required to complete a Risk Assessment for 2016. This is self-explanatory and is sent out with your application form. 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 before returning it.**
- 8.2 Barriers placed around aircraft exhibits **must not** be moved.
- 8.3 A marquee/stand must be taken down if museum staff consider it to be unsafe.
- 8.4 IWM Duxford's 'Emergency Procedures' (issued with tickets) must be followed in the event of an emergency.
- 8.5 When traders are using any electrical or gas appliances, they must provide appropriate and thoroughly tested fire extinguishers.
- 8.6 Smoking Policy: All traders are to adhere to current smoking legislation; in particular, trade stands allowing public access must display official No Smoking signs.
- 8.7 Uneven ground warning signs are available at request for traders whose pitch falls on uneven ground.

9 Children's Rides

- 9.1 Traders providing children's rides/inflatables must provide a copy of their own Risk Assessment and Method Statement.
- 9.2 Membership of the PIPA scheme is a **mandatory** IWM requirement (www.pipa.org.uk).

10 Marquees/Structures

- 10.1 All traders must report to the organiser **BEFORE** starting to erect any marquee or stand that requires stakes or pegs longer than 20cm 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 repair costs.
- 10.2 The museum 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 All traders must follow the appropriate Health and Safety procedures for the site when assembling their marquee, and use the **red barriers** provided 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 All 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 additional pitch charges or the removal of the marquee

Traders erecting their own marquees which are 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). 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:

- 10.12 Holds Public Liability Insurance of £5 million. A copy of the marquee company's Public Liability Insurance must be provided.
- 10.13 Has a completed Risk Assessment and Method Statement dated within the last 12 months. A copy must be provided.
- 10.14 Provides evidence of current membership of the Performance Textiles Association (MUTA).
- 10.15 MUST NOT start to erect their stands until they have been given permission to do so by the organiser.
- 10.16 Follow the appropriate Health and Safety procedures for the site when assembling your marquee, and use the red barriers provided to seal off the build area from the public.
- 10.17 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.
- 10.18 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.

11 Generators

- 11.1 Where traders intend to use mobile generator sets, they must inform the museum of this when applying for a pitch. 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 The museum must be informed of all flammable liquids brought on to the site and it should 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.
- 11.4 A copy of the generator Test Certificate must be available for inspection.
- 11.5 No more than one generator per stand.
- 11.6 No earthing spike shall be installed without written permission from the museum.
- 11.7 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.
- 11.8 The generator must be 16kVA or less.
- 11.9 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 Organisers and must camp within their pitch.
- 12.2 Traders must not wander the site once the museum has closed at 1800; security checks are undertaken around site every 2 hours and you will be challenged.
- 12.3 Traders are free to come and go via the Guardroom, but must ensure they are back on site by 2300

13 Additional

- 13.1 [Any request or instruction from IWM staff must be complied with in all circumstances](#)
- 13.2 No electrical power can be provided, traders must provide their own generators

- 13.3 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.
- 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. The museum reserves the right to request any accompanying music to be switched off for any reason.
- 13.5 Unless advised otherwise on the day by the organiser, trading must continue on air show days until 6pm.
- 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 rubbish is placed in the skip provided or taken away at the end of each event day.
- 13.8 Dogs are not permitted on site.
- 13.9 Barbecues are not permitted on site.
- 13.10 **Failure to comply with any of the Terms and Conditions may result in immediate removal from site, forfeit of pitch fees or cancellation of future bookings.**

For camping please contact the Commercial Dept. in advance so they can let the guardroom know you will be staying on site.

Trader Map

