



Midlands AIR FESTIVAL



Friday 4th – Sunday 6th June 2021
Ragley Hall, Alcester, Warwickshire. B49 5NJ



Exhibitor Information & Trading Rules

1. Set-up

All pitches are required to be set-up by 3.30pm on Friday 4th June and left set up until the close of the show on the evening of Sunday 6th June at 8.30pm. Set-up is not possible over the weekend, due to health and safety reasons.

The showground will be open for setting up from 9.00am until 3.30pm on Friday 4th June. All traders must be in position by 3.30pm on Friday 4th June for when the gates open to the public at 4.00pm.

Upon arrival at the festival site, please report to the Site Information Centre before going on to the showground site. Please make sure you bring all passes and all documents as requested in your trader's pack, which will be emailed out to you 4 weeks before the show.

The festival site will have 24hour security from 9.00am Friday 4th June until 9.00am on Monday 7th June.

Note: Ultimate responsibility remains with the trader for both their stand and contents

2. Access to the Trading Areas

There will be no vehicle movements between the following times.

Friday 4 th June	3.45pm until 10.45pm	Showground closes at 11.30pm
Saturday 5 th June	8.15am until 8.30pm	Showground closes at 11.00pm
Sunday 6 th June	8.15am until 8.30pm	Showground closes at 11.00pm

Breakdown of Site - Monday 7th June Access from 9.00am until 4.00pm

The trading areas can be accessed from 5.00am on both Saturday and Sunday for 30 minutes to allow for restocking of your pitch and at the end of each day.

Once you have restocked you are asked to move your vehicle to your allocated parking area or leave site.

The speed limit whilst driving on the showground site is 5mph.

You are asked to advise the Site Manager should you be using an HGV vehicle. This is due to the nature of the access roads and making suitable parking arrangements, if required.

3. Saturday and Sunday

Please note that the public gates will be open on Saturday 5th June and Sunday 6th June from 5.00am for the early morning balloon lift. (depending on the weather)

Traders are not required to be in position until 8.30am on each day. It is your choice, should you wish to open earlier.

4. Overnight Camping

Traders are permitted an overnight stay in the traders camping area.

No trader is permitted to camp anywhere on the trading areas or showground.

Please indicate your requirements on your application form.

A small number of toilets and showers will be provided.

An extra fee will be charged where multiple camping units are required.

Note: Barbeques, open flame fires, gas stoves are strictly prohibited.

5. Cancellation Policy

In the event of the abandonment of the Midlands Air Festival, the organisers will not be held 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 the show is cancelled for operational reasons before Friday 4th June.

6. Insurance Requirements

Midlands Air Festival or any of its partners accepts no responsibility in respect of personal injury or loss of or damage to vehicles or property.

Traders/Exhibitors 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 £2,000,000. Proof of insurance, must be supplied and in date for the whole of the Midlands Air Festival, ending no earlier than 9.00pm of the 7th June 2021.

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

All traders/exhibitors must supply copies of a Full Risk Assessment including Fire Risk Assessment, Liability Insurance, 3rd party insurance and a recent picture of the front of their trade/exhibition stand when making an application.

Catering/Food traders are also to supply a copy of their current hygiene certificate.

We do not accept any Catering/Food unit that has less than a 5 STAR rating.

7. COVID 19

All traders are to supply enough hand sanitizer for both members of the public and their staff to freely access and use.

Failing to do this will be a breach of the air show guidelines and could result in the barring from site for future Midlands Air Festivals.

8. Waste Management

All traders/exhibitors must make sure their pitches and surrounding areas are clear of litter.

There will be areas set aside for various types of waste. Please use these areas/bins correctly.

9. Trading Enforcements

Traders/Exhibitors are not permitted to do roaming sales nor the distribution of literature outside of their allocated pitch areas. This includes the placements on vehicles within the car parks. Any trader found to be breaching these rules will be asked to leave site immediately and will be banned from future festivals. The trader will not be entitled to any refund.

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

At the end of the festival all traders must leave their pitch the way they found it upon setup. Free of litter, waste and in good condition. The organiser will assess all pitches, and should there be any damages or dilapidation that has been caused by a trader a fee will be charged for any repairs or litter clearance.

10. Generators/Furniture

If you are using a generator for your pitch, you must make sure the generator is of the **silent type**. We do not want noisy, diesel fumed generators spoiling the trade area. Anyone found to be using a **non-silent generator** will be asked to switch it off. Should this be an issue, you may be asked to leave site with no reimbursement of any fees. All generators need to be in correct working order and must have proof to state when it was last serviced.

Note: The festival does not supply any power, furniture, or gazebo. The cost of your pitch is for space only.

11. Charities

There will be a small amount of trade pitches available for registered charities, at a reduced rate for a 3-metre frontage.

Charities are given discounted rates, on the understanding that they will assist in the promotion of the Midlands Air Festival, using their online media.

12. Staff Passes

A set number of staff passes will be issued depending on the size of the pitch. Additional passes maybe purchased for the cost of £20 per person. Please state how many members of staff you will be needing for your pitch, on your application form.

Any trader found to be distributing staff passes to persons other than their company staff (either free of charge or selling) will be banned from attending all future events, with no fees refunded and all pass numbers voided.

13. Serving of Food and Drink

All traders that are selling any form of food or drink must only serve their product to customers, on or in plastic tableware, cutlery or drinking items. No glass, metal or ceramic manufactured items are to be used. Glass bottles are permitted to be used to serve a customer, but these must be retained within the trader's pitch and area. All waste glass items are to be placed inside the correct waste management receptacle and not left unattended.

14. Prohibited Items.

1. Live animals, fish, livestock
2. Weapons - new or replica, knives
3. Drones, Remote controlled aircraft/helicopters, Helium Balloons, and kites

4. Stink -Bombs or any other annoying and offensive items
5. Flammable, toxic, or corrosive substances.

15. Agreement

Please sign below to confirm your agreement with the above exhibitor information and trading rules relating to the Midlands Air Festival 2021.

Signed

Date

Print Name

Company/Trading Name

Position