

# SYWELL 2024

AIRSHOW WEEKEND 22 & 23 JUNE



TRADERS INFORMATION PACK



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Sywell Aerodrome and Ultimate Warbird Flights are excited to announce an event will take place over the weekend of the 22nd 23rd June 2024 at their Northamptonshire home. Sywell 2024 will be quite a remarkable airshow combining ground attractions including classic cars and much more.

Showcasing multiple classic aircraft from across Europe alongside modern jets, the flying line-up will include formation and unique display acts, some of which will be UK firsts.

With an estimated **10,000/day adult turnout** plus children, this is set to be a family day out with entertainment throughout the site.



# PITCHES AND PRICING

**Pre-built shedding – (3m deep)** fully constructed bays with a depth of 3m in attractive pagoda style marquees. These bays have strip lighting and a plug socket as standard as generators cannot be used due to the layout. Please note, there is limited availability and this will be allocated on a first come, first served basis.

<b>3m x 3m</b>	<b>£750</b>
<b>3m x 6m</b>	<b>£1200</b>
<b>3m x 9m</b>	<b>£1500</b>

**Own structure – please contact us to discuss requirements.** Note, we will request a photo of your display for evaluation, as well as the footprint of said display which must fit into each of the below categories.

<b>3m x 3m</b>	<b>£300</b>
<b>6m x 6m</b>	<b>£600</b>
<b>9m x 9m</b>	<b>£900</b>

All of the above prices exclude VAT which will be added at the time of payment. All pitches are on a grass surface.

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## WRISTBANDS AND VEHICLE PASSES

There is no provision for vehicles to be parked on or behind stands throughout the weekend however, a designated 'Traders' car park is close by. Vehicles can come and leave this car park as required throughout the weekend, subject to traffic restrictions.

For each stand, an allocated number of wristbands and vehicle passes are provided to you which are strictly for the use of those working on your stand. A very limited number of additional passes are available on a first come, first served basis. See below for allocation and pricing. Should you intend to bring a vehicle larger than a Luton Van, please contact us as soon as possible.

<b>Pitch frontage</b>	<b>Wristbands (FOC)</b>	<b>Vehicle pass (FOC)</b>
3m	2	1
6m	4	2
9m	5	2

Additional wristband - £25.00 +VAT

Additional vehicle pass - £10.00 +VAT

**All passes will be available to collect on set up days or sent via delivery if requested in by 7th June 2024.**

# FURTHER INFORMATION

## Power

Regrettably there is no power provided to own structures so should you wish to have power at your pitch, please be self sufficient and bring a generator. All prebuild shedding has strip lighting and plug socket for your use throughout the weekend as standard. Please ensure that any electrical equipment is PAT tested and detailed in your risk assessment.

## Insurance

All exhibitors MUST provide evidence of public liability insurance at the time of booking as well as carry a copy of the certificate at the pitch throughout the weekend. Should the cover renew between your initial booking and the show, please send the renewed certificate as soon as possible. Please note, this insurance must carry a minimum of £5 million in cover.

## Camping

There is no provision for camping on the airfield at your pitch at any time throughout the set up or show weekend. Camping is available on site in the designated camping area if a permit is purchased in advance. Note, these are on a first come, first served basis but every effort will be made to accommodate traders. Details on how to apply for this will be included in your pack sent after booking.

## Network Coverage

Due to a large number of people on site over the airshow weekend, signal and coverage will inevitably slow down so please ensure that you have provisions to face this. The organisers will not be held responsible for any loss of sales due to this. The organiser will provide WiFi to traders but not be held responsible for it's service and it should not be relied upon.

## Booking

Should you wish to go ahead and apply for a pitch at the Sywell Airshow 2024, please click the below link to apply for a pitch. You will be asked to sign to accept the terms of booking and general risk assessment (see following pages), but should you wish to submit your own risk assessment, there will be a section to upload this.

[CLICK HERE TO APPLY TO BE A TRADER AT THE SYWELL AIRSHOW 2024](#)

# PAYMENT AND TERMS

## Payment

- Following your successful application, a 50% deposit invoice will be sent which is payable immediately—note, your pitch is not secured until this payment has been received and once this invoice is sent, the trader will be liable to the cancellation terms as below.
- Final payment is due in full at least 2 weeks prior to the airshow (8th June 2024). Failure to comply with this will result in the cancellation of your pitch and loss of deposit.

## Cancellation

- All cancellations must be received in writing and acknowledged by the organiser.
- Fees are as follows:
  - More than 8 weeks prior to the commencement of the show - 50% deposit refunded, less £150 +VAT admin fee
  - Between 2 and 8 weeks prior to the commencement of the show - 50% of pitch fee
  - Less than 2 weeks notice - 100% of pitch fee

## Bookings and general information

- The organiser reserves the right to refuse or cancel a booking at any time, without notice and without any reason given. In relevant situations, a refund will be given.
- Allocation of pitch site will be at the discretion of the organiser and whilst effort will be made to separate traders selling similar items, this cannot be guaranteed.
- All traders must ensure they are able to trade in all weathers. All pitches are outdoors and no compensation will be made for adverse weather.
- All traders must commit to trading on both days of the airshow.
- Traders are requested to be respectful when playing music or audio files to both other traders and to the airshow commentary. If requested to turn the volume down or off, traders must comply.
- Areas must remain tidy at all times. Please remove all rubbish either by using the bins on site, or taking it with you. Traders will be charged a disposal/removal fee of £150 +VAT per item left on site.

## Sales and items for sale

- The below list is NOT permitted on site:
  - Asbestos containing materials
  - Controlled drugs e.g. certain items in historic first aid kits, surgical equipment
  - Human tissue e.g. blood stained items
  - Edged weapons, firearms, munitions
  - Radioactive equipment that does NOT confirm to RSA93 and/or IRR 99 legislation
  - BBQ's
  - Live animals
- The below list contains items that are NOT permitted for sale or giveaways:
  - Weapons or ammunition in appearance, including BB guns or toy guns
  - Any airborne items including (but not limited to) balloons, inflatables, kites, drones
  - Live animals
  - Fireworks
  - Food and beverages

**ANY ITEM DEEMED INAPPROPRIATE OR NOT CORRESPONDING TO THE ABOVE WILL BE REMOVED FROM THE SITE WITHOUT NOTICE.**

## Set up/take down

- All traders MUST report to check in their pitch before setting up. Details will be provided in the Trader Information Pack closer to the commencement of the show.
- UNDER NO CIRCUMSTANCES can stands be erected or disassembled during the show 'open' hours when public are on site. These hours will be confirmed in the Trader Information Pack.
- Traders are responsible for ensuring that their set ups are contained within the pitch designated size
- All traders must be prepared to set up their stand (both prebuilt shedding and own structure) on grass. There is no hard standing available in the traders section on site.
- Display items or merchandise must not extend more than 2m forward of the designated pitch site. Beware that this is in the public walking area.
- All servicing of stands MUST be done prior to public entry each day.

# PAYMENT AND TERMS CONT.

## Passes

- All passes provided to the trader are strictly for the use of persons on the trade stand. Onward sale or gifting is strictly prohibited.
- All persons working on the trade stand MUST wear a valid wristband at ALL TIMES which must be visible.
- No vehicles are to be left on site without a valid vehicle pass.
- No vehicles larger than 3.5 tonne Luton Van are to be left on site without prior permission in writing from the organiser.

## Security and insurance

- All items left on stands overnight are done so at the risk of the trader and the organisers will not accept any responsibility for any damage or loss.
- Traders must ensure that stands are left in a safe manner so that no harm or damage is caused to persons and stand (including neighbouring stands).
- Traders are encouraged to insure goods against loss, damage and fire.
- All trade is subject to valid Public Liability Insurance with a minimum value of £5 million. If at any time this is found to be invalid or expired, the stand will be cancelled (standard cancellation fees/timescales apply) and you will be asked to leave the site if the show has already started.

## Health and Safety

- Traders will sign to accept the standard risk assessment as part of the booking process but are encouraged to upload their own also. Compliance is essential and failure to do so will result in removal from site with no compensation.
- All electrical items must be PAT tested. The organiser reserves the right to remove any item deemed unsafe or untested.
- **UNDER NO CIRCUMSTANCES CAN BARRIERS BE MOVED UNLESS AUTHROISED BY THE AIRSHOW TEAM AT ANY POINT.**
- All traders MUST adhere to the smoking legislation and no smoking is permitted anywhere other than designated smoking areas. No smoking is permitted on trade stands.
- Any gas, compressors or flammable liquids must be declared to the organiser BEFORE being brought on site. All items must be clearly labelled in the appropriate storage container and stored away from the public.
- Any generators must be declared to the organiser BEFORE being brought on site. The trader is responsible for ensuring that they are positioned behind the stand in a safe manner that does not pose a risk to the public.
- All equipment/installation/upgrades/amendments must be in accordance with Electricity at Work Regulations 1989
- **TRADERS IN PREBUILT SHEDDING ARE NOT PERMITTED TO USE A GENERATOR IN ANY CIRCUMSTANCES**
- Only one generator per pitch is permitted where applicable.
- Portable heaters of any kind are NOT permitted on site.

## Camping

- Traders will NOT be permitted to camp on the airfield site, and must camp in the designated camping area.
- There will be no access to the airfield, and therefore your pitch site, once the site closes for security reasons.
- Camping pitches must be purchased in advance at the standard rate. These are provided on a first come, first served basis but every effort will be made to accommodate all traders.
- Camping MUST NOT take place in the traders car park.

## Liability

- Neither the organisers 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 Sywell arising or resulting directly or indirectly from any act, omission, neglect or default on the part of a third party.
- Neither the organiser 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.
- The Trader will indemnify and hold harmless the organiser 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 the organiser and its officers, employees, agents, insurers and contractors in respect of:
  - delay, injury or death of persons caused by the trader;
  - injury or death of any trustee, employee, agent or contractor of the organiser or the trader or any visitor or invitee to the site or any other trader at the Site;
  - damage to or loss of property owned or operated by or on behalf of the organiser, 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;
  - damage to or loss of property owned or operated by or on behalf of the trader;
  - damage, death, injury or loss to third parties or damage to third parties' property; or
  - any loss or liability suffered by the organiser 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.

# TRADER RISK ASSESSMENT

By applying for a trader pitch, we take this as agreement to the below risk assessment. Should you wish to provide your own risk assessment (encouraged), there will be an section during the application to upload your own.

Hazards Identified	Mitigation that <b>MUST</b> be put in place by trader
Injury to public during build/dismantle	Public have no access to trader park during set up days. No structures to be erected or dismantled during public opening hours on airshow days.
Injury to persons during build/dismantle of structures – falling from height	Any use of ladders/step ladders is to be kept to a minimum – no large structures to be erected by traders directly as third party companies are providing large marquees. Any ladders should be inspected for condition and placed in suitably before use.
Injury to persons during build/dismantle of structures – falling objects	Suitable safety protection to be worn at all times (eg. Head protection).
Injury to persons during build/dismantle of structures – manual handling	All heavy loads to be assessed and assistance requested if deemed necessary. All equipment in use to be assessed for each task.
Injury to persons during build/dismantle of structures – loading/unloading goods	Public have no access to trader park during set up days. Manual handling guidelines must be followed at all times. Vehicles not in public area during airshow opening times.
Injury to persons during build/dismantle of structures – vehicle accident	Vehicles are not permitted on airfield during airshow days – no public on site. 5mph must be observed at all times when moving vehicles on airfield, and hazard lights must be used. No keys are to be left unattended.
Injury to persons from electric shock from underground cables from marquee pins	Marquees to be erected where advised by organisers <b>only</b> .
Damage to underground services from marquee pins	Marquees to be erected where advised by organisers <b>only</b> .
Collapse due to poor build, high winds, overburdened structure	Structures to be securely weighted, bolted and attached in accordance with manufactures instructions. Appropriate weights/stakes have been used to secure structure. Build/dismantle halted when high winds are above capacity (typically 90% of maximum – 30mph). Open frontage is closed when facing prevailing winds of >30mph.
Sharp edges cause harm to public or traders	All sharp edges to be clearly marked and padded

Trips/falls	All cables used are to be suitably positioned and protected if required - must be kept away from the general public or suitably matted or taped if unavoidable. Walkways must remain free from obstruction at all times. Any stakes or pegs in the public areas must be fenced off.
Fire – electrical fault	All structures are to fire retardant in accordance with the Performance Textiles Association (MUTA). Fire extinguishers located at various points around site, as well as on site fire crew. All electrical items bought on site to hold current PAT certificate.
Fire – cigarette smoking	No smoking to occur in trader marquees.
Fire – spillage, incorrect storage of flammable liquids/gases	All flammable liquids stored in appropriate coloured safety storage containers with secure lids/caps, externally situated to the rear of the marquee/trader structure and out of reach of the public. Any spillages to be reported immediately to the organiser. No naked flames to be inside/within pitch at any time.
Fire – generator	All generators to be visually inspected prior to use to inspect for defects/failure and carry a current PAT certificate. Generators are NOT to be left unsupervised at any time.
Fire – waste	Waste bins provided throughout site and stands must be kept tidy and free from rubbish at all times. No naked flames or smoking in the stand or vicinity of.
Generator safety	Limited access to authorised staff ONLY. All generators to be visually inspected prior to use to inspect for defects/failure and carry a current PAT certificate. Generators are NOT to be left unsupervised at any time.
Injury to persons from electrocution and/or fire/explosion from defective/overloaded equipment	Cables and electrical components are correctly sized for the task and inspected for defects prior to use. This includes, but is not limited to, extension leads and plugs. All electrical equipment in prebuild shedding installed by a qualified electrician and considered safe and suitable for use. All electrical items bought on site to hold current PAT certificate.
Injury to persons from flags and/or the supporting structure	All flags/banners/advertising structures must be properly secured and anchored.