



Headcorn Aerodrome, Kent
9-10 September 2017

EVENT INFORMATION

1. EXHIBITION STAND AND SPACE

This year we shall have exhibitors described as 'outside' or 'inside'.

OUTSIDE EXHIBITORS

These will be exhibitors who provide their own marquee or tents. Sites are 12 metres deep and the minimum order size/frontage is 2 metres. All sites will be located on grass and the space booked by an exhibitor must include sufficient room for guy ropes, tow bars and any other accessories connected with the exhibition. (This would be what you booked if you exhibited last year). Any vehicle that is not included within the booked area must be parked in the exhibitor's car park by 08:45 on show days.

INSIDE EXHIBITORS

These will be exhibitors located inside one of the larger marquees that Headcorn Events will provide. This will be for the "Arts and Crafts" exhibitors. Stands are 3 metres by 3 metres (Larger spaces can be requested). The site will also be grass flooring. No vehicles will be allowed within the marquee but can be onsite until 08:45 on show days to deliver stock.

2. ELECTRICITY

No mains electricity is available and exhibitors who wish to use their own generator hired from a contractor other than the official supplier must obtain written permission. A condition of use for all generators will be that a noise nuisance or risk will not be caused to the public or neighbouring stand holders.

3. SECURITY

Although there will be a security presence within the showground items left within the exhibition area is done so at the owners risk. We can arrange for security guards on request and at cost to the exhibitor.

4. HOW TO BOOK AND PAYMENT

Reservations for stand space will be accepted by completing the Application Form, Risk Assessment and Insurance Documents and sending together with 50% deposit to the organisers. This can be done by post or email. Once we have received the forms, you will be emailed confirmation.

PLEASE NOTE: VAT IS NOT APPLICABLE ON OPEN STAND SPACE.

Sites will be allocated on a first come first served basis and are subject to change at the event organiser's discretion.

5. CANCELLATION POLICY

Where an exhibitor withdraws from the show or cancels the space reserved for any reason the cancellation rates will apply:-

Written confirmation of cancellation received:

- 12 weeks or more prior to the event 25% forfeit
- 4-12 weeks prior to the event 50% forfeit
- Less than 4 weeks prior to the event, No refund

6. ACCESS

There is no facility for vehicles to arrive prior to NOON ON FRIDAY 9TH SEPTEMBER. Any exhibitors requiring access prior to this time should contact the event organisers for permission.

7. CAMPING

Exhibitors may site (*max 2 tents or 1 caravan) on their site on Friday, Saturday & Sunday nights, subject to being contained within the purchased space, at no extra cost. Additional camping is available in the camping area at a cost of £10 per tent and £20 per caravan/motorhome. Please note that those camping onsite must ensure their space is cleared away and not visible to the public. We shall be assigning exhibitors space back to back along the show ground so only the actual shop/stand will be public facing.

8. LITTER

Exhibitors are asked to ensure that their site and immediate area be free from litter and refuse at the end of the show day. Empty boxes and cartons must be removed on leaving the site. We thank you for your co-operation in this as litter is a danger to aircraft. Stand holders who leave litter will be charged a litter deposit in future years.

9. HEALTH & SAFETY

It is the sole responsibility of each exhibitor to comply fully with Health & Safety Legislation together with all Fire Regulations. In addition, each exhibitor or contractor appointed by an exhibitor must carry full insurance against risks including public and employers liability. Headcorn Special Events Ltd is required by the local authority to obtain and verify copies of insurance documents and risk assessments for all exhibitors and contractors. (See *Rules & Conditions/Insurance, Health & Safety*).

These documents should be enclosed with your booking form and sent to the event organisers at the time of booking. Failure to supply these documents will result in you not being accepted.

10. PROHIBITED ITEMS

Traders selling anything deemed to be a weapon must contact us for prior permission.

11. MODEL DEMONSTRATIONS

Aircraft Models are required to request a slot time. A pilot booking form can be downloaded from our website <http://www.headcornevents.co.uk/> on the Southern Model Show page. For further information on this, please contact Andrew Boxall sms_headcorn@hotmail.co.uk

For other Model or Arts & Crafts demonstrations please call our office on 0845 652 6263.

12. EXHIBITORS READY FOR SHOW

All exhibitors must be in place by 8.45am on Saturday and Sunday 10th & 11th September. No exhibitor may knock down their site or depart from site before 5.30pm.

13. VEHICLE PARKING

There will be a designated Exhibitor parking area for all additional vehicles not on site. Any vehicle that is not included within the booked area must be parked in the exhibitor's car park by 08:45 each morning of the Show. Parking is free of charge.

14. WHAT IS INCLUDED IN YOUR FEES

Includes 4 weekend trader passes + 2 tents or 1 caravan pass
Exhibitor space to sell and promote your goods

Additional weekend passes may be purchased @ £10.00 (limited to 2 per stand)
Additional tents within campsite @ £10
Additional caravan within campsite @ £20

ADDITIONAL QUESTIONS?

If you have any queries, please do not hesitate to contact us at:

Chris Yates - Event Manager
Headcorn Special Events Ltd
Headcorn Airfield
Shenley Road
Headcorn
Kent
TN27 9HX

Tel: +44(0) 7769 683345
E-mail: enquiry@headcornevents.co.uk

We would like to take this opportunity to wish you a very successful event.

RULES AND CONDITIONS

INSURANCE, HEALTH & SAFETY

1. It is the sole responsibility of each exhibitor to comply fully with Health & Safety Legislation together with all necessary Fire Regulations.
2. Each exhibitor must ensure they are adequately insured for damages and third party liabilities and must produce satisfactory evidence of current Public Liability Insurance Cover with full details of such cover **at the time of booking.**
3. All equipment (including vehicles, machinery, marquees, generators etc.) brought in, hired by, or otherwise provided by the exhibitor is the sole responsibility of the Exhibitor and it is entirely up to the Exhibitor to ensure that all necessary insurances are obtained and contractual obligations met between any third parties from whom the equipment may be obtained.
4. The entire risk and responsibility as regards the exhibits, machinery and plant of each Exhibitor – including liability for accidents due or alleged to be due to the handling and housing of such exhibits; the attendance on and management thereof, the conduct of the stand generally; and all consequential and other injury or loss arising from the aforementioned matters – shall be borne by the Exhibitor.
5. a) The Exhibitor shall not do or omit to do any act which may jeopardise the current insurance's or licences of the Organisers in connection with the Exhibition place and/or the Exhibition or any term thereof
b) The Exhibitor will further indemnify the Organisers in respect of any loss or damage caused to the premises or property thereon arising from the participation by him or with his consent.
6. Every Exhibitor participates at his own risk in every respect, including that from water, fire and/or damage to or loss of Exhibitors' stands, furniture, fittings or packaging cases from any cause and at any time whatsoever, including the time exhibits are in transit whether to or from the Exhibitor's site.
7. All Exhibitors are required to have suitable fire fighting equipment on their stand.
8. All marquee structures must adhere to the stringent fire regulations and must be securely and safely constructed ensuring strength and stability against all weathers.
9. The Organisers shall not be liable in respect of any claim for compensation or refund, or any other claim, in regard to or arising out of or connected with the event or the holding, cancellation or curtailment thereof, for any reason beyond the reasonable control of the Organisers.
10. The Organisers reserve the right to order any article or vehicle out of the grounds, or to close any site they deem to be unsafe or a risk to the general public, or which does not conform to the regulations of the Organisers and/or health and safety requirements. There will be no entitlement to refunds in these circumstances.

EXHIBITION SITE

11. The printed site plan has been designed to accommodate all Exhibitors' probable requirements. In the event of alternative areas being booked, the Organisers reserve the right to change the printed plan accordingly without reference to Exhibitors, except in the case where Exhibitors booked positions are affected.
12. The Organisers shall not be responsible in respect of loss or damage arising from any error in the appointment of space on the Showground or from any encroachment by one Exhibitor on the space apportioned to another for any amount greater than the sum paid for the space in question.
13. The area required for tents and units **MUST INCLUDE SUFFICIENT SPACE FOR GUY ROPES**, tow bars, opening wings etc. Exhibitors using elevators, hoists or other articles which necessitate rope, wires or other supports, are required to take sufficient space to include such supports within the area they pay for.
14. Exhibitors whose stand **exceeds 5m height** at any point must indicate this on their application form stating the height of the highest point.

15. Any Exhibitor who, without the Organiser's authority, occupies in an area in the Airfield other than that allocated shall on demand pay for such excess space at the rate of double the charges which are applicable for that particular space and shall, if required, withdraw to his allocated space and also be liable for expenses or loss incurred by any Exhibitor(s) deprived of any part of their allocated space by such action.
16. a) Generators may only be used with prior permission in writing from the Organisers. Where such permission is granted it will be conditional that a nuisance or risk is not caused either to other Exhibitors or to the public and that they conform to current standards.
b) Any Exhibitor causing a noise nuisance i.e. Loud Speakers or loud music, which may cause a problem to other exhibitors or the public will be asked to turn off the offending noise nuisance, failure to do so will lead to he/she being told to cease trading. There will be no entitlement to refund in these circumstances.
17. Exhibitors may not sub-let the whole or part of a site.
18. Any Exhibitor (or stand erector employed by him) wilfully defacing another Exhibitor's stand/site will be held responsible for making good the damage and/or be liable to defray the cost thereof.
19. Exhibitors are reminded that they are **not** permitted to sell or give away the following:
 - Refreshments to the general public, unless with prior agreement with the official catering contractor.
 - Helium or lighter than air balloons. Lighter than air balloons may only be used as an exhibit with prior permission from the Organisers.
 - Any item that may be deemed a weapon must contact organisers for prior permission. Any Exhibitor found conducting such sales will be immediately closed and the incident will be reported to the Police. The Exhibitor will not be entitled to any refund or compensation
20. The Organisers reserve the right to refuse any entry whatsoever and/or to cancel any entry, which may have been accepted without giving any reason. Similarly, they may decline at any stage to admit any proposed exhibit or to order the removal of, or remove, any exhibit already delivered. Should these circumstances occur, the fees paid for such space may, at the discretion of the Organisers, be refunded and, if refunded, shall be accepted by the Exhibitor, or intending Exhibitor, in full satisfaction of all claims against the Organisers.

ACCESS AND PASSES

21. **All Exhibitors, their staff and their contractors must report to the Site Office on arrival.** All drivers entering the airfield must receive a briefing from the Exhibition Staff in respect to access and conduct within the airfield. Exhibitors **must not** drive onto the site without an Air Displays International staff escort. Any Exhibitor, their staff or contractor found contravening instructions so given may be expelled from the airfield and the exhibition site may be forfeit. There will be no refund of monies paid whatsoever upon expulsion on these grounds.
22. **The speed limit for all traffic on the Showground site is 10 MPH.** The movement of all motor vehicles is prohibited within the showground during the hours that the event is open to the general public. All necessary servicing of stands must be done before 8.45am. Stands may not be dismantled or exhibits packed until after 5.30pm.
23. All Exhibitors must show their Exhibitor's Pass at all times during the open hours. Failure to do so will mean removal from the airfield.
24. All vehicles not required for the servicing of the exhibitors stand should be parked in the exhibitor's car park. All exhibitors' vehicles must have a vehicle pass clearly displayed at all times. Failure to do so may result in the vehicle being removed.