

RAF Harrowbeer 1940s Event

11th & 12th August 2018

Entrance: Knightstone, Crapstone Road, Yelverton, Devon PL20 6BT

EXHIBITORS' GUIDE

INTRODUCTION

The 1940s Event is being organised by the RAF Harrowbeer Interest Group (HIG). It will be based around the Dispersal Bay restored by the RAF Harrowbeer Interest Group and on land alongside Knightstone Tearooms on the former WWII airfield, near Yelverton, Devon.

ACCESS FOR EXHIBITORS AND THEIR VEHICLES

Once you have booked your pitch, you will either be emailed a vehicle pass to print or sent a hardcopy via your SAE if enclosed/requested. The Car Pass, which applies for both days of the event, **MUST** be clearly displayed on your windscreen to gain entry to the site on Saturday & Sunday.

We would ask Exhibitors/Stallholders to use the specially designated section for Exhibitors in the Car Park. **Cars MUST NOT be parked on the perimeter road unless previously agreed with the Organisers.** If you need more than one Car Pass please ensure you request this on your Booking Form. Please be aware that for public safety we will be restricting the movement of vehicles to/from the Car Park after 09:30 until the closure of the event each evening. Casual/part time Stall Assistants can also park in this car park providing they have a pass.

SETTING UP/TIMES OF OPENING

Stallholders are responsible for setting up of their own tentage/stand area. The Event Organisers would prefer as many stalls as possible to be set up during Friday 10th August.

DATE	TIMINGS	In order to minimise traffic movement in the event area once the public are on site, stallholder vehicles should be parked in the designated Exhibitors Car Park and not be moved after <u>9.30am</u> unless absolutely essential
Friday 11 th August	Setting up is possible all day.	
Saturday 12 th August	Set-up from 8am: Open 10.00am to 6.00pm	
Sunday 13 th August	Set-up from 8am: Open 10.00am to 6.00pm	

All stalls must be set up and vehicles moved to the designated car park by 9.30am on both Event days. The Event opens to the public at 10.00am and closes at 5.00pm on both days. No stall should close before these times as we have a large number of visitors who may arrive in the late afternoon and who must be afforded sight of the whole event. Stallholders & Exhibitors vehicles should not be moved while the public are still on site. **Smoking is not permitted in any tent or marquee.**

SECURITY

Whilst there will be people on site during the night, there will be no special security patrols. Therefore, Stallholders are advised to make arrangements for the safe keeping of items of equipment or stock in trade, which are valuable and need special arrangements for their security.

ELECTRICITY/WATER

There is no mains electricity supply or mains water on the Event site, but a water-bowser (subject to supply by SWWA) should be available. Please ask for directions to this if needed.

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APPLICATION FOR SPACE

All applications for space must be made on the Booking Form, which must be signed by the stall holder or his representative, such signature being an acceptance of these regulations. If forms are returned by email you are agreeing to the regulation requirements concerning bookings.

ALL BOOKING FORMS MUST BE RETURNED BY 2nd August 2018 AT THE LATEST. The Organisers reserve the right to refuse any entry whether received prior to the closing date for entries or not.

DESCRIPTION OF EXHIBITS/STALLS & TRADE LIMITATIONS

Each Exhibitor/Stallholder must submit a description of their stand/stall, giving the name and address of the organisation together with up to 20 words of descriptive matter. The Organisers retain the right to demand the withdrawal of any stall that it considers unworthy of being shown, to include unsightly or unsuitable stands, receptacles, staging or content.

CANCELLATION OF SHOW

It is the Organisers intention that the event will go ahead regardless of the weather. However, in the event of the Organisers cancelling the event for any reason beyond their control – the Organisers will seek to contact the Stallholder according to the information provided on the Booking Form and a notice will be put on the Event website www.rafharrowbeer1940s.co.uk. No Stallholder will have any claim for loss, damage, interest or compensation.

WITHDRAWAL OR CANCELLATION OF SPACE RESERVED

Where a Stallholder withdraws from the Event or cancels the space reserved for them for any reason or fails to attend, the Organisers reserve the right to re-allocate such space.

ALLOCATION OF SITES

The allocation of sites and positioning of pitches will be entirely at the discretion of the Organisers, although every endeavour will be made to meet any request made by an Exhibitor/Stallholder regarding the positioning of their stand. No guarantees can be given.

Stallholders booking space must apply for sufficient space to allow for all stays and/or guy ropes required for any tents/gazebos to be erected on the allocated space, which must be declared on the Booking Form. Guy ropes MUST NOT intrude onto adjacent pitches, if they do, you will be required to remove them immediately when told to do so.

Boundaries of sites will be marked and under no circumstances will Exhibitors / Stallholders be allowed to occupy a larger space than that allocated to them.

The Organisers will not be held responsible for damage caused to a site by a third party, and will not undertake to make good such damage.

SUB-LETTING

No Stallholder shall sub-let or portion off the space allocated to them or move to any other site other than that allocated.

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CATERING

Food and drink will be available for sale on site.

Catering for the public is only permitted by stalls which have been granted permission before the show. Such Stallholders catering on their stands are reminded that they must conform to the requirements of the Food Hygiene Regulation 1997, and relevant amendments. The use of cooking appliances at other stands is not permitted. A water bowser may be available on site provided by SWWA.

Exhibitors/Stallholders, if appropriate, must comply with the Food Hygiene (Market Stalls and Delivery Vehicles) Regulations 1996, and relevant amendments.

REINSTATEMENT OF GROUND

Anyone wishing to break the soil for the purpose of fixing their stands, must restore the same prior to leaving the site at the end of the Event, by which time the site of the stand must be cleared of all materials, rubbish, etc. **No rubbish is to be left on site under any circumstances.**

LITTER AND WASTE DISPOSAL

Exhibitors/Stallholders must keep their stand and adjacent areas clear of litter. Those who have food waste must provide their own bins. The Organisers will have food-waste recycling bags available, please ask us for these. No food waste should be put into black sacks. Please take as much of your own rubbish away with you. This will enable us to keep the costs of the event down.

SIGNS

Stallholders should provide and display a clear sign bearing the name of the organisation as entered. All stands and/or sites allotted to Stallholders will be clearly numbered by the Organisers. Stands and Gazebos must be erected in such a way that they do not overshadow a neighbouring stand.

ADVERTISEMENTS

No Stallholder or any other person shall be allowed to affix any placard or advertisement to any part of the Organisers' premises unless permission to do so has been obtained from the Organisers. Nor will any person be allowed to distribute handbills or display advertisements anywhere on site, except on their own stand. Aerial advertising over or around the site is not allowed. The practice of putting handbills on vehicles in car parks is NOT permitted. Anyone found fly-posting will be liable for the cost of removal.

NUISANCE

Exhibitors/Stallholders must not use any public address equipment, noisy or smoky equipment or any offensive practices likely to cause annoyance to other Stallholders. All generators must be turned off by 11pm at the very latest. The organisers reserve the right to remove any left running beyond that time.

OBSERVATION OF REGULATIONS

While on the site, all Exhibitors/Stallholders, their contractors, employees or volunteers, shall be subject to the rules and regulations of the Event Organisers. The Organisers and their Stewards have the power to order the removal of any article from the area, or to close the stand of any Stallholder who does not conform to the regulations of the Organisers, and if necessary to expel such Stallholder or their representative from the site.

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RESPONSIBILITY OF EXHIBITORS AND STALLHOLDERS

Stallholders will assume full responsibility therefore, including liability for all claims arising out of the exhibition, handling or housing of such exhibits and the conduct of their stand generally. Acceptance of the foregoing condition shall be a condition of entry.

INSURANCE

Stallholders must ensure that they have adequate insurance cover, not only with regard to their own property but also against Third Party Claims - especially Public Liability indemnity and against claims arising from the conduct of their stands and from fire.

First Aid Cover

The Organisers undertake to provide First Aid through Devon EMS or an alternative.

Additional information:

Portable toilet facilities will be available on site. Please contact the organisers if they need attention.

RISK ASSESSMENTS

Health & Safety legislation requires that all Exhibitors/Stallholders who wish to exhibit at the Event, must complete their own Risk Assessment. The Organisers may ask to see this at any time during the event.

FIRE AND SAFETY REGULATIONS

The Organisers reserve the right of inspection of all marquees/tentage and stands by one of its officials or a representative of the Devon & Somerset Fire & Rescue Service and the said official shall have full authority to order that the use of any appliance or equipment be discontinued immediately if in their opinion it constitutes a danger. The decision of the Organisers in this matter must be accepted as final.

ANY EXHIBITORS/STALLHOLDERS/TRADERS USING BOTTLED GAS ARE REQUIRED TO SUPPLY A SUITABLE FIRE EXTINGUISHER(S) IN THE INTEREST OF FIRE SAFETY

MACHINERY/ENGINES ETC

Stallholders must comply with all appropriate safety precautions for operating engines and machinery. Persons operating such machinery must be appropriately trained and will be held solely responsible for the safe running of such machinery, which is to be guarded securely from the public. Such machinery must be shut down by 11pm and should not cause nuisance to other stallholders and campers.

HELIUM BALLOONS

As aerial flypasts/displays may take place as part of the Event, Stallholders MUST NOT bring helium balloons onto the site either for decoration of their stand or for sale/promotional activities. The Organisers and their Volunteers have the right to remove any helium balloons from the site as they are a risk to aircraft.

THE STALLHOLDER WILL BE LIABLE FOR ANY COSTS WHICH ARISE FROM AIRCRAFT HAVING TO ABORT ANY FLYPAST / DISPLAY BECAUSE OF THE RECKLESS USE OF HELIUM BALLOONS