



TABLE OF CONTENTS

Welcome	1
Disabled Access	1
Electricity	1
Exhibitor Passes	1
Liability of Exhibitors	1
Insurance	1
Public Opening Times	1
Exhibitor Opening Times	2
Rubbish	2
Security	2
Smoking	2
Space in Marquees	2
Space Outside	2
Tables and Chairs	3
Terms and Conditions	3
Payment	3
Exhibitor Parking	3
Health & Safety	3
Risk Assessment	3
Alcohol and Drugs	3
Internet Connection	3
Distribution of Promotional Material	4
Dogs	4
Flying-In	4
Music, TV, Video, Live Acts	4
Sub-letting	4
Leicester Emergency Procedures	4



Welcome

Whether you have exhibited with us before or if this is your first time at the LAA Rally, this manual aims to answer your questions. If you don't find the information you need, please do not hesitate to contact us.

Disabled Access

Regulations relating to disabled persons state that disabled persons should be given the same opportunities as able-bodied persons. This includes the ability to attend exhibitions and look at any of the exhibits. In particular, we would ask that you please ensure that your stand and exhibits are easily accessible to those disabled visitors with wheelchairs.

Electricity

Electricity can be supplied to the Exhibitor Village units and MUST be pre-ordered. Outside exhibitors requiring electricity should contact the Light Aircraft Association for availability or for use of your own small generator which may be acceptable.

Electricity will only be provided (barring mechanical failures) between 9.15 am and 5.00 pm Friday to Saturday and 9.15 am to 4 pm on Sunday.

Exhibitor's passes

You will receive 4 passes for your stand and you may buy more if you need extra. You will be issued with coloured wristbands as exhibitors of the show. You will need to wear these to gain access to the site and airside aircraft park.

Liability of Exhibitors

Your attendance at the LAA Leicester Rally is at your own risk, in every aspect, including: from fire and/or damage to, or loss of exhibits, stands, furniture, fittings and/or empty packing cases, from any cause and at any time. You must take out insurance (see below) to protect you from any risk of loss or damage. No liability can be accepted for damage to properties as a result of a third-party dilapidation and all possible precautionary protection should be arranged.

Insurance

You need to demonstrate that you are insured to exhibit. It might already be part of your existing insurance policy, if not, you can buy a "traders' insurance" policy. We require a copy of your public liability insurance before the event. A minimum of 2M cover is required.

Public Opening times

Friday 30th August: 09.30 am to 5.00 pm

Saturday 31st August: 09.30 am to 5.00 pm

Sunday 1st September: 09.30 am to 4.00 pm



Exhibitor Opening times

Vehicles will not be permitted on the Exhibition site during opening hours unless they form part of your outside static display (motorhome or similar). Where permitted, vehicles which form part of your static display **MUST** be contained within your exhibition pitch. Exhibitors must not exceed the site speed limit and have hazard warning lights on at all times when manoeuvring on the exhibition site. Access for loading and unloading will be:

Thursday 29th August: 2.00 pm till 6.30 pm

Friday 30th and Saturday 31st August: 7.45 am to 9.15 am and from 5.00 pm

Sunday 1st September: 7.45 am to 9.15 am and from 4.15 pm.

Please note that it contravenes health & safety regulations to dismantle stands, including the removal of displays, whilst the public are still in the marquees. Therefore, exhibitors are not to break down their stand until after 4pm on the Sunday.

Rubbish

You will be responsible for clearing your own rubbish from the exhibition area on an ongoing basis and on vacation of the plot. There will be small skips available around the site but please take larger items away with you. Failure to clear your site will incur an additional charge. Please use these properly and break down boxes before disposing of them.

Security

The Light Aircraft Association Ltd pays for security officers to patrol the exhibition area outside of the opening times. However, you are responsible for the security of your goods and neither the Light Aircraft Association Ltd nor Leicester Aero Club take any responsibility for loss of goods during the period of the Show.

Smoking

No smoking is allowed inside the main marquees or airside.

Exhibitor Plots

The enclosed Exhibitor marquees can be configured as individual or multiple (combined) units. Each unit is 3m wide x 3m depth to provide our standard 3m x 3m exhibitor pitch. Electrical services can be supplied subject to pre-booking. Exhibitors will be responsible for securing their units at the end of each day. Prices and layout details can be found in the Annexes.

Outside Space - Grass

All outside Exhibitor plots are 10m x 10m. If you wish to increase the width you can order increments of 10m spaces. Please be aware that you need to book sufficient space for your display and any associated vehicles which form part of the display which must remain inside that boundary. Due to continued problems of breaching health and safety regulations, aircraft/stands encroaching onto another exhibitor's area or public thoroughfares, will be removed. Prices and marquee layout details can be found in the Annexes. For information and availability of electrical supply to outside exhibitor plots or use of a self-supplied generator please contact the LAA at the time of making your booking.



Tables and Chairs

The Light Aircraft Association Ltd does not provide tables and chairs. See Annex 3 for details on how to book your own.

Terms and Conditions

You need to sign your order form to confirm that you have read and accepted our terms and conditions.

Payment

Full payment is required upon booking to secure your plot(s). No plots will be allocated until payment has been received. Please note payment is non-refundable unless under exceptional circumstances.

Exhibitor Parking

Dedicated Exhibitor parking is provided. Exhibitors are required to abide by the Exhibitor opening times for build-up and break down. Exhibitors will be provided with an Exhibitor Vehicle pass which must be displayed at all times. Any vehicle attempting to enter the Exhibitor's Car Park without a vehicle pass will not be allowed to enter and will be directed to the main car park, which is free.

Health and Safety

Under the Management of Health & Safety at Work Regulations 1999, exhibition stands are considered to be a workplace. It is therefore your responsibility to ensure that all your staff and subcontractors have received sufficient Health & Safety training, that you abide by the latest regulations and are provided with, and use, the correct protective clothing and equipment to enable them to carry out their work in a safe manner in accordance with the regulations and the act.

Risk Assessment

You need to complete H&S risk assessment before you exhibit. A sample H&S form can be found in Annex 5. Please ensure that a copy is available on-site as this may be requested during the show.

Alcohol and Drugs

The abuse of alcohol, drugs and other substances can affect work performance and safety. Any person found to be under the influence of alcohol, drugs or other substances, which in the opinion of the Organisers and their representatives constitutes a danger to themselves or any other person using the venue, will be removed from the venue by security and, if necessary, further action will be taken to remedy the situation.

Internet Connection

Should you require WiFi, then please bring your own supply. Please be aware that due to the remote location of the airfield, WiFi reception can be unreliable.



Distribution of Promotional Material

All promotional material and advertising including banners, flags, the dispensing of literature and promotional material etc ... must be conducted from your stand. You cannot hand out leaflets at the entrance to the event, in the gangways or in any other part of the exhibition site. Nor can you place banners, flags or other promotional material around the site. If you wish to advertise/promote your company outside of your stand, please contact Phil Johnston (LAA Advertising) who can advise on available competitive packages - philip.johnston@laa.uk.com.

Dogs

Dogs are not allowed airside at Leicester Aerodrome, even if they fly in with aircraft owners.

Flying-In

Exhibitors flying in are reminded of the need to pay landing fees and must pre-book a slot (Thursday from 12:00pm onwards, Friday, Saturday and Sunday). Slot bookings will be open nearer the time.

Music, TV, Video, Live Acts

If you propose to play music on your stand or if you propose to use a TV, video or other electronic means to play sound recordings or show films, you must obtain all appropriate licences. Please also ensure that music and commentary for demonstrations, videos, presentations, etc. are kept at a level which will not interfere with neighbouring stands. By law you require two separate licences – a performing rights licence and a phonographic performance licence. It is your personal responsibility to obtain these licences, at your cost.

Sub-letting

You are reminded that you must not transfer, sub-let or sub-divide your stand, whether for financial consideration or otherwise, or enter into any agreement to do so. The organisers reserve the right to ensure that all products not belonging to the contracted company are removed and any contracted company found sub-letting will be asked to leave and might not be offered a stand in future years.

Leicester Emergency Procedures

These are available upon request from Leicester Aero Club.