



Light Aircraft Association

RALLY 2024

LEICESTER

BRITAIN'S BIGGEST INTERNATIONAL FLY-IN EVENT

**30th Aug
- 1st Sept**

- Latest Designs • Kit & Homebuilt • Vintage
- Classic • Microlights • Gyroplanes
- Trade Stands • Workshops & Seminars
- Evening Entertainment • Airside Access
- Camping

Fly in arrivals strictly PPR must pre-book landing slot. Adhere to published AIC. www.leicesterairport.com www.laa.uk.com

EXHIBITOR MANUAL 2024

Dear Exhibitor

LAA Leicester Rally 2024

Welcome to the 2024 LAA Rally Exhibitor Pack. I am delighted that we are once again able to hold a full Rally and grateful to the team at Leicester Aero Club for hosting us. Together we are determined to build back our Rally which brings together recreational aircraft owners, pilots, regulators, enthusiasts and suppliers to showcase the best in sport and recreational aviation. The Light Aircraft Association remains the largest powered sport flying organisation in the UK, with over 7000 members and more than 2,800 aircraft currently flying on LAA Permits in the UK (plus another 1,500 projects in progress).

The announcement that we will once again hold a full Rally has been greeted with enthusiasm within the LAA membership and I am heartened at the positive response we have received to date from our many regular exhibitors. As we seek to build back the Rally we look forward to welcoming some 5000 visitors and 600 plus aircraft over the three days of the event.

Our plans for 2024 are now well advanced. As before we plan a full range of covered and outdoor exhibitor pitches, enabling exhibitors to display static aircraft and showcase products and services for the aircraft owner and aviator. In addition to exhibitors' stands, Speaker's Corner aims to provide a wide programme of informative talks and presentations and our Home Builders area will provide hands on demonstrations and tips on the skills and knowledge required to build, restore and maintain a permit aircraft.

The 2024 LAA Rally provides the perfect opportunity to showcase new products and ideas to a core market of flyers, aircraft builders and restorers, together with the opportunity to network with fellow exhibitors and industry regulators all conducted in a relaxed and friendly atmosphere.

Despite the increasing costs to stage the event we have held our rates for 2024 which continues to provide excellent value for money. So whether you are a longstanding exhibitor at the LAA Rally or considering exhibiting for the first time I look forward to welcoming you to Leicester for the LAA 2024 Rally!

Please take a moment to familiarise yourself with the handbook to ensure that we can maintain a safe and successful event. If you require any further information regarding exhibiting at the Rally and to book your exhibition space, please don't hesitate to contact Penny Sharpe (penny.sharpe@laa.uk.com) who will be pleased to assist

Very best regards



Eryl Smith
LAA Rally Chairman



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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 6.00 pm

Friday 30th and Saturday 31st August: 8.00 am to 9.15 am and from 5.00 pm

Sunday 1st September: 8.00 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 Leicestershire 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 3x3m 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.



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.

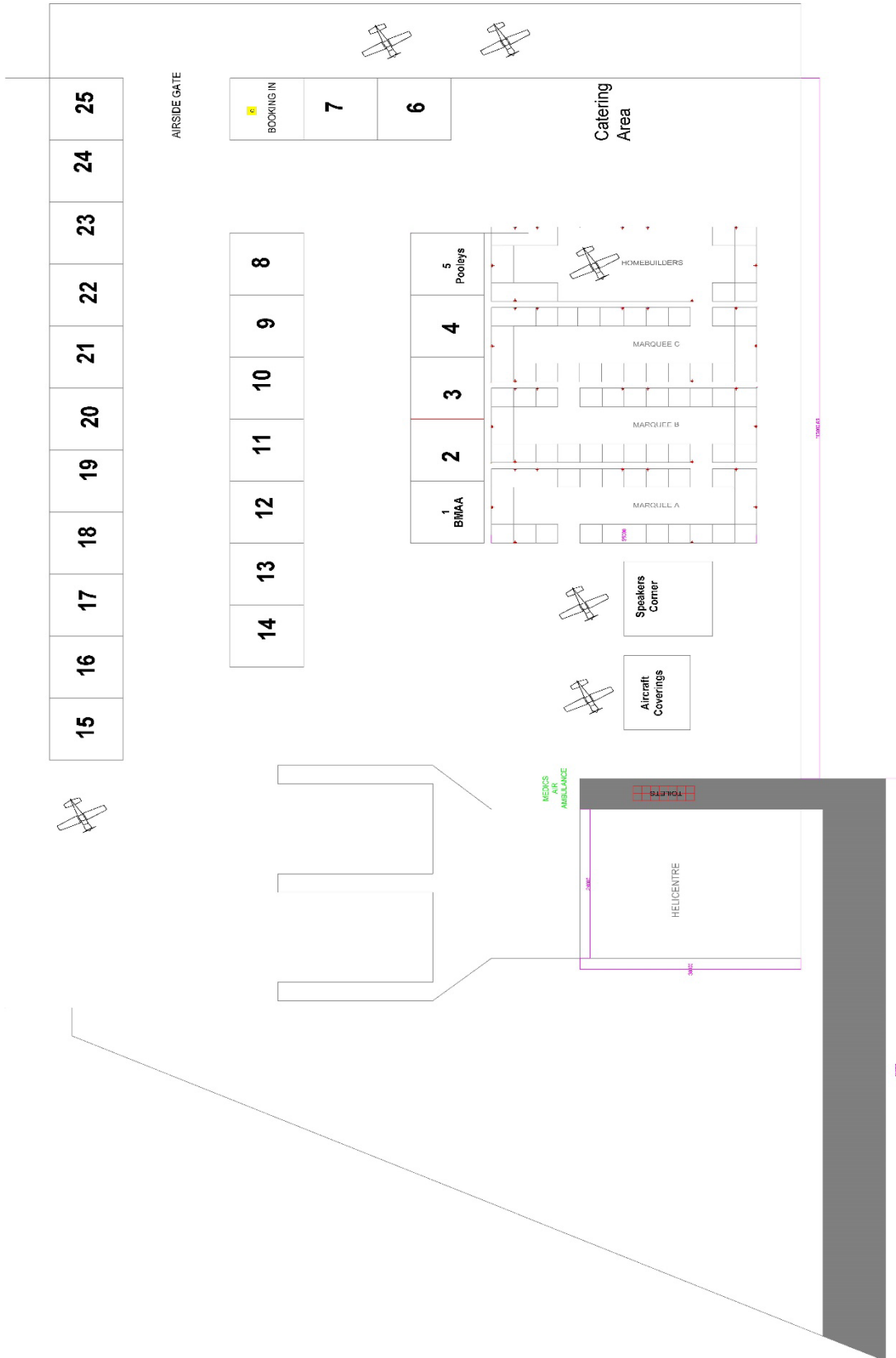
Leicester Emergency Procedures

These are available upon request from Leicestershire Aero Club.

Annex 1 - Overall Layout 10m x 10m Plots

PLEASE NOTE THAT THIS LAYOUT IS SUBJECT TO CHANGE

10m x 10m Plots

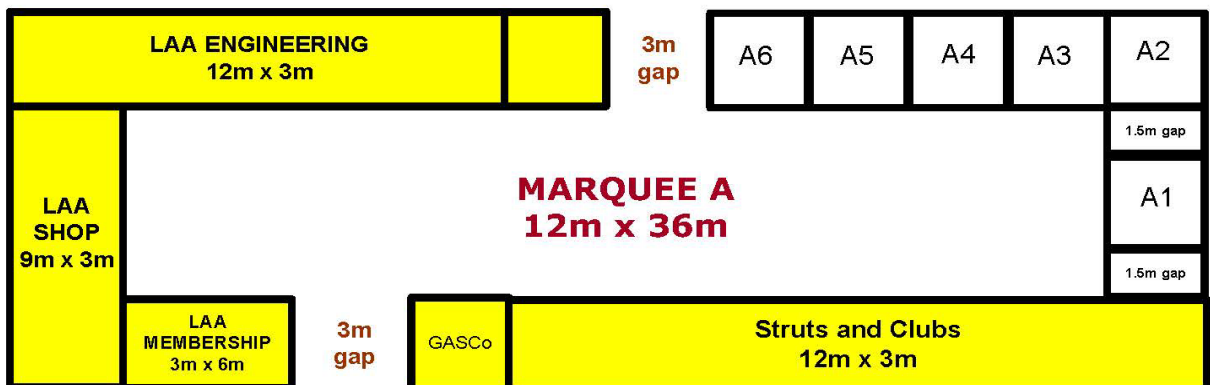
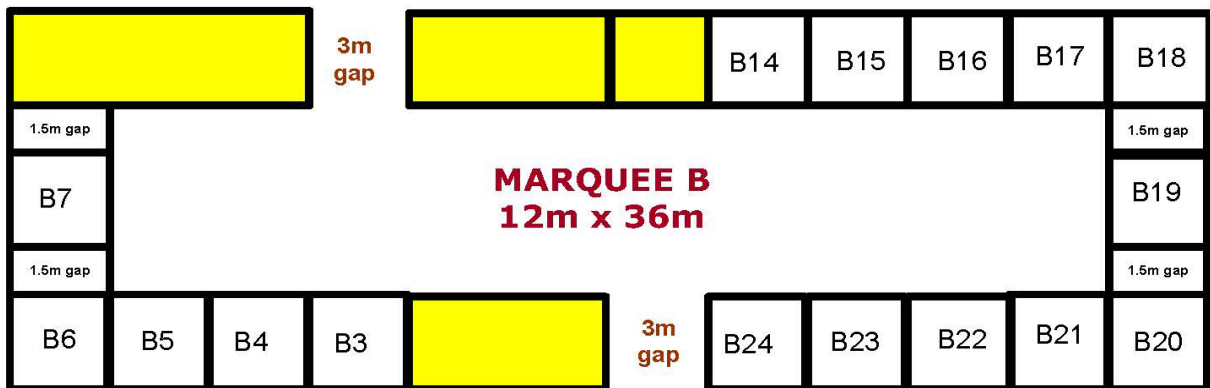
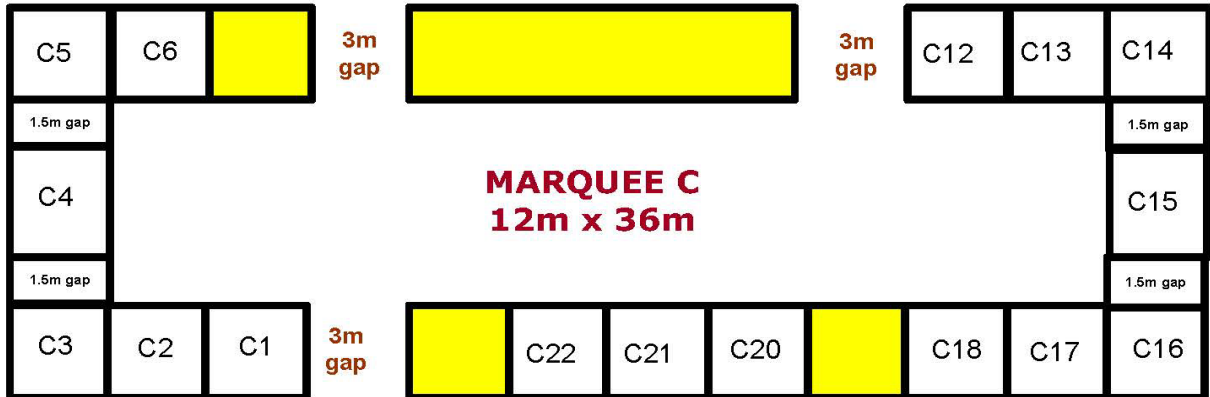


Annex 2 – Individual Plots – 3m x 3m

LAYOUTS ARE SUBJECT TO CHANGE

PLEASE CONTACT LAA HQ FOR AVAILABILITY

To Homebuilders Centre



Outside





Annex 3 – Price List & Payment Methods

All prices are Plus VAT

Prices are for the whole 3 day event

Enclosed 3m x 3m units : £350.00 per unit

10m x 10m grass plots : £500.00

10m x 20m grass plot : £800.00

HAVE YOU BOOKED SUFFICIENT SPACE?

Please be aware that you need to book sufficient space for your display, which must remain inside that boundary. Due to problems which have occurred in the past, aircraft which encroach public thoroughfares or other exhibitor areas will be removed as this is a breach of Health and Safety regulations.

Electricity : £150.00

Electricity can only be provided to outside plots 1 - 5. Use of your own small generator may be acceptable.

Tables, Chairs and Marquees

The Light Aircraft Association Ltd does not provide tables, chairs or marquees.

For exhibitors wishing to hire their own marquees, tables or chairs, LAA's contact is Big Top Marquees, Tel: 01933 350 336 or info@bigtopmarquees.co.uk.

Payment Methods

Upon receipt of your booking form, the LAA will invoice you. Payment is required by return to guarantee your booking.

Pay online quoting ref: Company name/invoice number

By Internet Banking:

Account No: 26225220

Sort Code: 60-30-03

If paying from abroad:

SWIFT code is: NWBKGB2L

IBAN is: GB81 NWBK 6030 0326225220

By Debit/Credit card

Call LAA HQ with card details – 01280 846 786

By Cheque

Please make cheques payable to LAA Ltd



Annex 4 – Exhibitor Booking Form

You can also complete an online booking form [HERE](#).

Company Details

Company Name:

Invoice Address:

Contact Name:

Contact Telephone Number:

Email Address:

Website Address:

Booking Details

Plot Numbers:

Do you require electricity?

Yes

No

Outside exhibitors requiring electricity should contact the Light Aircraft Association for availability or for use of your own small generator which may be acceptable.

Confirmation

I confirm that I have read and accepted the LAA Exhibitor Terms and Conditions.

Your booking will not be confirmed nor guaranteed until full payment has been received.

Name:

Signature:

Date:

Please return booking for to LAA, Turweston Aerodrome, Nr Brackley, Northants, NN13 5YD

Or email to penny.sharpe@laa.uk.com



Annex 5 – Sample Risk Assessment

Name and Address	Task or Activity	Date of Assessment
		Name of assessor
		Signature
		Review date

Hazard(s)	Who and what might be harmed	Severity	Likelihood	Rate	Existing Controls	Additional Action Controls Needed	By Whom	By When	Date Done

Stand

<u>RISK RATING</u>		<u>ACTION LEVELS</u>		
Likelihood	Severity	Points	Risk	Action
1 – Very Unlikely	1 – Minor first aid injury / little environmental effect	1 – 2	Trivial	No action required
2 – Likely	2 – Three days absence from work / temporary damage	3 – 5	Tolerable	Apply reasonably practicable rule
3 – Possible	3 – Three days absence from work / complaint of environmental damage	6 – 12	Medium	Some action required
4 – Unlikely	4 – Major injury or environmental damage	15 – 16	High	Positive action required to control and reduce the risk
5 – Very Likely	5 – Faulty or very serious damage	20 – 25	Intolerable	Immediate action – cease the activity or do not start



Photograph courtesy of Paul Lawrence

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