



Westland 100

Open day

Static Display

Exhibitors Handbook

Configuration control of this document is with Roman Muryn

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Changes

A number of changes have been implemented with elements being moved into the hanger. The WW1 section has been consolidated as has the WW2 grouping.

Timing has also changed with a longer potential for the model flying display.

Overview

The turn of the century (1900) saw Petters Engineering works as a successful enterprise in the Yeovil area. Petters produced thousands of small engines a year and had even produced a few horseless carriages, including a couple of electric ones! Petters' sites were all over Yeovil and the local area. In July 1915 the Petters responded to the war effort by formally establishing Westland Aircraft - an aircraft manufacturing facility in a field to be located on the western side of Yeovil. The production of licensed aircraft for the great war offered a great opportunity for the company to expand from its successful engine manufacturing enterprise. The company grew their aircraft manufacturing capability through licensing, airframe modification and then through their own design efforts. This growth happened during and between wars; in time of urgency and even in the slower patches in between. The latter 30 years saw technology explode bringing great steps in the manufacturing and design processes. The business moved from being an airframe maker to a maker of aircraft systems and support services. Westland Aircraft has birthed a rich diversity of products, partnerships and indeed stories to be told about them.

The team that produces the Westland 100 Static Display for the AgustaWestland open day on Sunday 12th of July 2015 must tell those stories.

The purpose

Of this document is to provide a working reference of data, guidance, contacts and controls for those managing and working on the Westland 100 Static Display.

The Bigger Picture

The centenary celebrations shall encompass the whole year and the full spectrum of AW activities.

There shall be recognition at government and business levels with Dinners and Gala celebrations. In addition there will be commemorative dinners with the Aerospace societies; in particular the Royal Aeronautical Society shall mark the occasion.

The Westland Yeovil site shall mark the occasion with some style on Sunday 12th July 2015.

The timing is critical, with the Westland 100 celebrations being tied in with Yeovilton Airday. The intention being that synchronisation of the two events will increase both visitor numbers and exhibits. Some aircraft will participate in both events.

The highlight of the year shall be the Westland open day. It is intended to make this a grand event with many of the hangars and shops open to the visitors. The open day shall be open to all AW associates and families, past and present. The open day will include GKN, Honeywell, MOD and subcontracting workers.

The Charities

The day is also in aid of two nominated charities; please remember that all of our efforts should have their support as a first aim.



A charity that provides vision impaired Armed Forces and National Service veterans with the person-centred services and tailored support they need to discover life beyond sight loss. Blind Veterans UK's work ranges from helping veterans relearn vital life skills and providing them with the tools they need to be independent in their own homes, to offering new learning, training and recreation opportunities and providing long-term nursing, residential and respite care.

The Yeovil Opportunity Group

Yeovil Opportunity Group was started in 1970, it was amongst the first of its kind in the country. It was founded by a paediatrician and a social worker who saw the need for therapy through play and family support for children with special needs, 0-5 years. The group accepts all children, however high their care levels.

In addition, the Opportunity Group offers the opportunity for the therapists, audiology team and Paediatrician to engage with the children on one site.

- Targeted intervention
- Therapy through play
- Family support
- Specialist staffing and high ratios

The Westland 100 Static Display Static Display

The Westland 100 Static Display comprises five chronological stages of the Westland product history, design and manufacture. There will be as many aircraft built by Westland and latterly AgustaWestland as possible. Some will be non flying airframes within the enclosure and some will be flying examples parked outside the enclosure but ready for dispersal for the flying display.

1. Yesterdays Farming and Petters

S1b	Exhibition Panel #1 Land West of Yeovil
S1A	Display Panel Petters History
S1A	Display Panel Admiralty Requirements.
S1A	Petters History - Yesterdays farming
S1A	Petters History – engines
S1A	WW1 Steam Lorry
S1B	Women workers – Audax wing and components work + photographs
S1B	Whirlwind Fighter Project
S1B	Display Panel Wallace and Everest plus Normalair/Honeywell and Pressurisation display
S1B	Band

2. WW1 1914 - 1918

S2	Exhib Panel #2 WHL A/C
S2	1920/1930 cars/vehicles
S2	RFC/RNAS recruiting Tent
S2	DH9

3. WWII 1939 – 1945

S3	Spitfire
FL	Seafire
S3	Exhibition #3 Panel
S3	
S3	Battle of Britain scenario with Seafire
S3	Westland Home Guard
S3	WW2 vehicles Bowser WW2 jeeps and trucks
S3	Period History set
S3	Sherborne Swing Band

4. Post-war Period 1946- 1980

FL	Sioux
FL	Scout
FL	Wasp
S4	Dragonfly
?	Gazelle
FL	Whirlwind
FL	Sycamore
FL	German Lynx Mk 88
FL	German Sea King
S4A	Royal Wessex
S4B	SAR/AEW Sea King
S4A	G-Lynx
S4	Display Panel for G Lynx to come from Weston
S4	Classic 50/60/70s cars
S4	Rotor blade Display
S4B	Falklands Stand
S4	Other Westland products
S4	Exhibition Panel #4

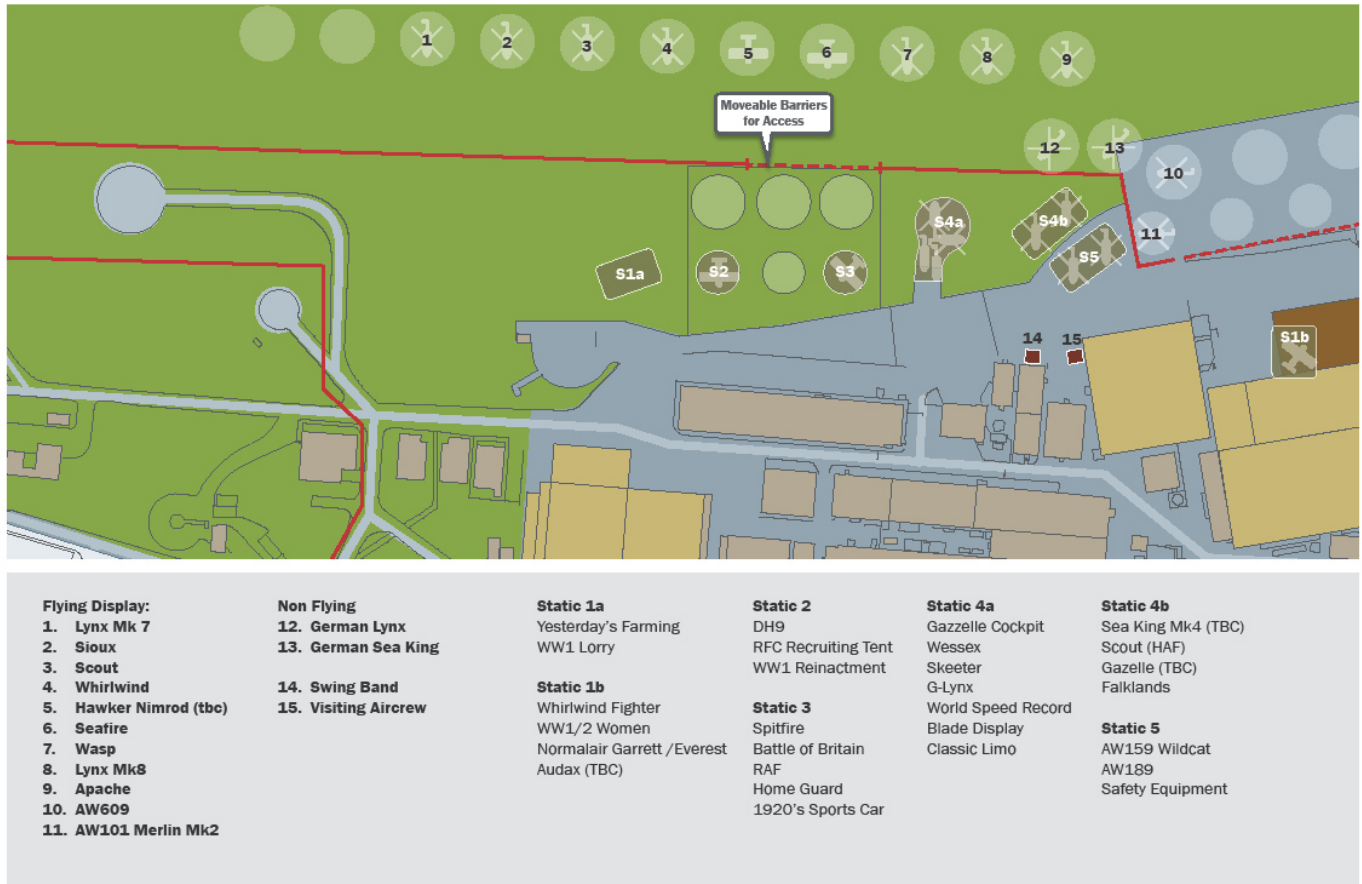
5. Leading the Future

FI	SAR SK
FL	SAR Whirlwind
S5	SAR AW189
FL	Merlin Mk2
S5	AW 609
S5	Lynx Mk8
S5	AW159
S5	AW169
S5	Exhibition Panel #5 for the Future
S5	SAR Stand supported by RAF
S5	AW Corporate Stand
S5	There will be a safety equipment display and demonstration

The implementation

Location

The location is at AgustaWestland, Yeovil BA20 2YB



The compass pad on the left will be designated for those with handicaps or mobility issues as it has good access and surface. It is currently planned that the model flying will be in that vicinity.

Risk and Safety

Each exhibit (team) should have a record that a safety review has taken place. In some cases it may be just an agreement that a single review was sufficient to cover all such similar stands. The review is intended to be a common sense look with peers that an obvious safety risk has not been missed.

An application sheet and risk assessment form is appended to this note and must be filled in by the Exhibiting team

Timing

Site work will commence on Thursday 9th July with build up on Friday and Saturday.

Saturday will be open to contractors and exhibitors needing to set up their stalls especially early.

Saturday opening will be 08.00 – 21.30

Sunday will be as below
06.00 Gates open
08.00 Open for aircraft movement
09.00 Vehicle movement prohibited
10.00 Gates open to public
12.30 – 13.15 Model aircraft display
13.15 – 13.30 Presentation of the Pageant to the assembled.
13.30 - 15.30 Air pageant
16.00 Visitors cleared
17.00 Vehicle movement permitted.
21.30 All contractors and exhibitors off site.

Note that these are working timings and will invariably be adjusted nearer the day as aircraft movements get settled, it is hoped that more model flying time will be allocated.

Organisation and Contact

The event will have a formal Westland 100 Guidance Handbook giving information on contacts, Parking, First Aid, Smoking and Alcohol policies – in fact guidance on a plethora of items that are not always obvious.

The Westland 100 Guidance Handbook will be made available before the show and will be produced by AgustaWestland Health, Safety & Environment Department.

Once the form in the handbook is returned AW will be able to start planning for the exhibitor. Your response will be required by the end of April. At the end of June a response will be sent with exhibitor tickets, day details and a request for time of arrival.

An updated contacts list and the day briefing will be available on the 12th July upon arrival. The AgustaWestland Contact for the Static Display is, and the completed forms should be sent to as PDF

claire.burns@agustawestland.com

Claire Burns
Box 209
AgustaWestland
Lysander Road
Yeovil
BA21 2YB

Boundaries and interfaces

Overall Management

The whole of the day will be managed by the Controller of the Day, details to be notified nearer to the event.

Aircraft

The management movement and funding of all aircraft shall be under the direction of the officer of the day yet to be nominated, details with respect to personal management around aircraft will be in the Westland 100 Guidance Handbook and via a briefing on the day.

FOD

Each tableau team will manage their own area clear up and cleanliness, details with respect to personal management around aircraft will be in the Westland 100 Guidance Handbook.

First Aid

First aid shall be provided by AW but each Westland 100 Static Display Static Display member will be briefed on where it is and any other safety related guidelines that may be associated with the tableau. Details with respect to first aid and medical emergencies will be in the W100 Guidance Handbook.

Alcohol

No alcohol is to be brought to the site. The company is an alcohol free site and will remain so for the day.

Pets

No pets will be allowed with the exception of personal assistance dogs.

Radios

No external radios/walkie-talkies will be permitted.

Westland 100 Static Display Exhibitor Application Form

Name of Group/Individual and description

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Contact #1

Group/Individual Name	
Group Principal	
Address	
Address	
Town	
County	
Post code	
Email Address	
Telephone number Land line	
Telephone number mobile (on the day)	

Contact #2

Group Name	
Group Principal deputy	
Address	
Address	
Town	
County	
Post code	
Email Address	
Telephone number Land line	
Telephone number mobile (on the day)	

Group contacts list

Please list all the members that will comprise your application for the W100 Centenary

	Group	First name	Surname
1			
2			
3			
4			
5			
6			
7			
8			

Detail the equipment, vehicles or exhibits that will be brought. Detail the Space required, special additional considerations such as power or water. Will loading and unloading or setting-up time be an issue? **Please give notice where an exhibit should be highlighted to the Security Department in advance.**

Risk Assessment Questionnaire

When filling in the form please take into consideration that this event will have some 20000 plus visitors of all ages. The surface may be grass or concrete. There will be aircraft flying so debris is a vital consideration.

Will the layout be a risk or will the group have materials that should be carefully managed?

Please copy the sheet to cover all the risks.

#1	What is the hazard?	
	Who or what is at risk?	
	How are you managing the risk?	
	Will there need to be special provisions on the day to manage the risk?	
	Who in the group is responsible for managing the risk?	
	Has the team been made aware of the risk management strategy?	

#2	What is the hazard?	
	Who or what is at risk?	
	How are you managing the risk?	
	Will there need to be special provisions on the day to manage the risk?	
	Who in the group is responsible for managing the risk?	
	Has the team been made aware of the risk management strategy?	

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TERMS & CONDITIONS

In these terms and conditions the phrase “organiser” relates to AgustaWestland – and the terms “exhibitor/trader” relates to the person making this application and/or their employees.

1. Overnight Security will be provided.
2. Personal items left on show are done so at the Exhibitors/traders own risk.
3. The organiser takes no responsibility for any items that are left unattended.
4. The Organiser reserves the right to undertake any security checks as deemed necessary and to refuse entry to any vehicle or personnel..
5. It is the Exhibitors responsibility to remove litter from their immediate area and keep the area tidy.
6. Exhibitors will be provided with a parking area and are prohibited from parking in the disabled car park and public car park and must move their vehicles to the Traders car park as instructed.
7. Whilst on the AgustaWestland site all persons are to conduct themselves in a professional and courteous manner and must not give offence to others.
8. Threatening or abusive behaviour towards AgustaWestland staff will not tolerated and any person abusing any of our staff will be asked to leave the site immediately, failure to do so may result in the police being called.
9. Any person under the influence of alcohol or drugs, behaving erratically or disturbing other AgustaWestland visitors or staff may be deemed a risk and will be asked to leave immediately. Failure to do so may result in the police being called.

For groups

Group Leader Statement

I confirm that our group will be covered for Third Party Liability Cover during the duration of The W100 Centenary Families Day on 12th July 2015 at AgustaWestland Yeovil. All the members of the group have been made aware of the guidance and rules provided.

AgustaWestland or their agents can accept no liability for any loss, damage or injury however so sustained or caused during the event. I and my party as named below agree to abide by the rules of the event and show site and also to obey the instructions of the AgustaWestland staff while onsite. My party and I understand that any exhibit or vehicle used will be covered by our insurance and without a valid pass may be removed off site. I confirm that any artefact, facsimile firearms, weapons etc. that I and my group will display/use will comply with current British law and that all appropriate certificates will be carried and that we will abide by the rules and regulations and licensing within the UK. Our group will bring its own adequate fire fighting appliance (s). (ie: fire extinguisher)

I can confirm that my group has insurance cover for £..... million Public Liability and a copy of the policy document is enclosed with this form.

Name & Address of Insurance Company:

Policy Number:

I can confirm that the space allocated to our group will be fully occupied with personnel and equipment and our group will not damage AgustaWestland property.

During the show there shall be no vehicle movement unless instructed by appropriate AgustaWestland staff.

I have read and understood the above declaration and sign below on behalf of the group listed on the form –

SIGNED :

FULL NAME:

POSITION HELD IN GROUP:

For Individuals**Statement**

I confirm that I will be covered for Third Party Liability Cover during the duration of The W100 Centenary Families Day on 12th July 2015 at AgustaWestland Yeovil. All the members of the group have been made aware of the guidance and rules provided.

AgustaWestland or their agents can accept no liability for any loss, damage or injury however so sustained or caused during the event. I am as named below agree to abide by the rules of the event and show site and also to obey the instructions of the AgustaWestland staff while onsite. I understand that any exhibit or vehicle used will be covered by our insurance and without a valid pass may be removed off site. I confirm that any artefact, facsimile firearms, weapons etc. that I will display/use will comply with current British law and that all appropriate certificates will be carried and that I will abide by the rules and regulations and licensing within the UK. I will bring adequate fire fighting appliance (s). (ie: fire extinguisher) as appropriate for my exhibit.

I can confirm that I have insurance cover for Public Liability and a copy of the policy document is enclosed with this form.

Name & Address of Insurance Company:

Policy Number:

During the show there shall be no vehicle movement unless instructed by appropriate AgustaWestland staff.

I have read and understood the above declaration and sign below on behalf of the group listed on the form –

SIGNED :

FULL NAME: