

ALRESFORD & DISTRICT AGRICULTURAL SOCIETY

Catering Outlet Rules and Regulations

Please read the following **BEFORE** completing your application for exhibitor space.

The Alresford Show is a **NOT FOR PROFIT EVENT** and therefore we thank you in advance for your continued support, and the timely and accurate completion of all the necessary paperwork, which is important part of securing a safe and enjoyable show for everyone.

Application for space

All applications must be submitted to the Secretary on or before **1st May** together with your **non refundable** deposit. **The Society cannot accept applications which are received without remittance.** Applications must be signed by the trader or his/her representative in acceptance of the regulations of the Alresford and District Agricultural Society Ltd. (known hereafter as the Society). The Society reserves the right to refuse any entry whatsoever whether received prior to the closing date or not and also reserves the right to cancel any entry which may have been accepted, without any reason being given. An application **does not** guarantee allocation of space.

Site space applied for **must** be wider than tent/trailer size and **must** include sufficient footage to cover vehicles, tent guy-ropes, caravans, advertising and goods for sale.

No part of the exhibit may encroach or overhang any of the site boundaries. **Do not** move marking-out pegs.

Exhibitors admission tickets/wristbands

Caterers will receive a complimentary allocation of entry tickets to cover up to **4 persons** (depending on size of unit) manning each unit on Show day.

Additional tickets/wristbands may be applied for at the time of application.

Please note: Refunds will NOT be given where traders fail to issue their staff with entry tickets.

Entry tickets/wristbands/car passes

Caterers and their representatives **must** present their entry ticket on arrival at the Showground and wear the wristbands, if issued, **BEFORE** entering the showground. No vehicles will be allowed on the Showground without the appropriate vehicle pass fixed to the windscreen. One vehicle pass will be issued per Trade Stand. Vehicles with such labels, remaining on the Showground after 9am must be parked on the traders own pitch or if not required, in the Trade Stand Parking area. Failure to observe this regulation will result in vehicles being moved by the Society at the exhibitors' expense. Delivery labels for service vehicles may be obtained by applying to the Secretary.

Vehicle movements on the showground

Please note that all vehicles must be removed from the Showground by 9am on Show Day and parked in the Trade Stand Parking area indicated on the Showground map. If you need a vehicle near your stand for stock etc. you must apply for sufficient space to accommodate your vehicle within your stand. We have a policy of no vehicle movements on the Showground after 10am therefore deliveries after that time must go to the public car park for collection by exhibitors.

Licenses (tens)

Caterers selling or promoting alcohol must have a Temporary Event Notice (TENS) to cover the Show period.

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Catering Outlet– Observance of Regulations

All traders, their contractors and employees, whilst on the Showground, are subject to the rules and regulations of the Society, as interpreted by the Trustees and the stewards and officials appointed by them. Officials of the Society have the power to remove any article from the ground or to close any trader's stand which does not comply with these regulations or the directions of the stewards. Any trader or his representative may also be expelled from the Showground for the same reason.

1. Description of fare to be sold/promoted: Each trader must complete the description of fare to be sold/promoted and will be allowed an entry in the programme giving the number of stand, name and up to 15 words describing the stand. Fare displayed must be in accordance with the description on the application form and must be clearly exhibited to the public before sale.

2. Withdrawal or cancellation of space reserved: Where a trader cancels the space reserved for him, all fees paid shall be forfeited and the Society reserves the right to re-let such space.

3. Sub-letting: No trader shall sub-let any portion of the space allotted to him or move to any site other than that allocated.

4. Times of opening: All trade stands must be open and manned throughout the time that the Show is open to the public - 0900 to 1800 hours.

5. Reinstatement of ground: All traders who damage their pitch to fix exhibits into the ground must restore the area within 48 hours of the close of the Show. The Society reserves the right to charge traders for the cost of carrying out this work if unsatisfactory. Traders must have their stands cleared of materials at the close of the Show. Any litter or refuse, **including cable ties** must be cleared and placed in the bins and skips provided.

6. Signs: All traders must provide a clear sign showing the name of the firm or organisation as entered in the programme. These signs must not obscure or overshadow neighbouring stands or stand signs. Each pitch will be labelled with the trader name to indicate the site allocated. These must not be moved or obscured.

7. Noise and nuisance: Dogs must be kept on leads at all times. Traders must not use any public address equipment, noisy engines or other offensive practices which may cause annoyance to members of the public or other traders. No recorded music is to be played at any time.

8. Security: The Society will provide overnight security on the Showground on Thursday, Friday & Saturday evening. Traders are advised to make their own security arrangements for valuable items of equipment, **stock** and **cash** and to remove such as soon as possible after the Show. However, the Society will not be responsible in any way for any articles, plant, **cash, stock** or machinery or object of any kind exhibited on the Showground nor will it undertake to make good any damage that might occur.

9. Entry to the showground: It is essential that all personnel involved in erecting a stand, must be made aware of its location. The Society will provide a map of the Showground and indicate the location of the pitch. A copy of this should be given to all vehicles coming into the ground. All vehicles must use the designated road way when coming into the ground. Drivers are asked not to cross stand areas. Stands using large hospitality caravans, or other large vehicles, are advised that it is necessary to set up on the Showground on the Friday before the Show.

10. Outdoor catering stalls/units: Outdoor catering units must provide a sufficient number of picnic tables and chairs for customers of their fare, and suitable litter containers.

11. Setting up clearing away: Stands should be set up and vehicles, which are not parked within the stand, removed to the car park. Vehicles may be brought back onto the Showground at 6pm to remove equipment.

12. First aid kit: Each stall, stand or catering unit should provide a fully stocked first aid kit including bandages and waterproof dressings.

13. Health and safety regulations: All entrants to the Showground, present in any capacity, must operate strictly in accordance with current national Health & Safety Policies (as amended from time to time) and these Rules and Regulations.

All portable electrical equipment and extension leads must be PAT tested prior to the Show. You must ensure that testing records are available on show day as these may be requested.

All LPG equipment must have a current Gas Safe Certificate. If this is not provided in advance we will require you to have it available for inspection on show day. We reserve the right to prevent use of LPG equipment if safety concerns cannot be adequately addressed.

All catering units must have a suitable fire risk assessment. This must be provided in advance. You must also provide suitable fire-fighting measures as appropriate to the fire risks present in your unit. All your employees must be trained in emergency procedures, e.g. use of fire-fighting equipment, location of emergency shut-offs etc.

14. Food and hygiene regulations: Compliance with the current national and local Food Hygiene and Safety Requirements for Food Stalls and Marquees (as amended from time to time) and these Rules and Regulations **including the December 2014 Allergen Disclosure Law** are mandatory for exhibitors / traders.

15. Insurance: The Society cannot be held responsible for any loss, damage or bodily injury and that all Traders and Exhibitors should check to make sure they have adequate and appropriate Insurance Cover for outside events away from their principle place of business.

16. Disclaimer of liability: The Society will not be responsible in any way for any articles, plant or machinery or object of any kind exhibited on the Showground nor will it undertake to make good any damage that might occur. The Society will not be responsible for the death, injury, disease or loss caused to any exhibitor, his or her servant or agent, or to any animal, insect, bird or thing of whatever nature, exhibited by the said exhibitor, from whatever cause such death, injury, disease or loss arises.

The exhibitor of any animal, insect or thing of any nature will indemnify the Society for any damage, loss, injury or disease occasioned by the said exhibitor or his servant or agent or by said animal, insect, bird or thing, however such damage, loss, injury or disease shall be caused.

The exhibitor shall assume full responsibility including, liability for all claims arising from handling, housing of any exhibits on their stand and for the conduct of the stand in general. The exhibitor shall indemnify the Society against all claims, damages or expenses whatsoever arising out of the presence of the exhibitor or his exhibits on the Showground. Acceptance of the fore-going provisions shall be a condition of entry.

17. Risk assessments: All traders must complete both the General Risk Assessment and the Fire Risk Assessment included in the application pack. Copies of these must be returned with your application along with copies of any relevant insurances and certification (e.g. Gas Safety certificates and PAT testing records). Please note that smoking is not allowed in any tents.

18. Cancellation of the show: However, Cancellation and Abandonment Insurance Cover is available from Insurers at a rate of 3% of the Exhibitor's irrecoverable financial loss + 12% Insurance Premium Tax. The Society insures on a 50% basis and would therefore bear half of any insured loss. Should you wish to take up this cover please complete the Clause 18 Cancellation & Abandonment Insurance section of the Risk Assessment/Insurance Form and return it with your completed application form.

19. Environmentally Friendly: Please, where possible, use environmentally friendly products, i.e. wooden stirrers, paper straws, cardboard burger trays etc. etc.

20. Covid: Traders must comply with all Covid Requirements as they prevail at the time.