



Malvern Autumn Show



22, 23 & 24 September 2023

Harvesting the best of Autumn

- RHS FLOWER SHOW
- GIANT VEGETABLES
- SPECIAL GUESTS
- GROW TO SHOW
- GIN SHOW
- PLANTS & BULBS ARCADES
- GARDEN & LIFESTYLE SHOPPING



Tradestand Schedule

Including Flower Show & CANNA UK National Giant Vegetables Championship

65,000 visitors. 72% ABC1.

BOOK NOW

malvernautumn.co.uk

01684 584 932

#MalvernAutumnShow

Contents

- 3 Important dates to note
- 4-5 Classifications & tradestand rates
- 6 Definitions
- 6 Booking your tradestand
- 8 Services available
- 9 Tickets & passes
- 10 Setting up your stand
- 11 Show days & breakdown
- 14 Health & safety
- 18 Food safety
- 23 Food hygiene checklist
- 25 Insurance
- 25 Liability

Next Year’s Show Dates

RHS Malvern Spring Festival
9 - 12 May 2024

Royal Three Counties Show
14 - 16 June 2024

Malvern Autumn Show
27 - 29 September 2024





MALVERN
AUTUMN SHOW

in association with



Steve Allsop, Trade Stand Manager
E: steve.allsop@threecounties.co.uk
W: threecounties.co.uk/tradestands
T: 01684 584932

Important dates

Closing Dates for Applications

Catalogue entries	1 August 2023
Water and/or Electricity applications	15 September 2023
Additional Exhibitor Ticket orders	15 September 2023

(for posting only – tickets can be collected from the office after this date)

Relevant Dates for Show:

Tradestand tickets and Stand Numbers issued	September 2023
Earliest access to set up your stand	9am, 18 Sept 2023
Latest date for clear-down	5pm, 24 Sept 2023



Classification & TradeStand Rates

Band 1			Members Avenue		
Products	For general traders, displaying or making direct sales of exclusive garden products to the public at the show. Limited availability, by selection only. Located near key show features.				Multiples of
Surface	Open grass, viewed from all sides				
Frontage	6 metres and upwards				3 metres
Depth	6 metres and upwards				3 metres
Price	£31.00 plus VAT Per Square Metre				
Premium areas	Extra charges for corner sites.				
Surface	Chinese hat marquee open on all sides with fascia, on grass or with carpeted suspended floor (additional cost)				
Frontage	3 metres				
Depth	3 metres				
Cost	£800.00 plus VAT (floor is additional cost)				
Band 2			Open Grass Space, General Exhibitors		
Products	For general traders, displaying or making direct sales to the public at the Show.				Multiples of
Surface	Open grass				
Frontage	6 metres				3 metres
Depth	6 metres				3 metres
Price	£19.00 plus VAT Per Square Metre				
Premium areas	Premium for corner sites				
Band 3			Countryside Shopping		
Products	Arts, crafts and gifts.				
Surface	Carpeted hard standing space within Wye Hall. 3x2m Shell included				
Frontage	3 metres				3 metres
Depth	3 metres				
Price	£61.00 plus VAT Per Square Metre				
Premium areas	Premium for corner sites				

Band 4

Food & Drink Hall

Products	Local produce will take priority regarding allocation of space.	Multiples of
Samples	Companies who wish to sell samples to promote their product may do so but at cost price only.	
Location	Avon Hall (Take-home produce) Open space with Clearspan Marquee (Catering space)	3 metres
Frontage	3 metres	
Depth	3 metres	
Price	£68.22 plus VAT Per Square Metre	
Premium areas	Premium for corner sites and for catering space	

Band 5

Grow It Village

For the Flower Show, Plant Shops and the Autumn Theatre, please contact Melinda Goodhew for an application form: Melinda.Goodhew@threecounties.co.uk or telephone 01684 584915



Definitions

The organiser is the Three Counties Agricultural Society and Royal Horticultural Society & their employees.

The exhibitor is the organisation or person and their employees and contractors taking trade stand space from the organiser.

The show is an event held or promoted by the organiser at which the exhibitor takes tradestand space.

The showground is the area in which the organiser holds the show and includes car parks, access areas, entrances and exits.

For the avoidance of doubt, the organiser does not grant exclusivity to any company or organisation for the marketing or selling of goods at the show.

Exhibitors who do not comply with the regulations contained within this application form may be liable for fines, expelled from the showground without refund of any amounts paid, and refused entry at future events.

Booking Your Tradestand

Tradestand Applications

- Exhibitors may either download an application form from our web site or request a copy which will be sent by post or email.
- Please check your forms carefully before signing and returning to ensure all information regarding your stand size, etc. has been entered correctly.
- Please provide a detailed description of your proposed stand design, including details of any horticultural element. Please also attach a stand design or previous exhibit photo to support your application. New applications and those previously rated as 'poor' in the judging process will not be accepted without a stand design/photos.
- Application forms and all other relevant paperwork must be completed and returned to the organiser, with payment, by the specified date. Please send all correspondence to: Tradestand Department, Malvern Autumn Show, Three Counties Showground, Malvern, WR13 6NW or email tradestands@threecounties.co.uk
- Please note that tradestands are re-numbered every year and as such your tradestand number will change from the previous year.
- Tradestand space is as specified in the classification section on pages 4-6
- A deposit of 50% is due with your application. The balance is due upon site allocation (approximately one month after the closing date).
- Your application must allow sufficient space to accommodate any tow bar, marquee, gazebo, etc. INCLUDING guy ropes and foot plates. Encroachment onto any adjoining stand is not permitted.
- You are only allowed to sell/promote the goods listed on your application form.
- Caravans and other vehicles ARE NOT ALLOWED to park on any tradestand site. These must either be parked in an official caravan park or in the appropriate vehicle park.
- Public liability documentation must be included with your application.

Health & Safety Documentation

All applications must be accompanied by your health and safety documentation; risk assessment, fire risk assessment, food safety management plan (where relevant) and public liability insurance certificate.

Applications without complete or satisfactory documentation will not be accepted. The decision of the organiser as to whether a risk assessment is complete or satisfactory is final.

Please ensure you have fully read the Health & Safety section later in this document.

Those attending site to install or remove any stand must be informed of the site rules and regulations, along with the details contained within your own risk assessments and method statements.

Allocation of Sites

The allocation and positioning of tradestand space is at the discretion of the organiser.

- Exhibitors may indicate up to three preferred positions on the provisional plan printed in the application form. When an exhibitor does not wish to be placed next to a specific exhibitor, this must be clearly stated in writing at the time of application. Whilst every endeavour will be made to meet exhibitor requirements no guarantee will be given.
- Corner sites are at a premium on the showground. Exhibitors must open both frontages as part of the stand; failure to do so may result in space not being allocated at future events.
- Site boundaries will be marked and in no circumstances will exhibitors be allowed to occupy a larger space than that allocated to them. All activity must be contained within the limits of your own stand unless the organiser gives written permission.
- If an exhibitor uses any part of the showground outside their site boundary, they will be liable to pay a £100 fine plus VAT and must also pay for the additional space used.
- No exhibitor shall sub-let any portion of space allocated or move to any site other than that allocated. Those found sub-letting space may not be offered space at future events. Those found occupying a sub-let space without the knowledge of the organiser may be removed from the showground.
- Product exclusivity will NOT be offered to any exhibitor, nor will the organiser be held liable for the existence of any form of competition for any reason.

Catalogue Entry and Index by Type

Catalogue entries for each exhibitor are provided free of charge in the official show programme and on our website. Exhibitors are asked to complete the details (not to exceed 15 words) on the application form. Please tick up to a maximum of five categories in the index by type section.

- The closing date for catalogue and index by type entries is shown on the application form.
- Late, incomplete or illegible entries will be excluded from the catalogue.
- The organiser reserves the right to edit entries received.

Cancellation Policy

If you need to cancel your stand please notify the organiser in writing. The organiser reserves the right to re-let any cancelled space. Refunds will apply strictly as follows:-

- Up to 4 months prior to show: full refund of money paid
- 2-3 months prior to show: 50% of money paid will be refunded
- 1 month prior to show: no refund will be given

Refusal of Applications

The organiser reserves the right to reject any application for tradestand space. The organiser also reserves the right to cancel an exhibitor's tradestand booking at any time, without any reason being given. In the event of refusal or cancellation the organiser will not enter into correspondence on the subject but will refund fees paid in accordance with the cancellation policy.

Services Available

The organiser will not be liable, under any circumstances, for any costs or damages arising in the unlikely event of disruption or loss of any or all of the electrical supply, water supply, telephone connections or other communication systems.

Your application must include details of the services required together with a plan showing the point of supply. Failure to submit details by the due date may lead to increased charges or refusal of the service.

Electricity - Application forms are included in the pack.

- **The use of generators is not permitted. Any exhibitor found to be using a generator will be prohibited from continuing to do so and asked to book an electrical supply.**
- An exhibitor found using another stand's electrical supply will incur a fine of £200 and may be asked to leave the showground.
- Please ensure you have read the H&S section regarding the regulations relating to electrical equipment.

Water - Application forms are included in the pack.

- Water supply is available at many points on the showground and connections may be made to individual stands.
- Please ensure you have read the H&S section regarding the regulations relating to water supplies and legionella.
- An additional charge will be levied for stands requiring water for filling spas, baths, pools or swimming pools. All vessels of this nature must be dosed with the appropriate chemical treatment and a written record kept of the water analysis tests.

THE CLOSING DATE FOR ORDERING ELECTRICITY AND WATER SERVICES IS DETAILED ON PAGE 3

Wireless Internet (WiFi) - A wireless internet connection is available throughout the showground free of charge. Please note that strength and reliability of the signal cannot be guaranteed.

Telephones and line installation - Please contact British Telecom direct. www.btlocalbusiness.co.uk. Tel. 0800 389 3364

Grass cutting - The organiser will mow grass on the showground up to two weeks prior to the show (weather permitting). Fine cutting thereafter will be the exhibitor's responsibility.

Caravan parking - There is a caravan park, on grass and with toilet/shower facilities, which exhibitors may book on the application form.

Sump emptying - (Prior approval must be gained before digging sumps due to underground services around the showground – see 'Excavations') Sumps dug by exhibitors can be emptied daily on show days on payment of £30 per day plus VAT. Please ensure that the sump is of sufficient size to accommodate a whole day's effluent.

Towing of vehicles - In the event of poor ground conditions, the organiser may be in a position to offer assistance to move vehicles and trailers on and off the showground. The organiser accepts no liability for any damage incurred during the course of towing or otherwise assisting in moving exhibitors' vehicles.

Tickets & Passes

PASSES WILL NOT BE SENT UNTIL FULL PAYMENT & HEALTH & SAFETY DOCUMENTATION ARE RECEIVED

Admission passes are required for show days only (not during build up or break down) and are issued to exhibitors on the following basis: -

- 3 x exhibitor passes per day for every 6m frontage or part thereof.
- Requests for additional passes will only be actioned when submitted in writing with full payment.
- A maximum of 20 additional passes per day may be purchased.
- See Additional Ticket booking form for prices.
- Exhibitors are responsible for ensuring that their staff and contractors are in possession of the appropriate admission passes. Any exhibitors, staff or contractors who do not have the appropriate pass will be charged the ordinary admission charge and the organiser will not refund this.
- Any exhibitor and/or their staff found selling passes or abusing the exhibitor pass system in any way will be removed from the showground and banned from future events.
- It is the exhibitor's responsibility to ensure that all passes received are correct at the time of receipt. Claims for lost passes or passes not received will be not be considered less than 7 calendar days before the show.

Build-up vehicle & exhibitor parking passes are supplied free of charge. These passes allow vehicle entrance prior to the show and access to the exhibitor car park during the show. They do not allow vehicle entrance over the show period. Please ensure all vehicle passes are forwarded to appropriate personnel and contractors. The number of build up and exhibitor parking passes will depend on the size of stand booked. Requests for more build up and exhibitor parking passes will be considered if required.

Restocking passes allow vehicle access to the showground during the show restocking periods. All restocking passes are free of charge and should be requested at the time of application. They may be booked on the following basis:

- One restocking pass for stands 143sqm and under.
- Two restocking passes for stands 144sqm and over.
- Vehicles are only allowed access to stands on show days from 18.15 hours – 07.30 hours.
- Vehicles must be removed from site by 08.00 hours on show days and parked in the relevant car park. A security team will enforce this.
- Vehicles without the correct pass will not be admitted to the showground. The vehicle pass does not admit the occupants who must have their own admission passes.

Static vehicle passes are available for exhibitors who wish to park a vehicle that is essential for stock or security. **No vehicles are allowed to park on or behind tradestands.** Instead, a number of static vehicle compounds will be available and all vehicles using the compounds **must** display a static vehicle pass. There is a charge for a static vehicle pass which can be booked using the 'Additional Orders' booking form. They will be issued as follows:-

- One static pass for stands 143sqm and under.
- Two static passes for stands 144sqm and over.
- Passes must be booked in advance on the application form.
- A security team is employed during the show to patrol the compound and to check passes are displayed.

For fire safety reasons, there must be no accommodation within the static vehicle parking compounds.

Caravan passes must be booked in advance at the time of application. Caravan parking is only available in the designated exhibitor caravan park which has full camping facilities.

To enhance our visitor experience, no vehicles are able to park on the show site. Vehicle Compounds and a caravan park are available within the showground.

Setting Up Your Stand

Entry times to the showground

In adverse weather conditions or emergency situations the organiser reserves the right to restrict or refuse vehicular access to the showground at any time to protect the ground.

- Access to the showground is available from the date shown on page 3 unless prior arrangements have been made with the organiser.
- Admission passes are not required during build up, but vehicle build passes must be displayed.
- All tradestands are strongly advised to be in place by 18.00 hours on the day before the show opens as after this time there will be no staff available to deal with problems.
- Exhibitors are supplied with a stand number which must be displayed on the tradestand in a prominent position.
- Exhibitors will be asked to remove any vehicles without the appropriate pass found on the showground from 08.00 hours onwards.
- Heavy exhibits and equipment deliveries should be completed 48 hours before the show opens.

Forklift - If required must be booked in advance and paid with your application, as capacity to assist with loading and unloading during build up and break down is limited. Each booking entitles the exhibitor to a maximum use of 1 hour. There is an unloading ramp available by the Red Gate. The organiser accepts no liability for any damage during the course of loading and unloading exhibitors' products. The exhibitor must provide a banksman to assist with the unloading.

Catering - Will be available on site from two days prior to the show until the last day of the show.

Goods and packages - Will not be accepted by the organiser on behalf of an exhibitor and should not be sent to the showground unless there is a representative on the stand to receive them. It is the exhibitors' responsibility to properly brief delivery drivers with their stand number and the name of the person responsible. The organiser cannot sign and accept deliveries on behalf of stand holders.

Excavations - All exhibitors who break soil: please be aware of the danger from the distribution of high voltage systems, water pipes, mains sewers and BT cables throughout the showground. Prior to erecting marquees, sign or flagpoles exhibitors must report to the Main Yellow Security Gate, where arrangements will be made for one of the Three Counties estate team to scan the site.

No penetration of the ground will be possible until consent had been given – exhibitors who do not comply with these health and safety instructions will be liable for any damage caused and all subsequent fines.

Outside of normal working hours, arrangements to have the site(s) scanned may have to be made, through the Three Counties estate team.

Re-letting of unoccupied space - Any stand not occupied by the exhibitor by 19.00 hours on the evening before the show, may be re-let by the organiser and all fees paid by the original exhibitor shall be forfeited to the organiser. Any exhibitor who believes they will be arriving after this time must notify the organiser at the earliest opportunity.

Sub-letting - No exhibitor shall sub-let or allow another exhibitor to have part of their stand. Any exhibitor found to be infringing this rule will be expelled from the showground.

Temporary Structures - Gazebos and Marquees etc – Please ensure you read and understand the rules requirements for erecting structures at the showground.

Health & Safety - All exhibitors MUST ensure they have passed all relevant information to those attending site to set up/remove a stand. Please ensure you have fully read the Health and Safety Section later in this document.

We advise all persons coming onto site during build/breakdown wear a hi-vis vest due to number of moving vehicles.

Show Days & Breakdown

STANDS MUST BE OPEN BY 09.00 HOURS AND REMAIN OPEN EACH DAY UNTIL 18.00 HOURS

Food and Drink Exhibitors

Exhibitors in areas designated by the organiser as food and drink exhibits are subject to requirements of the organiser in addition to those in this document.

Tickets and Passes

Admission to the showground on show days is strictly controlled. Exhibitors should ensure they apply for adequate staff passes, including any contractors, thus avoiding delays at the gate. It is the exhibitor's responsibility to give the appropriate passes to staff and contractors (see tickets and passes section for full details). Any exhibitor found to be selling passes or giving passes away to visitors will be asked to leave the showground.

Trading Off Stand

Any trading beyond the boundaries of your stand is strictly forbidden. 'Trading' includes:

- Handing out leaflets
- Placing of signs/boards/advertising materials
- Going out into the avenues to encourage visitors onto your stand or to make charitable collections, etc.

Any infringement of this rule may result in your stand being closed down by the organiser.

Waste and Recycling

Exhibitors are required to maintain their stand space and surrounding area in a clean, tidy and hygienic condition.

The organiser is committed to recycling as much waste as possible. Cardboard will be collected if left at the front of your stand each morning and evening. Across the showground there are recycling bins for plastics and cans.

General waste will be collected from the front of stands every morning and evening. Please ensure that all marquee carpeting and empty gas bottles are taken away at the end of the show. If not, a charge will be made to the exhibitor for disposal.

Sale of Alcohol

Exhibitors who are intending to sell alcohol or provide any entertainment on their stand must apply for a Temporary Events Notice License and should request a reference number from the organiser.

Exhibitors are responsible for ensuring that no alcoholic liquor is obtained from their stand by children or young persons under the age of 18. It is recommended that you adopt the Challenge 25 policy.

Balloons, Flags and Aerial Advertising

The organiser discourages making gifts of or selling balloons on the grounds of safety. Exhibitors, their agents or manufacturers are forbidden to use any form of aerial advertising. Feather flags are not permitted.

Catering and Refreshments

Stands outside the Food Hall are not permitted to sell any foodstuff or drink, packaged or otherwise, in a form that is readily consumable.

Exhibitors may provide refreshments on their stands for customers free of charge. Free samples may only be supplied within the boundary of the tradestand and must be approved in writing by the organiser.

Charity Collections

Charitable or other institutions wishing to make appeals for contributions to their funds, or run lotteries, draws, games of chance, or sell flags must first obtain written permission from the organiser and provide their charity registration number. Such permission will not normally be granted unless the appeal is staged within a meaningful display about the charity's objectives to which funds will be devoted. Where permission is given, collections must not be made outside the boundaries of the exhibitor's stand.

Disabled Access

Under the Equality Act 2010, everyone has the right to have access to stands. For further information regarding this visit the Equality & Human Rights Commission. www.equalityhumanrights.com 0808 800 0082.

Dogs

The organiser only allows visitors' assistance dogs access to the show. However we do understand that exhibitors may be away from home for long periods and travel with their dogs. In these circumstances, exhibitors must apply for a Dog Permit which is granted on the understanding that exhibitors clean up after their dogs and the dog must remain on the exhibitor's pitch at all times whilst the show is open.

DOGS MUST BE KEPT ON A LEAD AT ALL TIMES. THE WALKING OF DOGS AROUND THE SHOWGROUND DURING OPENING HOURS IS NOT PERMITTED.

Employment of Children

No child under 13 years of age may be employed at the show. Any exhibitor intending to employ any child between 13-16 years of age should apply to Worcestershire Council for the appropriate employee notification form.

Generators

The use of generators is not permitted. Any exhibitor found to be using a generator will be prohibited from continuing to do so and asked to book an electrical supply.

Fire Extinguishers

Every stand must be equipped with fire fighting facilities as deemed necessary by your Fire Risk Assessment. They must be easily accessible and maintained in a functional condition.

Goods Ordered at Show

Exhibitors are required to furnish customers placing orders at the show with articles exhibited by them or others of equal quality at prices not exceeding those displayed on the exhibit.

All orders taken at the show must be despatched promptly and where the delivery time is more than three months after the closing date of the show, customers must be made aware of this at the time of ordering. Failure to abide by this regulation will mean that future applications for events at this showground could be jeopardised.

The organiser will forward any complaints from consumers to the Trading Standards Office.

Livestock

The organiser must be notified if an exhibitor is planning to have livestock on their stand. All livestock movement will be subject to movement control or disease-free certification and must be accompanied by the appropriate documentation. The showground farm holding number is 17/551/8000

Demonstrations and Audio Equipment

No exhibitor shall call attention to their goods or allow sound to emanate from their stand in such a way as to cause annoyance to other exhibitors or the public. The use of audio equipment as a sales aid or attraction is not permitted without written permission of the organiser. Subject to such written permission, the volume of sound equipment must be controlled to avoid annoyance to other exhibitors or to the public, and in any case must not be at such a level as to exceed 60 decibels at source.

The decision of the organiser shall be final as to the acceptable level of noise emanating from the stand and the organiser may ban the use of audio equipment or remove it from the stand for the period of the show.

The demonstration or use of goods such as tools and utensils will be permitted only in a manner approved by the organiser.

Items Likely to Cause Offence

The organiser reserves the right to decline any exhibit it views as unacceptable, or order the removal of any such exhibit already delivered. Any expenses incurred will be the responsibility of the exhibitor.

The organiser reserves the right to make judgement on the sale/display of any items likely to cause offence and furthermore to instruct the withdrawal of such goods from sale. Items such as stink bombs, BB guns, catapults, silly string, snap guns and any other items likely to offend persons visiting the show is strictly forbidden.

The sale of guns including imitation weapons or toys such as peashooters, catapults or BB guns is strictly prohibited. Exhibitors selling knives must act responsibly and comply with all health & safety and other regulations. Open or unprotected blades should be safely displayed out of the reach of the public.

The organiser shall have power to stop any activity that it considers offensive to neighbouring exhibitors or the public.

Signs, Advertising, etc.

All exhibitors must provide a clear company sign bearing the name of the organisation as entered in the catalogue. Signs must not obscure exhibits or other signs on neighbouring stands.

Except on exhibitors' own stands, no exhibitor or other person shall fix or distribute any placard, leaflet or advertisement in any form on any part of the showground, its avenues, car parks, adjoining land or road sides.

No signs shall be erected in such a manner as to project beyond the exhibitor's frontage or obstruct the view of an adjoining stand. Any canvas advertising a company name on the side or rear of the stand will be required to be removed or covered for the duration of the show.

Smoking Policy

Smoking is not allowed in any building structure or marquee on the showground.

Two-Way Radio Equipment

Exhibitors wishing to use two-way radios during the show must receive written authority from the show organisers. The organiser reserves the right to restrict the number of frequencies and power of the equipment and should the exhibitor's frequency interfere with the organiser's equipment, the exhibitor will be required to change frequencies. This control exists for the benefit of all who require efficient radio communications free of cross-channel interference, but it does not apply to Band 3 cellular equipment.

Vehicles on the Showground

There is a 5mph speed restriction in place across the showground. Additionally, please remember **it is an offence to drive whilst using a mobile phone.**

No motor vehicle or caravan other than those specially intended to form part of an exhibit will be permitted to park on hired stand space or elsewhere within the showground.

Lorries, motors, tractors and any other mobile exhibit SHALL NOT move about any part of the showground while the show is open to the public.

NO VEHICLE MAY MOVE ON THE SHOWGROUND BEFORE 1815 HOURS EACH SHOW DAY.

Re-stocking

Vehicles and personnel will be admitted (with appropriate passes) with materials for re-stocking or re-furbishing exhibits at the following times:

before 07.30 hours each show morning

after 18.15 hours each show evening.

Dismantling of Stands and Breakdown

DISMANTLING OF TRADESTANDS IS STRICTLY NOT PERMITTED BEFORE 18.00 HOURS ON THE LAST DAY OF THE SHOW

- Stands and exhibits must be cleared from the showground within two days of the close of the event. Any stand or exhibit or part of remaining on site after two days will be removed and disposed of by the organiser and any cost involved will be charged to the exhibitor.
- Any damage caused to marquees or other equipment hired or owned by the organiser will be charged to the exhibitor.

Health And Safety And Insurance

HEALTH AND SAFETY

Exhibitors are reminded that they are responsible for the observance, by themselves, their employees and their contractors, of the Health and Safety at Work Etc Act 1974 and the Management of Health & Safety at Work Regulations 1999 under which it is required to provide a completed risk assessment addressing all the risks associated exhibiting at this show.

This includes its relevant statutory provisions and all associated safety regulations. The Health and Safety Executive and local authority inspectors will enforce these requirements; the organiser will offer advice to exhibitors if requested.

- Exhibitors will be held responsible for the adequate fencing off of all exhibits and erections (including tent pegs, ropes, etc) dangerous to show visitors and staff.
- Those exhibitors bringing machinery exhibits must ensure that these are parked with the handbrake on, with chocks at the wheels if necessary. Any raised hydraulic equipment must be securely locked into position with ram locks or fixings for further security.
- All mechanical and hydraulic devices must be guarded and safely secured against dangerous or unintended operation.
- Where steps/ramps are provided, these must be firm & strong and must have non-slip surfaces and hand rails.
- Storage of flammable liquids on the showground by exhibitors will not be allowed without prior consent.
- Storage of gas in cylinders above 1kg, on the showground by exhibitors, will not be allowed without prior consent. Exhibitors with caravans may have, for their own use, two-gas cylinders, but must ensure their satisfactory storage and operation.

- Exhibitors are responsible for ensuring there are no trip hazards on their stand. Any raised platforms or steps should be clearly marked and feature appropriate handrails.
- During the build and break phases of the event, exhibitors must consider their duties in relations to the Construction (Design and Management) Regulations, and where necessary coordinate with the showground, organiser and other exhibitors by the virtue of this and other legislation.

Temporary Demountable Structures / Marquees / Gazebos

If you are proposing to erect a gazebo type structure or lightweight marquee as part of your stand, please be advised that the site regularly experiences wind gusts that may damage or move your structure. Structures should be suitable of withstanding a minimum of 30mph wind. All self-build structures must be of sound construction, assembled in line with manufacturer's instructions and must be suitably braced and anchored.

Thin straight tent pegs (usually supplied with the structures) are prohibited as they are not sufficient for our site. You must use suitable ground anchors and ratchet straps to the frame (example: <https://groundbolt.co.uk>), or where you are proposing to use weights, these must be sufficient and strapped to the structure and not just placed on the foot, as they dislodge if the structure is moved by wind. (as a minimum we would expect to see 3 x 12.5kg weights or equivalent per leg on gazebos).

Lightweight household gazebos are NOT suitable on out site as they are likely to be damaged or blown away, even in light winds during summer months. If we inspect and deem any structure to be unsuitable for the site we will instruct that it is dismantled and removed from site to ensure the safety of all staff and visitors on the site. Traders are wholly responsible for ensuring they supply a structure suitable for the site and conditions.

Electricity

- All electrical equipment must comply with current UK regulations and must have been tested by a qualified person in the previous 12 months and display a test label.
- The appliances must be of an approved type, suitable for the environment in which they are used and guarded where applicable. Where unsafe electrical installations are observed TCAS reserves the right to: a) require re-testing and b) disconnect the user.
- RCDs to be used where possible.
- Where extension leads are used, no more than 3 extension leads can be used in a line (one plugged into another etc.).
 - Where one extension lead is in use the total amperage of the appliances connected to it must not exceed 12 Amps.
 - Where two extension leads are in use (one plugged in to another) the total amperage of the appliances connected to them must not exceed 10 Amps.
 - Where three extension leads are in use (one plugged in to another) the total amperage of the appliances connected to them must not exceed 7 Amps.
 - The maximum length of extension leads or multiple leads plugged into each other must not exceed 7 metres in length.
- Where a trade stand is found to have 'tripped' the electrical supply due to faulty equipment or exceeding their allotted amperage the Society reserves the right not to reconnect or for repeated 'tripping' to disconnect the user.
- The use of generators is not permitted. Any exhibitor found to be using a generator will have to cease use and will be asked to book an electrical supply if they require power.
- An exhibitor found using another stand's electrical supply will incur a fine of £200 and may be asked to leave the showground.

Water

Please note that where water is used in any features such as pools, fountains, waterfalls or in hot tubs and spas, there must be a written risk assessment that considers bacterial infections and includes a suitable control for the Legionella bacteria. The control, whether this is chemical or other, must be documented and treatment levels/tests recorded throughout the show.

Children

Children should not be brought to site during build and break of an event, as there is a higher volume of traffic and machinery moving around the site.

Your stand design should consider that safety requirements for children are often different from those for adults, so adequate care needs to be taken. For example, safety guards/fencing need to be at ground level to prevent small children getting underneath, or they may be likely to pull at objects that may topple onto them.

Risk Assessments

As part of the tradestand application procedure and to conform to health and safety regulations, a risk assessment must be completed and returned. The HSE website provides guidance and advice for completing risk assessments (<https://www.hse.gov.uk/simple-health-safety/risk>)

Passes will not be forwarded, and build onsite will not be permitted unless a suitable and sufficient risk assessment has been returned. Please note that a return stating that no risks have been identified is unacceptable. It is not essential that the form is completed by a professional. In most cases the exhibitor's own examination of risk and description of the measures put in place will be sufficient. They must realistically reflect how you will set up and operate your stand.

When completing the form exhibitors should consider any possible risks brought about by their operations at the show. These risks may be obvious, such as an exhibitor selling sharp objects minimising risks by the correct storage of products, or less obvious, such as the layout of the stand causing a tripping hazard.

A copy of your risk assessment must be available on the stand for possible inspection by officials during the show.

Should any problems arise during set up/breakdown periods and show days, exhibitors should ensure that any risk to health is minimised and all necessary precautions taken.

Fire Risk Assessments

Exhibitors must conform to precautions against fire and provide a fire risk assessment for any space allocated to them and in any stand, exhibit, tent, marquee or any other temporary or moveable structure erected or installed within such allotted space.

Fire Precautions and Emergencies

Exhibitors should have an emergency fire procedure with an appropriate means of raising the alarm. Sufficient fire extinguishers of the correct type should be available and identified with a sign stating 'fire point'.

- Exhibitors must provide at least one suitably sized fire extinguisher on their stand, (water or foam, and/ or CO2 where electrical appliances are in use).
- Staff on stands should be aware of the operating instructions of any firefighting equipment/ extinguishers provided.
- Any temporary structure over 6.5m in length or depth must have a second/alternative fire exit with the appropriate 'Fire Exit' signage displayed overhead.
- Any temporary marquee structure must comply with the recommendations given in Appendix A of BS 7157.
- Consider what materials on your stand could burn if they were ignited, and how they could potentially be ignited – this may be someone discarding a cigarette or a spot lamp getting hot.

- Where combustible materials are essential on your stand they should be appropriately stored away from sources of ignition.
- No cooking or reheating of food is permitted within temporary structures, without prior consent.
- 'No smoking' signage must be displayed in all temporary structures, (unless the building has a minimum of 50% of the sides open). Please display a sign at the main entrance, of at least A5 size; with the no-smoking symbol and in characters that can be easily read by persons using the entrance, the words— 'No smoking. It is against the law to smoke in these premises'. At each and all other entrances there must be displayed, in a prominent position, at least one no-smoking sign which displays the no-smoking symbol.

LPG

Any exhibitor unit fuelled by liquid petroleum gas (LPG) must ensure gas connections and pipes have been tested and certificated by a 'Gas Safe' engineer annually. The certification must be available for inspection.

Installations must comply with UKLPG Code of Practice CoP24 Part 3.

The cylinders are to be disconnected/connected by competent persons only using the correct tools. No smoking signs must be in place and observed.

Unless authorised in writing by your point of contact, no more than two LPG cylinders (totalling 200KG) are permitted per unit.

LPG cylinders must be stored vertically on firm, level ground at least 1 metre from any structure or heat source, in the open air, with no obstructions in the vicinity to impede ventilation. Cylinders must be restrained in a suitably designed cylinder stand.

Propane cylinders must be located only in the open air and must not be used inside marquees, tents or other enclosures. Every LPG storage area should be enclosed in a lockable compound of robust wire mesh or similar to prevent them falling or being knocked over. Cages or surrounds made of wood or other combustible material are not acceptable.

Cooking with gas is NOT permitted in any of our permanent buildings.



Food Safety Regulations

Pre Event

Those wishing to provide food and drink at TCAS events are required to meet the following food safety requirements. The information must be fully adhered to when onsite.

Food Hygiene

All food stands must:

1. Comply with The General Food Regulations 2004, The Food Safety and Hygiene (England) Regulations 2013, and Regulations (EC) 178/2002 and 852/2004. Packaging and labelling legislation must be followed under Food Information Regulations 2014.
2. Adhere at all times to the TCAS Food Safety Policy and Environmental Health Food Safety Guidelines provided. - Any food services operations found operating in contravention of these guidelines will not be permitted to commence trading or service until the guidelines can be complied with.
3. Bring to site and use purpose-built hand washing facilities with hot and cold running water and mixer tap. The event will NOT accept water from a tea urn poured into a bowl as "hand washing facilities". The facility must be in place (with soap, sanitiser and paper towels) and working early during set-up so as to ensure appropriate hand washing facilities are available during the set-up process. Those who come onto site without appropriate hand washing facilities will be closed down and their fee will not be refunded.
4. Have and use appropriate washing up facilities, with hot water and waste-water collection. This is to be separate from the hand wash facility. Disposal points are available around the showground.
5. Provide details of the local authority where they are registered and their current Food Hygiene Rating Scheme score. No business with a score of less than FHRs 3 will be permitted to trade. A copy of their rating certificate, sticker or confirmation letter must be kept on site at all times.
6. Provide confirmation of the trading name of the business, as it appears on the Food Hygiene Rating Scheme site; this must be stated on the booking form.
7. Provide confirmation of the Food Business Registration details; No food tradestand will be fully confirmed without these details.

Additional documentation

The following is a list of documents required prior to trading approval and to be kept onsite during the event. These documents must be up to date and relevant to the Tradestand being used at that event.

It is recommended that these documents are kept in a folder or laminated and kept in order as listed below to facilitate any audit.

All documents must be relative to the specific activities of the Tradestand at this event.

- ☐ Signed Health and Safety Policy
- ☐ Signed Risk Assessment for Food and Health & Safety (including CoViD)
- ☐ Signed Fire Risk Assessment
- ☐ Food Safety Management system (SFBB), NCASS Policy (current membership), or HACCP
- ☐ Due diligence records for Event, including Calibration of thermometer prior to event, food delivery temperatures, fridge/freezer temperature records, cooked food probe temperatures, hot and cold hold time and temperature records. Cleaning records.
- ☐ Due diligence records from past event to demonstrate completion of appropriate records (as listed above for this event)
- ☐ Local Authority records – FHRs score/date and audit covering letter
- ☐ Staff Medical declaration
- ☐ Allergen chart for products on sale

- ☐ Tradestand training records, Levels 2 and 3 Food Safety and Supervision, Allergen training, Health & Safety
- ☐ Medical statement from Tradestand staff
- ☐ COSHH documents – cleaning products, sanitiser, disinfectants (BS EN 1267 or BS EN 13697)
- ☐ Gas test certificate and records
- ☐ Electrical test (if unit has permanent installation within) certificate and records.
- ☐ Portable appliance equipment test certificate/records and maintenance records.
- ☐ Fire extinguisher and Fire-fighting equipment certification
- ☐ Materials flammability certificate (awnings, gazebo, tents)
- ☐ Employer and Public liability insurance certificate
- ☐ Duty Manager contacts list

Document review

General information (H&S policy, records, insurance, etc.) will be reviewed by the Tradestand and H&S Management team and recorded as sufficient where appropriate:

- Food Safety Management Systems, risk assessments and HACCP procedures will be reviewed by the Event Food Safety Consultant and recorded as suitable and sufficient where appropriate.
- Where corrective measure or more information is required, the Trader application will be on hold until appropriate detail is provided within an agreed timescale.
- Failure to provide this information will void the application.

Operating permission

Once food operator documentation has been accepted the operator agrees to follow the below 'Environmental Health Food Safety Guidelines' alongside the general showground and tradestand regulations.

Environmental Health Food Safety Guidelines

All food operation must be operated in line with the requirements of current food safety regulations.

- Operators must have all members of staff engaged in food handling trained to Level 2 Food Safety or a demonstrably equivalent in-house training package with all management staff trained to Level 3 or above. For all high-risk operators e.g. those handling raw meat/fish or ready to eat products, a manager trained to level 3 "Supervision in Catering" must be on the Tradestand at all times when the Event is operational.
- Copies of all relevant documentation required during the pre-event "acceptance" stage must be brought to site and available on request. It is advised that all regularly viewed certificates or record documents are kept in the order required during the acceptance stage checklist and laminated or in plastic folders to protect them. Only current documents are required, not expired documents.

Responsible Person:

- It is a required standard to have present a Duty Manager of the food operator, and each outlet must have at least one member of staff trained as detailed in a above section.
- A Duty Manager contact list must be submitted to the Tradestand/Event Manager in advance of the event.

Cleanliness

- Food operator staff are responsible for ensuring that the front of units, including condiment station, are kept clean and tidy throughout the period of service.

- Prompt attention is to be given to removing any litter, spills or debris from public areas of the facilities at all times before, during and after service.
- The most meticulous standards of cleanliness are to be maintained in the food handling areas. All food contact surfaces are to be clean and disinfected appropriately. Contact times for disinfectants/sanitiser must be known by all staff. Any disinfectant or sanitiser must be a 30 second contact time acting product (BS EN 1276 approved). Ideally, only one brand of disinfectant/sanitiser is to be used by the operator.
- Food must be presented and served at an appropriate temperature for food safety and consumption quality.
- Presentation and service must enhance the attractiveness of the food items offered.

Allergens

- Customers by law must be made aware of the contents of the dishes where ingredients might give rise to an allergic reaction (such as nuts, milk, celery, gluten, soya and wheat etc).
 - An Allergen Chart must be sent with your documentation but also displayed at the point of service for the consumer to view. On the 13th December 2014, the 'Food Information for Consumers Regulation' (EU FIC) came into force which means information on any of the 14 allergens used as ingredients in your products will need to be provided for the consumer to view.
 - All information on the 14 allergens and this legislation can be found at: www.food.gov.uk/science/allergy-intolerance/label/labelling-changes
 - Menu tariffs and priced displayed materials must be shown in a way that is both prominent and attractive but also effective in assisting customers in making their decision.

Staff Hygiene

- With regards to personal hygiene, special attention should be paid to the requirements of the legislation detailed below.
 - Fingernails are kept short and clean;
 - No nail varnish;
 - Regular and thorough washing of hands and forearms;
 - Cuts and other skin defects must be covered with a blue waterproof dressing;
 - Hair to be tied back, if past the neckline. Facial hair to be clean shaven or well groomed;
 - Jewellery must not be worn by food service or food production staff, except for a simple wedding ring. All visible body art is to be covered;
 - Smoking is only permitted in the area designated by the Event Organisers. Staff found smoking outside of the designated area will be removed from site;
 - Staff are to be fluent in English.
- Uniforms must be kept clean and in good repair and replaced as and when required.
 - Clean uniforms must be worn at the start of each day's service with adequate stocks
 - available to allow for accidents.
 - Aprons should be worn.

Fire Safety

- Each Food Operator must ensure they have read and considered the fire safety arrangements to abide by legislation, and for stand holders also as specified in the General Trandstand Regulations.
- A fire risk assessment must have been completed and submitted for their operation/stand at the show.
- Stand must have the appropriate firefighting equipment in proximity to the catering area. This must have a service and maintenance record of inspection and kept on site as confirmation.
- If deep frying the Operator holder will need a fire blanket, a dry powder extinguisher and a wet chemical extinguisher.

Electrical

- Each Operator unit must have available for inspection a certificate signed by a qualified electrician that their equipment complies with the Electricity at Work Regulations and current IEE Regulations.
- Each Food Tradestand Operator must ensure they have read and considered the general tradestand regulations relating to electrical equipment and safety.

First Aid

- Each Operator unit must have a complete and easily identifiable First Aid Kit which must be properly maintained.
- Operator staff and management must know at all times how to contact a First Aider.
- First Aid kits must be kept clean and well-stocked, include blue (catering) plasters and products to treat burns injuries. A separate "Burns" kit can be provided.
- Any accidents must be recorded with a copy given to TCAS, especially if the accident involved any members of the public.

LPG/Gas Appliances

- **Cooking with gas is NOT permitted in any of our permanent buildings.**
- Any unit fuelled by liquid petroleum gas (LPG) must ensure gas connections and pipes tested have been certificated by a 'Gas Safe' engineer annually.
 - The certification must be available for inspection. Installations must comply with UKLPG Code of Practice CoP24 Part 3.
 - The cylinders are to be disconnected/connected by competent persons only using the correct tools. No smoking signs must be in place and observed.
 - Unless authorised in writing by the Event/Tradestand Manager, no more than two LPG cylinders (totalling 200KG) are permitted per unit. Excess LPG cylinders are to be stored in the designated gas storage area and clearly marked with the user's details.
 - LPG cylinders must be stored vertically on firm, level ground at least 1 metre from any structure or heat source, in the open air, with no obstructions in the vicinity to impede ventilation. Cylinders must be restrained in a suitably designed cylinder stand.
 - Propane cylinders must be located only in the open air and must not be used inside marquees, tents or other enclosures. Every LPG storage area should be enclosed in a lockable compound of robust wire mesh or similar to prevent them falling or being knocked over. Cages or surrounds made of wood or other combustible material are not acceptable.
 - Checks may be made of installation and gas tightness by TCAS approved contractors.

Important Considerations

- All food areas must be kept clean at all times with no excess debris or litter. Following general cleaning, disinfectants/sanitiser must be used as part of the cleaning regime and must be of the 30 second or less contact time type. (BS EN 13697 accreditation and BS EN 1276 "30 Second" product accreditation) – Use of 'Dettol' and products without these accreditations is not permitted.
- All Food Operators must provide a separate hand wash sink with mixed hot and cold running water and a separate washing up sink, also with hot and cold-water provision through a mixer tap. A proprietary system may be advantageous.
- All refrigeration equipment used must conform to the relevant regulations with frozen food being stored below -18 °C and cold food stored below +8 °C (preferably below +5 °C), food delivered to site must be checked and conform to these temperature requirements.
- Refrigeration and freezer temperatures are to be recorded at least twice per day and on arrival on site, after equipment has reached operating status. Consideration must be given to the use of purpose designed, refrigerator trailers. Domestic style units are not permitted.

- Event Records must be maintained, including thermometer calibration prior to event, food storage temperature checks, cooked food probe checks and hot hold checks. (Recent past event records must be brought to site to demonstrate ability to keep required records (Retain records for a minimum of 6 months);
- All cooked and uncooked meats must be kept apart. Raw and ready to eat food products must also be kept separately.
- Food should always be stored at least 100mm from the ground to protect against contamination
- All machinery used for cutting, slicing, mincing, etc should be properly guarded and all people operating such equipment should be properly trained in its use.
- The use of colour-coded knives and boards is required, according to convention.

Red = Raw Meat	Green = Cleaned Fruits & Salad
Blue - Raw Fish	Yellow = Cooked Meats
White = Dairy & Bakery	Brown = Dirty Vegetables
- Different coloured tongs should be used for flipping raw through to cooked meat (e.g. burgers) – red for raw and yellow for cooked;
- Hot food can be kept all day as long as it is above 63°C, but must be checked and recorded every 2 hours. The determining factor in retaining food is likely to be condition and presentation of food. Below 63°C any remaining food is to be discarded.
- Cooked food, especially high-risk burgers and chicken must be checked using a probe thermometer regularly to ensure it has achieved a temperature of >75°C. Records must be kept on the event record sheet.
- A minimum of two food standard thermometers must be available in each catering area to check the temperature of all food products. This includes deliveries, fresh, frozen and cooked. The thermometers are to be calibrated prior to each event and recorded on the Event Record sheet. (boiling water/ice test 100°C/0°C with a tolerance of +/- 1 °C)
- COSHH safety data sheets for all chemicals to be held on each outlet for use in the case of an emergency.

On-site Set-up

It is the intention of the Organisers that all Food Operators handling high-risk food products will receive an audit by the Event Food Safety Consultant during their set-up, or early stages of trading/service. The Event Food Safety Consultant is also likely to visit Food Operator at various stages to discuss and approve elements of the set-up. This, together with the pre-event audit process, aims to ensure that no Food Operator can operate onsite without being subjected to stringent checks.

The Food Safety Event Consultant will agree timescales for any re-inspections or reviews of additional measures.

After inspection the Food Operator will be informed if they can continue to operate/trade. They may be issued feedback for any improvements required or they may be prohibited from further trade/service until significant improvements are made.

If improvements cannot be made by the operator, the Operator will not be permitted to continue at all due to not meeting the checks. Until issued with the "Approval" Food Operators must not serve/trade. No refund will be given to Tradestands.

On-site Event days

The Event Food Safety Consultant may make periodic inspections of any Food Operator, particularly those where there is high risk activities or concerns for safety. Any issues with remedial measures will be reported and followed up by the Event Inspection team.

The Event Tradestand Management team will perform ongoing daily checks of units to monitor compliance.

Food Hygiene Checklist

To assist in meeting the food hygiene requirements the following checklist has been provided and should be completed and held on the stand during the show. The Event Food Safety Team or Environmental Health Officers may ask to see the completed document and they do have the power to stop stands from trading if they deem it necessary. This Food Hygiene Checklist must be read in conjunction with the Show Food Safety Policy and the Food Safety Regulations.

General Hygiene

- ☐ People handling food have been issued with clean and washable over-clothing/aprons.
- ☐ People handling food have been issued with clean hairnets or suitable hat/head covering.
- ☐ A hand washbasin or bowl with a supply of mixed hot and cold water for the hygienic cleaning of hands is available at/on the stand. Soap dispensers and paper towel dispensers/Blue paper roll must be made available and kept re-stocked as required. (Do not use scented handwashing or sanitising products as it may taint food)
- ☐ Hand sanitiser should also be supplied and will assist with hygiene but is not an adequate replacement for thorough hand-washing with soap and warm water.
- ☐ If required, disposable gloves can be provided to ensure that food can be handled in a hygienic manner.
- ☐ Catering standard (coloured and waterproof) dressings or similar must be available to cover cuts and other wounds.
- ☐ Burn products must also be available on the Tradestand where burns are a risk.
- ☐ All First Aid or Burns kits must be replenished after use and products checked to ensure they are in date.
- ☐ Operating procedures must include regard to mitigate against to transmission of CoViD19.

Temperature Control

- ☐ All refrigeration equipment used must conform to the relevant regulations with frozen food being stored below -18 °C and cold food stored below +8 °C (preferably below +5 °C), food delivered to site must be checked and conform to these temperature requirements.
- ☐ A minimum of two food standard thermometers must be available on each mobile catering unit to check the temperature of all food products. This includes deliveries, fresh, frozen and cooked. The thermometers are to be calibrated prior to each event and recorded on the Event Record sheet. (boiling water/ice test 100°C/0°C with a tolerance of +/- 1 °C)
- ☐ Cooked food, especially high-risk burgers and chicken must be checked using a probe thermometer regularly to ensure it has achieved a temperature of >75°C. Records must be kept on the event record sheet.
- ☐ Hot food can be kept all day as long as it is above 63°C, but must be checked and recorded every 2 hours. The determining factor in retaining food is likely to be condition and presentation of food. Below 63°C any remaining food is to be discarded.
- ☐ If refrigeration is required the temperature must be maintained below the minimum legal requirement of 8°C, (the ideal target being 3° to 5°C).

General Storage

- ☐ Raw and cooked food must be kept apart.
- ☐ Protect all food products from cross contamination.
- ☐ Wherever possible meat delivered to site should be pre-cooked and ready to eat and/or pre-cut or processed to size used in cooking.
- ☐ Ensure use of clean, lidded (covered) food-safe containers with suitable product and date labelling (if appropriate).
- ☐ Ensure dry storage of crockery and utensils.
- ☐ Food must be stored off the ground (minimum 100cm).

- ☐ All food must be protected from the consequences of extremes of weather e.g. heat, water ingress, mud contamination.
- ☐ Deliveries should only take place once sufficient storage facilities have been provided and fridges and freezers have achieved correct storage temperatures.

Cleaning

- ☐ All equipment and work surfaces must be regularly cleaned and disinfected.
- ☐ Written cleaning schedules must maintained and recorded.
- ☐ Disinfectant/Sanitiser products must have a 30 second or less contact time to BS EN 1267 or BS EN 13697.

Health & Safety

- ☐ All employees must have received induction training and are also aware of the Organiser's tradestand safety rules.
- ☐ All machinery used for cutting, slicing, mincing, etc is properly guarded.
- ☐ All people operating equipment have been properly trained in its use.

Sustainable Criteria for Food Event and Hall Exhibitors

The Organiser is committed to improving the sustainability of events and food Tradestand operators / exhibitors have a key role to play. The following sustainable criteria is essential for trading:

Food Sourcing

- ☐ All meat products should be sourced from outdoor-reared animals at the very least, and preferably certified Organic or Freedom Foods.
- ☐ Free range eggs only, preferably Organic and all to be Lion Brand quality and salmonella inoculated flocks
- ☐ Only fish on Marine Conservation Society's 'fish to eat' list.
- ☐ All menus should be based on local, seasonal produce where possible.
- ☐ All tea, coffee, hot chocolate, sugar and bananas should be certified Fair Trade,
- ☐ All milk should be organic and preferably locally sourced.
- ☐ All cleaning products should be non-toxic, biodegradable or environmentally friendly.

Single Use Plastics

Alternatives to the following items should be sought:

- ☐ Plastic bottles
- ☐ Plastic drinking straws
- ☐ Plastic bags
- ☐ Plastic stirrers
- ☐ Plastic clothing tags
- ☐ Plastic condiment sachet
- ☐ Plastic milk pots, sticks and jiggers

Serve-ware and Packaging

All serve-ware, including cups, plates, cutlery and stirrers should be compostable, e.g. made of wood, cardboard or paper. Plastic and polystyrene should be avoided.

Insurance

Public Liability

All exhibitors must carry Public Liability insurance with a minimum limit of indemnity of £2m.

This insures the exhibitor's liability for damage to third party property and/or injury to third parties arising from the exhibitor's use of their stand/pitch.

Please ensure you provide the following information: Insurer, policy number and period of cover.

Employers Liability

If the exhibitor employs anyone, employers liability insurance must be in force.

This insures the exhibitor's legal liability for injury to employees. 'Employees' can be deemed to include volunteers, casual/temporary workers and even 'self employed' persons.

Products Liability

Insures liability for damage to third party property and/or injury to third parties arising from goods sold or supplied. The Consumer Protection Act 1998 makes the retailer of a defective product strictly liable to any persons injured by it. It is essential that any exhibitor supplying goods or services should maintain this insurance under an annual policy.

Vehicle Insurance

Please note that any vehicle (owned, hired or loaned to you) you bring on to site must be insured for a minimum of Third Party Only. We randomly ask for proof of insurance, and if you are unable to provide this, the vehicle/s will be refused access.

Liability

The organiser reserves the sole right of decision to postpone, cancel, abandon or curtail the show. Where such decision arises from directive happenings or circumstances outside the control of the organiser, it shall not create liability to claim for loss or damages, nor for the refund of any fees and charges paid.

The organiser shall not be liable for any loss or damage arising from any error in the apportionment of space or for any encroachment by an exhibitor on the space apportioned to another.

The organiser, its officers or servants will not be in any way liable to any persons whatsoever for any damage or loss to the property of any such person or for any injury, however caused, fatal or otherwise, to any such person while upon the organiser's showground, car parks or other property while entering or leaving the same.

The organiser will not be held responsible for damage caused to sites, exhibits or goods by a third party during the build up, during the show or during breakdown and will not be liable to rectify the damage.

Each exhibitor shall be solely liable for any loss, injury or damage that may be done to or from any article or property exhibited or brought on to the showground by or for him, and he shall indemnify the organiser on account of or in respect of such damage or injury which may be so caused. Exhibitors shall be held liable for the behaviour or for any misconduct or negligence by their servants or contractors and the consequences thereof.

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