



The Tendring Show

Saturday 13 July 2024

Tradestand Booking Information

Please read carefully before submitting an application.

If you have any queries, please do not hesitate to contact the office:

Tendring Hundred Farmers' Club
THFC Office, Admirals Farm, Heckfords Road, Great Bentley, Colchester, Essex CO7 8RS
Email: info@tendringshow.co.uk Tel: 01206 231821 www.tendringshow.co.uk

November 2023

General Information, Terms and Conditions

- Tradestand applications must be submitted **before Thursday 29 February**, together with full payment.
- All tradestand applications, once confirmed, are subject to a non-refundable booking fee of £36.00 (inc vat), which is included in the tradestand fee.
- The THFC Risk Assessment Agreement and public liability insurance details must be completed online, otherwise your application will not be considered.
- Every exhibitor must also complete a full risk assessment which must be uploaded on application and must be available for inspection at the Show.
- Exhibitors who have not previously exhibited at the Tendring Show must include a recent photograph of their stand with their application.
- It is the responsibility of each exhibitor to ensure the safety of their stand and exhibit, including taking the necessary fire precautions.
- For stands in the Shoppers' Marquee, Lifestyle and Food Pavilions, exhibitors must ensure that all table coverings are fire retardant.
- Tradestands must be open from 8.30am until 6.00pm on the day of the Show.
- In the interests of safety there will be NO vehicle movements on the showground between 9.00am and 6.00pm, unless specifically authorised. The Show has an excellent safety record - please help us to maintain this.
- Parking in the public car parks is free and passes are not required.
- Complimentary admission and unloading passes will be issued as detailed under each tradestand option.

CHARITY TRADESTANDS

- An administration fee of £36.00 inc VAT will be charged for any tradestand booked and subsequently cancelled.

COUNTRYSIDE AREA – BY INVITATION ONLY

- The Countryside Area plays an important role within the Show and exhibitors must contribute to the educational aspect of the area, ensuring that show-goers leave having learnt something about the life of the countryside, conservation, farming practices, ecology etc. We therefore ask all standholders to ensure that their stand informs the public of an aspect of the life of the countryside and the conservation benefits of their activities.
- Undercover Space - the cost of tentage has risen significantly and undercover space is at a premium. We respectfully ask exhibitors to consider how much space they require or if they can provide their own cover. While every effort will be made to accommodate all requests, the THFC reserves the right to reduce the amount of free space allocated if an exhibitor requests more than 3m frontage.

FOOD PAVILION

- All food businesses must comply with all current legislation, regulations and trading conditions, particularly food safety (Food Safety Act 1990), fire safety, risk management, health and safety regulations, and must be registered as a food business with their relevant Local Authority.
- Exhibitors selling alcohol (or alcohol based products falling under licensing legislation) must apply for their own TENS licence.
- Please note that electricity is only available on the day of the Show and that NO other generators will be allowed for any exhibitor in the Food Pavilion. If you require electricity, please ensure you complete the relevant section on the booking form.
- The Food Pavilion has a limited amount of parking space behind the marquee – these spaces will be allocated at the Head Steward's discretion on a **first come first served basis**, once an application has been accepted and full payment received. Exhibitors who are not allocated a reserved parking space will need to park in the nearest public car park, or tradestand car park, by the main entrance.
- Exhibitors will be listed in the Show Programme if the application is received by the closing date.

LIFESTYLE PAVILION

- The layout of the Lifestyle Pavilion may alter every year, any request to be located in the same position cannot, therefore, be guaranteed.
- Three double corner stands and several central stands are available. The position and allocation of these stands is at the discretion of the Head Steward.
- In addition to the day of the Show, and for no extra cost, exhibitors in the Lifestyle Pavilion have a wonderful opportunity to promote and sell their merchandise at the Art & Lifestyle Preview Evening – 5.30pm until 8.00pm on Friday 12 July 2024 – a sponsored event for THFC Vice-Presidents and their guests (approx 750 people). All stands must be set up by 5.00pm at the latest.
- Exhibitors will be listed in the Show Programme if the application is received by the closing date.

SHOPPERS' MARQUEE

- Suitable applications will be accepted on a first-come, first-served basis. Early return of forms is recommended as we cannot guarantee that space will be available up until the closing date.
- Electricity is NOT available in the Shoppers' Market.
- Exhibitors will be listed in the Show Programme if the application is received by the closing date.

Tradestand Competitions

Exhibitors are invited to enter the Tradestand Competitions. There is no entry fee, please tick the box on the application form to be entered in the relevant competition. No exhibitor can win more than one trophy.

Class 1 - The best arranged, presented and informative display by an agricultural machinery dealer, merchant or supplier – **The Colchester Tractors Cup, presented by Colchester Tractors Ltd.**

Class 2 - The best laid out and most attractive stand by an exhibitor (stand size 12m and over), not eligible for Class 1 - **The Harry Gray Challenge Bowl, presented by Harry Gray.**

Class 3 - The best laid out and most attractive stand by an exhibitor (stand size under 12m), not eligible for Class 1 – **The Aldham Garden Centre Challenge Cup, presented by Joan Gray.**

Class 4 - The most informative and educational tradestand – **The Tendring Hundred Water Cup, presented by the Tendring Hundred Water Company.**

Class 5 – The best laid out, appealing and informative Charity Tradestand by a Registered Charity – **The Ford Cup, presented by Mr R Ford.**

Class 6 – The best laid out and most attractive undercover stand at the Show, within the Shoppers' Market – **The THFC Plate, for retention.**

Class 7 – The best laid out and most attractive exhibit in the Lifestyle Pavilion – **The THFC Plate, for retention.**

Class 8 – The best laid out and most attractive exhibit in the Food Pavilion – **The THFC Plate, for retention.**

Class 9 – Best in Show (chosen by the President) – **The Tom Glover Salver.**

Rules and By-Laws - applicable to ALL Exhibitors (including Tradestand exhibitors & stallholders; contractors, entertainers and competitors).

IMPORTANT: PLEASE READ CAREFULLY

- 1 **Infringement of Rules and By-Laws** - Any official of the Club shall have power to expel from the showground any exhibitor or his representatives failing to comply with these Rules and By-Laws
 - 1.1 Exhibitors who do not comply with the Rules and By-Laws may not be allocated space in future years.
- 2 **Liability and Indemnification of the Club** - The Club, its officers, servants, agents and employees will not be responsible for, or accountable to, any person whatsoever for any damage or loss, however caused, to the property of any such person that may occur whilst upon the showground or car parks or whilst entering or leaving the same.
 - 2.1 The Club, its officers, servants, agents and employees will not be responsible under any circumstances whatsoever for any accident, loss or damage, however caused, that may occur to, or be caused by any person or to or by any animal, vehicle or equipment exhibited or brought onto the showground or car parks. Each exhibitor shall accept sole responsibility for any such accident, loss or damage concerning him and shall hold the Club, its officers, servants, agents and employees harmless and indemnify them against any legal proceedings arising therefrom.
- 3 **Insurance** - Each exhibitor must have adequate public liability insurance cover.
- 4 **Reservation of Tradestand Space** - All applications are accepted subject to the rules and by-Laws of the Club. The Club reserves the right at its sole discretion to decline and refund any application and to restrict the number or size of tradestands. No guarantee can be given as to the location of any particular tradestand.
 - 4.1 Stands sizes are available as detailed on the online booking system. The Club will attempt to comply with all requests for stand sizes but cannot guarantee a particular size or location.
 - 4.2 Corner sites are allocated at the discretion of the Show Director. Exhibitors who are not successful in their application for a corner site will have the relevant fee refunded.
- 5 **No Sub-Letting** - Tradestand space shall be for the sole and exclusive use of the trader applicant, no sub-letting or sharing of space is permitted.
- 6 **Statutory Requirements** - Exhibitors must comply with all requirements of the Health & Safety at Work etc Act 1974, the Food Act 1984, the Food and Environment Protection Act 1985, Regulatory Reform (Fire Safety) Order and all other statutory provisions and regulations applicable to their particular stand or exhibition.
- 7 **Stand Preparation and Site Clearance** - The showground will be open for the reception of exhibitors' equipment from the Monday before the Show. Any equipment will remain at the sole risk of the exhibitor, and all organisations are responsible for Health and Safety within their areas of control, including preparation and clearance, as well as Show day.
 - 7.1 Work on tradestands to be completed by the evening prior to the Show. No work must be carried out to stands between the hours of 11.00pm and 6.00am.
 - 7.2 Any exhibitor who breaks the soil of the showground for the purpose of fixing any exhibit must restore the same. All equipment must be removed within 48 hours after the Show. Failing this, the Club will perform the removal and any necessary work or reparation and charge the expense to the exhibitor concerned. All holes must be properly filled and compacted so they do not cause injury to grazing livestock.

- 8 **Admission and Vehicle Passes** - Exhibitors who have paid their appropriate charges will be sent, at least seven days before the Show, their allocation of complimentary admission and vehicle passes. A letter showing the tradestand number will be sent as soon as possible before the Show.
- 8.1 Additional passes and admission tickets may be purchased at the time of booking or via the website.
- 8.2 Passes will be required for vehicles prior to and after the show for set up and breakdown. These must be requested on application and will be issued on acceptance.
- 9 **Vehicles on Showground** - Unless specifically authorised by an official, no vehicles shall remain on the showground unless properly parked on the exhibitor's own stand space and exhibiting the appropriate pass.
- 9.1 Unless specifically authorised by an official, and in order to comply with health and safety requirements, no vehicles may be moved about the showground between the hours of **9.00am and 6.00pm. There is a 5mph speed limit in force at all times.**
- 10 **Open Hours** - STANDS MUST BE OPEN NO LATER THAN 8.30am AND MUST BE KEPT OPEN UNTIL 6.00pm.
- 11 **Nuisance - The use of loudspeakers is prohibited**, and exhibitors must not create noise, smoke or smell likely to cause nuisance, damage or offence to adjoining standholders, visitors or animals at the Show.
- 12 **Balloons** - It is not permitted to sell or give away balloons of any kind on the showground or from any car park.
- 13 **"Cheap Jacks"** - Vendors of low-quality trinkets, plastic toys and other articles of a "cheap jack" nature are not permitted to exhibit and the selling of goods by auction, shouting or any other annoying behaviour is forbidden.
- 14 **Sale of knives** - Exhibitors are not permitted to sell lock knives or any items that it would be an offence to carry in public.
- 15 **Foodstuff** – No readily edible foodstuffs may be sold on the showground other than by an official caterer or by a nominated tradestand holder who must first obtain written permission of the club to do so. They will be required to supply a copy of their current Food Hygiene certification.
- 16 **Sale of Alcohol** – Exhibitors selling alcohol (or alcohol based products falling under licensing legislation) must apply for their own TENS licence. A copy of your licence must be on display on your stand at the Show. You must be Challenge 25 compliant and have the relevant poster(s) on display. A Personal Licence Holder must be on site for the duration of the Show.
- 17 **Use of Tradestand** - The display of any sign, placard, notice, distribution of leaflets or any other activity may only take place on an exhibitor's own stand and is expressly prohibited elsewhere.
- 18 **Competitions, Prize Draws, Raffles etc** - Apart from charity tradestands issued with a permit, NO exhibitor will be permitted to levy a charge for any competition held on their stand.
- 18.1 No promotion of any competition/prize draw shall be carried on outside of the booked tradestand space.
- 19 **List of Standholders** - A list of standholders names and addresses will be printed in the Official Show Programme Plan where bookings are made by 29 February.
- 20 **Fire Precautions** - All exhibitors must take proper precautions against fire, including display of notices to prohibit smoking/vaping in the immediate vicinity of any inflammable material or inside stands/tents. **All exhibitors shall provide appropriate firefighting equipment;** extinguishers must bear current proof of test designed to deal with the risk involved.
- 20.1 All tents are to be fire retardant. No naked flames are permitted on any stand without agreed risk assessment.
- 18 **Damage to Club Property etc** - Exhibitors will be held responsible for any damage done to the property of the Club, its contractors and other exhibitors.
- 20 **Removal of Rubbish** - All rubbish, including spent lottery tickets, must be removed immediately after the Show and the site left clear within 48 hours of the Show.
- 21 **Tradestand Space Cancellations** - Any exhibitor who is allocated tradestand space and who wishes to cancel the booking must do so in writing not less than 8 weeks before the Show. Payment for the stand will be refunded, less the booking fee, if the stand space can be re-sold. Cancellations less than 8 weeks before the Show day will forfeit the total payment. Any exhibitor who fails to exhibit on Show day shall be liable for any loss the Club may sustain and may be refused a stand in future years.
- 22 **Electricity** - No mains electricity is available on the showground.
- 22.1 Exhibitors on open ground sites may use generators, but they must be properly silenced to the extent that no nuisance is caused to other exhibitors. It is essential to use a quiet type of generator or provide a baffle to cut down noise. The Club will shut down any noisy generator.
- 22.2 No generators will be allowed inside the Food & Drink Pavilion, Art & Lifestyle Pavilion or Shoppers' Marquee. Electrical supplies can be booked online for the Food & Drink and Art & Lifestyle Pavilions only.
- 22.3 Proof of electrical safety must be available for all 240v electrical equipment used. Fully competent electricians must be employed for all 240V electrical work on the showground. 110V equipment is preferred.
- 23 **Gas** - All exhibitors must ensure their gas appliances have been recently examined and tested by a competent person and labelled to indicate the examiners name and the date of the examination. The organisers will not allow any appliance to be used without current proof of testing.
- 24 **Disputes** - Any disputes arising from or out of these rules and by-Laws shall be submitted in writing to the Executive Committee of the Club for adjudication and the decision of that Committee shall be final and binding on all parties.
- 25 **Health, Safety & Welfare** - All persons shall comply with the health and safety policy and appropriate guidance. This will include supplying such information as is requested by, and any additional requirements of, the Club. **IMPORTANT:** All structures including inflatables and gazebos must be adequately secured against strong gusts of wind and comply with current legislation.

- 26 **Accidents, Near Misses & Hazards** - On Show day, St John Ambulance will be available on their stand or can be summoned by stewards via radio. You are required to make your own arrangements before and after the show. If you have qualified persons who would be prepared to help with others, please let us know. The Club maintains a formal record of all accidents and near misses; you are required to report any to the office or to an official.
- 27 **Vulnerable Persons** - You are responsible for your own people and should make arrangements for anyone with special requirements. Disabled persons and children are to be adequately assisted and supervised as necessary at all times.
- 28 **In the Case of Evacuation**
- Stock handlers must ensure animals have the necessary food/water to survive a period without attention. On receiving instructions to evacuate, do not attempt to take your animals with you. Ensure they are securely penned/fastened and leave as requested.
 - Before leaving make a quick visual check of your stall. Is there anything unusual or, anything you don't recognise as your property?
 - IF YOU FIND SOMETHING, DO NOT TOUCH, REMEMBER THE DETAILS, INFORM A STEWARD OR THE POLICE WHEN LEAVING.
 - Can your cash receipts be removed easily from the stall? If so, take them with you, if not, secure them and leave. Do not attempt to remove your property/vehicles unless asked or directed to do so by the police
 - Ensure all persons are accounted for to the best of your ability.
 - Leave the area or showground as directed by the Stewards/Police.
 - Do not attempt to return to the showground unless cleared to do so by the Show Director
 - **DO NOT PANIC, WALK QUICKLY, DO NOT RUN**
- 28 **Photography** – The THFC shall have permission to photograph any exhibitor or any other person or persons on the showground and store and use the resulting image (including edited or altered versions) for any of the Club's commercial or non-commercial purposes in all and any media, including, without limitation, use in promotional materials and on the Club's website, or supply to carefully selected third parties for use for their own purposes. The Club shall own the copyright of any such images.