

DUNSTER SHOW

FRIDAY 16TH AUGUST 2024

TRADE STAND REGULATIONS AND GUIDANCE

Regulations and Guidance for trading at Dunster Show

1. **Booking:** Applications will be accepted upon receipt of the completed application form, public liability details, completed health and safety and fire risk assessment forms and FULL payment via Showing Scene. Bookings will be acknowledged. Confirmation of the site including tickets and vehicle passes will be forwarded nearer the time of the Show (approximately 3 weeks prior). Membership applications are sent separately. The Show reserves the right to refuse or cancel any application without explanation. The allocation of sites will be at the discretion of the Show and cannot be guaranteed from year to year. The Show reserves the right to change advised locations if necessary.
2. **Insurance:** Details of the current **Public Liability** insurance policy must be included with your application and if renewal occurs prior to the Show an update certificate forwarded. It is the responsibility of the trader to ensure they have other insurances in place as appropriate to their business.
3. **Sub-letting:** Subletting of your allocated Trade space is strictly prohibited.
4. **Admission:** The Show reserves the right to refuse admission or to remove any exhibit which they consider to be unsuitable. The decision of the Show Officials is final.
5. Admission to the showground is via your completed vehicle pass and tickets for the occupants in the vehicle. Failure to present these will result in the full admission price being charged. Please park in the allocated car parking area. If you have purchased sufficient space on your trade stand for your vehicle this must include all tow bars, ramps and other fixtures. If you need to leave the Show before 18:00 you must park in the public car park. Please be aware that there is a 5mph speed limit on site.
6. **Set Up and Breakdown:** Set up must be completed by **8:00 on Showday**. If you wish to set up during the week prior to the Show you may do so. There will be no movement of vehicles or dismantling of stands on Showday until 18:00 (other than livestock vehicles) unless at the discretion of the Show Secretary or Health and Safety Advisor. Trading hours are between 8:00 and 18:00.
7. **Litter/Waste:** As you will be aware we are on a beautiful National Trust site and it is essential that we leave the showground as you would expect to find it. Please remove all litter and dispose of it in the receptacles provided or take it home. There is to be no digging or excavations on the site.
8. **Liability:** The Show Society or its representatives cannot be held responsible for the loss or damage to vehicles, stands, stock or equipment on the showground.
9. **Sole Trading:** As applications are received from various traders it is likely that there will be other stands with similar products or services – applicants are asked to bear this in mind when making their application. The Show does make every effort to provide a variation of products and services but cannot provide exclusivity.
10. **Cancellation:** Should an exhibitor withdraw from the Show, or cancel a reserved space for **ANY** reason, all fees paid shall be forfeited and the Show Society reserve the right to re-let such spaces. Should the Show Society have to cancel the Show for any reason before Show week then the Show Society will refund fees paid, less an administrative charge of £25. If the Show has to be cancelled during the week prior to the Show then fees paid will be refunded less an administrative charge of £50.
11. **VAT:** VAT is not payable and the Show Society is not VAT registered.
12. **Fire Safety:** If you are cooking (including teas and coffee), demonstrating machinery or running a generator you must ensure that you have a suitable fire extinguisher available. In the event of a fire or other evacuation please follow the instructions of our Show Officials. **Fire exits must be kept free from vehicles and stock at all times. Do not block traffic routes during unloading and loading.**
13. **Security:** Please remain vigilant at all times and report any suspicious activity to one of our Show Officials. Emergency **Services** can be contacted through 999. The postcode for Showground is **TA24 6NY**, What3words **///wires.pokes.pitch**
14. **Public Health:** Please be aware of the requirements of the Show to ensure public health provision in line with Government Guidelines. We ask that traders provide hand sanitising facilities and support those who wish to wear face masks.
15. **Wi-Fi:** There is a limited Wi-Fi facility on site, for which a password will be provided prior to the show. Please do not share with the general public.

16. **First Aid:** During the Show there is a qualified first aid provider on site – they are located near the show office. Any accidents or incidents on site must be reported to the Show Office.
17. **Electricity:** Generators may be used in the outdoor trading area, (not in the craft or food hall) providing they are **silent running** and are powered by **diesel or LPG only**. Petrol generators are NOT permitted on the Show site. Generators must not cause a nuisance by either noise or fumes effecting the enjoyment and/or well-being of other stall holders and the general public. If you are using a generator you must have fire fighting equipment readily available. All generators must be maintained and in good condition. Electrical equipment brought onto to site must have a current PAT test certificate.
18. **Craft and Food Hall Electricity:** The provision of electricity in the Craft and Food marquee will be via the Show's supply when booked in advance – **generators may not be used in this marquee**. The Show Society cannot be held responsible for any loss of service. Electrical equipment brought onto to site to be plugged into the supply must have a current PAT test certificate.
19. **Food Safety:** Any trader selling food products must ensure that they comply with all current food and labelling legislation. Traders are strongly advised to ensure that they have their documentation with them for inspection, this includes their Food Safety Management Policy (Safer Food Better Business), HACCPs and evidence of staff training. All food businesses must ensure that allergy information on their products is readily available and any staff are trained in allergy information. It is the responsibility of the trader to ensure they have suitable hand washing facilities in place. Please note that Environmental Health Officers do visit our event.
20. **Cooking/Consumable Food outside of the food Hall:** All catering rights are arranged by the Show Society, **No foodstuffs, confectionery, ice cream or other goods consumable on the showground may be sold without express permission of the Show Society. Cooking is limited to the cooking of samples for tasting purposes only or for trade stands providing free hospitality within their stand.**
21. **Alcohol:** Any trader selling alcohol outside of the Food Hall is responsible for ensuring that a Temporary Events Notice is in place. All traders selling alcohol must implement Challenge 25. If you are providing alcohol as part of your hospitality to your customers any glass bottles must not leave your stand and you should be aware of your duty with regards to safeguarding young people by ensuring that they are not provided with alcohol if they are under the age of 18.
22. **Lost/Found Children and Vulnerable Adults:** Our First Aid Team act as our centre for lost/found children or vulnerable adults. Please refer any reports of lost or found children or vulnerable adults to the First Aid Team.
23. **Games of Chance, Raffles Draws etc:** These may only be held with the written permission of the Show Committee on behalf of recognised Charities.
24. **Auctions:** No auctions whatsoever are permitted on the Showground.
25. **Third Party Contractors:** The trade stand is responsible for appointing any third party competent contractors required for the set up of their stand. The Trade Stand must ensure that the contractor receives the relevant information about accessing the site in a safe manner and that they have satisfied themselves with regards to risk assessments, method statements and insurance of the contractor. The Show reserves the right to halt any works which it deems to be unsafe at no cost to the Show Society.
26. **Machinery in Motion and on Display:** All vehicles with raised components such as buckets and grab lifts on tractors must be securely supported by mechanical means. Under no circumstances should raised components rely solely on hydraulic pressure to remain in position. Please ensure mechanical supports are in place regardless of built-in machine safety measures. Static machinery may be displayed with guards missing provided that the exhibitor has a sign pointing out to visitors that certain guards are not fitted and machine remains non-operational throughout the Show. All ATV (quad bike) drivers must hold a competency certificate issued by a qualified instructor and wear suitable head protection when driving on the Showground (including during set up and break down). Any fork lift truck or telehandler drivers must hold a competency certificate for the type of truck they are operating. Lifting strops/ropes or chains must be suitable for use.
27. **Heating and Cooking Appliances:** No heating or cooking appliance is permitted to be installed inside a stall or tent, which is not specifically laid out for the purpose and is at a safe distance from combustible materials. Appliances must be fixed securely on a firm, non-combustible heat-insulating base and surround. The shields are to be at least 0.6m/2ft away from combustible materials and care must be taken to ensure that no

combustible materials can be blown against the apparatus. Any stock of flammable liquids and spare cylinders must be kept in a safe location outside the tent or marquee.

28. LIQUEFIED PETROLEUM GAS (LPG)

- a) The following conditions are to be observed regarding the use of LPG cylinders and appliances:
- b) All cylinders are to be located outside the premises in the open air and in protected cages or staked and secured in an upright position
- c) Only cylinders incorporating pressure relief valves may be used and these are to be secured firmly in the upright position.
- d) All cylinders are to be located away from entrances; emergency exits and circulation areas of the Exhibitor's or any other stand or tent.
- e) All cylinders or stands must not exceed one day's supply.
- f) Where flexible hosing is used it is to be suitable for its purpose e.g. to a recognised British Standard and where appropriate to be provided with mechanical protection to minimise damage. Under no circumstances are jubilee clips to be used. Please ensure that tubing must be secured by crimped clips only, which must be gas tight.
- g) When not required, gas supplies are to be isolated at the cylinder as well as at the appliance.
- h) Replacement cartridges for portable gas appliances are to be fitted in the open air, well away from sources of ignition.
- i) Appropriate firefighting equipment is to be readily available.
- j) Combustible materials are to be kept well away from gas cylinders and appliances.

- 29. **Petting Animals on Stands:** If you are intending to have petting animals on your stand you MUST notify the Show Secretary in writing and be able to comply with additional requirements with regards to the availability of hand washing facilities (please note hand gels are not an acceptable method of micro-organism control on a Showground). Any animals must be securely penned within the stand area.
- 30. **Drones:** The flying of Drones over the Show (including car park areas) or during the set up and breakdown is prohibited unless specifically authorised by the Show Secretary for the benefit of the Show (eg to monitor car park flows and land usage or gather media photography)
- 31. **Sale of Knives:** The display of knives for sale (including knife blanks) must be in a locked display cabinet unless protected in a pre-sealed pack at the time of manufacture. Any trade stand displaying or selling knives must do so in accordance with current legislation and must ensure that an age verification system is enforced. Suitable age restrictions signage must be clearly on display. Trading Standards officers will be at the Show and may use under age test purchasers to verify that the non-sale of knives to under 18's is being enforced.
- 32. **Protesters/Activists:** It is not unusual for an agricultural show to be targeted by protestors or activists. In the event of there being protestors or activists in the area of your trade stand please contact the Show Office so that the Show can take appropriate action and engage with the group or individuals as appropriate.
- 33. **Marquees and Tentage:** You must ensure that any marquee or tentage is secure and that suitable weights are used as necessary, the Show Society reserve the right to remove or lower any structure which it deems to be unsafe at no cost to the Show Society. Pop up garden gazebos are not suitable for a showground environment.