



# 2024 Trade Stand Manual

## Trade Stand Options

### Open Space

Grass plots located throughout the showground, with the flexibility to fill the space as required.

### Food & Drink Hall

Our extremely popular Food and Drink Hall is fantastic attraction at the show giving an excellent opportunity to introduce your products. Traders in the Food Hall must be selling food or drink for consumption off site only and must comply with current food and hygiene regulations. All sites are undercover within the Food and Drink marquee and benefit from a double 13 amp socket.

### Craft & Shopping Marquee

Showcase your products within our Craft and Shopping Marquee. All sites are undercover within the Craft and Shopping marquee and benefit from a double 13amp socket.

### Local Producers

Set in a designated area with other local producers, open space grass plots are available at a discounted rate. Plots are a fixed size of 3x3m.

Traders must be based within a 15-mile radius of the Showground (RG18 9QZ) to qualify for a local producers plot.

### Stand Personnel

All personnel attending and working at the Show must present an admission ticket. Failure to present the correct ticket at the Showground entrance will result in the full admission price having to be paid. No refunds will be given in these circumstances. All stands benefit from a quantity of tickets related to the size of the stand, if you require additional tickets please ensure you have ordered and distributed them to your staff before the Show.

## Optional Extras

### Premium Avenues:

Avenue A 15% Surcharge

Avenue B 10% Surcharge

Corner Sites 15% Surcharge

There are a limited number of prime sites [available upon request only](#). Please contact

[pam@nadas.co.uk](mailto:pam@nadas.co.uk) for more information. The Show Manager reserves the right to decline applications for prime location spaces. The Show Manager's decision is final.

### Water Supply & Grass Cutting:

Both water supply and grass cutting are available on your pitch upon request, this must be included at the time of booking.

### Electricity:

Electricity to be booked directly through our Electrical Contractor. Electricity Booking Form is available via the downloads link on the online Trade Stand booking page.

### Exhibitor Entry Passes

Exhibitor Entry Passes will be issued as a two-day pass, and can be scanned once each day. Passes are allocated on a stand size basis, one ticket per day is required for each member of staff manning the stand, which will be requested at the entrance gate in order to gain access. Additional passes are available to purchase at the advanced ticket price of £18. Passes are not required for show build entry.

Stand Size	Entry Pass Quantity
3m – 9m Frontage	3
10m + Frontage	6

### Exhibitor Vehicle Passes

–Required for the duration of the Show and can be used more than once.

**–Must be displayed in all vehicles during show days.**

–Allows you access to the Showground at the times when the Show is closed, plus free parking in the Exhibitors' Car Park (Silver).

–Additional Exhibitors' Car Passes may be purchased at the rate of £10.

–Additional Passes must be ordered when booking

Vehicle passes are allocated on the following basis:

Stand Size	Vehicle Pass Quantity
3m – 9m Frontage	1
10m – 16m Frontage	2
17m + Frontage	3

### Important information:

- Payment is available in two instalments, the first upon booking and the second on or before 1st July 2024. All outstanding monies must be paid in full by the 1st July 2024 (failure to comply with payment schedule will result in forfeit of allocated stand).
- Surcharges will apply to Avenue A, Avenue B and Corner Sites as follows: Avenue

A 15%, Avenue B 10%, Corner Sites 15%. There are a limited number of prime sites **available upon request only**. Final decision on prime location allocation lies with the Show Manager.

- Show build will take place from the week commencing 16th September 2024.  
Opening times: Monday 16<sup>th</sup> –Thursday 19<sup>th</sup> 9am – 6pm. Friday 20<sup>th</sup>, 7am to 10pm.
- Access to the showground on Saturday 21<sup>st</sup> & Sunday 22<sup>nd</sup> will stop at 7:30 am, and all vehicles must be off site by 8:00am for show opening.
- Tickets and passes will not be issued until all outstanding payments have been made.
- Show management reserve the right to allocate and plot stands in locations deemed suitable.
- Show management cannot guarantee exclusivity to exhibitors, but will however cap the number of duplicate products at own discretion.
- Newbury & District Agricultural Society (NADAS) cannot be held liable to the Trader in the event of any loss or damage to stock, loss of profits, business, goodwill or any type of special indirect or consequential loss.

## Stand Regulations 2024

### 1. Application for Space

All applications must be submitted with the correct online entry form, by the exhibitor or team representative, such standing as an acceptance of the following regulations. Any unsigned documents will not be accepted as a true stand application. All exhibitors, employees, representatives and other persons present on the showground will be subject to the rules, orders and regulations set out by the society, whom holds the final decision.

Applications for trade stands are for two full days only, and all stands must be open from 8:30am to 6pm Saturday 21<sup>st</sup> and 8:30am to 5pm Sunday 22<sup>nd</sup>. Any early closure will lead to trade disqualification for future years.

Bookings only apply upon the payment of 50% deposit. **Please note that verbal conversations with Show Staff are not sufficient and sites allocated for other shows have no bearing.**

If the Exhibitor fails to make payment of the second instalment on or before the due date, then without limiting any other right or remedy available to the Trader, the Society may terminate the contract with the Exhibitor.

An Exhibitor which, in the view of the Society, is occupying a Trade Space in excess of that listed in its Trade Booking Form will be liable to pay a sum to the Society for the additional space that is occupied at a rate to be determined by the Society at its absolute discretion. Any fines imposed by the Society under the terms of the Manual shall be due to the Society and shall be paid no later than 28 days after the last day of the Show.

Payment Sums and any other payments payable to the Society can be made by debit or credit card or by BACS. N&DAS' account details are:

**NatWest Bank PLC, Market Place Branch, Newbury.**

**Account Number: 65515730**

**Sort Code: 60-15-07**

**Account Name: The Newbury & District Agricultural Society**

Retention of Sites-2023 Exhibitors Only

The site occupied at the 2023 show can only be guaranteed up until 31<sup>st</sup> March 2024. Please be aware that verbal conversations with Show Staff are not sufficient and sites allocated for other shows have no bearing.

**Refusal of applications**

The Society reserves the right to reject any application for Trade Stand space and reserves the right to cancel the exhibitor's right to use the space at any time without any reason being given. In such event of a stand refusal or cancellation the Society will not enter into correspondence on the subject.

## **Data Protection & GDPR**

The Newbury & District Agricultural Society understands that the information you disclose with us is important to you, and we are committed to protecting and respecting your privacy. All data being given upon submitting a successful application may be passed onto organisations directly linked with the running and promotion of the Show. This is to include water, electricity, health and safety and press. By submitting an application with the Newbury & District Agricultural Society you are providing consent and agreeing to the terms of storage and disclosure of information in this way.

## **2. Allocation of Plots**

The allocation of sites and positioning of trade stands will be entirely at the discretion of the Show Team and Society, although the team will endeavour to meet any request set out by the exhibitor regarding the position of their stand.

No refunds will be given if an exhibitor is not satisfied with the location of their stand upon arrival at the show.

2023 stand holders will receive first refusal on the stand location previously occupied providing an application and 50% deposit has been received on or before 31<sup>st</sup> March 2024. Exhibitors should consider layout changes to the showground which may alter the previous footprint. In the event of this, the show team will endeavour to replicate a space within the same vicinity where possible.

It is the exhibitor's responsibility to make any requests known to the Show team upon application.

Exhibitors are responsible for ensuring adequate space has been booked for their stand, and must allow sufficient space for ground plates, fire exits, tow bars, guy ropes required for any structure, building, tent or caravan and any vehicle necessarily forming part of the site or needed in connection therewith to be erected on the space.

If exhibitors are placed on a corner site, both frontages must be used as part of the stand. If this is not possible to achieve, please inform the Show Office and an alternative plot will need to be allocated.

Boundaries of pitches will be clearly marked, both at the front and back of the stand. Under no circumstances will exhibitors be allowed to occupy a larger space than allocated to them. All structures must be contained within the limits of the space booked.

If the exhibitor uses any part of the Showground outside the boundary allocated, which has not previously been discussed with the Show Manager, they will incur an on the spot fine of £100 + VAT and must pay for any additional space used.

The Society will not be held responsible for damage caused to sites, exhibits or goods by a third party during the show period, and will not undertake to make good such damage.

### **3. Usage of Stands**

Exhibitors must be aware that no part of a stand may be closed or dismantled until after 5pm on the last day of the Show. Any stands that do not adhere to these regulations will forfeit their chosen position for the following year.

Any misrepresentation in catalogue entries to gain admittance will result in the exhibitor and their goods being removed from the showground without compensation or refund of fees, charges and subscriptions and the exhibitor will not be invited back to future shows

Exhibitors are instructed that under no circumstances may they offer a service or sell goods other than those described on their Trade Stand Booking Form. The holding of auctions and the selling of goods other than from approved Trade Stands is strictly prohibited. Organisations wishing to make appeals for contributions or run competitions must seek prior written approval from the Show Office.

Exhibitors will not be permitted to make collections outside of their stands or draw attention to themselves with undue noise.

Food and drink for onsite consumption may only be sold by official Show caterers. To avoid contravention of the rights of the Show caterers, sale of food or drink in single portions or for immediate consumption is prohibited. Any Exhibitor wishing to give away food or drink at the Show must gain written permission from the Show Office.

The sale of animals and birds is strictly prohibited. Animals and birds for display are prohibited outside of designated areas of the Showground and therefore not allowed in the main trading / exhibiting areas. Please check before booking.

The Society reserves the right to order any Exhibitor to remove its equipment from the Showground if the Exhibitor or their stand is not of a type or standard considered acceptable.

All items sold, with the exception of food, over the value of £15 should be accompanied with a receipt bearing the trading address and telephone number.

The Society does not grant exclusivity to any company or organisation for the marketing or selling of goods or services at the Show.

The Society hold a Premises Licence for the sale of alcohol on the Showground. Exhibitors wishing to sell alcohol must send a copy of their Personal Licence to the Show Office with their application form.

If filling pools or spas and if you plan to include chlorine in the pools or spa, at close of Show a neutralising agent must be added before the water is released. A record of the amount of chlorine placed in each pool / spa is required to be retained for inspection by the relevant authorities. This is to comply with the Environmental Protection Act to avoid pollution of the water course and drainage system.

#### **Sale of Firearms, Knives and other weapons**

All firearms on display must be secured with an appropriate chain or suitable fixing through the trigger guards at all times apart from when being handled for demonstration. No version of pistols, revolvers including replicas, toys, pea shooters and crossbows may be displayed,

sold or used as promotional material. Catapults may be displayed and used only as part of an official range. All sales must be mail order only to be delivered after the Show. In addition to the above all legal firearm and police requirements must be met by exhibitors including age restrictions. Open or unprotected blades of any description should be safely displayed in a lockable cabinet. The Show Organisers reserve the right to decline or shut down any exhibit it views to be selling items they deem to be unacceptable or offensive and request any such items be removed from stands. All employees must be trained and aware of the system. Suitable age restriction signage must be clearly on display. Trading Standards Officers will be at the Show and may use underage test purchasers to verify that non-sale of knives to under 18s is being enforced.

#### **4. Cancellations & Refunds**

The Society reserves the right to terminate a booking for any reason at any time before the date of the Show by written notice ("**Termination Notice**").

Once a booking has been received, if they are subsequently cancelled by the exhibitor refunds will be made on the following basis;

***Cancellation by 17:00 on 30<sup>th</sup> June 2024 = 75% of the total fee will be refunded***

***Cancellation after 17:00 on 30<sup>th</sup> June but before 17:00 on 28<sup>th</sup> July 2024 = 50% of the total fee refunded***

***Cancellation after 17:00 from 28<sup>th</sup> July 2024 onwards = NO REFUND***

#### **Force Majeure**

Neither the Society nor any of its employees, agents, consultants or sub-contractors, shall be considered in breach of its obligations to provide any Services referred to in the Trade Booking Form or the Trade Stand Manual under these Terms ("**Obligations**") or under any liability whatsoever to the Exhibitor for non-performance, part performance, defective performance or delay in the performance of any services supplied or to be supplied or work carried out or to be carried out by the Society, its employees, agents, consultants or sub-contractors hereunder which is directly or indirectly caused by or as a result of any circumstances beyond its reasonable control (each a "**Force Majeure Event**"), including but not limited to any of the following:

- Adverse weather conditions;
- Failure of utility service, including but not limited to electric power, gas or water;
- Acts, restrictions, regulations, bye-laws, prohibitions or measures of any kind on the part of any governmental, parliamentary or local authority;
- Acts of God, including but not limited to fire, flood, earthquake, windstorm or other natural disaster;
- Acts of terrorism, civil disturbances, national emergency or riots;
- War, threat of or preparation for war; or
- Fire or explosion.

A Force Majeure Event shall have the effect of suspending any of the Services provided by the Society to the Exhibitor and/or terminating all or part of the Show and suspending and/or terminating the Society's Obligations.



Within 60 days of the date of a Force Majeure Event that results in the termination of the Booking, the Society will refund the Payment Sum less an amount to be deducted for administration costs that shall be decided by the Society at its absolute discretion.

## **5. Limitation of Liability**

The following provisions set out the Society's entire liability (including any liability for the acts and omissions of its employees, agents, consultants and sub-contractors) to the Exhibitor in respect of any breach of its contractual obligations arising under these Terms or the Trade Stand Manual; or any representation statement or tortious act or omission including negligence (but excluding any of the same made fraudulently) arising under or in connection with these Terms or the Trade Stand Manual.

The Society does not exclude liability to the Exhibitor for death or injury resulting from its own negligence or that of its employees', agents' or sub-contractors' negligence.

The Society shall not be liable to the Exhibitor in respect of any Event of Default for the loss of profits, business, goodwill or any type of special indirect or consequential loss (including damage to the Exhibitor's reputation and goodwill and loss or damage suffered by the Exhibitor as a result of an action brought by a third party) even if such loss was reasonably foreseeable or the Society had been advised of the possibility of the Exhibitor incurring the same. If a number of Events of Default give rise to substantially the same loss then they shall be regarded as giving rise to only one claim under this Contract.

## **6. Show Build & Breakdown**

### **Show Build Up**

The Showground will be accessible for build up from Monday 16<sup>th</sup> September to Friday 20<sup>th</sup> September, from 9am to 6pm Monday – Thursday and 7am to 10pm on Friday, and from 5:30am until 7:30 am on Saturday 21<sup>st</sup> & Sunday 22<sup>nd</sup> September. All stands are to be set up and ready for trading by 8:30am on both Show days. Please note that no vehicles will be admitted to the Showground under any circumstances after 7:30am on Show days.

Only vehicles displaying the correct vehicle pass will be permitted access to the Showground. All vehicles (including stock vehicles) other than those that form part of a trade stand display should be removed from the Showground and parked in the Exhibitors Car Park by 8:00am on both Show days. To ease traffic congestion during show build-up, exhibitors are requested to remove vehicles, once unloaded to the nearest car park.

### **Show Breakdown**

**No part of a stand may be closed or dismantled until AFTER 5pm** on the last day of the Show. Stand holders should remain at their sites until the order is given to depart. On Sunday night all stands will be issued with details of the Sunday night exit procedure. This procedure must be strictly adhered to, to ensure safe and swift clearing of the Showground. The showground enforces a speed limit of 10mph which all vehicles must adhere to at all times. All loads must be properly secured at all times. Please be aware that handheld mobile phones should not be used when driving on site. All vehicles must at all times be driven by a properly licensed and fully insured driver.

The Showground will have 24 hour security until 0900 on Wednesday 25<sup>th</sup> September and

will be accessible for Exhibitors to break down stands and remove goods from site. Anything left on site after this time is left at the risk of the Exhibitor and should be removed by 1700 on 27<sup>th</sup> September at the latest.

## **Vehicle Admission**

Traders and their contractors are welcome on site to assist with show build. Please ensure traders and contractors are aware of your stand booking name and stand number. All vehicles must be removed from site during build and break down hours.

Parking behind stands without prior permission from the Show Manager is strictly forbidden, failure to comply will result in any unauthorised vehicles being removed from the site.

Vehicle movement on the Showground is strictly forbidden between 8:00am – 6pm on Saturday 21<sup>st</sup> and 8:00am – 5pm on Sunday 22<sup>nd</sup>. No vehicles will be allowed onto the showground after 7:30am, and any vehicles on site must be removed to exhibitor car park before 8:00am.

These rules will be strictly enforced and any unauthorised vehicle found on the Showground between trading hours is liable to be towed away without any further warning. The Society will not accept liability or responsibility for any damage caused during the removal of vehicles.

## **7. During the Show**

### **Opening Hours**

**The Show is open 8:30am - 6pm Saturday 21<sup>st</sup> and 8:30am – 5pm Sunday 22<sup>nd</sup>.**

(Closing time may vary slightly and the Main Arena displays may continue later).

Trade Stands must be open at all times during these hours. Vehicle movement is not allowed on the showground until all public have left – this will be announced over the Public Address system.

### **Stand Identification, Siting and Maintenance**

All sites will be clearly numbered by the Society. Marking pegs must not be removed, disturbed or obscured by Exhibitors. Exhibitors who mow their own sites must ensure that pegs are replaced in the correct positions. All Exhibitors must provide a clear sign bearing the name of the company or organisation as listed in the Show Guide.

Exhibitors must not occupy any space on the Showground other than that booked by them. Encroaching on other exhibitors stand space is strictly forbidden. If your marquee or tent is too big for the site booked you will be expected to change it or take it down. Adopting what appears to be a vacant site may result in removal from the Showground.

Sub-letting or re-letting of space is expressly forbidden without the prior written confirmation of the Show Manager, and may result in the Trade Stand being refused in subsequent years.

Unless another surface is booked, all Open Space stands are located on a grass surface. If using your own marquee or gazebo, it is the responsibility of the trade stand holder to ensure they are adequately anchored to withstand high winds and adverse weather.

Mowing stand sites is the responsibility of the Exhibitor once the site is marked out, although grass cutting can be arranged at £1 per sq meter (bookings for grass cutting must be made and paid for by 1<sup>st</sup> September). We may be unable to accommodate requests made any later than this date.

Mowing in front of the site is limited to a width of 2m. Grass cuttings must be removed to the skips in various locations around the site. The skips will be available 2 weeks prior to the show.

No mechanical digging (including demonstrating mechanical equipment) will be allowed. Demonstration of chainsaws, use of generators or other noisy equipment is prohibited. Please be aware of underground cables. It is your duty to check for buried cables before penetrating the ground. We are able to advise on the approximate location of cables. No post holes shall be bore or dug by an exhibitor without prior authority from the Show Manager. Any damage to the underground or other services or the showground caused by diggings will result in an exhibitor/ trader being liable for any or all repair charges.

In the event of wet conditions and/or soft ground we ask that heavy vehicles are sited on roadways to prevent them from becoming stuck and damaging the ground. Please note that in the event of damage occurring, re-instatement is the responsibility of the Exhibitor.

### **Rubbish and Recycling**

A collection of cardboard boxes and waste sacks will take place on the Friday evening.

Please flatten all boxes and leave them at the front of your trade stand. Any un-flattened boxes will not be removed.

Thereafter waste containers will be sited around the Showground and will be emptied as and when necessary.

Exhibitors are required to maintain their stand spaces and surrounding area in a clean, tidy and hygienic condition at all times. Waste material must not be stored at the rear of a stand. Please be aware of the fire risk when storing waste. Recycling bins are available across the Showground.

### **Deliveries**

It is the responsibility of the Exhibitor to brief all contractors and sub-contractors involved in erecting and dismantling their stand with their stand number and the regulations as laid out in this document and the Trade Stand Manual. The signing of the Trade Stand Booking Form means that they agree to abide by the rules and regulations of the site as set out in this document and the Trade Stand Manual.

Goods and packages will not be accepted by the Society 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 Exhibitor's responsibility to properly brief delivery drivers with packages for specific stands with their stand number and the name of the person responsible. The delivery driver will need a contractors pass to access the Showground. The Show Office cannot sign and accept deliveries on behalf of stand holders.

### **Noise**

The use of amplifiers, megaphones or other noisy equipment is prohibited. The Society

reserves the right to require any person or persons to leave the Showground who, in its absolute discretion, it considers is/are creating unnecessary noise, nuisance or disturbance.

Recorded music may not be used on a stand unless written permission has been obtained from the Show Office. Under the 1998 Copyright Designs and Patents Act, the Exhibitor is responsible for obtaining a License and payment of any royalty or license fees due from the following two companies:

Phonographic Performance Ltd: <https://www.ppluk.com/>

Performing Rights Society: <https://www.prsformusic.com/>

Exhibitors wishing to use radio microphones during the Show are required to inform the Show Office, no less than one month prior to the event, which frequencies they are intending to use. The Society reserves the right to limit the number of frequencies and power and/or direct the frequencies to be used, and/or stop the Exhibitor from using the equipment should they interfere with the Society's equipment, or that of its Contractors.

Telephones (private) are permitted on Trade Stands on the condition that the noise levels are kept to a minimum and cause no annoyance to neighbouring Exhibitors.

### Responsible Drinking

The Show attracts visitors of all ages and works hard to uphold the full licensing objectives – the prevention of crime and disorder, public safety, the prevention of public nuisance and the protection of children from harm. All exhibitors must follow the following golden rules of responsible drinking:

Respect the over 18 rule applied at the bars on the Showground (please ask customer for valid proof of age if unsure)

Purchasing / supplying alcoholic drinks by/to anyone under the age of 18 is illegal.

Anyone who appears to be intoxicated must not be served or given alcohol and may be asked to leave the Showground.

### Dogs

Dogs are more than welcome to attend the Show, provided they are kept on a **non-retractable lead** and under close control at all times, they are not however permitted inside the Livestock Building. For the safety and enjoyment of all our four legged friends:

- Please keep your dog on a lead at all times
- Please make sure you 'poop scoop' any mess and put it in the bins provided
- Please do not under any circumstances leave dogs in cars
- Please ensure you bring water and water bowls with you.

### Sleeping on Site

All trade stand exhibitors are reminded that if they intend to sleep overnight within or behind their trade stand area, they are required to complete the relevant section on the Trade Stand Booking form, so that the relevant authorities can be notified in the event of an emergency.

As with all sleeping accommodation, a working battery smoke detector must be installed. The Show security contractor will be made aware of those sleeping overnight on the Showground.

## **8. Legal Requirements**

### **Insurance and Responsibility**

Exhibitors must have an appropriate and proper insurance policy against Public Liability and third party risks. The minimum cover should be £5 million and should cover the Exhibitor's stand or display and any additional equipment under their control. If food is sold there should be specific insurance to cover against food poisoning for the same amount. **A COPY OF YOUR INSURANCE CERTIFICATE SHOULD BE ATTACHED TO YOUR BOOKING FORM. ENTRANCE TICKETS AND VEHICLE PASSES WILL NOT BE ISSUED UNTIL ALL RELEVANT DOCUMENTS HAVE BEEN RECEIVED.** The Society does not have insurance covering cancellation of the Show. We recommend that Exhibitors consider taking out their own insurance to cover such an eventuality. Please talk to an insurance broker that is regulated by the FSA (Financial Services Authority) for professional advice.

Exhibitors shall not have any claim against the Newbury Show, or any member of the Newbury & District Agricultural Society in respect of any loss or damage whatsoever consequent upon the Show or any part of its failing (for whatever reason) to be held or having to be abandoned. It is the responsibility of the Exhibitor to ensure that his servants or agents are aware of all the conditions and regulations regarding their trade stand.

### **Copyright**

The organisers have no copyright responsibility in respect of any Exhibitor. Exhibitors are reminded that third party copyrights should not be infringed. Proper dispensation must be obtained and any royalties due paid prior to the use of materials.

Should any copyright dispute arise then the Society will not be liable for any resulting loss or damages sustained by any Exhibitor.

## **9. Health & Safety**

The Showground is subject to unannounced visits by representatives of the Health and Safety enforcing authority, not only during the Show but during the set up and break down periods. Any Exhibitor or contractor not complying with the relevant legal requirement will be liable for prosecution. Exhibitors and contractors are reminded that it is now a requirement for them to have completed a Risk Assessment to identify any significant risks which may be associated with their operation, including Fire Safety risks, and the enforcing authorities may require these in writing at any time. Risk Assessment forms are included in the documents section of the online Trade Stand booking page.

**A COMPLETED AND SIGNED RISK ASSESSMENT SHOULD BE RETURNED WITH YOUR BOOKING FORM. ENTRANCE TICKETS AND VEHICLE PASSES WILL NOT BE ISSUED UNTIL A COPY HAS BEEN RECEIVED.**

The Society reserves the right to close down, immediately, any area identified by the Health and Safety Officer as unsafe or not meeting acceptable standards of safety for a period to be decided also by the Health and Safety Officer.

Exhibitors are reminded of:

- Their responsibility for the health and safety of the general public whilst on their stands and exhibition areas.
- The need for adequate supervision of stands by competent persons at all times.
- The need to ensure that items exhibited for sale complies with current health and safety legislation.
- The need for the safe storage and location of flammable materials.
- The need for any persons operating machinery must hold the appropriate proficiency certificate, which must be produced if requested by the Health and Safety Officer.
- The requirement that engines should not be re-fueled when hot or running.
- The requirement that all static machinery should be secure and no part of a raised machine should rely solely on hydraulic pressure to keep it in the raised position. All sharp points and extended parts should be masked to protect the visitor. Any moving exhibit should have a barrier restricting access to visitors, which must be substantial and effective and be attended during Show opening hours.
- The requirement that if gas is to be used on a stand or inside a marquee please indicate on the Trade Booking Form because the safety implications may have a bearing on the allocation of stand space. Whilst consideration will be given to gas cooking no gas water boilers can be accepted. Gas cylinders must be stored outside tents, caravans and exhibition units. They must be secured at all times to prevent them falling and be protected against tampering, for example held within a cage and out of public view. Cylinders, regulators and all hoses will be the subject of a detailed inspection during the two days of the Show. Users must be familiar with gas equipment and must carry/provide their own fire extinguisher (s). **Hirers using any appliance operated by LPG (either propane or butane) must be aware of the operational requirements and should be able to produce on demand, current certification confirming that the appliance (s) have been inspected and installed by a competent person with CORGI or GAS SAFE approval. Failure to comply with these requirements may mean that the society may need to prevent the use of appliances not so conforming.**
- The need for all contractors and their operatives / sub-contractors to wear hi-vis jackets and safety boots when on site.

### Food Safety Standards

Trade Stands must comply in full with Food Safety and Health and Safety legislation.

Adequate washing facilities must be provided by the Exhibitor as necessary, for both personal use and equipment.

Cooked and raw foods must be adequately separated at all times.

Open foods which are unwrapped must be protected from a risk of contamination.

All operatives handling food must wear gloves which must be removed before handling money

Adequate 'sneeze screens' should be used to effectively separate customers from foods on display.

Food handlers should be trained to a level commensurate with their food handling

responsibilities. At least ONE person on the stand should have received (and be able to prove/justify if needed) a satisfactory level of food hygiene training. Photo copies of certificates will be accepted.

Local authority Environmental Health staff will be present during the Show and are entitled to inspect any stand to ensure full compliance with the relevant legislation.

The Society's own Health & Safety Officers will be present from Friday to Sunday and will give advice and assistance as required, but cannot adjudicate between Exhibitors and the local authority officers.

### **First Aid and Emergencies**

In the case of an emergency:

- Alert the professional Zone Marshall for the area who can be identified by a high visibility waistcoat.
- As a last resort contact the Show Office but be warned the phones can be extremely busy.

The Zone Marshall will call for assistance via the radio on your behalf should it be required. It may be of benefit to identify your Zone Marshall before the Show opens to the public.

The show is visited by the local Health and Safety Enforcement Inspectorate. The society's own health and safety officer will be available to give advice as necessary.

### **Fire Precautions**

You must be able to show, if asked, that you comply with the following:

- **Fire Plan** - You must have arrangements in place that would be used in case of an emergency
- **Fire Extinguishers** - You must have the appropriate extinguishers, mounted and accessible
- **Evidence of staff training in the use of extinguishers**
- **Fire Signage** - Where appropriate, indicating escape routes
- **Fire Exits** - Where appropriate, clearly marked, open outward with clear area beyond and unobstructed at all times
- **Fire Alarm** - A means of raising the alarm; shout, clacker, whistle, bell and every member of staff should be aware of it
- **No Smoking** - Smoking should not be allowed on the stand and visible signage be provided to this effect (see below)
- **Receptacles for discarded smoking materials** - Where appropriate, at the entrance
- **Overcrowding, especially in large marquees** - To have considered how staff will prevent dangerous overcrowding by monitoring the crowd and controlling entry.

"Substantially enclosed" means that the space has a ceiling or roof and the openings in the walls are less than half the perimeter of the walls. A roof includes a fixed or moveable structure capable of covering all or part of the premises.

All Exhibitors must make sure their premises are smoke free. Only Smokeless fuel will be permitted during the time the Show is open to the public.



Action includes putting up no smoking signs which meet with the following minimum standards:

- Displayed at each entrance to the premises.
- In a position that is prominently visible to persons entering the premises.
- Are A5 (148mm x 210mm) in size.
- Include the international red “no smoking” symbol and the wording “These are no smoking premises. It is an offence to smoke or knowingly to permit smoking in these premises”.

The penalties for non-compliance are:

- Failure to display minimum no smoking signs (i.e. one at every public entrance) up to £1,000 or £200 fixed penalty notice.
- Smoking in a non-smoking place; up to £200 or £50 fixed penalty notice.

## **10. Services**

### **Service Avenues**

Behind some stands are 1-meter Service Avenues. These are to allow electricians and ground staff access to junction boxes and inspection chambers during the buildup, over the Show weekend and during breakdown. Exhibitors must ensure that this Service Avenue is kept clear at all times and note it is for the use of our contractors only.

### **Electricity**

Please book your electric supply directly with Excell Electrical. Please contact Excell Electrical if you have any questions, visit their website [www.excellelectrical.com](http://www.excellelectrical.com) to book your power. Generators are strictly prohibited on site. Please note it is strictly prohibited to share electricity supplies. Any exhibitors found sharing electricity or using their own generator during the show will be charged an ‘on the spot’ fine of £100 + VAT and will not be invited to future shows.

### **Water**

A private water supply can be plumbed in to your stand at a charge specified on the booking form, and should be booked using the Trade Stand Booking Form. Please enclose a simple plan of the required location of the standpipe with your application. It is recommended that you book your water supply with your trade stand as not all areas of the Showground are able to receive water. There are also standpipes located around the Showground for general use. Hosepipes must not be attached to these. Water will be working during the opening hours of the Show but it cannot be guaranteed that it will be available during set up. If you need water during set up please discuss this with us first. If you anticipate using large amounts of water please also discuss this with us as it may affect stand siting. Any water booked in the two weeks prior to the Show will be charged at double the rate listed above. Any queries should be directed to the Show Office on 01635 247111.

### **Security**

24-hour security is provided which patrols the Showground during the week prior to the Show weekend. The main entrance gate is also manned. There is no security after the Wednesday AM following the Show and Exhibitors should endeavor to have portable items in particular removed from the site well before this time. No responsibility can be accepted by the Society



for any losses at any time.

It is advised that if an Exhibitor is particularly concerned, they employ their own security personnel. No Show staff will be permitted to carry out security duties for Exhibitors.

Any Exhibitor discovering losses or alleged theft from their stands must **report this immediately** to a member of Show Staff and follow this up with a written report to the Show Office.

Exhibitors are advised not to leave any portable items on display overnight on their stands and to secure the front of their stands.

### **Speed Limit**

Please note that there is a maximum speed limit of 10mph across the whole Showground at all times.

### **Inclement Weather, Ground Conditions or other Circumstances**

Exhibitors must ensure that they have made adequate and suitable preparation to allow for adverse weather conditions at the Show.

If for any reason assistance in moving Exhibitors' vehicles or property is required and provided by the Society, in applying for a trade stand, Exhibitors shall agree to indemnify the Society, their agents and employees and any other person who may assist them against any claims in respect of damage to vehicles or property arising from the assistance.

Please do not drive over neighbouring trade stand space.

The show reserves the right to restrict or refuse vehicle access to the Showground at any time to protect the ground.

### **Exhibitor Enquiries**

An onsite Trade Stand Reception will be available from the Thursday prior to the Show, until Friday at 17.00.

### **Accessibility**

If you or a member of your staff are disabled you will be able to park in the Disabled Car Park upon production of your blue "disabled" sticker. The Disabled Car Parks are located in the White Car Park (FOC). Mobility scooters are available to hire. They should be booked well in advance of the Show to ensure availability.

Please let us know if you have any particular requirements and we will do our best to help you.

There will be access to disabled toilets on site, including Mobiloo, which contains a hoist and changing bench.

The organisers have taken care to provide facilities for disabled visitors as far as they are able to. Exhibitors must make adequate provision to ensure that any areas for which they are responsible comply with the correct requirements of the Act.

### **Catering**

Mobile catering will be available off the central Avenue from Monday to Friday pre-Show, and the Monday following the Show (8am-2pm). Hot meals are available in the main catering area.

A full bar will be in operation until 11pm Friday and Saturday and 7pm Sunday.

### **Cash facilities**

There will be cash withdrawal services available on site. This will be open each show day and located near the Blue Circle Gate.