

Information/Regulations for Trade Stand Exhibitors at 2024 Okehampton Show

A request for trade stand space will only be processed on receipt of fully completed documentation (booking form, payment, insurance certificate and risk assessment). Incomplete/unsigned paperwork will be returned to you. Entry /vehicle passes and a receipt for payment will be posted to you in July.

For the year 2023, should the show have to be cancelled due to Covid restrictions beyond the control of the association, trade stands will be refunded in full.

CONDITIONS OF ATTENDANCE:

- a) Right of admission is reserved.
- b) **Sub-letting is not permitted without prior permission.**
- c) If you are unable to take up stand space offered to you please contact the Show Secretary immediately as there is always a waiting list of Exhibitors requiring space. Any entry tickets/vehicle passes supplied must be returned to the Show Secretary. A refund will only be given if another Exhibitor can take your place and any tickets dispatched to you are returned to the office. ****Please note that refunds will not be given if notice of non-attendance is received within 14 days of the Show.**
- d) All trade stand staff must comply at all times with requests from Showyard Directors or other Stewards – this is particularly important in the event of an emergency evacuation of the site.
- e) Whilst every effort will be made to accommodate requests for specific sites, this cannot be guaranteed. The Showyard Directors reserve the right to alter site locations if they think it necessary.
- f) If at the absolute discretion of the Association, the showground becomes unfit or unavailable for occupancy, or it become impossible or impractical to hold the Show for reasons beyond the control of the Association, including (without limitation) fire, flood, storm, government intervention, malicious damage, acts of war, acts of God, strikes, riots, disease or any other cause the Association reserves the right to cancel the Show. In the event of cancellation/abandonment of the Show, Okehampton & District Agricultural Association will not be liable for any refunds or costs incurred by any exhibitor in preparation for or attending the Show.
- g) The Showyard Directors reserve the right to remove any vehicle or unattended/unmarked equipment that is positioned on the incorrect trade stand space, even if it is necessary to cause damage, for which the Showyard Directors will not be responsible.

1) EMERGENCY SERVICES: First Aid (including paramedics and St. John Ambulance Brigade) and a doctor will be on site from 8 am. In event of emergency please listen out for announcements and follow the Stewards' instructions as quickly and calmly as possible. Any accidents must be reported to the Show Secretary.

2) STAYING OVERNIGHT: If you intend to stay overnight on the Showground either before or after the Show details must be shown on the booking form. It is a Health & Safety requirement that names of people staying overnight are properly recorded - a list will be given to Security staff who will visit trade stands the nights before and after the Show.

3) FIRE PREVENTION: all stands must provide an appropriate fire extinguisher, a responsible member of staff must be on the stand throughout opening hours for safety purposes and all staff working on the stand must know how to use such equipment. Fire Officers may be attending the Show carrying out spot checks on fire equipment available on trade stand sites. If you intend to have a tent/marquee on your site you must enforce a NO SMOKING rule in the enclosed space. **No naked lights (i.e. candles) are permitted in any Marquee. Please indicate if cooking will take place or if there are other sources of ignition on your stand.**

4) GENERATORS/EQUIPMENT SAFETY: Generators are not permitted on trade stands. Power is available on and must be pre booked. Electrical equipment, fire extinguishers, gas appliances and gas cylinders brought onto the site must have been recently tested and certified safe by an appropriate authority. Trading Standards Officers attending the Show may wish to inspect current certificates. If you are using Liquid Petroleum Gas (LPG) it must be stored outside marquees/enclosed areas, caged and secured to prevent falling.

5) PETROL: Vehicles remaining on site should have as small an amount of petrol contained in the tank as possible.

6) RISK ASSESSMENT: It is a condition of acceptance of your booking that a fully completed Risk/Fire Assessment returned with your booking forms. **Forms stating Not Applicable, N/A or left blank will not be accepted.**

7) SECURITY: Security staff will be on site from 7pm on the Tuesday prior to the show until 7am the following morning, and on the Wednesday prior to showday until 7am on Showday and again from 7pm on Showday until 7am the following morning.

8) ENTRY PASSES are allocated as follows: **5-9m sites: 2; 10-14m sites: 3; 15-19m: 4; 20-24m: 5. 25-30m: 6.** Extra passes can be purchased prior to the Show at the advance price (see booking form). Staff without passes will be charged full entry cost on the gate (£18.00)– any cost incurred by your staff will not be refunded by the Show and should be met by the individual/organisation booking the stand. Please note that you will not need to show passes if you are setting up prior to Showday. **Passes will not be left on the gate for collection under any circumstances.**

9) VEHICLE PASS provides access onto the Showground for the vehicle only. **ONE** vehicle pass only will be issued per stand (please contact the Show Secretary as a further pass may be provided depending on circumstances). You may make deliveries to your stand at any time the previous day. If you are having deliveries of food for your stand please contact the Show Secretary as vehicles without an official pass will not be given access to the Showground.

10) REFUNDS: In the event of passes being left behind by Exhibitors so incurring a payment on the gate, a refund will only be made if such passes are posted to and received by the Show Secretary within 7 days of the Show taking place.

11) TRADE STAND SITES: Stands are open sites and sufficient space must be booked to include guy ropes, caravans, vehicles etc. Under no circumstances is a stand to encroach on the next space. All your products, signage etc. must be contained within the space you have booked and are not to obstruct the public walkways at any time. Goods left unattended on your trade stand site are at your own risk.

12) SETTING UP/DISMANTLING: You may set up your stand any time from the Tuesday prior to the Show onwards (see note re Security). If you have booked a marquee this must be erected on your site by Tuesday night prior to the Show. **All large equipment should be unloaded on the road outside the Showground where possible.** These arrangements are necessary to avoid congestion on the roads within the Showground and also to preserve the Showground if wet conditions prevail. Access to the Showground on Showday will be from 6am. Stands must be set up by 8.30am and unless your vehicle is to remain on your stand (where it **must** be contained within the space you have reserved), it must be removed from the Showground by **8.30am** – free parking is available in the public car park. **Vehicles will not be permitted to re-enter the Showground before 5.15pm, Trade stands are not to be dismantled before 5.00pm, with no vehicle movements before 5.15pm.** Such removal must not cause a nuisance or obstruction to any person or walkway. **All items are to be removed from the Showground by the Monday following the Show.**

13) WASTE DISPOSAL: A recycling facility for cardboard only will be set up on the Showground (outside the Shed at the bottom of the main field). Please put all cardboard at this point and do not fill up the litter bins prior to Showday. It would be appreciated if you would take the remainder of your waste away after the Show.

14) CATERING: Exhibitors may make arrangements regarding catering on their own stands providing that they do not offer for sale any foodstuffs or beverages. Exhibitors must be able to demonstrate due diligence has been undertaken regarding all current food safety/hygiene regulations in force at the time of the Show. Any cooking appliances must be sited well away from an exit where contained in a marquee (see note 5 above re LPG). All catering rights are strictly reserved - this is to protect the rights of the caterers who have been granted food concessions on the Showground. Therefore, the sale of food, fruit, confectionary, drinks & ice cream for consumption on site is expressly forbidden. Samples may be handed out and pre-packed food may be sold. Barbeques are not permitted on site.

15) DATA PROTECTION: business names/contact details will be printed in the Catalogue unless an Exhibitor specifically requests otherwise. Please see our policies on the website.

16) GRASS: will be cut approximately 7 days prior to the show, weather permitting. You may carry out further grass cutting (by small standard mowers only) on your site during the week of the Show should you wish.

17) INSURANCE: Please ensure that you have adequate public liability cover and that you have informed your insurer of your activities at the Show. Any organisation employing people must have adequate Public and Employer's Liability Insurance. Where exhibitors rely on volunteers or self-employed persons they must have Public Liability Cover. **A copy of your current certificate must be sent to the Show office with your application. Fairground and childrens attractions must send a safety certificate.**

18) LIVESTOCK And ANIMALS: You may only bring livestock and animals by prior arrangement with the Show Secretary and you must abide by the rules of the Association, current DEFRA legislation and the requirements of the Show's Biosecurity Officer.

19) PUBLIC ADDRESS SYSTEMS: Any public address system or generator may not be used by trade stands so as to cause an annoyance or nuisance to other exhibitors adjacent to your stand.

20) WOODCHIPPINGS/BARK: If these are used on your site please make arrangements for their removal at the end of the day.

Disclaimer of Liability

Save for Death or Personal injury caused by the negligence of the Committee of Okehampton & District Agricultural Association, its servants or agents, the Association will not be held responsible for Death, Injury, Disease, Damage or Loss caused by or to any Exhibitor or to his/her property of whatever nature brought onto the Showground by or on behalf of the said Exhibitor from whatever cause such Death, Injury, Disease, Damage or Loss which may arise before, during or after the Show.

In the event of cancellation of the Show for reasons beyond our control, the Association will not be liable for loss or business or any costs whatsoever incurred by an Exhibitor in preparing for and attending the Show.