

Information for Craft Stand Exhibitors

A stand space is 3m x 3m

An application for a stand will only be processed if accompanied by all appropriate and fully completed documentation (booking form, payment, insurance details and risk assessment. Post dated cheques cannot be accepted and any unsigned paperwork will be returned to the applicant. Confirmation of your booking, entry and vehicle passes will be dispatched to you in mid July.

CONDITIONS:

1. Right of admission is reserved.
2. Sub-letting is not permitted without prior permission.
3. If you are unable to take up stand space offered to you please contact the Craft Secretary immediately as there will be a waiting list and another Exhibitor can take your place. Any documentation sent to you regarding your stand must be returned to the Craft Secretary. A refund will only be given if another Exhibitor can take your place but will not be given if notification of non-attendance is received within fourteen days of the Show taking place.
4. 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 evacuation of the site.

ENTRY PASSES/VEHICLE PASSES:

2 free passes will be issued to each Craft Stand. Further entry tickets can be purchased at £15.00 each (advance price) - prior to the Show (see booking form). People 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 organisation booking the stand.

ONE vehicle pass only will be issued per stand for access on Showday. You may make deliveries to your stand at any time the previous day – please note that although security will be on site any goods left will be at your own risk.

Tickets will not be left on the gate for collection under any circumstances.

Ticket Refunds: Exhibitors or their staff arriving without a valid ticket must pay the full entry cost to gain admission.

Security: Security staff will be on site from 7pm, Wednesday prior to the show until 7am on Showday. They will again be on site from 7pm, until 7am, the Friday 12th following the Show.

Setting Up/Dismantling Stands:

You may set up your stand the afternoon/evening before the Show (see note re Security above). Access to the Showground on Showday will be from 6am. Your stand must be set up by 8.30am and your vehicle must be removed from the Showground by this time – free parking is available in a special area in the lower fields. A map will be sent to you with your tickets indicating your parking area. No vehicles will be permitted to return to the Showground until 5.15pm.

Please note that goods are left on your stand at your own risk and the Show Committee will not accept liability for loss under any circumstances.

Stands are not to be dismantled or equipment removed from the Showground before 5.15pm. Dismantling must not cause a nuisance or obstruction to any person. **Your waste must be removed to the bins which are around the site or taken away with you.**

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.

BARBEQUES: these are not permitted on site except by prior arrangement.

CAMPING: If you intend to stay overnight on the Showground either before or after the Show please inform the Show Secretary beforehand. It is a Health & Safety requirement that a list of personnel staying on the Showground is properly recorded and it will be given to the Security personnel who will be checking on people staying on the Showground during the night.

CATERING: All catering rights are strictly reserved and stands are not permitted to **GIVE AWAY Food, Drink, Ice Cream or Sweets in exchange for their goods** without prior permission in writing from the Show Secretary. This is to protect the rights of the catering firm who have been granted the food concession on the Showground.

DATA PROTECTION: Your business name and contact details will be printed in our catalogue. Your signature on the booking form indicates agreement to this. If you do not want your business name published please inform the Show Organiser.

EMERGENCY SERVICES:

First Aid (including paramedics and St. John Ambulance Brigade) will be on site from 9 am. In event of emergency please contact the Show Organiser, Gate Staff, member of Security or any Okehampton Show Official.

EQUIPMENT SAFETY: There is no power on site. Generators, 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 using a generator it should be of the 'silent' type.

GENERATORS: if you intend to use a generator it should be of the 'silent' type (with current efficiency certificates available for inspection if required by the Trading Standards Officers)

INSURANCE: Any firm 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. Please ensure that you provide details of your insurance cover as requested.

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 whatsoever nature brought onto the Showground by or on behalf of the said Exhibitor from whatever cause Death, Injury, Disease, Damage or Loss may arise. In the event of cancellation of the Show for reasons beyond our control, the Association accepts no liability for loss of business or costs incurred by an Exhibitor in preparing to attend the Show.