

Trade Exhibitor Terms and Conditions

Applicable to all stand space reservations

All exhibitors, their contractors and employees, while on the Showground, shall be subject to the rules and regulations of the Society, as interpreted by the Council, and the Stewards and Officials appointed by them.

1. APPLICATION FOR SPACE

- a. All applications must be submitted on the appropriate application form, which must be signed by the exhibitor or their representatives, such signature being an acceptance of the regulations.
- b. A remittance for all charges must accompany the Application Form.
- c. Entries for the leaflet will be taken from the "Description of Exhibit" provided on the Application Form. Exhibitors' goods displayed must be in accordance with the description on the Application Form. Should you wish to be omitted please indicate in the space provided at the bottom of the application form.
- d. A personalised Risk Assessment must be returned in order to proceed with any site.
- e. The show will be run under secure Covid measures, so all exhibitors must follow the latest government guidelines and those of the Society at all times, in order to exhibit at the show

2. ALLOCATION OF SITES

- a. The allocation of sites and positioning of trade stand space will be entirely at the discretion of the Society, although every endeavour will be made to meet any request made by an exhibitor regarding the position of their stand.
- b. If an exhibitor does not wish to be placed adjoining any other particular exhibitor, this must be clearly stated in writing at the time of making the application
- c. Site boundaries will be marked & in no circumstances will exhibitors be allowed to occupy a larger space than that allocated.
- d. No exhibitors may carry on any activity outside the limits of their own stand.
- e. No exhibitor shall sublet any portion of space allotted to them or move to any site other than that allocated to them.

3. CANCELLATIONS BY THE SOCIETY OR WITHDRAWAL OF SPACE RESERVED

The Society reserves the right to postpone or cancel the Show or particular event or events if such cancellations or postponement arises out of strikes, lockouts, trade disputes or labour troubles or any other cause beyond the Society's control including, but without limitation, act of God, Government act, regulation or request, fire, accident, disease, war, riot, inability to obtain adequate labour or materials, or inability to obtain a sufficient number of entries. Full refunds of Trade Stand and associated fees will be made, however the Society reserves the right to levy an Administration fee of 5% of all such Trade Stand and associated fees.

date for entries or not, and also reserves the right to cancel any entry which may have been accepted, without any reasons being given.

Once a stand location has been agreed, the booking is considered confirmed, after this should any exhibitor withdraw from the Show or cancel the space reserved for them for any reason, the following rates of forfeit shall apply. Written confirmation received up to 30 days prior to the date of the Show – 50% refund, after this time NO REFUND. Any outstanding balance at point of cancellation will be due for payment immediately.

4. REFUSAL OF ENTRY

The Society reserves the right to refuse any entry whatsoever, whether received prior to the closing date for entries or not, and also reserves the right to cancel any entry which may have been accepted, without any reasons being given.

5. SERVICES

ELECTRICITY – Please indicate your requirements on your Application Form. The use of generators is strictly forbidden.

All electrical appliances must carry a current and valid Portable Appliance Test certificate (PAT).

No Halogen lights allowed.

GAS – It is the responsibility of the exhibitor that any item of gas equipment forming part of a trade stand has a current CORGI tested certificate, which should be available for inspection by the Society's Safety Officer at any time, who is empowered to carry out spot checks on all gas appliances and certificates and if in default arrange for the item to be taken out of service. In the unlikely event of disruption or loss of all or any of the electricity, howsoever, arising, the Society will not be held responsible.

6. RESPONSIBILITY OF EXHIBITORS

THE SOCIETY WILL NOT BE RESPONSIBLE IN ANY WAY FOR ANY ARTICLE, MACHINERY OR OBJECT OF ANY KIND EXHIBITED ON THE SHOWGROUND. The exhibitor shall assume full responsibility therefore including liability for all claims arising out of the exhibition, handling or housing of such exhibits and the conduct of the Stand generally. The exhibitor shall indemnify the Society against all claims, damages or expenses whatsoever in a way arising out of the presence of the exhibitor or their exhibits on the Showground. Acceptance of the foregoing provisions shall be a condition of entry. EXHIBITORS ARE ADVISED TO INSURE AGAINST FIRE, NOT ONLY AS REGARDS THEIR OWN PROPERTY, BUT ALSO AGAINST THIRD PARTY CLAIMS.

7. DISCLAIMER OF LIABILITY

- a. The Society will not be responsible for the death, injury, disease, or loss caused to any exhibitor or to their agent or servant.
- b. Under the requirements of the Reporting of Accident, Disease and Dangerous Occurrences Regulation 1995 (RIDDOR) all accidents that are classified as major under these Regulations must be reported to the Society and also to the appropriate statutory authority.

All injuries that occur to exhibitors, their staff or members of the public who visit stands, displays or any other facility, no matter how minor they may appear to be.

8. CATERING

No exhibitor may sell any foodstuffs or beverages for consumption at the show on their stand.

9. EXHIBITORS' VEHICLE PASSES AND ADMISSION WRISTBANDS

Each exhibitor will be allocated two wristbands, each wristband will admit one person each day of the show. Vehicle passes must be completed with the requested information and clearly displayed, to gain admittance to the showground, including set up days.

10. ADMISSION OF VEHICLES, STAND PREPARATION AND REMOVAL OF EXHIBITS

a. Set-up times will be from Friday 21st November from 8.00 am until 7.00 pm. On Saturday from 7.00 am. The Food Pavilion will be locked at 7.00 pm on the Saturday and 8.00 pm on the Sunday.

b. All wet or greasy goods are to be put on polythene sheets.

c. No adhesive tape is to be used on floor surfaces, and if food spillages are likely please ensure that the floor is adequately protected.

d. All paint and varnish used must be dry by 8.30am on the first day of the Show.

e. All stands are to be open and ready for business by 8.45 am until 5.00 pm on Saturday 22nd November & 8.45 am until 4.00 pm on Sunday 23rd November.

f. No part of a stand may be closed or dismantled until after 4.00 pm on the last day of the Show, failure to comply with this regulation may exclude you from exhibiting at future shows.

g. Vehicles to be used for the removal of stands will not be allowed to move on the Showground whilst the public are still in attendance, or such later time as circumstances may require.

h. All stands and goods are to be removed no later than 8.00pm on Sunday 23rd November 2024.

11. LITTER

Exhibitors must have their sites and immediate area cleaned up at the close of the Show daily.

12. RADIO MICROPHONES

No exhibitor shall be permitted to use radio microphones.

13. "CHEAP JACK" TRADERS AND AUCTIONS / JOKES AND TRICKS / KNIVES

Exhibitors' goods displayed must be in accordance with the description on the Application Form. Vendors of "Cheap Jack" articles or itinerant vendors who may have gained admission to the ground will be removed. The selling of goods by auction, shouting or behaviour that causes a nuisance to visitors or exhibitors is strictly forbidden. The definition of "Cheap Jack" shall rest with the Society's Stewards and Officials who have the power to remove offending exhibitors and their goods from the Showground. All goods sold must clearly be displayed to the public before sale. The sale of knives is restricted to persons over the age of 18 years.

14. DOGS

Dogs will not be allowed. This regulation does not apply to Assistance Dogs.

15. NON COMPLIANCE WITH REGULATIONS

a. The Society's officials have power to order the removal of any article from the Showground or to close the stand of any exhibitor who does not conform to the Regulations of the Society, or the directions of the Stewards without any refund being made.

b. The exhibitor shall assume full responsibility, including all claims arising out of the exhibition, handling or housing of such exhibits and the conduct of the stand generally.

c. The exhibitor shall indemnify the Society against all claims, damages or expenses whatsoever in any way arising out of the presence of the exhibitor or his exhibits at the South of England Centre.

16. EMERGENCY EVACUATION PROCEDURES

All exhibitors must follow the directions of the Stewards and or officials for their area without question.

17. IMPORTANT FIRE PROTECTION NOTICE

a. ALL EXHIBITORS ARE REQUIRED TO PROVIDE A SUITABLE FIRE EXTINGUISHER OR EXTINGUISHERS IN THE INTEREST OF FIRE PRECAUTIONS, COUNTY FIRE OFFICERS MAY VISIT STANDS.

b. It is not permitted to install any heating or cooking appliance inside a stand, which is not specifically laid out for the purpose. Exhibitors wishing to use heating or cooking appliances for serving samples in their stand must have these appliances installed at a safe distance from combustible materials, and heating appliances must be fixed securely on a non combustible heat insulating base and surrounded on three sides by shields of similar material. The shields of non-combustible material should be at least 2 feet / 60cms away from combustible fabrics or other materials and care must be taken to ensure that no combustible materials can be blown against the heaters. Heating appliances, gas piping and gas cylinders must be kept out of reach of the public and stocks of inflammable liquids and spare gas cylinders must be kept in a safe position outside the stand, and care taken to avoid leaking or spilling.

c. The Society reserves the right of inspection by one of its official representatives of all stands and the official shall have full authority to order that the use of any appliances or equipment be discontinued immediately if in their opinion they constitute a danger.

All stands using bottled gas are required to have the installation checked by a qualified fitter to ensure that the apparatus is safely installed. The decision of the Society in this matter must be accepted as final.

d. Exhibitors will realise that these precautions are essential and non-compliance with them renders the stand liable to closure.

e. Exhibitors are advised to insure against fire, not only as regards their own property, but also against third party claims.

18. Health & Safety at Work Act 1974 and Food Safety Act 1990

Enforcement officers from the local Authority will be undertaking spot checks for Health & Safety and Food Hygiene and if major contraventions are found, the exhibitor will be asked to close their stand and leave the Showground immediately. PUBLIC LIABILITY INSURANCE All exhibitors are required to have Public Liability Insurance and may be asked to provide a copy upon request.

19. SALE OF ALCOHOL

All sales of alcohol on the Showground will operate under the Society's premises licence, cost per exhibitor is £15.00 + VAT. A copy of the Personal Licence must also be forwarded to the Society at time of application. Alcohol can only be sold or authorised by an individual who holds a personal licence, alcohol being defined as any drink or product with an ABV of over 0.5%. This means that is an individual employed by the trade stand is not a personal licence holder, that person can only sell alcohol on the Showground licensed premises if permission to do so has been given by the trade stand personal licence holder. The Society requires that every individual engaged in the sale of alcohol must be age 18 or over and have received training from the trade stand personal licence holder regarding the four licensing objectives as follows:

The Prevention of Crime and Disorder, Public Safety, The Prevention of Public Nuisance, The Protection of Children from Harm

20. SMOKING LEGISLATION

In accordance with the Health Act 2006, smoking is prohibited in all buildings and marquees