

# DUNSTER SHOW

## TRADE STAND REGULATIONS & GUIDANCE



### Regulations and Guidance for trading at Dunster Show

1. **Booking:** Applications will be accepted upon receipt of the completed application form, public liability insurance 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 2-3 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 your current **Public Liability** insurance policy must be included with your application and if renewal occurs prior to the Show an updated certificate forwarded. It is the responsibility of the trader to ensure they have other insurances in place as appropriate to their business. A minimum of £5m cover is required for most stands, £2m for smaller craft stands.
3. **Sub-letting:** Subletting of your allocated Trade space is strictly prohibited.
4. **Admission:** 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 trade 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.
5. **Refusal of 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.
6. **Set Up and Breakdown:** Set up must be completed by **08:00 on Show Day**. If you wish to set up during the week prior to the Show you may do so. The site will be available for preparation from 09.00-22.00 Monday-Thursday the week of the show and from 06.00 on show day until 07.45 ahead of gates opening to the public at 08.00. Craft and Food Hall available from Thursday 09.00-22.00. **There will be no movement of vehicles or dismantling of stands on Show Day until 18:15 or when the Show Secretary deems the site to be sufficiently clear of members of the public. Trading hours are between 8:00 and 18:00 on Show Day. Please do not use hazard lights whilst driving – as this prevents the use of your indicators.**
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 any 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 £30. If the Show must be cancelled during the week prior to the Show, then fees paid will be refunded less an administrative charge of £60.
11. **VAT:** VAT is not payable, and the Show Society is not VAT registered.
12. **Risk assessments:** A suitable and sufficient risk assessment and fire risk assessment must be provided by all exhibitors for their stand operations, including build and dismantle.
13. **Fire Safety:** **All traders must have the means to extinguish a fire on their stand.** If you are cooking (including teas and coffee), demonstrating machinery or running a generator you **must** ensure that you have completed a fire risk assessment and have a **suitable** fire extinguisher available on the stand and staff trained in its use. In the event of a fire or other evacuation please follow the instructions of our Show Officials. **Fire exits must be kept clear from vehicles and stock at all times. Do not block traffic routes during unloading and loading.**

14. **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](https://www.what3words.com/ta246ny)
15. **Public Health:** Please be aware of the requirements of the Show to ensure public health provision in line with Government Guidelines.
16. **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 or this will affect its performance for taking payments. The show gives not guarantee to the availability or performance of this facility.
17. **First Aid:** During the Show there is a qualified first aid provider on site – they are located near the Polo Bungalow. Any accidents or incidents on site must be reported to the Show Office.
18. **Electricity:** Portable Power Stations are preferred however generators may be used in the outdoor trading area, (not in the craft or food hall).  
Generators must be **silent running** (*The HSE definition of an acceptable generator noise level is between 52 and 72 dBA*).  
Petrol generators are **NOT** permitted on the show site. Generators must be powered by **diesel or LPG only**. 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 suitable firefighting equipment readily available. No refuelling is permitted whilst the show is open.  
All generators must be maintained, in good condition and must be correctly earthed in line with BS7909.  
All electrical circuits must be protected by a 30mA/30ms RCD device.  
All electrical equipment must be suitable for the environment it is being used in and IP appropriately rated.  
Electrical equipment brought onto to site must have a current ITEE/PAT test certificate and the certificate must be available on the day for inspection.
19. **Craft and Food Hall Electricity:** The provision of electricity in the Craft and Food marquee will be via the Show's supply when booked and paid in advance – **generators may not be used by stands 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 ITEE/PAT test certificate and this must be available on the day for inspection. The Show Electrician reserves the right to disconnect any appliances that are deemed unsafe or unfit for purpose.
20. **Liquefied Petroleum Gas (LPG)**  
The following conditions are to be observed regarding the use of LPG cylinders and appliances:
  - a) **Cylinders must be located only in the open air and must not be used or stored inside marquees, tents or other enclosures.** Cylinders must not be changed during the show. LPG cylinders must be stored vertically on firm, level ground at least 1 metre horizontally from any structure, flammable material, ignition or heat source, in the open air, with no obstructions in the vicinity to impede ventilation. Cylinders must be restrained in a suitably designed cylinder stand or staked and chained securely. Cages or surrounds made of wood or other combustible material are not acceptable.
  - b) A regulator must be included in the connection between the cylinder and the appliance and should be fitted according to the regulator manufacturer's instructions. The regulator is precisely set by the manufacturer to control the pressure of the supply and Must Not Be Adjusted. Select a regulator with a means of protecting the downstream pipework or appliance from overpressure in the event of regulator malfunction. If a Regulator shows signs of wear, it should be replaced. Regulators must be marked BS:3016 or BS:EN:12864 or BS:EN:16129. Any regulator marked BS:3016 will be over 10 years old and should be replaced.
  - c) All flexible hose must be labelled with either BS3212 or BSEN1763 or BS:EN:16436-1 and bear the year and name of manufacturer. Hoses must not exceed 1.5m in length between the regulator and appliance and provided with mechanical protection to minimise damage. **All hoses must be gas tight and secured with crimped hose clips or manufacturer made hoses – jubilee clips are not permissible.**
  - d) The cylinders are to be disconnected/connected by competent persons only using the correct tools and **leak tested prior to use**. No smoking signs must be in place and observed. Unless authorised in writing by your point of contact, no more than two LPG cylinders (totalling 200KG) or one day's supply (whichever is least) are permitted per unit.
  - e) All cylinders are to be located away from entrances; emergency exits and circulation areas of the Exhibitor's or any other stand or tent.
  - f) When not required, gas supplies are to be isolated at the cylinder as well as at the appliance.

- g) Replacement cartridges for portable gas appliances are to be fitted in the open air, well away from sources of ignition.
  - h) Appropriate firefighting equipment is to be readily available.
  - i) Gas cylinders and appliances must be located away from flammable materials including marquee walls.
  - j) Any device fuelled by liquid petroleum gas (LPG) must ensure gas connections and pipes have been tested and certificated by a 'Gas Safe' engineer annually. The certification must be available for inspection at the show. Installations must comply with UKLPG Code of Practice CoP24 Part 3. ([www.uklpg.org](http://www.uklpg.org))
  - k) The Organiser reserves the right to ask for what they regard as unsuitable or unsafe gas equipment to be removed.
  - l) In the event of a gas leak during the show, shut off gas supplies and inform the event organisers.
  - m) NCASS offer LPG training Courses and it is recommended any stand using LPG completes this course: <https://www.ncass.org.uk/training/health-safety-courses/lpg-gas-safety>
21. **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.
- Traders are encouraged to display their hygiene rating, If a Food Hygiene Rating Scheme certificate is not available a FHRS exemption letter from their Local Authority is acceptable.
- All food businesses must ensure that allergy information on their products is readily available to the public and any staff are trained in allergy information all in line with the FSA guidelines.
- It is the **responsibility of the trader to ensure they have suitable hand-washing facilities in place** (solely using gloves or hand sanitiser is not sufficient). Please note that Environmental Health Officers do visit our event.
22. **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 – above rule regarding LPG and Food Safety are applicable to any stand providing food for sale or otherwise.**
23. **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.
24. **Alcohol:** Any trader selling alcohol **including in the Food Hall (new for 2026)** is responsible for ensuring that a Temporary Events Notice is in place and displayed. Link for applications from Somerset County Council: [Temporary Event Notice](#). 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 – think Challenge 25.
25. **Games of Chance, Raffles Draws etc:** These may only be held with the written permission of the Show Committee on behalf of recognised Charities. Each stand is responsible for acquiring any licences required.
26. **Auctions:** No auctions whatsoever are permitted on the Showground.
27. **Political Parties:** Political parties are permitted to purchase a trade stand with the express permission of the Show Secretary, please email your request in advance of booking, however canvassing or leaflet dropping is **NOT** permitted at the at the event
28. **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.
29. **Marquees and Tantage:** You must ensure that any marquee or tentage is suitable for use at the show. Where you will be erecting a gazebo type structure or lightweight marquee as part of your stand, please ensure they are sufficiently anchored down. Structures should be suitable of withstanding a minimum of

30mph wind. All self-build structures must be of sound construction, assembled in line with manufacturer's instructions and must be suitably braced and anchored.

Thin straight tent pegs (commonly supplied with the structures) are generally insufficient. You must use suitable ground anchors and ratchet straps to the frame (example: <https://groundbolt.co.uk>), or where using weights, these must be sufficient and strapped to the structure and not just placed on the foot, as they dislodge if the structure is moved by wind. (as a minimum we would expect to see 2 x 12.5kg weights or equivalent per leg on gazebos – but this is dependent upon your structure and may require more). Lightweight/flimsy garden gazebos are NOT suitable for use at events as they are likely to be damaged or blown away, even in light winds during summer months – resulting in serious injury to people. If we deem any structure to be unsuitable for the event, we will instruct that it is dismantled and removed from site to ensure the safety of all staff and visitors on the site. Exhibitors are wholly responsible for ensuring they supply a structure suitable for the site and weather conditions.

30. **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 shall 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 riding/driving on the Showground (including during set up and break down). Any forklift 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. Any lifting equipment and machinery (including telehandlers etc) must have a valid LOLER inspection certificate.
31. **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 in terms of licencing and with regards to the availability of hand washing and drying 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.
32. **Sale of Prohibited Items:** include (but are not limited to): any firearm, shotgun, ammunition, BB gun, replica firearm (including toys), **all knives including kitchen**, flip knives, samurai or other sword, weapons or replica or article deemed to be an offensive weapon, kites, silly string, air horns, stink bombs, drones, balloons, fireworks, and two-way radios.
33. **Drones:** The flying of Drones over the Show, and therefore classed as crowds of people (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 (e.g., to monitor car park flows and land usage or gather media photography).
34. **Protesters/Activists:** It is not unusual for an agricultural show to be targeted by protestors or activists. In the event of there being protesters 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.
35. **Missing/Found Children and Vulnerable Adults:** Please refer any reports of lost or found children or vulnerable adults to a show steward, the medical team or the show office.
36. **Accessibility:** We ask all traders to make efforts to ensure your trade stand is accessible to all and install ramps where appropriate and make your stand navigable for mobility scooters and wheelchair users.