Malvern Autumn Show

IN ASSOCIATION WITH HEREFORDSHIRE WESTONS CIDER MAKERS 1880

24 - 26 September 2027

Harvesting the best of Autumn

- RHS FLOWER SHOW
- FAMILY FUN
- CELEBRITY GUESTS
- GROW TO SHOW
- PLANT & BULB ARCADES
- ON THE FARM AREA
- GARDEN & LIFESTYLE SHOPPING
- CANNA UK NATIONAL GIANT VEGETABLES CHAMPIONSHIP

UNDER 16s —go— FREE!

Three Counties 1797

Exhibitor Manual

Including Flower Show & CANNA UK National Giant Vegetables Championship

malvernautumn.co.uk 0344 338 5400

65,000 visitors 72% ABC 1.

@malvern.shows

Contents

3-6	Key Event Information at a Glance
7	Contacts
8-9	General Regulations
10 -11	Tradestand Classificaion
12 - 14	Booking your Tradestand
14 - 15	Setting up your stand
15 - 25	Site Regulations
25	Liability



Next Year's Show Dates

RHS Malvern Spring Festival
11 - 14 May 2028

Royal Three Counties Show
16 - 18 June 2028

Malvern Autumn Show
22- 24 September 2028





Richard Austin, Tradestand Manager

E: richard.austin@threecounties.co.uk

W: malvernautumn.co.uk/trade/

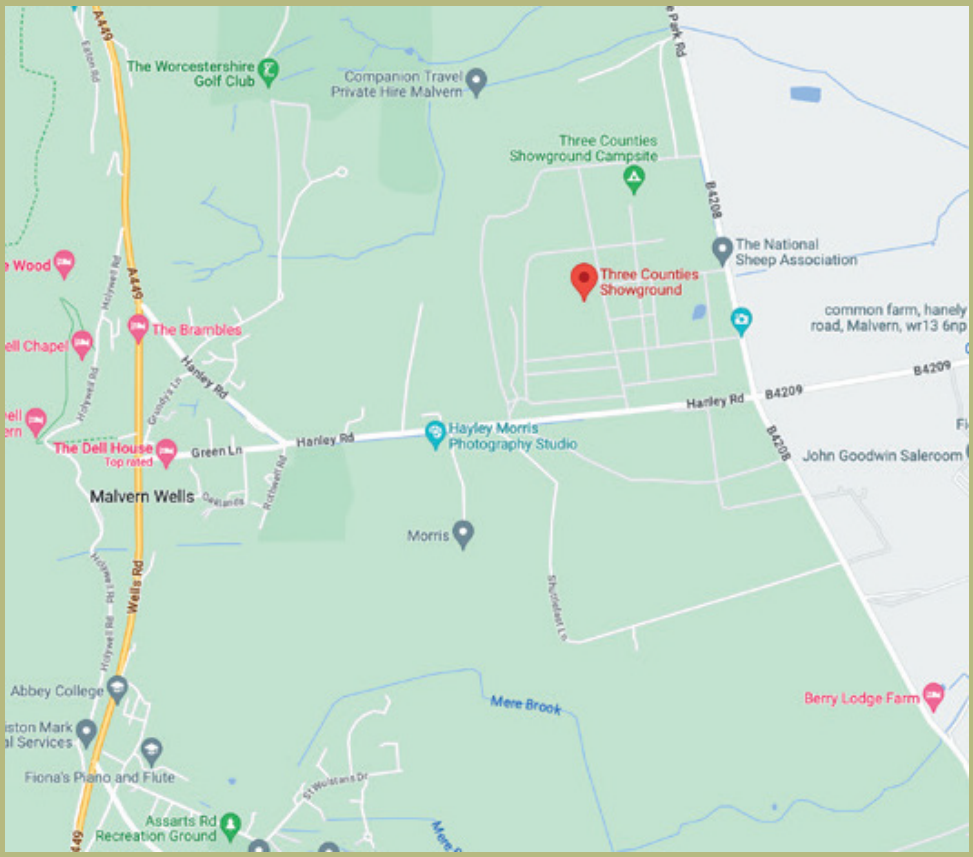
T: 01684 584932

Key Event Information at a Glance

Show Site Address

Three Counties Showground
Malvern
Worcestershire
WR13 6NW

Please also see **Deliveries & Collections**



Exhibitor Gates

The main exhibitor entrances are via Yellow or Brown Gate.

What Three Words:
Yellow gate ///cute.under.mount
Brown gate ///trying.strutting.slim

Show Site Open Hours

(Construction, Re-stocking & Breakdown)

Time period	Date	Access
Build-Up	From 9:00am Monday 20 September - Thursday 23 September	Open 24 hours
Show Days	Friday 24 September - Sunday 26 September	Pre-7:30am From 6:15pm
Breakdown	From 6:30pm Sunday 26 - 5:00pm Tuesday 28 September	Open 24 hours

Show Visitor Admission Times

Time period	Date	Access	
Show Days	Friday 24 September	**9:00am**	**6:00pm**
	Saturday 25 September	**9:00am**	**6:00pm**
	Sunday 26 September	**9:00am**	**6:00pm**

Sell Off

During the Sell-off period, exhibitors may sell plants and products from their exhibit. The rest of the exhibit should remain intact until the show closes. Sell-off will take place from 4:00pm to 6.00pm on Sunday 27 September. Plants, flowers, fruit and vegetables within displays may not be sold or given away prior to Sell-off.

Getting Onto Site

Prior to arriving onsite, you will need to have:

- Your tickets and passes.
- For all involved in site/stand construction, steel toe capped boots/shoes.
- High Visibility Jacket.
- Completed and submitted all relevant H&S and Insurance forms.

Deliveries & Collections

- Deliveries must be made during site opening hours, but not when the show is open to the public.
- Deliveries should be addressed as follows: contact name, exhibitor name, site number, exhibitor mobile phone number (the person on site), The Three Counties Showground, Malvern, Worcestershire WR13 6NW.
- Tradestand deliveries can be left at Yellow Gate who will notify you using the contact details provided on your application. It is your responsibility to collect from the gate.
- Please be mindful of access to neighbouring exhibits when storing materials.
- Small items (including letters and parcels) may be delivered to Reception during office hours and must be collected as soon as possible by the exhibitor. The Showground does not accept any responsibility for these items.

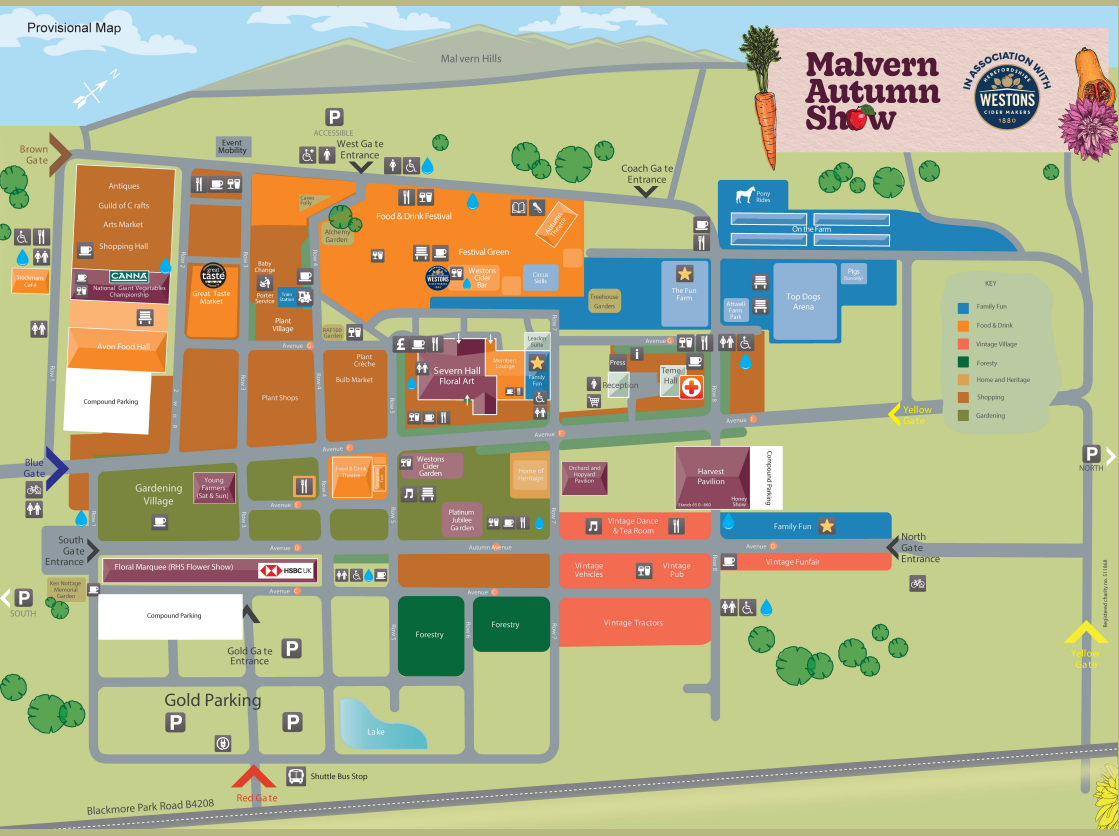
Parking

During Build-up and Breakdown please do not park so as to restrict access to another stand or roadway.

Emergency Telephone

A telephone for emergency use only is available at the Main (Yellow) Gate.

General Information



Accommodation

www.visitthemalverns.org

Camping & Caravan Park

The Three Counties Camping and Caravan Site, with toilet/shower facilities, is located in the NE corner of the Showground. Pitches, and a limited number of electric hook-ups, can be purchased via the online booking form. Camping is only permitted in this designated area.

Catering for Exhibitors

There are no food and drink outlets open on site during build-up apart from minimal offerings on Thursday 24 for exhibitors along Row 4 Avenue F.

The nearest shop is One Stop, 120A Poolbrook Road, Malvern WR14 3JF. Turn left out of the Showground main gate, One Stop is approximately 1 mile on the left.

First Aid

Exhibitors working on site during Build-up and Breakdown must make suitable arrangements for first aid in case of an accident. All accidents and near misses must be reported to the Operations Manager in the first instance, they will then be recorded in the Showground Accident Book.

During build up: in case of emergency call 999 and request ambulance dispatch to: Three Counties Showground, Malvern WR13 6NW.

During Show Days: first aid is supplied by Arley Medical and can be reached by any steward or TCAS staff member

Lost Property

During Build-up and Break-down, lost property should be taken to Reception in the main office building.

During the Show it is stored at the Information Desk.

Toilets are situated at various locations around the Showground as per the site map. Accessible facilities will be available during Build, Show Days and Breakdown. Please check with the Show Team. If exhibitors notice any issues regarding the toilets these should be reported to the Operations Office.

Site Services

Advertising

TCAS

Contact: Lindsay Kennedy

Email: **marketing@threecounties.co.uk**

Internet & Telephones

A wireless internet access service is available free of charge across the Showground. Connectivity is not guaranteed and we suggest you consider a back-up option; we have Vodafone, O2 and EE masts on site. We have made two separate networks available for exhibitors, which are:

Venue Hire often preferable if moving around Showground.

Venue Hire (no roam) usually better if staying in one place.

The password for both is **TCSH1lls27**

Please do **NOT** 'hotspot' as this reduces signal available to everyone creating a conflict of frequencies.

Emergency Telephone

A telephone for emergency use only is available at the Main (Yellow) Gate.

Electricity

General Lighting

General lighting is provided within Showground marquees and buildings.

Electricity for Show Days

All exhibitors should pre-book their required power supply through the online booking form. Power will be connected no earlier than the first day of Build-up. Only the Showground appointed electrical contractors can make connections with the main supply and exhibitors must adhere to their guidelines. Fuse boxes must be accessible at all times and any exhibitors who wish to cover their fuse box must consult the electrical contractor prior to building their exhibit.

Furniture

Sales Tables can be added to your online at the time of making your booking.

Water

Drinking Water

Not all water on site is drinking water. Please do not drink from a supply unless it is clearly labelled Drinking Water Supply to Exhibitors

Access to shared standpipes is available across the Showground. Water requirements need to be pre-booked via the online booking form.

Towing of Vehicles

In the event of poor ground conditions, the Organiser may be in a position to offer assistance in moving vehicles and trailers off the Showground.

The Organiser accepts no liability for any damage incurred during the course of towing or otherwise assisting moving exhibitors.

Waste Disposal

Exhibitors are responsible for disposing of as much of their waste as is practical and ensuring that their site and the surrounding area is left clear after Breakdown. Any waste that cannot be reused or recycled should be disposed of correctly, responsibly and safely, especially hazardous substances such as oil, diesel fuel, solvents and 'unfriendly' material such as polystyrene, wood chippings, packing and plastics. Exhibitors also need to ensure all metallic materials (nails, screws etc.) are removed from their site.

Exhibitors must remove their own hardware, timber, cement, bricks, concrete, sand and bulk organic horticultural waste (e.g. wood chippings, plants etc.) These materials must not be put in the Showground wheelie bins or skips and any Exhibitor found doing this will be charged accordingly. The Showground will dispose of some bulky waste by prior arrangement, please liaise with the Operations Manager for details.

Ticket Provider

AXS

Ticket Hotline: 0344 3385400

Group bookings e-mail: ukgroups@axs.com

Key Show Team Contacts

General Enquiries

Three Counties Showground Malvern, Worcestershire
WR13 6NW UK Telephone: 01684 584900

Head of Shows & Marketing



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jane.edwards@threecounties.co.uk

Head of Operations



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Show Manager



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Deputy Show Manager



Charlie Gwynne

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Sponsorship Manager



Suzi Freely

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Tradestands Manager



Richard Austin

tradestands@threecounties.co.uk

Marketing Manager



Lindsay Kennedy

lindsay.kennedy@threecounties.co.uk

General Regulations

Allocated Site

Exhibitors are required to work within the area of the site allocated to them. Exhibits, including any overhang, must not spread beyond the allocated site.

Selling and leafleting (if permitted) must also take place within the allocated site.

Alteration of Exhibit Content

If exhibitors wish to alter the content of their exhibit from the description provided on the application form, they will need to write to the Show Team in advance with the proposed change(s) for approval.

Behaviour On-Site

The TCAS adopt a zero tolerance towards aggressive behaviour. Any abusive or aggressive behaviour towards anyone at the Show will not be tolerated under any circumstance. Any offenders may be asked to leave the Show and may be suspended or excluded from any part of the Shows or wider Society work.

Conduct & Selling Techniques

- Conduct their business in a polite and courteous manner, which promotes a safe and welcoming environment.
- Act lawfully, ethically and in the best interest of other site users and show visitors.
- Maintain a smart, clean and professional appearance during show open hours.
- Respect the show site and its occupants. Exhibitors are not permitted to:
- Conduct any market-style trading or touting.
- Smoke or consume food or drink on their exhibit in view of show visitors.
- Canvass for business outside of their allocated site.
- Distribute literature that is not relevant to the exhibit or to the exhibitor's normal business.
- Canvass for business or undertake any form of promotion outside of the show site without the written permission from the Showground and the relevant authorities. Please note that permission is not normally granted.

Damage to Site

Exhibitors are expected to be respectful of the infrastructure of the show site (including trees, shrubs, turf, railings, underground services and so on).

Exhibitors who cause damage to the show site will be charged for reinstatement costs.

Dogs

Animals are not permitted access to the Showground during Build-up and Breakdown with the exception of assistance dogs.

Exhibitors can apply for a Dog Permit which is issued free of charge on the understanding that exhibitors clean up after their dogs and that they remain on the stand at all times when the show is open.

DOGS MUST BE KEPT ON A LEAD.

WALKING DOGS AROUND THE SHOWGROUND DURING OPEN HOURS IS NOT PERMITTED.

NO DOGS ARE ALLOWED ON FOOD CATERING STANDS.

Dogs in cars

To uphold animal welfare standards, Three Counties does not allow dogs to be left unattended in vehicles in its car parks. Vehicles containing dogs upon entry to a Three Counties event will not be welcome to park at the Showground. If car park staff identify a dog left unattended inside a vehicle during an event, we will attempt to contact the owner via Tannoy and, if the dog is deemed to be in distress they will be removed from the vehicle by any means necessary to ensure the welfare of the animal.

Dog Day (Sunday 26 September)

At Malvern Autumn Show, no visitor dogs are permitted on Friday or Saturday. 'Dog Day' is on Sunday and a limited number of well behaved dogs on short, non retractable leads are welcome to the show on Sunday only.

Tickets must be booked online in advance of the show.

Employment of Children

No child under 13 years of age may be employed at the show. Any exhibitor intending to employ a child between 13-16 years of age must apply to Worcestershire Council for the appropriate employee notification form.

Equality Act 2010

TCAS have a positive attitude to disability and recognises its legal duty not to discriminate against disabled persons.

Part III of the Equality Act 2010 states that service providers have a duty to make 'reasonable adjustments' in relation to the physical features of their premises to overcome physical barriers to access.

Sources of information

Equality Act 20100 gov.uk/guidance/equality-act-2010 guidancelegislation.gov.uk/ukpga/2010/15/contents

Equality and Human Rights Commission
Telephone: 0808 800 0082
Email: eass@mailgb.custhelp.com
equalityhumanrights.com/en

Royal National Institute of Blind People (RNIB)N)
Telephone: 0303 123 9999
Email: helpline@rnib.org.uk
rnib.org.uk

The British Standards Institution
Code of practice BS 8300-1:2018 and BS 8300-2:2018.

Design of buildings and their approaches to meet the needs of disabled people

Telephone: 020 8996 6330
Email: cservices@bsigroup.com
bsigroup.com/en-GB/

Excavation

Underground Infrastructure

The is a substantial infrastructure under the Showground, consisting of drains, water mains, tanks, telephone lines and electric cables. All exhibitors must seek prior approval from the Showground if they plan to break ground to avoid damage to underground infrastructure. Any damage to services will not only cause inconvenience but will incur costs that will be charged to

Food & Drink

Please note the following:

- Only water in reusable bottles may be sold. No single use plastics are permitted.
- During Show open hours, the provision of alcoholic drinks for consumption on-site is not permitted except by official Show catering contractors.
- Cooking or barbecuing food is not permitted apart from by authorised show catering contractors or exhibitors.

Fundraising

Exhibitors are not permitted to carry out charitable cash collections within the Showground

Joint Exhibits & Sub-Letting

A joint exhibit is where two or more companies share the same site. Each company will have been required to complete individual application forms, making it clear that they are requesting to combine their exhibit. Joint exhibits are subject to approval from the Showground.

Within joint exhibits, one company will need to be appointed the principal participant. Any award made will be granted to the principal participant and any name boards used must show the principal participant's name first and state 'in conjunction with' (or similar) followed by the other company name(s).

Sub-letting

Exhibitors are not permitted to sub-let or otherwise part with any of the space allocated to them.

Livestock

The organiser must be notified if an exhibitor is planning to have Livestock on their stand. All livestock movement will be subject to movement control or disease-free certification and must be accompanied by the appropriate documentation.
The Showground Farm Holding Number is 17/551/8000.

Smoking

It is against the law to smoke or vape in any enclosed or substantially enclosed public place or workplace. This includes marquees and other temporary structures. Please also see Conduct & Selling Techniques.

Staffing of Exhibits

- Food and drink may only be sold by official show catering contractors and exhibitors. Exhibitors must ensure that their exhibits are open and adequately staffed throughout the open hours of the Show.

Tradestand Classifications



Open Space and Autumn Avenue

Products	For general traders, displaying or making direct sales to the public at the Show. Additional charge for corner sites.
Surface	Open grass.
Sizes	6 metres x 6 meters and upwards in multiples of 3 metres.

Members Avenue Tradestand

Products	Our premium sites situated along Avenue F. Chinese Hats and premium open spaces are available for traders, selling or producing high quality goods and services. Limited availability, by selection only. Additonal charge for corner sites
Surface	Open grass.
Sizes	3 metres x 3 meters and 6 metres x 3 metres

Indoor Shopping Hall

Products	Indoor shopping hall for the sale of gifts, jewellery, homeware, arts and crafts. You will be provided with a shell scheme as part of your booking. Additonal charge for corner sites.
Surface	Indoor hall, hard standing.
Sizes	3 metres x 3 meters, 6 metres x 6 metres.

Outdoor Food & Drink Catering

Products	A space for food and drink caterers outdoors, including catering vehicles, located on the Festival Green. Please see the Show Map found in downloaded documents for more information on the location.
Surface	Open grass.
Sizes	3 metres x 3 meters, 6 metres x 6 metres.

Indoor Food & Drink Hall

Products	Situated in Avon hall for the sale of food and drink. Additional charge for corner site. Catering spaces are for those selling food/drink for public consumption on site. Non-Catering spaces are for those selling food/drink for consumption off site or food related products. A 3m x3m white gazebo with festoon lighting will be provided for exhibitors
Surface	Carpeted hard standing space within Avon Hall.
Sizes	3 metres x 3 meters and upwards in multiples of 3 metres.

Booking Your Tradestand

Exhibitors apply online through Showing Scene.

A link can be found on our website.

Please check your forms carefully before signing and returning to ensure all information regarding your stand size, etc. has been entered correctly and you have accepted our Terms & Conditions.

Your application must allow sufficient space to accommodate any tow bar, marquee, gazebo, etc INCLUDING guy ropes and foot plates. Encroachment onto any adjoining stand is not permitted.

You are only allowed to sell/promote the goods listed on your application form.

Caravans and other vehicles ARE NOT ALLOWED to park on any tradestand site. These must either be parked in a official caravan park or in the appropriate vehicle park.

Public Liability Insurance details must be included with your application.

Health & Safety Documentation

All applications must be accompanied by your health and safety documentation; risk assessment, fire risk assessment, food safety management plan (where relevant) and public liability insurance Certificate.

Applications without complete or satisfactory documentation will not be accepted. The decision of the organiser as to whether a risk assessment is complete or satisfactory is final.

Those attending site to install or remove any stand must be informed of the site rules and regulations, along with the details contained within your own risk assessments and method Statements.

Allocation of Sites

The allocation and positioning of tradestand space is at the discretion of the organiser.
Site boundaries will be marked and in no circumstances will exhibitors be allowed to occupy a larger space than that allocated to them.
All activity must be contained within the limits of your own stand unless the organiser gives written permission.

If an exhibitor uses any part of the Showground outside their site boundary, they will be liable to pay a £100 fine plus VAT and must also pay for the additional space used.

No exhibitor shall sub-let any portion of space allocated or move to any site other than that allocated. Those found sub-letting space may not be offered space at future events. Those found occupying a sub-let space without the knowledge of the organiser may be removed from the Showground.

Product exclusivity will NOT be offered to any exhibitor, nor will the organiser be held liable for the existence of any form of competition for any reason.

Additional space may have been left between and in front of stands to allow more space for easier access. This space must not be filled or obstructed in any manner by standholders and any standholder who sets up a 'pop up' stand in these areas will be removed.

Corner sites are at a premium on the Showground. Exhibitors must open both frontages as part of the stand if a corner site is allocated. Failure to do so may result in a corner site not being re-allocated at future events.

Cancellation Policy

If you need to cancel your stand please notify the organiser in writing. The organiser reserves the right to re-let any cancelled space.

Refunds will apply strictly as follows:

29 April to 28 June 2027 full refund of money paid.

29 June to 21 August 2027, 50% refund of money paid.

From 22 August 2027, no refund will be given.

Refusal of Application

The organiser reserves the right to reject any application for tradestand space. The organiser also reserves the right to cancel an exhibitor's tradestand booking at any time, without any reason being given.

In the event of refusal or cancellation the organiser will not enter into correspondence on the subject but will refund fees paid in accordance with the cancellation policy.

We request that all traders and their staff conduct themselves in a professional and courteous manner at all times while on site, in keeping with the standard expected at our events.

Services Available

(notes in addition to those within Site services)

The organiser will not be liable, under any circumstances, for any costs or damages arising in the unlikely event of disruption or loss of any or all of the electrical supply, water supply, telephone connections or other communication systems.

Your application must include details of the services required. Failure to submit details by the due date may lead to increased charges or refusal of the service.

Electricity

• The use of generators is not permitted. Any exhibitor found to be using a generator will beprohibited from continuing to do so and asked to book an electrical supply.

• An exhibitor found using another stand's electrical supply will incur a fine of £200 and may be asked to leave the Showground.

• Please ensure you have read the H&S section regarding the regulations relating to electrical equipment.

Water

• Water supply is available at many points on the Showground and connections may be made to individual stands, if paid for in advance.

• An additional charge will be levied for stands requiring water for filling spas, baths, pools or swimming pools. All vessels of this nature must be dosed with the appropriate chemical treatment and a written record kept of the water analysis tests.

• Please ensure you have read the H&S section regarding the regulations relating to water supplies and legionella.

Tickets & Passes

PASSES WILL NOT BE SENT UNTIL FULL PAYMENT & HEALTH & SAFETY DOCUMENTATION ARE RECEIVED

Admission passes are required for show days only (not during build up or break down) and are issued to exhibitors on the following basis: -

• 3 x three day exhibitor passes for every 6m frontage or part thereof.

• Requests for additional passes will only be actioned when submitted in writing with full payment.

• A maximum of 20 additional passes per day may be purchased.

• See Additional Ticket booking form for prices.

• Exhibitors are responsible for ensuring that their staff and contractors are in possession of the appropriate admission passes. Any exhibitors, staff or contractors who do not have the appropriate pass will be charged the ordinary admission charge and the organiser will not refund this.

• Any exhibitor and/or their staff found selling passes or abusing the exhibitor pass system in any way will be removed from the showground and banned from future events.

• It is the exhibitor's responsibility to ensure that all passes received are correct at the time of receipt. Claims for lost passes or passes not received will be not be considered less than 7 calendar days before the show.

Vehicle build-up/restocking & exhibitor parking passes are supplied free of charge. These passes allow vehicle entrance prior to the show and access to the exhibitor car park during the show. They do not allow vehicle entrance over the show period. Please ensure all vehicle passes are forwarded to appropriate personnel and contractors.

The number of build up and exhibitor parking passes will depend on the size of stand booked. Requests for more build up/restocking/exhibitor parking passes will be considered if required.

• Vehicles are only allowed access to stands on show days from 18.15 hours – 07.30 hours.
• Vehicles must be removed from site by 08.00 hours on show days and parked in the relevant car park. A security team will enforce this.
• Vehicles without the correct pass will not be admitted to the showground. The vehicle pass does not admit the occupants who must have their own admission passes.

Static vehicle passes are available for exhibitors who wish to park a vehicle that is essential for stock or security. No vehicles are allowed to park on or behind tradestands. Instead, a number of static vehicle compounds will be available and all vehicles using the compounds must display a static vehicle pass.

To request a static vehicle pass please contact the tradestand manager on richard.austin@threecounties.co.uk

For fire safety reasons, there must be no accommodation within the static vehicle parking compounds.

Camping Permits must be booked in advance at the time of application. Camping is only available in the designated exhibitor caravan park which has full camping facilities.

To enhance our visitor experience no vehicles are able to park on the Showground. Vehicle Compounds and a caravan park are available within the Showground.

Setting Up Your Stand

Adverse weather

In adverse weather conditions or emergency situations the organiser reserves the right to restrict or refuse vehicular access to the showground at any time to protect the ground.

• Access to the showground is available from the date shown on page 3 unless prior arrangements have been made with the organiser.

• Admission passes are not required during build up, but vehicle build passes must be displayed.

• All tradestands are strongly advised to be in place by 18.00 hours on the day before the show opens as after this time there will be no staff available to deal with problems.

• Exhibitors are supplied with a stand number which must be displayed on the tradestand in a prominent position.

• Exhibitors will be asked to remove any vehicles without the appropriate pass found on the showground from 07.30 hours onwards.

• Heavy exhibits and equipment deliveries should be completed 48 hours before the show opens.

Forklift

If required must be booked in advance and paid with your application, as capacity to assist with loading and unloading during build up and break down is limited. Each booking entitles the exhibitor to a maximum use of 30 minutes. There is an unloading ramp available by the Red Gate. The organiser accepts no liability for any damage during the course of loading and unloading exhibitors' products. The exhibitor must provide a banksman to assist with the unloading.

Catering

Will be available on site from two days prior to the show until the last day of the show.

Goods and packages

Will not be accepted by the organiser 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 exhibitors' responsibility to properly brief delivery drivers with their stand number and the name of the person responsible. The organiser cannot sign and accept deliveries on behalf of stand holders.

Excavations

All exhibitors who break soil: please be aware of the danger from the distribution of high voltage systems, water pipes, mains sewers and BT cables throughout the showground. Prior to erecting marquees, sign or flagpoles exhibitors must report to the Main Yellow Security Gate, where arrangements will be made for one of the Three Counties estate team to scan the site.

No penetration of the ground will be possible until consent had been given – exhibitors who do not comply with these health and safety instructions will be liable for any damage caused and all subsequent fines.

Outside of normal working hours, arrangements to have the site(s) scanned may have to be made, through the Three Counties Estate Team.

Re-letting of Unoccupied Space

Any stand not occupied by the exhibitor by 19.00 hours on the evening before the show, may be re-let by the organiser and all fees paid by the original exhibitor shall be forfeited to the organiser. Any exhibitor who believes they will be arriving after this time must notify the organiser at the earliest opportunity.

Sub-letting

No exhibitor shall sub-let or allow another exhibitor to have part of their stand. Any exhibitor found to be infringing this rule will be expelled from the showground.

Temporary Demountable Structures / Marquees / Gazebos

If you are proposing to erect a gazebo type structure or lightweight marquee as part of your stand, please be advised that the site regularly experiences wind gusts that may damage or move your structure.

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 (usually supplied with the structures) are prohibited as they are not sufficient for our site. You must use suitable ground anchors and ratchet straps to the frame (example: https:// groundbolt.co.uk), or where you are proposing to use 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 3 x 12.5kg weights or equivalent per leg on gazebos).

Lightweight household gazebos are NOT suitable on out site as they are likely to be damaged or blown away, even in light winds during summer months. If we inspect and deem any structure to be unsuitable for the site we will instruct that it is dismantled and removed from site to ensure the safety of all staff and visitors on the site. Traders are wholly responsible for ensuring they supply a structure suitable for the site and conditions.

Health & Safety

All exhibitors MUST ensure they have passed all relevant information to those attending site to set up/ remove a stand. Please ensure you have fully read the Health and Safety Section later in this document.

We advise all persons coming onto site during build/ breakdown wear a hi-vis vest due to number of moving vehicles.

Water Supplies

Only water in reusable bottles may be sold. No single use plastics are permitted.

Trading Off

Any trading beyond the boundaries of your stand is strictly forbidden. 'Trading' includes:

- Handing out leaflets.
- Placing of signs/boards/advertising materials.
- Going out into the avenues to encourage visitors onto your stand or to make charitable collections, etc. Any infringement of this rule may result in stand being closed down by the organiser

Waste and Recycling

Exhibitors are required to maintain their stand space and surrounding area in a clean, tidy and hygienic condition.

The organiser is committed to recycling as much waste as possible. Cardboard will be collected if left at the front of your stand each morning and evening. Across the Showground there are recycling bins for plastics and cans.

General waste will be collected from the front of stands every morning and evening. Please ensure that all marquee carpeting and empty gas bottles are taken away at the end of the show. If not, a charge will be made to the exhibitor for disposal.

Shopping Bags and Single Use Plastics

The use of single use plastic products is prohibited at the show. Allowable alternatives to plastic include paper, compostable or sustainable fabric bags. Visitors will be encouraged to bring their own bags to the show.

Suggested alternatives which are handed to the customer are biodegradable or wooden cups, cutlery, plates, food containers etc.

Sale of Alcohol

Exhibitors are responsible for ensuring that no alcoholic liquor is obtained from their stand by children or young persons under the age of 18. It is recommended that you adopt the Challenge 25 policy.

Balloons and Aerial Advertising

The organiser discourages making gifts of or selling balloons on the grounds of safety. Exhibitors are forbidden to use any form of aerial advertising.

Catering and Refreshments

Non catering stands are not permitted to sell any foodstuff or drink, packaged or otherwise, in a form that is readily consumable.

Free samples may only be supplied within the boundary of the tradestand. All food samples must be bite-sized, served in single units and offered with suitable single use, disposable utensils e.g. wooden cocktail sticks. Any dishes served on a plate and/or that require cutlery to consume are not considered samples.

Fire Extinguishers

Every stand must be equipped with firefighting facilities as deemed necessary by your Fire Risk Assessment. They must be easily accessible and maintained in a functional condition.

Goods Ordered at Show

Exhibitors are required to furnish customers placing orders at the show with articles exhibited by them or others of equal quality at prices not exceeding those displayed on the exhibit.

All orders taken at the show must be dispatched promptly and where the delivery time is more than 3 months after the closing date of the show, customers must be made aware of this at the time of ordering. Failure to abide by this regulation will mean that future applications for events at this Showground could be jeopardised.

The organiser will forward any complaints from consumers to the Trading Standards Office.

Demonstrations and Audio Equipment

No exhibitor shall call attention to their goods or allow sound to emanate from their stand in such a way as to cause annoyance to other exhibitors or the public. The use of audio equipment as a sales aid or attraction is not permitted without written permission of the organiser. Subject to such written permission, the volume of sound equipment must be controlled to avoid annoyance to other exhibitors or to the public, and in any case must not be at such a level as to exceed 60 decibels at source.

The decision of the organiser shall be final as to the acceptable level of noise emanating from the stand and the organiser may ban the use of audio equipment or remove it from the stand for the period of the show.

The demonstration or use of goods such as tools and utensils will be permitted

Items and Services Likely to Cause Offence

The organiser reserves the right to decline any exhibit or service it views as unacceptable, or order the removal of any such exhibit already delivered. Any expenses incurred will be the responsibility of the exhibitor.

The organiser reserves the right to make judgement on the sale/display of any items likely to cause offence and furthermore to instruct the withdrawal of such goods from sale. Items such as stink bombs, BB guns, catapults, silly string, snap guns and any other items likely to offend persons visiting the show is strictly forbidden.

The sale of guns including imitation weapons or toys such as peashooters, catapults or BB guns is strictly prohibited. Exhibitors selling knives must act responsibly and comply with all health & safety and other regulations. The sale of knives including kitchen knives is also strictly prohibited. Knives with a folding blade 3 inches long (7.62cm) or less will be allowed. Open or unprotected blades should be safely displayed out of the reach of the public.

The organiser shall have power to stop any activity that it considers offensive to neighbouring exhibitors or the public.

Smoking Policy

Smoking or vaping is not allowed in any building structure or marquee on the Showground.

Vehicles on the Showground

There is a 5mph speed restriction in place across the Showground. Additionally, please remember it is an offence to drive whilst using a mobile phone.

No motor vehicle or caravan other than those intended to form part of an exhibit will be permitted to park on hired stand space or elsewhere within the Showground.

Lorries, motors, tractors and any other mobile exhibit SHALL NOT move about any part of the Showground while the show is open to the public.

NO VEHICLE MAY MOVE ON THE SHOWGROUND BEFORE 6:15PM ON THE SHOW DAY.

Dismantling of Stands and Breakdown

DISMANTLING OF TRADESTANDS IS STRICTLY

NOT PERMITTED BEFORE 6:00PM.

Health & Safety

Exhibitors are reminded that they are responsible for the observance, by themselves, their employees and their contractors, of the Health and Safety at Work Etc Act 1974 and the Management of Health & Safety at Work Regulations 1999 under which it is required to provide a completed risk assessment addressing all the risks associated exhibiting at this show.

This includes its relevant statutory provisions and all associated safety regulations. The Health and Safety Executive and local authority inspectors will enforce these requirements; the organiser will offer advice to exhibitors if requested.

- Exhibitors will be held responsible for the adequate fencing off of all exhibits and erections (including tent pegs, ropes, etc) dangerous to show visitors and staff.

- Those exhibitors bringing machinery exhibits must ensure that these are parked with the handbrake on, with chocks at the wheels if necessary. Any raised hydraulic equipment must be securely locked into position with ram locks or fixings for further security.

- All mechanical and hydraulic devices must be guarded and safely secured against dangerous or unintended operation.

- Where steps/ramps are provided, these must be firm & strong and must have non-slip surfaces and hand rails.

- Storage of flammable liquids on the Showground by exhibitors will not be allowed without prior consent.

- Storage of gas in cylinders above 1kg, on the Showground by exhibitors, will not be allowed without prior consent. Exhibitors with caravans may have, for their own use, two-gas cylinders, but must ensure their satisfactory storage and operation.

- Exhibitors are responsible for ensuring there are no trip hazards on their stand. Any raised platforms or steps should be clearly marked and feature appropriate handrails.

During the Build-up and Breakdown phases of the event, exhibitors must consider their duties in relations to the Construction (Design and Management) Regulations, and where necessary coordinate with the Showground, organiser and other exhibitors by the virtue of this and other legislation.

Electricity

• All electrical equipment must comply with current UK regulations and must have been tested by a qualified person in the previous 12 months and display a test label.
• The appliances must be of an approved type, suitable for the environment in which they are used and guarded where applicable. Where unsafe electrical installations are observed TCAS reserves the right to: a) require re-testing and b) disconnect the user.

• RCDs to be used where possible.

• Where extension leads are used, no more than 3 extension leads can be used in a line (one plugged into another etc.).

• Where one extension lead is in use the total amperage of the appliances connected to it must not exceed 12 Amps.

• Where two extension leads are in use (one plugged in to another) the total amperage of the appliances connected to them must not exceed 10 Amps.

• Where three extension leads are in use (one plugged in to another) the total amperage of the appliances connected to them must not exceed 7 Amps.

• The maximum length of extension leads or multiple leads plugged into each other must not exceed 7 metres in length.

• Where a tradestand is found to have 'tripped' the electrical supply due to faulty equipment or exceeding their allotted amperage TCAS reserves the right not to reconnect or for repeated 'tripping' to disconnect the user.

• Generators on Tradestands are not permitted.

• An exhibitor found using another stand's electrical supply will incur a fine of £200 and may be asked to leave the Showground.

Risk Assessments

As part of the tradestand application procedure and to conform to health and safety regulations, a risk assessment must be completed and returned. An example document is available on showing scene if required.

Passes will not be forwarded, and build onsite will not be permitted unless a suitable and sufficient risk assessment has been returned. Please note that a return stating that no risks have been identified is unacceptable. It is not essential that the form is completed by a professional. In most cases the exhibitor's own examination of risk and description of the measures put in place will be sufficient. They must realistically reflect how you will set up and operate your stand.

When completing the form exhibitors should consider any possible risks brought about by their operations at the show. These risks may be obvious, such as an exhibitor selling sharp objects minimising risks by the correct storage of products, or less obvious, such as the layout of the stand causing a tripping hazard.

A copy of your risk assessment must be available on the stand for possible inspection by officials during the show.

Should any problems arise during Build-up/ Breakdown periods and Show Days, exhibitors should ensure that any risk to health is minimised and all necessary precautions taken.

Fire Risk Assessments

Exhibitors must conform to precautions against fire and provide a fire risk assessment for any space allocated to them and in any stand, exhibit, tent, marquee or any other temporary or moveable structure erected

Fire Precautions and Emergencies

Exhibitors should have an emergency fire procedure with an appropriate means of raising the alarm. Sufficient fire extinguishers of the correct type should be available and identified with a sign stating 'firepoint'.

• Exhibitors must provide at least one suitably sized fire extinguisher on their stand, (water or foam, and/ or CO2 where electrical appliances are in use).

• Staff on stands should be aware of the operating instructions of any firefighting equipment/ extinguishers provided.

• Any temporary structure over 6.5m in length or depth must have a second/alternative fire exit with the appropriate 'Fire Exit' signage displayed overhead.

• Any temporary marquee structure must comply with the recommendations given in Appendix A of BS 7157.

• Consider what materials on your stand could burn if they were ignited, and how they could potentially be ignited – this may be someone discarding a cigarette or a spot lamp getting hot.

• Where combustible materials are essential on your stand they should be appropriately stored away from sources of ignition.

• No cooking or reheating of food is permitted within temporary structures, without prior consent.

• 'No smoking' signage must be displayed in all temporary structures, (unless the building has a minimum of 50% of the sides open). Please display a sign at the main entrance, of at least A5 size; with the no-smoking symbol and in characters that can be easily read by persons using the entrance, the words – 'No smoking. It is against the law to smoke in these premises'. At each and all other entrances there must be displayed, in a prominent position, at least one nosmoking sign which displays the no-smoking symbol.

Food Safety Regulations

Pre Event

Those wishing to provide food and drink at TCAS events are required to meet the following food safety requirements. The information must be fully adhered to when onsite.

Food Hygiene

All food stands must:

1. Comply with The General Food Regulations 2004, The Food Safety and Hygiene (England) Regulations 2013, and Regulations (EC) 178/2002 and 852/2004. Packaging and labelling legislation must be followed under Food Information Regulations 2014.

2. Adhere at all times to the TCAS Food Safety Policy and Environmental Health Food Safety Guidelines provided. Any food services operations found operating in contravention of these guidelines will not be permitted to commence trading or service until the guidelines can be complied with.

3. Bring to site and use purpose-built hand washing facilities with hot and cold running water and mixer tap. The event will NOT accept water from a tea urn poured into a bowl as "hand washing facilities". The facility must be in place (with soap, sanitiser and paper towels) and working early during set-up so as to ensure appropriate hand washing facilities are available during the setup process. Those who come onto site without appropriate hand washing facilities will be closed down and their fee will not be refunded.

4. Have and use appropriate washing up facilities, with hot water and waste-water collection. This is to be separate from the hand wash facility. Disposal points are available around the Showground.

5. Provide details of the local authority where they are registered and their current Food Hygiene Rating Scheme score. No business with a score of less than FHRS 3 will be permitted to trade. A copy of their rating certificate, sticker or confirmation letter must be kept on site at all times.
6. Provide confirmation of the trading name of the business, as it appears on the Food Hygiene Rating

Scheme site; this must be stated on the booking form.

7. Provide confirmation of the Food Business Registration details; No food tradestand will be fully confirmed without these details.

Additional documentation

The following is a list of documents required prior to trading approval and to be kept onsite during the event. These documents must be up to date and relevant to the Tradestand being used at that event.

It is recommended that these documents are kept in a folder or laminated and kept in order as listed below to facilitate any audit.

All documents must be relative to the specific activities of the Tradestand at this event.

- Signed Health and Safety Policy.
- Signed Risk Assessment for Food and Health & Safety (including CoViD).
- Signed Fire Risk Assessment.
- Food Safety Management system (SFBB), NCASS Policy (current membership), or HACCP.
- Due diligence records for Event, including Calibration of thermometer prior to event, food delivery temperatures, fridge/freezer temperature records, cooked food probe temperatures, hot and cold hold time and temperature records. Cleaning records.
- Due diligence records from past event to demonstrate completion of appropriate records (as listed above for this event).
- Local Authority records – FHRS score/date and audit covering letter.
- Staff Medical declaration.
- Allergen chart for products on sale.
- Tradestand training records, Levels 2 and 3 Food Safety and Supervision, Allergen training, Health & Safety.
- Medical statement from Tradestand staff.
- COSHH documents – cleaning products, sanitiser, disinfectants (BS EN 1267 or BS EN 13697).
- Gas test certificate and records.
- Electrical test (if unit has permanent installation within) certificate and records.
- Portable appliance equipment test certificate/ records and maintenance records.
- Fire extinguisher and Fire-fighting equipment certification.
- Materials flammability certificate (awnings, gazebo, tents).
- Employer and Public liability insurance certificate.
- Duty Manager contacts list.

Document review

General information (H&S policy, records, insurance, etc.) will be reviewed by the Tradestand and H&S Management team and recorded as sufficient where appropriate:

- Food Safety Management Systems, risk assessments and HACCP procedures will be reviewed by the Event Food Safety Consultant and recorded as suitable and sufficient where appropriate.
- Where corrective measure or more information is required, the Trader application will be on hold until appropriate detail is provided within an agreed timescale.
- Failure to provide this information will void the application.

Operating permission

Once food operator documentation has been accepted the operator agrees to follow the below 'Environmental Health Food Safety Guidelines' alongside the general Showground and tradestand regulations.

Environmental Health Food Safety Guidelines

All food operation must be operated in line with the requirements of current food safety regulations.

• Operators must have all members of staff engaged in food handling trained to Level 2 Food Safety or a demonstrably equivalent in-house training package with all management staff trained to Level 3 or above. For all high-risk operators e.g. those handling raw meat/fish or ready to eat products, a manager trained to level 3 "Supervision in Catering" must be on the Tradestand at all times when the Event is operational.
• Copies of all relevant documentation required during the pre-event "acceptance" stage must be bought to site and available on request. It is advised that all regularly viewed certificates or record documents are kept in the order required during the acceptance stage checklist and laminated or in plastic folders to protect them.

Only current documents are required, not expired documents.

Responsible Person:

• It is a required standard to have present a Duty Manager of the food operator, and each outlet must have at least one member of staff trained as detailed in a above section.

• A Duty Manager contact list must be submitted to the Tradestand/Event Manager in advance of the event.

Cleanliness

Food operator staff are responsible for ensuring that the front of units, including condiment station, are kept clean and tidy throughout the period of service.

• Prompt attention is to be given to removing any litter, spills or debris from public areas of the facilities at all times before, during and after service.

• The most meticulous standards of cleanliness are to be maintained in the food handling areas. All food contact surfaces are to be clean and disinfected appropriately. Contact times for disinfectants/sanitisers must be known by all staff. Any disinfectant or sanitiser must be a 30 second contact time acting product (BS EN 1276 approved). Ideally, only one brand of disinfectant/sanitiser is be used by the operator.

• Food must be presented and served at an appropriate temperature for food safety and consumption quality.

• Presentation and service must enhance the attractiveness of the food items offered.

Allergens

• Customers by law must be made aware of the contents of the dishes where ingredients might give rise to an allergic reaction (such as nuts, milk, celery, gluten, soya and wheat etc).

• An Allergen Chart must be sent with your documentation but also displayed at the point of service for the consumer to view. On the 13 December 2014, the 'Food Information for Consumers Regulation' (EU FIC) came into force which means information on any of the 14 allergens used as ingredients in your products will need to be provided for the consumer to view.

• All information on the 14 allergens and this legislation can be found at: https:// www.food.gov.uk/business-guidance/allergenguidance-for-food-businesses.

• Menu tariffs and priced displayed materials must be shown in a way that is both prominent and attractive but also effective in assisting customers in making their decision.

Staff Hygiene

• With regards to personal hygiene, special attention should be paid to the requirements of the legislation detailed below.

• Fingernails are kept short and clean.

• No nail varnish.

• Regular and thorough washing of hands and forearms.

• Cuts and other skin defects must be covered with a blue waterproof dressing.

• Hair to be tied back, if past the neckline. Facial hair to be clean shaven or well groomed.

• Jewellery must not be worn by food service or food production staff, except for a simple wedding ring.

All visible body art is to be covered.

• Smoking is only permitted in the area designated by the Event Organisers. Staff found smoking outside of the designated area will be removed from site.

• All customer facing staff must be fluent in English.

• Uniforms must be kept clean and in good repair and replaced as and when required.

• Clean uniforms must be worn at the start of each day's service with adequate stocks.

• Available to allow for accidents.

• Aprons should be worn.

Fire Safety

• Each Food Operator must ensure they have read and considered the fire safety arrangements to abide by legislation, and for stand holders also as specified in the General Tradestand Regulations.

• A fire risk assessment must have been completed and submitted for their operation/stand at the show.

• Stand must have the appropriate firefighting equipment in proximity to the catering area. This must have a service and maintenance record of inspection and kept on site as confirmation.

• If deep frying the Operator holder will need a fire blanket, a dry powder extinguisher and a wet chemical extinguisher.

Electrical

• Each Operator unit must have available for inspection a certificate signed by a qualified electrician that their equipment complies with the Electricity at Work Regulations and current IEE Regulations.

• Each Food Tradestand Operator must ensure they have read and considered the general tradestand regulations relating to electrical equipment and safety.

First Aid

• Each Operator unit must have a complete and easily identifiable First Aid Kit which must be properly maintained.

• Operator staff and management must know at all times how to contact a First Aider.

• First Aid kits must be kept clean and well-stocked, include blue (catering) plasters and products to treat burns injuries. A separate "Burns" kit can be provided.

• Any accidents must be recorded with a copy given to TCAS, especially if the accident involved any members of the public.

LPG/Gas Appliances

• Cooking with gas is NOT permitted in any of our permanent buildings.

• Any unit fuelled by liquid petroleum gas (LPG) must ensure gas connections and pipes tested have been certificated by a 'Gas Safe' engineer annually.

• The certification must be available for inspection. Installations must comply with UKLPG Code of Practice CoP24 Part 3.

• The cylinders are to be disconnected/connected by competent persons only using the correct tools. No smoking signs must be in place and observed.

• Unless authorised in writing by the Event/ Tradestand Manager, no more than two LPG cylinders (totalling 200KG) are permitted per unit. Excess LPG cylinders are to be stored in the designated gas storage area and clearly marked with the user's details.

• LPG cylinders must be stored vertically on firm,

level ground at least 1 metre from any structure 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.

• Propane cylinders must be located only in the open air and must not be used inside marquees, tents or other enclosures. Every LPG storage area should be enclosed in a lockable compound of robust wire mesh or similar to prevent them falling or being knocked over. Cages or surrounds made of wood or other combustible material are not acceptable.
• Checks may be made of installation and gas tightness by TCAS approved contractors.

Food Handling

• All machinery used for cutting, slicing, mincing, etc should be properly guarded and all people operating such equipment should be properly trained in its use.

• The use of colour-coded knives and boards is required, according to convention.

Red = Raw Meat
Green = Cleaned Fruits & Salad
Blue = Raw Fish
Yellow = Cooked Meats
White = Dairy & Bakery
Brown = Dirty Vegetables

• Different coloured tongs should be used for flipping raw through to cooked meat (e.g. burgers) – red for raw and yellow for cooked.

On-site Set-up

• It is the intention of the Organisers that all Food Operators handling high-risk food products will receive an audit by the Event Food Safety Consultant during their set-up, or early stages of trading/service. The Event Food Safety Consultant is also likely to visit Food Operator at various stages to discuss and approve elements of the set-up. This, together with the pre-event audit process, aims to ensure that no Food Operator can operate onsite without being subjected to stringent checks.

• The Food Safety Event Consultant will agree timescales for any re-inspections or reviews of additional measures

• After inspection the Food Operator will be informed if they can continue to operate/trade. They may be issued feedback for any improvements required or they may be prohibited from further trade/service until significant improvements are made.

• If improvements cannot be made by the operator, the Operator will not be permitted to continue at all due to not meeting the checks. Until issued with the "Approval" Food Operators must not serve/ trade. No refund will be given to Tradestands.

On-site Event Days

The Event Food Safety Consultant may make periodic inspections of any Food Operator, particularly those where there is high risk activities or concerns for safety. Any issues with remedial measures will be reported and followed up by the Event Inspection team.

• The Event Tradestand Management team will perform ongoing daily checks of units to monitor compliance.

Food Hygiene Check-

To assist in meeting the food hygiene requirements the following checklist has been provided and should be completed and held on the stand during the show.

The Event Food Safety Team or Environmental Health Officers may ask to see the completed document and they do have the power to stop stands from trading if they deem it necessary. This Food Hygiene Checklist must be read in conjunction with the Show Food Safety Policy and the Food Safety Regulations.

General Hygiene

People handling food have been issued with clean and washable over-clothing/aprons.

• People handling food have been issued with clean hairnets or suitable hat/head covering.
• A hand washbasin or bowl with a supply of mixed hot and cold water for the hygienic cleaning of hands is available at/on the stand. Soap dispensers and paper towel dispensers/Blue paper roll must be made available and kept restocked as required. (Do not use scented handwashing or sanitising products as it may taint food).

• Hand sanitiser should also be supplied and will assist with hygiene but is not an adequate replacement for thorough hand-washing with soap and warm water.

• If required, disposable gloves can be provided to ensure that food can be handled in a hygienic manner.

• Catering standard (coloured and waterproof) dressings or similar must be available to cover cuts and other wounds.

• Burn products must also be available on the Tradestand where burns are a risk.

• All First Aid or Burns kits must be replenished after use and products checked to ensure they are in date.

Temperature Control

• All refrigeration equipment used must conform to the relevant regulations with frozen food being stored below -18 °C and cold food stored below +8 °C (preferably below +5 °C), food delivered to site must be checked and conform to these temperature requirements.

• A minimum of two food standard thermometers must be available on each mobile catering unit to check the temperature of all food products. This includes deliveries, fresh, frozen and cooked. The thermometers are to be calibrated prior to each event and recorded on the Event Record sheet. (boiling water/ice test 100°C/0°C with a tolerance of +/- 1 °C).

• Cooked food, especially high-risk burgers and chicken must be checked using a probe thermometer regularly to ensure it has achieved a temperature of >75°C. Records must be kept on the event record sheet.

• Hot food can be kept all day as long as it is above 63°C, but must be checked and recorded every 2 hours. The determining factor in retaining food is likely to be condition and presentation of food. Below 63°C any remaining food is to be discarded.

• If refrigeration is required the temperature must be maintained below the minimum legal requirement of 8°C, (the ideal target being 3° to 5°C).

• Refrigeration and freezer temperatures are to be recorded at least twice per day and on arrival on site, after equipment has reached operating status. Consideration must be given to the use of purpose designed, refrigerator trailers. Domestic style units are not permitted.

• Event Records must be maintained, including thermometer calibration prior to event, food storage temperature checks, cooked food probe checks and hot hold checks. (Recent past event records must be brought to site to demonstrate ability to keep required records (Retain records for a minimum of 6 months).

General Storage

• Raw and cooked food must be kept apart.

• Protect all food products from cross contamination.

• Wherever possible meat delivered to site should be pre-cooked and ready to eat and/or pre-cut or processed to size used in cooking.

• Ensure use of clean, lidded (covered) food-safe containers with suitable product and date labelling (if appropriate).

• Ensure dry storage of crockery and utensils.

• Food must be stored off the ground (minimum 100cm).

• All food must be protected from the consequences of extremes of weather e.g. heat, water ingress, mud contamination.

• Deliveries should only take place once sufficient storage facilities have been provided and fridges and freezers have achieved correct storage temperatures.

Cleaning

• All equipment and work surfaces must be regularly cleaned and disinfected.

• Written cleaning schedules must maintained and recorded.

• Disinfectant/Sanitiser products must have a 30 second or less contact time to BS EN 1267 or BS EN 13697.

• COSHH safety data sheets for all chemicals to be held on each outlet for use in the case of an emergency.

Health & Safety

• All employees must have received induction training and are also aware of the Organiser's tradestand safety rules.

• All machinery used for cutting, slicing, mincing, etc is properly guarded.

• All people operating equipment have been properly trained in its use.

Sustainable Criteria for Food Event and Hall Exhibitors

The Organiser is committed to improving the sustainability of events and food Tradestand operators / exhibitors have a key role to play. The following sustainable criteria is essential for trading:

Single Use Plastics

Alternatives to the following items should be sought:

- Plastic bottles.
- Plastic drinking straws.
- Plastic bags.
- Plastic stirrers.
- Plastic clothing tags.
- Plastic condiment sachet.
- Plastic milk pots, sticks and jiggers.

Serve-ware and Packaging

All serve-ware, including cups, plates, cutlery and stirrers should be compostable, e.g. made of wood, cardboard or paper. Plastic and polystyrene should be avoided.

Insurance

Public Liability

All exhibitors must carry Public Liability insurance with a minimum limit of indemnity of £2m.

This insures the exhibitor's liability for damage to third party property and/or injury to third parties arising from the exhibitor's use of their stand/pitch.

Please ensure you provide the following information: Insurer, policy number and period of cover.

Employers Liability

If the exhibitor employs anyone, employers liability insurance must be in force.

This insures the exhibitor's legal liability for injury to employees. 'Employees' can be deemed to include volunteers, casual/temporary workers and even 'self employed' persons.

Products Liability

Insures liability for damage to third party property and/or injury to third parties arising from goods sold or supplied. The Consumer Protection Act 1998 makes the retailer of a defective product strictly liable to any persons injured by it. It is essential that any exhibitor supplying goods or services should maintain this insurance under an annual policy.

Vehicle Insurance

Please note that any vehicle (owned, hired or loaned to you) you bring on to site must be insured for a minimum of Third Party Only. We randomly ask for proof of insurance, and if you are unable to provide this, the vehicle/s will be refused access.

ENVIRONMENTAL RESPONSIBILTY & SUSTAINABILITY REGULATIONS

Plastic, Bags & Pots

- Plastic bags are now prohibited site wide
- Paper, compostable or sustainable fabric bags are an acceptable alternative
- Visitors are being encouraged to bring their own bags for life and there will be re-usable bags available to buy on site

RHS Shows & Floral Foam

As part of our efforts to improve sustainability and to make environmentally-minded choices, all floral foams containing plastic are prohibited at our shows.

What are the alternatives?

There are an increasing number of floristry resources online proposing alternatives.

Some to consider include:

- Agra Wool
- Floral Fibre
- Chicken wire or metal pins (Kenzan)
- Moss
- Green foliage
- Tubes and water
- Newspaper
- Pebbles, sand, gravel, clay
- Marbles

If you are using a degradable alternative to floral foam, please contact melinda.goodhew@threecounties.co.uk to confirm the product is suitable.

For more information please read the following RHS guidelines:

https://www.malvernautumn.co.uk/wp-content/uploads/sites/2/2024/06/Floral-Foam-Alternative-Document-V1.pdf

Conservation and the Environment

The following regulations have been formulated in accordance with The Royal Horticultural Society's policies on conservation and the environment.

Restricted materials:

- Surface-stripped limestone pavement must not be used at any RHS Shows
- Peat must not be used for staging or mulching purposes
- Exhibitors are encouraged to minimise or exclude peat from plant production as much as possible
- Timber treated with creosote should not be used at Shows. The European Commission restricts the use of creosote-treated products, for more information see: https.//www.hse.gov.uk/biocides/regulations.htm.

Liability

The organiser reserves the sole right of decision to postpone, cancel, abandon or curtail the show. Where such decision arises from directive happenings or circumstances outside the control of the organiser, it shall not create liability to claim for loss or damages, nor for the refund of any fees and charges paid.

The organiser shall not be liable for any loss or damage arising from any error in the apportionment of space or for any encroachment by an exhibitor on the space apportioned to another.

The organiser, its officers or servants will not be in any way liable to any persons whatsoever for any damage or loss to the property of any such person or for any injury, however caused, fatal or otherwise, to any such person while upon the organiser's showground, car parks or other property while entering or leaving the same.

The organiser will not be held responsible for damage caused to sites, exhibits or goods by a third party during the build up, during the show or during breakdown and will not be liable to rectify the damage.

Each exhibitor shall be solely liable for any loss, injury or damage that may be done to or from any article or property exhibited or brought on to the showground by or for him, and he shall indemnify the organiser on account of or in respect of such damage or injury which may be so caused. Exhibitors shall be held liable for the behaviour or for any misconduct or negligence by their servants or contractors and the consequences thereof.

