TOTNES & DISTRICT SHOW

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TRADERS AND EXHIBITORS

General Regulations for Traders 2027

The conditions every trader, caterer and exhibitor agrees to when they book a stand at the Show.

SHOW DAY	OPEN TO THE PUBLIC	DOCUMENT
Sunday 25 July 2027	**9.00am to 5.00pm**	**TDS-REG-01 · v1.0**

BEFORE YOU BOOK

At a glance

These regulations are part of your agreement to exhibit. Here are the points that catch people out most often. The full regulations follow, and the declaration on the last page goes back with your application.

Sun 25 Jul
Show day, open to the public 9.00am to 5.00pm

8.45am
All exhibitor vehicles off the Show field

5.30pm
Earliest vehicle movement after the Show

£5 million
Minimum Public Liability Insurance

Risk assessment
Sent with your application, covering set-up to departure

10 metres
Keep flags and raised equipment clear of power lines

i GOOD TO KNOW

Questions about your stand? Contact the Show Office on 07732 472634 or office@totnesshow.com

1 Applications

The Totnes Show Committee (the “Show Committee”) reserves the right to refuse any application without assigning a reason. An application is not accepted until confirmed by the Show Committee.

2 Charges, space and structures

The fee paid is non-refundable. The trader agrees not to make any claim for repayment, including in the event of the partial or total abandonment or postponement of the Show. The frontage booked must include all space required for the stand, tent, tow bars, guy ropes, awnings and any other equipment. The fee is for space only; exhibitors must supply their own tent or covering.

> **! YOU MUST**
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> Applications and payments are only accepted through the Show’s official booking system. The Show will never ask you to pay by another method or to new bank details by email; if in doubt, phone the Show Office.

Gazebos and party tents are not recommended. If used, they must be suitable for the site and weather conditions, securely anchored, inspected before the Show opens and covered by the exhibitor’s own insurance and risk assessment. The Show Committee may require any structure considered unsafe to be secured, altered or removed.

3 Conduct of traders and prohibited activities

Traders must not do, or permit anything to be done on or from their stand, which may be detrimental to the Show, the Showground or any person attending the Show. This includes mock auctions, auctions or similar activities involving the sale of goods from the stand, unless expressly authorised in writing by the Show Committee. Live performances, amplified music, and animal displays or acts on stands require the Show Committee’s prior written permission. Any animal act must hold, and display on site, a valid animal activity licence where one is required.

4 Catering and Food & Drink Village

Except for caterers specifically invited or authorised by the Show, no trader may sell or permit the sale of drinks, ice cream, confectionery or food for immediate consumption from their stand. Exhibitors may provide hospitality on their own stand, provided that no food or drink is sold. Anyone providing alcohol as part of their hospitality must comply with all relevant licensing and age-verification requirements, including operating Challenge 25 and not supplying alcohol to anyone under 18.

In the Food & Drink Village, exhibitors may offer tastings only; sales of food or drink for immediate consumption are not permitted unless specifically authorised by the Show Committee. A breach of this clause or clause 3 may result in the Show Committee terminating the trader’s agreement and requiring the trader to leave the stand and Showground, without compensation or refund.

5 Admission

Exhibitor admission e-tickets will be allocated as follows:

Where you are	Frontage	Admission tickets
Trade stands	6m	**2**
Trade stands	9m	**3**
Trade stands	12m	**4**
Craft Marquee and Lifestyle Pavilion	3.5m to 5.5m	**2**
Food & Drink Village	3m	**2**

Additional admission tickets may be purchased in advance at the reduced pre-paid price of £15.00 each. These should be requested when submitting the application.

6 Car parking and vehicle movements

- Free car parking is available in an adjacent field for all exhibitors.
- All trade exhibitors' vehicles must be parked in the designated car park and removed from the Show Site by 8.45 am.
- Parking in front of or behind the Craft Marquee, Lifestyle Pavilion and Food & Drink Village, or within their immediate vicinity, is strictly prohibited.
- All vehicle movement on the Show field after 8.45 am is prohibited, except for authorised Show vehicles. The earliest vehicle movement at the end of the Show will be 5.30 pm, or at the Show Manager's discretion.
- Exhibitors must comply at all times with the Show's traffic management arrangements, speed limits, steward instructions and safe vehicle movement procedures.
- A vehicle forming part of a trade display may remain within the booked space only if this has been declared on the application and approved by the Show Committee.

7 Draws, lotteries, leafleting and games of chance

No draws or lotteries may take place on trade stand sites unless agreed in advance by the Show Committee. Distribution of leaflets around the Showground or in the car parks is not permitted. Games of chance are prohibited unless expressly authorised in writing.

8 Opening times and dismantling

All trade stands must be open and manned throughout the time the Show is open to the public (9.00 am to 5.00 pm). No dismantling may take place before 5.00 pm, or before permission is given by the Show Manager.

9 Services and generators

Trade exhibitors and caterers with outside sites must make their own arrangements for electricity unless a supply has been requested and confirmed by the Show. Only silent generators may be used; details must be provided on the application. Their operation must not cause nuisance or interfere with other exhibitors.

Generators are not permitted in the Craft Marquee or Lifestyle Pavilion, where electricity may be available on request through the appropriate application. Petrol generators are not permitted unless integral to the unit. Diesel and LPG generators are permitted. All generators must be safely positioned, protected from public access where necessary, operated by competent persons and included in the exhibitor's risk assessment. The Show reserves the right to prohibit any generator that causes a nuisance or presents a safety concern.

10 Exhibitor responsibility and insurance

The Show Committee accepts no responsibility for articles, plant, machinery or other property exhibited or brought onto the Showground. Where exhibitors erect their own marquee or display, or appoint third-party contractors to do so, they are responsible for appointing competent contractors and ensuring that the work is carried out safely. The Show's Construction Phase Plan is available on the Show website and should be read by exhibitors and passed to their contractors where relevant.

Exhibitors are responsible for their stands, exhibits, employees, contractors and activities, and for any claims arising from the handling, display or storage of exhibits or the operation of the stand.

! YOU MUST

All Trade Stand, Craft Marquee, Lifestyle Pavilion and Food & Drink Village exhibitors, including caterers, must hold Public Liability Insurance of at least £5 million. A copy of current cover must be supplied with the application and kept available on the stand on Show Day for inspection.

11 Overhead power lines

Overhead power lines are present in an area of the Showground near the exhibitors' entrance.

✕ NOT ALLOWED

No flags, raised equipment or other items may be displayed within 10 metres of these lines. No work at height may be carried out near overhead power lines.

Exhibitors must follow any additional safety instructions or exclusion zones notified by the Show.

12 Safeguarding and DBS checks

Organisations providing activities or services involving children on the Show Site must ensure that staff and volunteers hold the appropriate Disclosure and Barring Service (DBS) checks where legally

required, and that suitable safeguarding policies and procedures are in place. Exhibitors remain responsible for ensuring that their activities comply with applicable safeguarding requirements.

! YOU MUST

Any lost or found child or vulnerable adult must be reported immediately to a steward or the Show Office. Do not take a child away from your stand area yourself unless a steward asks you to.

13 Balloons

✕ NOT ALLOWED

The sale or distribution of balloons is not permitted anywhere on the Showground because of the risk of injury to livestock.

Balloons may be used as part of a display only if they are securely controlled and removed by the exhibitor at the end of the Show.

14 Environmental responsibilities and waste

Caterers and trade exhibitors must leave their stand area clean and clear of litter, grass cuttings and other waste at the close of the Show. If excessive litter or waste is left, the cost of removal may be charged to the applicant. Waste oil, wastewater, chemicals or hazardous substances must not be discharged onto the land or into drains. Exhibitors must take their waste away or use facilities specifically designated by the Show. All waste must be separated for recycling, using the recycling facilities provided by the Show, or taken away by the exhibitor.

15 Health, safety, fire and food safety

All caterers and exhibitors are responsible for complying with all applicable health and safety, fire safety, food safety, food hygiene and other relevant legislation, regulations and guidance throughout arrival, set-up, the Show and dismantling.

The Show may undertake health and safety checks before and during the event. This does not transfer responsibility from the exhibitor. Exhibitors must act promptly on safety instructions. The Show reserves the right to stop set-up or trading and require any non-compliant or unsafe operation to cease and leave the Showground, without refund or compensation.

Risk assessments and records

All caterers and trade exhibitors must submit a suitable and sufficient risk assessment with their application. It must cover the full period from arrival and set-up through to dismantling and departure, and reflect the actual activities, equipment and risks associated with the stand.

Risk assessments, relevant inspection and maintenance records, training information and safety procedures must be available on site on Show Day for inspection.

Food safety

Food businesses must provide relevant food hygiene information/rating and demonstrate how food safety, hygiene and allergen information will be managed. All caterers, food traders and stands providing hospitality must comply with applicable food safety, food hygiene and consumer information requirements.

Fire, gas and electrics

Exhibitors must complete an appropriate fire risk assessment and have suitable firefighting equipment available and ready for use. Equipment must be appropriate to the risks and maintained.

Gas appliances must have been inspected and maintained by a suitably competent, appropriately qualified Gas Safe registered engineer where required. Evidence may be requested by the Show's safety advisers. LPG cylinders must be positioned outside marquees, caged or otherwise secured upright, protected from impact and kept out of public reach. Gas appliances and installations may also be inspected on site.

Electrical equipment and installations must be safe, suitably maintained and inspected by a competent person, with evidence available on request.

Machinery

Anyone operating machinery must be experienced, trained and competent. Machinery must be operated and displayed safely, with effective separation from the public. Relevant HSE guidance for agricultural machinery working demonstrations will be taken into account.

Static machinery may be displayed with guards missing only where the machinery is made inaccessible to the public and clear warning notices are displayed.

All raised components must be securely supported by suitable mechanical means and must never rely solely on hydraulic pressure to remain raised. Tines and other protruding objects must be guarded or protected to prevent contact by visitors.

16 Security and Martyn's Law

The Terrorism (Protection of Premises) Act 2025 ("Martyn's Law") is expected to come into force in 2027. The Show is putting security arrangements in place in line with the Act, the Show's risk assessments and its event security plan, and these arrangements will apply on Show Day whether or not the Act has come into force by then. For security purposes, exhibitors, their staff and contractors are treated as part of the Show's team on the day. The Show will issue relevant instructions and procedures to exhibitors before and/or on the day of the event, including a short security briefing note for stand staff. All traders, their staff and contractors must cooperate with these arrangements.

Exhibitors must ensure that all staff and contractors are briefed on the Show's security instructions and know how to raise an urgent concern with a steward, the Show Office or the designated Show security contact. Each stand must name a stand lead on the application, who will receive the Show's security information, brief their team and be the Show's point of contact on the day. Stand staff are encouraged to complete the free ACT Awareness e-learning on the ProtectUK website.

! YOU MUST

Report immediately any suspicious behaviour, unattended or suspicious items, threats, attempted unauthorised access, or security concern to a steward or the Show Office. Do not touch, move or interfere with a suspicious item. Follow instructions from the Show's authorised personnel and the emergency services. If protesters arrive, do not engage with them; report it to a steward.

Keep your stock, bags, vehicles and equipment attended or secured at all times, and do not look after items for people you do not know. Knives, tools and other items that could be used as a weapon must be kept secure and used only for their stand purpose.

Exhibitors must comply with any access-control, accreditation, identification, vehicle-checking, delivery, search or restricted-area arrangements notified by the Show. Persons, vehicles and stock may be searched as a condition of entry. Exhibitor passes and tickets are personal to the named stand and must not be transferred, copied or lent to others; report any lost pass to the Show Office. Do not admit unauthorised persons to restricted areas or allow anyone to bypass security arrangements.

Do not post online or share with others any site plans, security arrangements, pass designs, staff rotas or security instructions provided by the Show. No drones may be flown over or from the Showground without the Show's prior written permission.

Keep emergency access routes, exits, gates, walkways and other designated routes clear at all times. Do not obstruct security measures or move barriers, signage or equipment without permission.

If an emergency announcement or instruction is issued, stop trading if necessary, remain calm and follow the instructions given. Depending on the situation, you may be asked to move away from danger, to shelter visitors inside or behind your stand or marquee, or to stay where you are until told it is safe. Security instructions may differ from fire evacuation arrangements, so listen to stewards and announcements rather than heading to a set meeting point. Do not make public announcements or share unverified information about an incident, including on social media.

The Show may require an exhibitor to alter an activity, remove an item or vehicle, restrict access, suspend trading or leave the Showground where this is considered necessary for public safety or security.

RETURN WITH YOUR APPLICATION

Trader declaration

These regulations form part of the conditions of exhibiting at Totnes & District Show 2027. Submission of an application and/or attendance at the Show confirms acceptance of these regulations and any reasonable safety or security instructions issued by the Show Committee or its authorised representatives.

About your stand

BUSINESS OR ORGANISATION NAME	STAND TYPE AND FRONTAGE
STAND LEAD (SECURITY AND SAFETY CONTACT)	STAND LEAD MOBILE ON SHOW DAY
EMAIL	NUMBER OF STAFF ON THE STAND

Sent with this application

- ☐ Risk assessment covering arrival, set-up, the Show, dismantling and departure
- ☐ Public Liability Insurance certificate (minimum £5 million)
- ☐ Food hygiene rating and allergen arrangements (food businesses only)
- ☐ Gas Safe and electrical inspection evidence (where gas or electrics are used)
- ☐ Generator details (where a generator will be used)
- ☐ Display vehicle declared (where a vehicle stays in the booked space)

Declaration

- ☐ I have read and accept the General Regulations for Traders 2027 and will brief my team on them.

SIGNED	NAME IN CAPITALS	DATE

Send this page with your application through the Show's official booking system. Questions: 07732 472634 or office@totnesshow.com