

## TERMS AND CONDITIONS OF BOOKING TRADE STAND SPACE

- 1. APPLICATION:** Exhibitors must complete the Trade Stand Form and forward it to the Show Office together with the appropriate payment. Every Exhibitor shall be deemed to have read and understood these Terms and Conditions.
- 2. EXHIBITORS RESPONSIBILITIES:** The Society will not be responsible in any way for any article, plant, machinery or object of any kind exhibited on the Showground. The Exhibitor shall assume full responsibility therefore, including liability for all claims arising out of the exhibition, handling or housing of such exhibits and the conduct of the Stand generally. The Exhibitor shall indemnify the Society against all claims, damages or expenses whatsoever in any way arising out of the presence of the Exhibitor or his exhibits on the Showground. Acceptance of the foregoing provisions shall be a Condition of Entry. Exhibitors **MUST** take out **COMPREHENSIVE INSURANCE FOR PUBLIC LIABILITY, PRODUCTS LIABILITY & ALL OTHER RISKS, INCLUDING FIRE & LOSS OF BUSINESS** not only as regards their own property, **BUT ALSO AGAINST ANY THIRD PARTY CLAIMS**. Any exhibitor employing people **MUST** have **EMPLOYER'S LIABILITY INSURANCE** to satisfy Health & Safety requirements.
- 3. EXHIBITORS VEHICLES:** All exhibitors vehicles, unless forming part of the exhibit must be removed from the Showground by **9am on Show days**. These vehicles must be removed to the appropriate parking areas. No vehicles will be admitted to the Showground between **9.00am and 6.00pm** on Show days. No vehicle either delivering or collecting goods on the Showground shall be driven at speeds in excess of 15 mph.
- 4. SUB-LETTING OR SPLITTING STANDS:** Exhibitors are not to sub-let any portion of the space allotted to them. Any exhibitor dividing the stand will be requested to leave the Showground and will forfeit all fees paid.
- 5. CANCELLATION OF SPACE:** All persons who have booked and paid for stands and subsequently cancel the booking or fail to exhibit shall forfeit all fees and charges paid. The Society reserves the right to re-let such space.
- 6. ALLOCATION OF EXHIBITOR TICKETS:** Exhibitors will be allocated two single day tickets for each £140 spent on Trade Space. Exhibitors in the Craft/Shoppers Mews, Food Hall, Flower and Cheese Marquees will be allocated four single day tickets.  
**Vehicle passes** – Trade Stands are allocated two complimentary vehicle passes with the booking, unless stated different elsewhere. Please ensure you order enough vehicle passes for the build up to the Show (contractors etc). Vehicle passes purchased upon arrival to the Showground will be charged at **£10 per pass**. **Staff or volunteers 'manning' your stand on Show days should park in the public car parks. Under no circumstances** will refunds be made to trade exhibitors or their staff/volunteers that arrive at the entrance without exhibitor tickets and have to pay to gain admission to the Show at the full rate. The Society cannot be held responsible for lost or forgotten exhibitor tickets.
- 7. SITE PREPARATION & COMPLETION:** Outside Trade Stand holders may begin preparation of their site on the Thursday prior to the Show. Traders taking space in any of the Showground Marquees may begin preparation of their stands on the Sunday prior to the Show. The staging of all stands must be completed by 8.00 pm on the evening before the Show. **ALL EXHIBITORS SHOULD BRING THEIR TRADE STAND PERMITS** to the Show and produce them on demand by any Show Official.
- 8. TURF & GRASS CUTTING:** No turf shall be lifted by exhibitors except with the express permission of the Executive Director. Exhibitors **MUST** back fill any holes created by posts, fencing, flag poles etc. Exhibitors cutting grass on their stand **MUST** remove clippings immediately. A charge will be made to any exhibitor who leaves the stand in need of restoration by the Society.
- 9. DISMANTLING OF STANDS: Removal of stands may not commence before 6.00 pm on the final day of the Show** and all exhibition material is to be removed within 72 hours thereafter. **ALL EXHIBITORS MUST LEAVE THE SITE CLEAN AND TIDY. Exhibitor's vehicles arriving to remove stands will NOT BE ADMITTED to the Showground before 6.00 pm**
- 10. ALLOCATION OF SPACE:** The application and allocation of sites, including the positioning of Trade Stands, will be entirely at the discretion of the Society, although every endeavour will be made to meet any request by an Exhibitor regarding the position of their site or stand. The Society does not offer exclusivity for any product or service; accordingly, the Society does not undertake to limit the number of stands selling similar or identical products or services. Furthermore, the Society does not guarantee a minimum separation between stands selling similar products or services. Each exhibitor shall be strictly confined to the space allotted and paid for (this includes any vehicle that is required to be part of the stand). Any exhibitor moving from the space allotted will be requested to leave the Showground and will forfeit all fees paid. In order to conform to the Showground Plan, the Directors Committee reserves the right to adjust the frontage and the depth of any stand applications while retaining the same area in square metres.
- 11. ELECTRICITY:** Exhibitors requiring electricity should order this at the time of booking their Stand. An electricity booking form is enclosed. **Exhibitor Generators of any description are NOT Allowed on the Showground.**
- 12. LITTER:** Exhibitors are required to have their Stands and the portions of the avenues immediately adjoining their stands, cleaned up each evening during the Show by 7.00 pm and the litter and refuse stacked ready for collection by the Society's contractors. Caterers and exhibitors providing meals and light refreshment must provide their own bins for waste food. Refuse sacks will be available from the Contractor on request.
- 13. FOOD & CATERING:** No exhibitor other than the Society's appointed caterers and stands in the Food Hall will be allowed to sell food or drinks for consumption on the Showground. Exhibitors are at liberty to make such arrangements regarding hospitality catering on their own stands as they may wish but are reminded that they must conform to Food Hygiene Regulations. Exhibitors should ensure that they purchase enough tickets to cover catering staff, as these will not be provided by the Society.
- 14. ALCOHOLIC DRINKS:** Exhibitors are responsible to ensure that no alcoholic liquor is obtained from their stand by children or young persons. Exhibitors selling alcohol must obtain their own licences and must be able to produce them on request.
- 15. CHEAP JACKS, HAWKERS, CANVASSERS & GAMES OF CHANCE:** No Cheap Jacks, Hawkers or 'mock' auctioneers shall be allowed to rent space and in the interest of all stand holders and the general public, exhibitors of miscellaneous articles for sale **MUST** state full particulars on the stand application form. The sale of goods by shouting or other annoying behaviour is forbidden, as is canvassing of the general public in the avenues or car parks by issuing promotional leaflets, collecting monies, personal data or market research information.
- 16. PA EQUIPMENT & RADIO COMMUNICATION EQUIPMENT:** The use of PA and Radio Communication equipment **MUST** be authorised by the Directors Committee. The use of Radio Microphones interferes with public address systems used by the Society for important announcements and information at the Show and they may only be used if spare 'frequencies' are agreed with the Society prior to the Show. Infringement of this rule will result in the removal of the offending exhibit from the ground.
- 17. CHARITIES:** The collection of donations, sale of raffle tickets etc. is allowed only within the confines of the space booked by

the particular charity concerned and must NOT be conducted within the walkways, roadways or car parks. The Registered Charity Number must be shown on the booking form and any raffle must have the necessary permissions from authorities governing such activities.

**18. LIVESTOCK ON STANDS:** The Society must be notified in writing of any livestock brought into the Showground for exhibition on a stand. All livestock subject to movement control or disease free certification must be accompanied by appropriate documentation from the relevant authorities and it is the responsibility of the Exhibitor to obtain such documentation. The same guidelines, regulations and health schemes apply to animals housed on trade stands as to all other livestock at the Show. Also normal good husbandry practice should be observed to ensure the comfort and well-being of all animals housed on stands. Where livestock are exhibited, stand holders will be responsible for providing **HAND WASHING FACILITIES OR APPROVED WIPES OR GELS** and should advise the public to wash their hands after touching livestock.

**19. MACHINERY IN MOTION:** Regulations applicable to machinery in motion, engines etc.

a) only smokeless fuel will be permitted.

b) All exhibits containing moving parts must be fitted with guards to comply with Standard Safety Regulations governing the particular exhibit.

c) All shafting, belts, gearing or anything which might be dangerous to the public must be fitted with adequate guards. All tractors or power units fitted with implements or attachments, if working, must be effectively protected.

d) While the Society reserves to itself the right of excluding any petroleum or spirit it may deem unsafe it in no way relieves the Exhibitor from responsibility in the event of an accident or fire. Exhibitors must conform to the Regulations relating to the transport of petroleum and the precautions to be taken against fire.

e) Exhibitors of chainsaws may only give working demonstrations if special permission in writing is given by the Executive Director. Such demonstrations must have adequate barriers to keep the public at a safe distance (at least 2 metres). Tracked Vehicles: Vehicles on tracks or spud wheels will not be allowed to move about the Showground but must be brought in on trailers or other pneumatic-tyred vehicles and unloaded direct on to the Exhibitors Stands.

**20. FIRE SAFETY:** a) ALL EXHIBITORS ARE REQUIRED to supply A SUITABLE FIRE EXTINGUISHER/S in the interests of fire precautions. b) All stands using bottle gas are required to have the installation checked by a qualified fitter to ensure that the apparatus is safely installed. Exhibitors must comply with the Health & Safety Executive Guidance Note CS8 (Small scale storage & display of LPG at retail premises). The Society reserves the right of inspection by one of its Officials or a representative of the Civilian Fire Service of all marquees, stands and occupied areas, to ensure maximum safety against fire. Any decision made by the Society on the matters must be accepted as final. The Officials shall have the full authority to order the use of any appliance(s) or equipment to be discontinued immediately if in their opinion this constitutes a danger. c) Exhibitors will realise that these precautions are necessary in the interest both of themselves and the general public. d) Exhibitors must **INSURE AGAINST FIRE**, not only as regards their own property, but against **THIRD PARTY CLAIMS**.

**21. DISCLAIMER OF LIABILITY:** The Show, its' Officers or Servants shall not be responsible for any accident, damage or loss, however caused, that may occur to any exhibitor, or his servant, or to any article, animal or property brought into the Showground, or while entering or leaving the Showground. Each exhibitor shall be solely responsible for any loss, injury or damage that may be done to or occasioned by, or arising from any machinery, or other article, or any animal, or property exhibited by him, and it is a condition of entry that each exhibitor shall indemnify and hold harmless the Show, the Society, its' Officers or Servants, from and against all actions, suits, expenses and claims on account of such damage, injury or loss.

**22. RIGHT OF REFUSAL OR REMOVAL:** The Society, through their Executive Director (or Honorary Director) shall have full and free right to refuse to accept any entry, to cancel any entry after being made and accepted, to refuse admission to the Showground of any proposed exhibit and/or to remove, or order to be removed, at the risk and expense of the owner thereof any exhibit which has been admitted to the Showground. There shall be no obligation upon the Society or Show Committee to make or offer any explanation or reason for any such action and the Society or Show Committee shall not incur any liability or responsibility in this matter.

**23. THE SOCIETY RESERVES THE RIGHT** to stop and search all vehicles entering or leaving the Showground.

**24. POSTPONEMENT OR ABANDONMENT:** Exhibitors shall not have any claim against the Society or any member of the Society in respect of any loss or damage whatsoever consequent upon the Show or any part of it failing (for whatever reason) to be held or having to be abandoned.

**25. SAFETY CODE:** The Society's separate document "Code of Practice for Health & Safety" forms part of these regulations. This will be sent out to all those booking stand space.

**26. COMPLIANCE.** All Trade Stand exhibitors must be compliant with all current legislation and regulation relating to their business and the exhibiting of their business.