

# SHOWGROUND REGULATIONS & INFORMATION

## 1. BOOKINGS

- a) All applications for Trade Stands must be made in writing and sent with Payment to the Show Secretary.
- b) The Society reserves the right to refuse in whole or in any part any application. Acceptance or rejection of the application, in whole or part, together with the allocation site, will be notified in writing by the Society.
- c) Exhibitors may express a preference for Trade Stand sites, however, **sites will be allocated on a first come first served basis** and no guarantee can be given that the preferred sites will be available.
- d) Previous participation in Blaston Show does not bestow any rights to participate in The Show.
- e) Prior to the Show, the Society reserves the right to change the layout and the location of Trade Stands without reference to Exhibitors.
- f) The Society reserves the right to change the location of any Trade Stand site previously allocated.
- g) The sub-letting and/or sub-contracting of Trade Stands is strictly prohibited.
- h) Boundaries of sites will be clearly marked by the Society. Exhibitors are to ensure that exhibits, including all support equipment, tentage and guy ropes are contained on each defined Trade Stand site area.
- i) The Exhibitor is required to sign the Trade Stand application form, in agreement to being bound by these Regulations and duly complete the Risk Assessment form.

## 2. SETTING UP

- a) Exhibitors and their vehicles will have access to the show site for setting up on:
  - Friday 24<sup>th</sup> June 2011 9.00am to 5.00pm
  - Saturday 25<sup>th</sup> June 2011 9.00am to 6.00pm
  - Sunday 26<sup>th</sup> June 2011 6.30am to 8.30am

Please note after 8.30am on Sunday 26<sup>th</sup> June 2011 (Show day) there will be no access to the trade area for exhibitor vehicles. If you arrive after 8.30am all exhibitors will be parked in the public car park.

- b) Entry is solely by the presentation of valid car passes which will be dispatched by the Show Secretary. Please contact the Society if you require additional car passes. Additional passes may be charges at face value.
- c) Exhibitors are to ensure that they are available on site to receive all deliveries as the Society is unable to handle Exhibitors' equipment.
- d) Goods and equipment consigned to the Showground with insufficient information to identify the consignee will be returned to sender.
- e) Setting up of trade stands must be completed by 8.30am on Sunday 26<sup>th</sup> June 2011 Show day). No vehicles will be allowed on the trade stand site after this time.

f) Exhibitors must remain in the immediate area of their trade stand at all times and not leave their stands unattended.

g) Setting up should be done from the rear of the trade stand and at no stage should the Exhibitor drive down the pedestrian walkways.

### **3. ELECTRICAL, GAS AND WATER SUPPLIES**

a) The Society is **unable** to supply electricity or water to individual outside trade stands. Silent generators only are to be used and these on the condition that a nuisance is not caused to other exhibitors or the public. All stallholders must have all their electrical equipment properly certified under the Portable Appliance Testing (PAT) regulations. A sticker on a plug does not constitute adequate certification. Stallholders are advised that under HSE regulations, uncertified equipment cannot be used.

b) A water point will be provided on the Showground but this water is not guaranteed as food safe.

c) From 1/4/09 all stallholders using gas must have a Gas Safe Certificate.

### **4. CATERERS**

a) Exhibitors may use the services of any caterers for the convenience of their clients, but no charges must be made for refreshments to the general public except by the Society's official caterers and concessionaires.

b) No exhibitors of ice cream or other refreshments may offer goods for sale except by special arrangement.

c) Exhibitors are responsible for complying with all Public Health requirements and Food Hygiene Regulations (England) 2006 and are reminded that regulations apply even when the refreshments are offered free of charge.

d) Disposal of waste catering water must be taken away not put into a soil pit or onto the ground surface. Using disposables and not washing up this should eliminate this problem.

e) If you are offering food [beyond hot and cold drinks and pre-packed long life goods, such as biscuits and crisps] to customers, you need a properly documented Food Safety Management System, including diary, which must be available for inspection on Show day by Local Authority Officers and our own consultant. If you are unclear what this means, then contact the Food Standards Agency and obtain a copy of Safer Food, Better Business for caterers.

### **5. SITE MANAGEMENT**

a) Exhibitors are required to keep their sites and adjacent walkways tidy at all times. Rubbish is to be placed in the containers provided by the Society.

b) Exhibitors are to ensure that their sites are staffed whilst the Show is open to the public. Exhibitors failing to comply will forfeit both site and fees paid.

- c) Trade Stand exhibits or any equipment containing moving parts must be fitted with the necessary guards to comply with standard safety regulations governing that particular exhibit.
- d) Exhibitors wishing to erect any mast or structure higher than 4 metres are to provide full details of such a requirement to the Society.
- e) Exhibitors are not to obstruct or allow to be obstructed any gangways or open spaces, and no sign or projection may be hung or projected over gangways or open spaces, or in any way affect neighbouring Exhibitors' displays.
- f) Exhibitors wishing to erect any sign, placard or advertisement at any location other than their allocated site, are to obtain the written permission of the Society.
- g) There are no facilities for secure storage on the Showground.
- h) As the supply of certain services, e.g. catering, furnishings, is not within the direct control of the Society, the Society shall not incur any liability to any Exhibitor for any loss or damage if any of such services shall wholly or partly fail or cease to be available, nor shall the Exhibitor be entitled to any allowance in respect of any payments made for the participation in the Show.
- i) Vehicles are permitted on Trade Stands as long as they fit within the allocated Trade Stand space. Vehicles that do not fit within this space must be parked in the public car park area as directed by the Society. Once established on site, vehicles are not to be moved on the site except to vacate the Show.

## **6. SITE CLEARANCE**

- a) No Exhibitor may cease operation before 17.00 on Sunday 26<sup>th</sup> June 2011 (Show Day)
- b) Sites must be cleared by no later than 20.00 on Sunday 26<sup>th</sup> June 2011 (Show Day) unless prior written permission has been obtained from the Society. After this date the Society may have any object found removed and the cost will be charged to the Exhibitor.
- c) Exhibitors will be responsible for clearing the site of all goods, equipment, decorations, rubbish etc and replacing turf, filling post holes and making good any damage to the ground.

## **7. CANCELLATION**

- a) In the event of an Exhibitor's cancellation from the Trade stand Display the following fees will be applied:
- Cancellation received by the Show Secretary on or before 1<sup>st</sup> April 2011, refund less 50% of the full stand cost
  - Cancellation received by the Show Secretary after 1<sup>st</sup> April 2011, no refund.
- b) Notice of cancellation must be made in writing to the Show Secretary
- c) In the event of cancellation of the Show, the Society shall not be under any liability whatsoever in respect of any booking or trade stand fees, expenditure or liability or loss incurred by the Exhibitors.

**Exhibitors are advised to take their own insurance for such an eventuality.**

## **8. LIABILITY, SAFETY AND SECURITY**

- a) The Society will not accept liability for any accident, damage or loss that may occur to any Exhibitor or to any animal or article while entering or leaving or during the period it is on the Showground.
- b) The Society will not accept liability for damage to any stand or loss of any exhibits or articles on the Showground.
- c) Exhibitors are responsible for the security of their exhibits and property at all times and are advised to insure their exhibits against such loss or damage including risk of fire.
- d) Exhibitors are responsible for the safety of all third parties in respect of their activities and especially for the safe operation of any working exhibits or displays.
- e) Access to Trade Stands must be provided at all times for the Society and official safety services for inspection purposes.
- f) Exhibitors are responsible for their own security arrangements.
- g) Exhibitors will be held responsible for loss or damage or injury to property (including other exhibitions) and persons, caused by themselves, their servants or agents.
- h) Each Exhibitor participating in the Show agrees to indemnify the Society against all claims of whatsoever nature which may be made against the Society, arising out of, or in any way connected with, such Exhibitor's participation in the Show. This provision is specifically agreed by the Exhibitor to be fair and reasonable.
- i) If an application is received from any organisation, whose affairs are, for any reason, placed in the hands of a receiver, that application shall, unless otherwise agreed in writing by the Society, automatically become null and void even if accepted
- j) Exhibitors must comply with all UK Statutory Requirements and Regulations whilst participating in the Show.
- k) The Society reserves the right to refuse any entry whatsoever and also reserve the right to cancel any entry which may have been accepted without any reason being given, or decline at any stage to admit any proposed exhibit, or to order the removal of, or to remove any person or any exhibit, from the Show. Whenever under this regulation an application for space is refused, or an allocation of space is cancelled by the Society, or an exhibit is refused admission or removed, the fees paid for such space may at the discretion of the Society be refunded, and if refunded, shall be accepted by the Exhibitor or intending Exhibitor, in full satisfaction of all claims against the Society.
- l) Visitors entering the Show do so entirely at their own risk. No liability will be accepted by the Society, their servants, agents, independent contractors or sponsors for any injury (including fatal injury), illness, damage or loss whatsoever directly or indirectly occasioned to person or property whether due to negligence or otherwise howsoever subject to the provisions of the Unfair Contract Terms Act 1977. Nor will the Society be obliged to refund any entrance monies should the Show not take place or be curtailed or postponed for any reason.
- m) The Society reserves the right to refuse entry to vehicles and/or persons to the Show and/or to divert visitors to car park areas.
- n) Security Services. The showground will have 24 hour presence from 8.00 on Friday 24<sup>th</sup> June 2011 until 21.00 on Sunday 26<sup>th</sup> June 2011 (Show Day). Whilst every effort will be made to protect property, the Society cannot guarantee the protection of the Exhibitor's property.

## **9. SMOKING**

The smoking ban in enclosed public spaces started on 1<sup>st</sup> July 2007. For Trade Exhibitors this means that smoking is not allowed in tents, exhibition vehicles or any other enclosed spaces. If it happens three offences are committed: by the smoker, the trade exhibitor and the Society. There is, however, nothing to prevent people smoking in the open air, so please ask people to step outside.

## **10. INSURANCE REQUIREMENTS**

**Contractors and Exhibitors are required to hold third party liability insurance.**

## **11. SALES REGULATIONS**

- a) Exhibitors' stands/exhibits are expected to be of a high standard appropriate to the Show.
- b) The sale of the following articles is prohibited without prior written permission from the Society: Livestock, Balloons, Lottery, Raffle or Gaming Tickets, Soft toys ticket draw. Any other products as may be specified in writing to individual Exhibitors by the Society.
- c) The use of microphones and amplifiers to assist sales is prohibited. The Society reserves the right to demand the removal of any equipment about which complaints are received.
- d) The sale of any articles, display posters or distribution of pamphlets other than from an exhibitor's stand is forbidden
- e) Charging for admission to an Exhibitor's stand is forbidden.
- f) The use of fairground equipment is forbidden without written permission of the Society (this includes notification whilst making a trade stand booking. In this situation, the precise details of the fair ground equipment must be provided).
- g) The sale of articles by auction is forbidden.
- h) Animals may not be exhibited on a stand without prior written permission of the Society
- i) Exhibitors are requested not to play music which may constitute a nuisance.

## **12. IN CASE OF EMERGENCY**

- a) Immediately notify any officials of the Society, stewards, security personnel or through the main commentary box at the main ring.
- b) Ensure all persons are calmly moved away from the incident.
- c) Keep access ways clear for emergency service vehicles.

### **13. DEFINITION OF TERMS**

- a) Regulations. This term is applied to all requirements laid down by the Society for the conduct of Blaston Show 2011 and/or to any further additions or amendments as may be deemed necessary by the Society.
- b) Society. This term shall mean the Trustees, Directors and Section Heads of Blaston and District Agricultural Show Society Limited, their servants or agents.
- c) Exhibitor(s). This term shall include all employees, contractors, servants and agents of any company or organisation exhibiting at the Show.
- d) Trade Stand(s). This term shall include the area(s) and site(s) allocated by the Society to Exhibitors for the purpose of trading/exhibiting at the Show.
- e) Showground. This term shall include all land covered by the Show including access tracks, car parks, rings, arenas and Trade Stands.

### **14. APPLICATION OF REGULATIONS**

- a) The control of the Showground is in the hands of the Society whose decisions are final and binding on all Exhibitors.
- b) The Society shall have the right without appeal to resolve all cases which are not provided for in the Regulations.
- c) Any person or organisation failing to comply with the Regulations or directions from the Society may be instructed to leave the Showground and no refund of any site or other charges will be made by the Society.