

# **South Wales Shire Horse Society Show**

## **Trade Stand Exhibitor Rules & Regulations**



### **1. GENERAL**

All Trade Stand Exhibitors are required to leave the show ground as they find it. The Trade Stand Exhibitor is responsible for clearing his allocated Trade Stand site and making good any damage to the ground occupied by his Trade Stand and reinstating the ground to its original condition before the Trade Stand site is vacated.

### **2. REFUSAL OF APPLICATIONS**

The Society reserves the right without any reasons being given to refuse any application.

### **3. LAYOUT OF TRADE STANDS**

Trade Stands will be strictly confined to the space allocated and paid for. When booking ground space, Trade Stand Exhibitors must include and pay for sufficient space for all stays and guy ropes required and for all vehicles and trailers which are to be parked at the trade stand site, whether or not they are required for storage or display. Vehicles which do not form part of the allocated Trade Stand and which cannot be safely parked in the allocated Trade Stand space must be removed to the Car Park by 9.00 am. Each Trade Stand must display a suitable fascia or banner, identifying the name of the person, Company or other organization responsible for conducting the business of the trade stand.

### **4. RUBBISH AND UTTER**

Trade Stand Exhibitors are personally responsible for ensuring that their Trade Stand space is kept and left free from rubbish and litter. Combustible rubbish must not accumulate inside or immediately outside tents or canvas, but should be removed to the bins provided to eliminate the risk of fire. Before a Trade Stand exhibitor vacates the Showground he must ensure that all surplus literature, litter and all waste and rubbish including food waste (which must be properly wrapped) is placed in the waste skip provided on the Showground.

### **5. ALLOCATION OF POSITIONS**

The Society will upon acceptance of an Application and receipt of the correct fee use its best endeavors to reserve space for the Trade Stand Exhibitor upon the Showfield. Exhibitors will be sited in positions allocated by the Society's Trade Stand Steward in order to fit in with the Society's planned layout of the Showground. Where all or any part of a trade Stand obstructs the view or in any way interferes with the amenities of an adjoining trade stand or obstructs the public's view of any arena the Trade Stand Steward may direct such trade stand to be moved to a position which will alleviate the cause of complaint and Trade Stand Exhibitors must comply with those directions.

### **7. MACHINERY AND APPARATUS**

Exhibitors with moving machinery and apparatus must ensure that it is properly guarded, securely protected and complies with all statutory requirements, regulations and like constraints which apply to or affect the Trade Stand Exhibitors activity on the Showground. Exhibitors are responsible for ensuring that all persons such as employees or agents who take part in the operation of their Trade Stand are properly trained and are fully conversant with all statutes, regulations and like constraints which apply to or affect the Trade Stand Exhibitors activity on the Showground. The Trade Stand Steward shall have the power to stop the running of any engine, machines, apparatus, generator or other equipment which be reasons of smoke, noise or smell is considered by them, in their absolute discretion, to be a nuisance. Suitable fire extinguishers must be provided on all Trade Stands. The use of amplification equipment or other noisy machinery or apparatus is prohibited.

### **8. RESPONSIBILITY**

The Society, its Officers and servants shall not be responsible to any person whatsoever whilst upon entering or leaving the Showground for any damage or loss howsoever caused to the property or such persons or for any injury, fatal or otherwise to any such person. The Society, its officers and servants shall not be responsible for any accident, damage or loss howsoever caused that may occur to any exhibitor, his employees or to any animal, article, or other property brought onto the Showground or whilst entering on or leaving or being carried into, on or out of the Showground. Trade Stand Exhibitors shall be solely responsible for any loss, injury or damage that may be done to or occasioned by or arising from any animal, article or property exhibited or brought in to the Showground by the exhibitor and the exhibitor shall indemnify and hold harmless the Society from all actions, suits, expenses and claim on account of or in respect of any such damage or injury which may be so caused or occasioned.

## 9. RECEPTION, DISPLAY AND REMOVAL OF TRADE STANDS

The Showground will be open for the reception of Trade Stands at the following times:

Day before the show 12.00 noon until 6pm (Please telephone the Show Secretary to confirm if arrival on Friday)

All Trade Stands must be in place on the Showground before 9:00 am and removed by 8 pm on Show day.

No Trade Stand shall be dismantled and no article shall be removed from the Showground until after 5:00 pm on the day of the Show.

All Trade Stands and the contents thereof remain on the Showground at the sole risk of the Trade Stand Exhibitor.

## 10. VEHICLES and VEHICLE MOVEMENT

No vehicle may be driven on the Showground at a speed exceeding 5 m.p.h. No vehicle movements of any sort are permitted on the Showground while the public are attending the Show. Any goods arriving at the Showfield, while vehicle movement is prohibited, must be carried on to the Showground. Only one vehicle may be parked on the allocated Trade Stand area (and then only provided that sufficient space has been booked and paid for). All Trade Stand Exhibitors will be issued with one Trade Stand Car Park Pass, which will allow one vehicle access to the allocated Trade Stand area. All other vehicles must be parked in the Car Park and the relevant parking fee paid. Car Park Passes and Trade Stand Car Park Passes must be displayed prominently on the vehicle so that it is easily seen from outside the vehicle. Vehicles must be kept locked, and keys stored away from the vehicle.

## 11. ADVERTISEMENTS, ETC.

No placards, banners or other advertisements may be fixed to any part of the Showground including the perimeter fence and car parks except on the Trade Stand Exhibitor's Trade Stand. The Trade Stand Exhibitors shall not offer goods for sale or distribute literature except on his allocated Trade Stand. No kites, balloons aircraft etc. may be sold or flown for or over a trade stand. No Trade Stand shall call attention to its goods, business or trade in such manner as to cause annoyance to other Trade Stand Exhibitors or to members of the public. No cheapjack itinerant or hawker is permitted on the Showground. Sales by auction of any sort are not permitted and excessive shouting and/or the use of amplifying equipment or other unsuitable behaviour is prohibited.

## 13. CATERING

The sale of food and drink to members of the public is strictly restricted to traders who have submitted accepted tenders. Caterers must strictly adhere to the food products submitted on their tender.

## 14 ELECTRICITY AND GENERATORS

The Society is unable to provide electricity to any allocated trade stand site. Trade Stand Exhibitors who may wish to use a generator must advise the secretary in their Application. All generators used must be of the Super Silent type & every generator used must be covered by an appropriate Portable Appliance Test Certificate which must be available at all times for inspection.

## 15. RE-LITTING OF UNOCCUPIED SPACE

Any Trade Stand space not occupied by 9.00 am on Saturday may be re-let by the Society and all fees **paid** by the original exhibitor shall be forfeited to the Society.

## 16. CONDUCT ON THE SHOWGROUND

The Trade Stand Exhibitor and his employees and agents shall at all times whilst on the Showground comply with all directions of the show stewards. In default the Show Secretary and/or the Trade Stand Steward may in their absolute discretion order the immediate closure of the Trade Stand in question and the Trade Stand fee shall be forfeited to the Society. Any abuse directed at Officers, Stewards or Servants of the Society will result in the immediate closure of the Trade Stand in question and the Trade Stand fee shall be forfeited to the Society. The promotion or sale of offensive or dangerous weapons or toys such as peashooters, catapults and BB guns is strictly forbidden.

## 18. INSURANCE

All Trade Stand Exhibitors **MUST** be adequately covered for public liability and are required to provide the Society with details of their public liability insurance on their Application form. Failure to do so could result in the refusal of applications.

## 19. COMPLIANCE

(a) The Trade Stand Exhibitor and its employees and agents shall strictly comply with all statutory and regulatory requirements associated with the operation of the Trade Stand Exhibitors' Trade Stand or otherwise under this agreement including but not limited to

Food Safety, Environmental Health, Health and Safety, Trading Standards, Trades Description, Fire, Customs & Excise rules, Codes of Practice

The Trade Stand Exhibitor shall produce for inspection by the Society all relevant certifications, authorities licences and other documentation (if any) authorising the Trade Stand Exhibitor and its employees to operate the Trade Stand Exhibitor's Trade Stand.

## 20. LIVESTOCK

Permission must be obtained in writing from the Secretary to exhibit livestock of any description and will be subject to the requirements of WAG, DEFRA, the Local Authority and Health and Safety legislation.

## 21. SUB-LETTING

No Trade Stand Exhibitor shall sub-let the whole or part of the space allocated to him without prior permission being given in writing by the Secretary

## 22. SHOW SAFETY POLICY STATEMENT

All Trade Stand Exhibitors are required to have carried out their own Risk Assessment to comply with the Management of Health & Safety at Work Regulations 1992. That Risk Assessment must be available for inspection by the Show Secretary and/or the Trade Stand Steward on demand. Details of the Risk Assessment must be provided in the Application Form

## 23. CANCELLATION

In the event of cancellation of the Show as a result of circumstances beyond the Society's reasonable control, Trade Stand Exhibitors who have paid their fees in full may choose to either have their fees refunded less a 10% charge for administration, or carry them forward to the following year. Any increase in fees will not then be payable by that exhibitor.

By Order of South Wales Shire Horse Society.