

ALRESFORD & DISTRICT AGRICULTURAL SOCIETY ANNUAL SHOW

Trade, Craft & Produce Stand Rules and Regulations

Please read the following **BEFORE** completing your application for exhibitor space.

APPLICATION FOR SPACE

All applications must be submitted to the Trade Stand Secretary on or before 1st June together with the fees in full. The Society cannot accept applications which are received without remittance. Applications must be signed by the exhibitor or his/her representative in acceptance of the regulations of the Alresford and District Agricultural Society Ltd. (known hereafter as the Society). The Society reserves the right to refuse any entry whatsoever whether received prior to the closing date or not and also reserves the right to cancel any entry which may have been accepted, without any reason being given. An application does not guarantee allocation of space. Those who are not allotted a stand will have their cheque returned as soon as possible after the closing date. Preference will be given to 'agriculture based' stands or those associated with the countryside.

Trade stand space is measured in multiples of 1m frontage with an initial minimum of 4m. The maximum frontage for charities is 5m and for garage stands, 15m. There is a restricted supply of electricity on the Showground - the use of kettles and electric water heaters are banned. Site space applied for must be wider than tent size and must include sufficient footage to cover vehicles, tent guy-ropes, caravans, advertising and goods for sale.

NO PART OF THE EXHIBIT MAY ENCROACH OR OVERHANG ANY OF THE SITE BOUNDARIES.

DO NOT MOVE MARKING-OUT PEGS.

EXHIBITORS ADMISSION WRISTBANDS

Exhibitors will receive admission wristbands based on the following scale:-

Trade Stand Exhibitors..... 2 for the first 4m booked and 1 per additional 2m frontage

Craft marquee Exhibitors.....2 per 3m site

Produce Tent Exhibitors.....2 per 4m site

Additional tickets may be applied for at the time of application at reduced rates.

Please note: Refunds will **NOT be given where traders fail to issue their staff with entry wristbands.**

WRISTBANDS/CAR PASSES

When entering the Showground, exhibitors and their representatives must wear the wristbands issued by the Society. No vehicles will be allowed on the Showground without the appropriate vehicle pass fixed to the windscreen. One vehicle pass will be issued per Trade Stand. Vehicles with such labels and remaining on the Showground after 8:45am must be parked on the exhibitor's own stand or if not required, in the Car Park, free of charge. Failure to observe this regulation will result in vehicles being moved by the Society at the exhibitors' expense. Delivery labels for service vehicles may be obtained by applying to the Trade Stand Secretary.

VEHICLE MOVEMENTS ON THE SHOWGROUND

Please note that all trade stand vehicles must be removed from the Showground by 8:45am on Show Day and parked in the free car park indicated on the Showground map. If you need a vehicle near your stand for stock etc. you must apply for sufficient space to accommodate your vehicle within your stand. We have a policy of no vehicle movements on the Showground after 10:00am therefore deliveries after that time must go to the public car park for collection by exhibitors.

CRAFT AND PRODUCE MARQUEES

A limited supply of electricity is available in both marquees. Preference will be given to those exhibitors in the Craft marquee who can demonstrate their craft during the day - please state this on application form. All exhibitors must operate within the boundaries of their allocated pitch with display and advertising panels placed to the rear of each pitch. **No cooking or serving of hot food or drinks are permitted in the Produce Marquee. Internal gazebos will not be allowed in either marquee.**

TRADE, PRODUCE AND CRAFT STAND AWARDS

The following trade stand awards are made by the Society:

Best Trade Stand Exhibit - Dutton Perpetual Challenge Cup

Best Rural Industry Trade Stand - Loudon Perpetual Challenge Salver

Best Agricultural Machinery Stand - Ovington Perpetual Challenge Cup

Best Gardening/Landscape stand – George Cann Salver

Best Exhibit in the Craft Marquee - John Rowsell Perpetual Salver

Best Exhibit in the Produce Marquee – Alresford & District Agricultural Society Perpetual Salver

Best Charity Stand – the winning stand will win back their booking fee.

The classification of these awards may be subject to change to best reflect the range of exhibitors at the Show.

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All exhibitors, their contractors and employees, whilst on the Showground, are subject to the rules and regulations of the Society, as interpreted by the Council of Management and the stewards and officials appointed by them. Officials of the Society have the power to remove any article from the ground or to close any exhibitor's stand which does not comply with these regulations or the directions of the stewards. Any exhibitor or his representative may also be expelled from the Showground for the same reason.

1. DESCRIPTION OF EXHIBITS IN PROGRAMME: Each exhibitor must complete the description of exhibit form and will be allowed an entry in the programme giving the number of stand, name and address and up to 15 words describing the stand. Goods displayed must be in accordance with the description on the application form and must be clearly exhibited to the public before sale.

2. WITHDRAWAL OR CANCELLATION OF SPACE RESERVED: Where an exhibitor cancels the space reserved for him, all fees paid shall be forfeited and the Society reserves the right to re-let such space.

3. SUB-LETTING: No exhibitor shall sub-let any portion of the space allotted to him or move to any site other than that allocated.

4. TIMES OF OPENING: All trade stands must be open and manned throughout the time that the Show is open to the public – 8.30am to 6:00pm

5. HOSPITALITY: Exhibitors may make such arrangements for hospitality on their own stands as they wish. They must conform to the requirements of the Food Safety (General Food Hygiene) Regulations 1995. **Barbeques are not permitted on any stands.**

6. REINSTATEMENT OF GROUND: All exhibitors who damage their pitch to fix exhibits into the ground must restore the area within 48 hours of the close of the Show. The Society reserves the right to charge exhibitors for the cost of carrying out this work if unsatisfactory. Exhibitors must have their stands cleared of materials at the close of the Show. Any litter or refuse must be cleared and placed in the bins and skips provided. **Cardboard and packaging materials must not be placed in the showground skips/bins but removed from the site.**

7. SIGNS: All exhibitors must provide a clear sign showing the name of the firm or organisation as entered in the programme. These signs must not obscure or overshadow neighbouring stands or stand signs, nor must they cause damage to canvas. Stand numbers will be provided by the Society to indicate sites allotted to exhibitors. These must not be moved or obscured.

8. COLLECTIONS, APPEALS AND RAFFLES: Charitable or other institutions wishing to make appeals for their funds and/or to hold any type of draw, must first obtain permission in writing from the Show Secretary. They must provide details of the proposed activity on their application form and must comply with all relevant legislation.

NO ACTIVITY OF ANY NATURE MAY TAKE PLACE OUTSIDE THE LIMIT OF THE INSTITUTION'S OWN STAND.

9. NOISE AND NUISANCE: Dogs must be kept on leads at all times. Exhibitors must not use any public address equipment, noisy engines or other offensive practices which may cause annoyance to members of the public or other exhibitors. No recorded music is to be played any time.

10. SECURITY: The Society will provide overnight security from 7pm to 7am on the Showground for Thursday, Friday and Saturday. Traders are advised to make their own security arrangements for valuable items of equipment and cash and to remove such as soon as possible after the Show. However, the Society will not be responsible in any way for any articles, plant, cash or machinery or object of any kind exhibited on the Showground nor will it undertake to make good any damage that might occur.

11. ENTRY TO THE SHOWGROUND: It is essential that all personnel involved in erecting a stand, must be made aware of its location. The Society provides maps of the Showground and also indicates the location of the stands. A copy of this should be given to all vehicles coming into the ground. All vehicles must use the designated road way when coming into the ground. Drivers are asked not to cross stand areas. Stands using large hospitality caravans, or other large vehicles, are advised that it is necessary to set up on the Showground on the Friday before the Show.

12. TABLES AND CHAIRS: When ordering tables and chairs, it is essential to order the correct number of these, as no additional tables and chairs will be available on the Showground.

13. OUTDOOR CATERING STALLS/UNITS: Outdoor catering units must provide a sufficient number of picnic tables and chairs for customers of their fare, and suitable litter containers.

14. SETTING UP CLEARING AWAY: Stands should be set up and vehicles, which are not parked within the stand, removed to the car park. Vehicles may be brought back onto the Showground at 6pm to remove equipment.

15. FIRST AID KIT: Each stall, stand or catering unit should provide a fully stocked first aid kit including bandages and waterproof dressings.

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16. HEALTH AND SAFETY REGULATIONS: All entrants to the Showground, present in any capacity, must operate strictly in accordance with current national Health & Safety Policies (as amended from time to time) and these Rules and Regulations.

All portable electrical equipment and extension leads must be PAT tested prior to the Show. You must ensure that testing records are available on show day as these may be requested.

All LPG equipment must have a current Gas Safe Certificate. If this is not provided in advance we will require you to have it available for inspection on show day. We reserve the right to prevent use of LPG equipment if safety concerns cannot be adequately addressed.

All exhibitors must have a suitable fire risk assessment. This must be provided in advance. You must also provide suitable fire-fighting measures as appropriate to the fire risks present in your unit. All your employees must be trained in emergency procedures, e.g. use of fire-fighting equipment, location of emergency shut-offs etc.

17. FOOD AND HYGIENE REGULATIONS: Compliance with the current national and local Food Hygiene and Safety Requirements for Food Stalls and Marquees (as amended from time to time) and these Rules and Regulations is mandatory for exhibitors / traders.

18. SALE OF ALCOHOL: Exhibitors are not permitted to sell alcohol which may, or could be, consumed on the Showground at the time of purchase. The giving away of samples is permitted. Any exhibitor wishing to offer samples of alcohol during the Show must obtain a TENS licence (covering the dates of the Show) prior to the event. Please note that contracts for both on site catering concessions and bar facilities are dealt with separately to applications for trade stand space, please contact the Show Secretary for details.

19. INSURANCE: The Society cannot be held responsible for any loss, damage or bodily injury and that all Trade Stands and Exhibitors should check to make sure they have adequate and appropriate Insurance Cover for outside events away from their principal place of business.

20. DISCLAIMER OF LIABILITY: The Society will not be responsible in any way for any articles, plant or machinery or object of any kind exhibited on the Showground nor will it undertake to make good any damage that might occur. The Society will not be responsible for the death, injury, disease or loss caused to any exhibitor, his or her servant or agent, or to any animal, insect, bird or thing of whatever nature, exhibited by the said exhibitor, from whatever cause such death, injury, disease or loss arises.

The exhibitor of any animal, insect or thing of any nature will indemnify the Society for any damage, loss, injury or disease occasioned by the said exhibitor or his servant or agent or by said animal, insect, bird or thing, however such damage, loss, injury or disease shall be caused.

The exhibitor shall assume full responsibility including, liability for all claims arising from handling, housing of any exhibits on their stand and for the conduct of the stand in general. The exhibitor shall indemnify the Society against all claims, damages or expenses whatsoever arising out of the presence of the exhibitor or his exhibits on the Showground. Acceptance of the fore-going provisions shall be a condition of entry.

21. RISK ASSESSMENTS: All stand holders must complete both the General Risk Assessment and the Fire Risk Assessment included in the application pack. Copies of these must be returned with your application along with copies of any relevant insurances and certification (e.g. Gas Safety certificates and PAT testing records). Please note that smoking is not allowed in any tents.

22. LIVESTOCK: Exhibitors should notify the Trade Stand Secretary at least 1 week before Show Day of their intention to have any live animals/birds on their pitch. They must abide by APHA regulations/certification and animal welfare conditions must always be maintained (provision of water/shelter-sun/rain and food).

23. CANCELLATION OF THE SHOW: In the unlikely event of Cancellation or Abandonment of the Show due to circumstances beyond the control of the Organisers, refunds will not be made. However, Cancellation and Abandonment Insurance Cover is available from Insurers at a rate of 3% of the Exhibitor's irrecoverable financial loss + 12% Insurance Premium Tax. The Society insures on a 50% basis and would therefore bear half of any insured loss. Should you wish to take up this cover please complete the Clause 21 Cancellation & Abandonment Insurance section of the Risk Assessment/Insurance Form and return it with your completed application form.

The Alresford Show is not for profit event and therefore we thank you in advance for your continued support, and the timely and accurate completion of all the necessary paperwork, which is an important part of securing a safe and enjoyable show for everyone.

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Risk Assessment Guidelines for Exhibitors

Using the guidelines below, please consider what risk there is to those building up trade stands and to visitors during the show. Outline, in the table on page 4 of the application form, the steps you propose to take to minimise that risk.

General Hazards	Who might be harmed	Is more needed to control the risk
<p><i>Look only for hazards which you could reasonably expect to result in significant harm under the conditions in your stand space during build-up, knock-down and during the event itself. Use the following examples as a guide.</i></p> <ul style="list-style-type: none"> • Slipping & tripping hazards. • Manual handling • Vehicles, (e.g. fork lift trucks, loaders) • Chemicals, (e.g. battery acid) • Working at height • Pressure systems such as cylinders or compressors • Moving parts of Machinery • Raised hydraulic systems safeguarded • Electricity • Fumes (e.g. vehicle engines) • Noise • Fire hazard e.g.: combustible materials (rubbish, flammable substances, LPG etc.) and ignition sources, (flames, smoking and processes) 	<p><i>There is no need to list individuals by name. Think about groups of people doing similar work or who might be affected i.e. public, children etc</i></p> <p style="text-align: center;">These might include:</p> <ul style="list-style-type: none"> • Stand construction and knock-down teams • Sales staff • Contractors • Operators • Maintenance personnel • Cleaners • Office staff <p>Pay particular attention to:</p> <ul style="list-style-type: none"> • Visitors • Those with disabilities • Inexperienced staff • Lone workers 	<p><i>For the hazards listed, do the precautions you have already taken:</i></p> <ul style="list-style-type: none"> • Meet the standards set by legal requirements: • Comply with a recognised industry • Represents good practice? • Reduce risk as far as is reasonably practicable? <p>Have you provided:</p> <ul style="list-style-type: none"> • Adequate information, instruction or training to all in your group or employ. • Adequate systems or procedures in place and written down to ensure your staff or group members understand the risks and the measures required to control them.