

ALRESFORD & DISTRICT AGRICULTURAL SOCIETY ANNUAL SHOW

Trade, Craft & Produce Stand Rules and Regulations

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

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.

APPLICATION FOR SPACE

All applications must be submitted to the Trade Stand Secretary on or before 1st June together with the fees in full. Applications must be signed by the exhibitor or their representative in acceptance of the regulations of the Alresford and District Agricultural Society Ltd. (known hereafter as the Society). The Society cannot accept applications which are received without payment. The Society reserves the right to refuse any entry whatsoever whether received prior to the closing date or not and 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 applicants who are unsuccessful will have their payment returned as soon as possible. Preference will be given to 'agriculture based' stands or those associated with rural industry.

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 vehicle traders, 15m. Most trade lines are 9m deep. There is a restricted supply of electricity on the Showground. Site space applied for must be wider than tent size and must include sufficient area to cover vehicles, guy-ropes, exhibition units, 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 pitch

Produce Area Exhibitors.....2 per 4m pitch

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

WRISTBANDS/CAR PASSES /VEHICLE MOVEMENTS ON THE SHOWGROUND

When entering the Showground, exhibitors and their representatives must wear the wristbands issued by the Society. Vehicles will not be allowed onto the Showground without the appropriate vehicle pass clearly visible in the windscreen. One vehicle pass will be issued per Trade Stand. Vehicles with passes and remaining on the Showground after 9am, must be parked on the exhibitor's own stand or if not required, 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 pitch. We have a policy of no vehicle movements on the Showground after 9am therefore deliveries after that time must go to the public car park for collection by exhibitors. Vehicles may be brought back onto the Showground at the end of the Show to remove equipment.

CRAFT MARQUEE

A limited supply of electricity is available. Preference will be given to those exhibitors who can demonstrate their craft during the day - please state this on the 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.

TRADE, PRODUCE AND CRAFT STAND AWARDS

The following trade stand awards are made by the Society:

Best Trade Stand Exhibit - Joane Dutton Perpetual Challenge Cup

Best Rural Industry Trade Stand - Loudon Perpetual Challenge

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 Area - 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, suppliers and employees, whilst on the Showground, are subject to the rules and regulations of the Society.

Covid: Traders must comply with all Covid Requirements as they prevail at the time.

1. DESCRIPTION OF EXHIBITS IN PROGRAMME: Each exhibitor should complete the description of exhibit form and will be allowed an entry in the programme giving the number of their stand, name and contact 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 a reserved space, 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 their allotted space 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 6pm.

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. Open cooking is not permitted on any stand.

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 clear their stands of materials. Any litter or refuse must be cleared and placed in the bins and skips provided. **Cardboard and packaging materials may be flattened and placed by the showground skips/bins for collection on Friday evening.**

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: Any exhibitor wishing to make appeals for 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.

9. NOISE AND NUISANCE: Dogs must be kept on leads at all times. Exhibitors may 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. No activity of any nature may take place outside the limits of the exhibitor's own pitch.

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. 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 are 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 roadway when coming into the ground. Drivers are asked not to cross stand areas. Stands using large hospitality units 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, as no additional tables and chairs will be available on the Showground.

13. FIRST AID KIT: Each stall, stand or catering unit should provide a fully stocked first aid kit. Spot checks may be carried out by Health & Safety staff to ensure compliance.

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14. HEALTH AND SAFETY REGULATIONS: All entrants to the Showground, present in any capacity, must operate strictly in accordance with current national Health & Safety Policies and these Rules and Regulations.

Spot checks on electrical and LPG equipment may be carried out by Health & Safety staff to ensure compliance.

All portable electrical equipment and extension leads must be PAT tested prior to the Show with test records available for inspection on show day.

All LPG equipment must have a current Gas Safe Certificate 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 should 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.

15. FOOD AND HYGIENE REGULATIONS: Exhibitors must comply with the current national and local Food Hygiene and Safety Requirements for Food Stalls and Marquees and these Rules and Regulations.

16. 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 date 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.

17. 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.

18. 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.

19. RISK ASSESSMENTS: All exhibitors 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.

20. 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).

21. 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, exhibitors can purchase Cancellation and Abandonment Insurance Cover to recoup 50% of their irrecoverable loss from our Insurers at a rate of 3.5% of the Exhibitor's irrecoverable financial loss + 12% Insurance Premium Tax. 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.

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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., forklift 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 style="text-align: center;">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.