

## PRE-SHOW & SHOW DAY RULES

Traders are permitted to start erecting their stands from

Outside Trade Stands	- Friday 13 <sup>th</sup> August
Food Hall Trade Stands	- Friday 13 <sup>th</sup> August
Indoor Trade Stands	- Saturday 14 <sup>th</sup> August

**Pre-Show Pass** - all vehicles must have a Pre-Show vehicle pass on setting up days. Show passes must be produced to gain access onto the showground for setting up purposes; contractors will also have to produce identification. Pre-Show Passes will be issued – see application guide.

**Security** will be onsite from Friday before the Show. Traders are reminded that Security is in place to secure the site. Traders must ensure their stands are secure; items left on the site are at the Exhibitors own risk. Security will remain on site until the Friday after the Show.

**Show Entry / Passes** - Show passes will be required for all exhibitors, caterers, contractors etc – under no circumstance will Exhibitors and/or their staff gain entry into the Show without admission tickets, they will be charged the public price. No refunds will be given.

**Duplicate passes will be charged for.**

**Trading Times** - all trade stands must be open for trading at 9:00 am each morning of the show. Trade stands must remain open until 7:00 pm on Tuesday & Wednesday, and 6:00 pm on Thursday. No exhibitor is to dismantle or leave the Showground until after this time. Traders who do not comply with this rule may be subject to refusal of future applications.

## Trade Stand Charge & Application Guide

Traders who wish to retain your previous years position must complete and return with FULL payment by 1<sup>st</sup> April 2010. Stands who do not apply by this date, previous location will not be guaranteed.

### OUTDOOR

#### STAND CHARGE / PASS ALLOCATION

Frontage	Depth Min/Max	Charge £ + VAT	Personnel / Vehicle passes allocated	Frontage	Depth Min/Max	Charge £ + VAT	Personnel / Vehicle Passes allocated
3m	7 / 15m	215.00	3 / 1	18m	7 / 15m	515.00	5 / 1
6m	7 / 15m	280.00	3 / 1	21m	7 / 15m	565.00	5 / 1
9m	7 / 15m	335.00	3 / 1	24m	7 / 15m	630.00	6 / 2
12m	7 / 15m	395.00	4 / 1	27m	7 / 15m	705.00	6 / 2
15m	7 / 15m	450.00	4 / 1	30m	7 / 15m	770.00	7 / 2

Stands are calculated in multiples of 3m frontage; stands are of a minimum of 7m deep to a maximum of 15m deep depending on location, you must state the depth required, as this will determine location.

You must ensure that your stand or display (including guy ropes & tow hitches etc) is contained within the confines of your pitch.

State clearly if grass or hardstanding is required. Marquees are not to be erected on hardstanding; the local authority will charge a minimum charge of £1,000 per hole/damage. Please note that the showground reverts to an operational airport immediately following the show.

Indicate by avenue choice; stands who require electrical supply and/or water please pay extra attention to corresponding location on the map.

**ELECTRICITY SUPPLY CHARGE** - Please indicate clearly on the application the Electrical Supply required.

Electricity supply is available in Zone A, and where indicated on the map. Please refer to map. Silent generators are permitted for those stands that require electricity that are not located where an electrical supply is available.

- (a) 16 AMP Single Phase with Twin 13 AMP Socket Mobile Unit - £130 plus VAT
- (b) 26 AMP Single Phase with Twin 13 AMP Socket Mobile Unit - £150 plus VAT
- (c) 32 AMP Single Phase with Twin 13 AMP Socket Mobile Unit - £180 plus VAT
- (d) 63 AMP Single Phase with Twin 13 AMP Socket Mobile Unit - £250 plus VAT

#### WATER SUPPLY

Water supply is available in Zone A, and where indicated on the map. Stands that book water will receive a standpipe that will be situated at the rear of the stand. The exhibitor must supply the connecting pipes required for the stand.

### INDOOR

#### • RIDGEWAY ARCADE (Craft/Shopping Marquee)

##### STAND CHARGE / PASS ALLOCATION

Frontage	Depth Min/Max	Charge £ + VAT	Personnel / Vehicle passes allocated	Frontage	Depth Min/Max	Charge £ + VAT	Personnel / Vehicle Passes allocated
2m	2m	170.00	3 / 1	6m	2m	310.00	3 / 1
4m	2m	240.00	3 / 1	8m	2m	380.00	4 / 2

The Ridgeway Arcade is a marquee structure for the selling of gifts and handmade items. Tables and chairs are not provided.

**ELECTRICITY SUPPLY CHARGE** - Please indicate clearly on the application if you require the Electrical Supply.

16 AMP Single Phase with Twin 13 AMP Socket Mobile Unit - £50 plus VAT

#### • PRENDERGAST ARENA (Shopping Arcade)

##### STAND CHARGE / PASS ALLOCATION

Frontage	Depth Min/Max	Charge £ + VAT	Personnel / Vehicle passes allocated	Frontage	Depth Min/Max	Charge £ + VAT	Personnel / Vehicle Passes allocated
2m	3m	280.00	3 / 1	6m	3m	460.00	3 / 1
4m	3m	370.00	3 / 1	8m	3m	600.00	4 / 2

The Prendergast Arena is a permanent building. There is no restriction to what can be sold within this building, other than foodstuffs. All stands will receive 3m depth as standard. Floor space only is provided; traders must provide their own display boards, tables and chairs. Vehicles will only be allowed inside the building for setting up purposes. All vehicles must be sited in the T/S car parking area during opening hours of the show.

**ELECTRICITY SUPPLY CHARGE** - Please indicate clearly on the application if you require the Electrical Supply.

16 AMP Single Phase with Twin 13 AMP Socket Mobile Unit - £50 plus VAT

## **FOODHALL – New Venue – PARKHOUSE EXHIBITION CENTRE**

### **STAND CHARGE / PASS ALLOCATION**

Frontage	Depth Min/Max	Charge £ + VAT	Personnel / Vehicle passes allocated
3m	2m	270.00	3 / 1
6m	2m	420.00	3 / 1
9m	2m	570.00	3 / 1

The Foodhall is for the selling and promotion of food items. All stands will receive 2m depth as standard. The stand space is divided by 'shell scheme' panelling; traders must provide their own display material, tables, chairs and refrigeration units.

**ELECTRICITY SUPPLY CHARGE** - Please indicate clearly on the application if you require the Electrical Supply, however if the supply required is not provided please contact the Show Office to apply for an alternative.

16 AMP Single Phase with Twin 13 AMP Socket Mobile Unit - £80 plus VAT

## **STANDARD CHARGES**

<b>SECURITY &amp;</b>	Security will be on site from the Friday before the Show for one week. Traders are reminded that Security is place to secure the site. Traders must ensure their stands are secure; items left on the site are at the Exhibitors own risk.
<b>TRADE MEMBERSHIP</b>	Traders will also receive two Trade Members Badges that will allow access into the Members Pavilion from the Monday prior to the Show. This is a compulsory charge.
<b>PRE-SHOW VEHICLE PASS</b>	All trade stands will receive 2 pre-show vehicle passes. This is for the vehicles only. There is no charge for the pass, but should you require additional for your contractors / staff etc for setting up then please indicate clearly on the application how many extra are required. A maximum of five extra per stand.
<b>ADDITIONAL STAFF PASSES</b>	A number of passes are allocated to specific sizes of stand (as detailed in the charges tariff). A charge will be made for any additional passes required.
<b>COMPETITION</b>	The Society encourages trade stands to be mindful of the way in which they present their stand. The stand will be judged and the winner will be presented with his/her/their prize at the Presentation of Awards in the Grand Arena on Wednesday.
<b>EXHIBITOR CARAVAN SITE</b>	There is a caravan area available for exhibitors.

**Every effort will be made to site in one of the specified areas.**

## **SHOW RULES & REGULATIONS**

All Exhibitors, their contractors and employees, while on the Showground, shall be subject to the Rules and Regulations of the Society, as interpreted by the Society, and their Stewards and Officials appointed to them. The Stewards have the power to order the removal of any article from the Showground, or to close the stand of any exhibitor who does not conform to the regulations of the Society or the directions of the Stewards or Officials, and if necessary, to expel such exhibitors or his/her representatives from the Showground.

All fines, fees and charges shall be recoverable by the Society and until payment is made, persons owing them shall be debarred from exhibiting at future Shows by the Society.

## **LIABILITY**

In this clause the term Exhibitor shall include persons taking part in any competition or display arranged by the Society. It also includes the owner of any animal, plant, machinery, or other things involved in any such competition or display, or otherwise exhibition on the Showground, save for death or personal injury caused by the negligence of the Society, its servants or agendas, the Society will not be responsible for death, injury, disease or loss caused to any exhibitor or to his/her servants or agent, or to any animals, article, plant machinery or thing of whatever nature brought to the Showground by the said Exhibitor from whatever cause death, injury, disease, damage or loss arises. The Society will not be responsible in any way for any animal, article, plant machinery, or object of any kind exhibited on the Showground or from damage caused to sites during the pre-Show period and will not undertake to make good such damage.

This exhibitor shall assume full responsibility including liability for all claims arising out of the exhibition, handling or housing of any animal, article, plant machinery or object of any kind exhibited on the Showground, 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/her exhibits on the Showground. Acceptance of the foregoing provisions shall be a condition of entry.

## **TRADE STAND RULES**

- Exhibitors must comply with the Rules and Regulations set out by the Society.
- Full payment must be made at time of application. Applications received without payment will not be processed until full payment is received.
- The Society reserves the right to refuse, or cancel any booking as thought fit.
- The organiser and Show Directors whose decision will be final will arrange the site location of the trade stand.
- Cancellation of trade stands – no refunds will be made to stands holders who cancel after 1<sup>st</sup> July.

- Public Liability Insurance – exhibitors must hold Public Liability Insurance with an indemnity of £1,000,000 with an “Indemnity Principal Clause”.
- Exhibitors book space only. This space must be sufficient for all stays, guy ropes, tow bars/hitches required for any building, marquee/tent or caravan to be erected on the space. Boundaries of sites will be marked, and in no circumstances will exhibitors be allowed to occupy a larger space than that allocated to them.
- No exhibitor shall sub-let any portion of space allotted to him/her or move to any site other than that allocated to him/her.
- Traders are not permitted to erect marquees on hardstanding. No holes are to be made as this reverts to a runway immediately following the show. **Traders will be charged for repair work required.**
- Trade Stand location numbers will be provided prior to the Show. Traders must check notice boards during pre-show period for any amendments to locations. Traders who set up on the wrong stand will be instructed to remove the stand at no charge to the Society.
- No exhibitor will be allowed to excavate in any part of his stand without permission from the Society. It is imperative that the exhibitor checks the position of underground services prior to any excavations works being carried out.
- The Society will not be held responsible for damage caused to sites by a third party during the Show period, and will not undertake to make good such damage. The Society will not be responsible for any loss or damage from any error in the allotment of the space in the Showground, or from any encroachment by one exhibitor on the space allotted to another.
- If an exhibitor does not wish to be placed adjoining any other particular exhibitor, this must be clearly stated in writing at the time of making the application.
- **Raffle tickets/scratch cards/handbills** etc. may only be distributed with prior written consent from the Society and strictly within the trade stand space confines.
- Each trader must display his name and address on a board placed in a prominent position on the trade stand.
- Trade Stand holders are responsible for providing their own refuse bins that will be emptied by the Society each day.
- No auctions or mock auctions allowed without the written consent of the Society. It is expected that all goods for sale should be on open display.
- All Trade Stands and their equipment must be removed and site cleaned by Saturday post-Show. Stands who do not comply will be fined, and may not be permitted to attend the show the following year.
- All trade stands must have the appropriate fire extinguisher or other fire appliance.
- Silent Generators are permitted.

### Trade Stands with live animal displays

- Details of animals to be exhibited on trade stand together with name, address and telephone number of the person responsible for same during the Show must be sent to the General Manager at the time of application.
- Livestock of any description are to form part of an exhibition, it is the responsibility of the exhibitor to obtain any necessary movements order for the Ministry of Agriculture or other appropriate authority, and to comply with any regulations that may be in force at the time of departure to or at the Show.
- It is an offence to bring livestock to the Show when restrictions are in force.

### Balloons / Cap Guns / Explosive Devices, etc

- Selling or donating of inflated or deflated balloons is strictly by agreement with the organiser.
- The Society will not permit balloon races to be organised from the Showground or car parks.
- **Cap Guns, Explosive devices, Crossbows** and Long Bladed **Knives** (Machetes) etc., the sale of such items and alike is strictly forbidden.

### Raffle Tickets, etc

- **Raffle tickets/scratch cards/handbills** etc. may only be distributed/sold with prior written consent from the Society and strictly within the trade stand space confines.
- Under no circumstances will the Society allow the external trading of such items or the distributions of handbills on any area owned or supervised by the Society, this includes such areas as Caravan and Car Parking, approach roads etc.

### Moving machines / vehicles / equipment / demonstrations

- Moving machines may be demonstrated with prior written consent from the Society subject to same causing no interference or annoyance to neighbouring stands.
- Demonstrating Vehicles is strictly forbidden in the Avenues during the Show.
- The riding of motorcycles, cycles, motor trikes, farm bikes etc. on the Showground, caravan parks, car parks, or livestock area is strictly forbidden.
- Any steam or pressure vessels or lifting appliances used/demonstrated must have been examined and tested by a competent person and labelled to indicate the examiners name and date of examination.

### Music

- Exhibitors wishing to play copyright music on their stand by means of TV, video, slide/tape presentation, record/tape player or even live are reminded that it is necessary to obtain a licence from the Performing Rights Society.
- Where audio equipment is used or live music is played as part of an exhibition, permission must first be obtained from the General Manager.
- The Trade Stand Managers have the power to prohibit the use of radios, and other sound reproductions device that in their opinion creates a level of noise that is unacceptable to visitors or other exhibitors.

### Catering on Stands

- **Exhibitors may make such arrangements regarding catering on their own stands as they wish, provided that no exhibitor may sell any foodstuffs or beverages on his / his/her stand.**
- Exhibitors are reminded that they must conform to the requirements of the current Food Hygiene Regulations.
- Exhibitors must ensure that catering staffs employed are provided with admission tickets and vehicle passes, otherwise payment in full is applicable and will be charged at the gate.
- No exhibitor may light a fire or barbecue for any purpose whatsoever unless he has the authority of the Society to do so. All authorised fires and barbecues must be put out at the time of closing the Showground each day.

### LPG Cylinders

- The use of LPG on site must be in compliance with HSE guidance, and must be kept in the open air. Joints in pipe work between cylinders and appliances must be checked for leaks before use. Pipe work and cylinders must be adequately protected against damage.
- All storage of LPG cylinders must be in suitable and secure compounds as detailed in the Health and Safety Executive guidance note CS4.
- Cylinders in use must at all times be secured against any movements that could lead to the disconnection of or leakage from connecting hoses.

- Gas appliances must have been examined and tested by a competent person and labelled to indicate the examiners name and the date of examination.

### **Generators**

- Silent generators are permitted on the Showground.
- Petrol for use in generators etc. must be limited to no more than 2-gallon capacity containers. Petrol containers must not be kept in marquees; they must be securely locked in vehicles out of direct sunlight.
- Generators must not be refuelled whilst the engine is running.

### **HEALTH AND SAFETY AT WORK ETC ACT 1974**

Special attention is directed to the safety requirements outlined in the regulations governing the allocation of space for machinery and other stands. The ruling of the Steward on the safety of any exhibition or part of an exhibitor shall be immediate and final; but consent to the working of an exhibit shall not relieve any exhibitor of liability as laid down in the regulations. The Society holds exhibitors wholly responsible for the observance of statutory regulations governing the safety of machinery exhibited by them. Machines and appliances are accepted for the adjudication on the understanding that they are capable of complying with Health and Safety at Work etc Act 1974 and the regulations that come under it.

The Society's Safety Stewards will visit stands and advise on aspects of Health and Safety.

Trade Stand exhibitors should display only new, empty containers of pesticides and other substances hazardous to health. Plant or Machinery must only be operated after ensuring adequate precautions are taken to protect the operator and bystanders. Guards must be fitted; mobile machinery fenced off static exhibits properly erected, propped, stacked; hydraulic systems locked off, or otherwise made safe.

All temporary structures, information boards, fences, gates, flagpoles, grandstands, viewing platforms, etc are to be safe for their intended purpose and comply with the latest and relevant codes of practice. Exhibitors must give regard to the stability of their exhibits and ensure that they cannot under reasonable circumstances be knocked over. Petroleum products storage must be in accordance with standards laid down by the fire prevention department of the local fire brigade.

**Protests**, demonstrations, deputations and delegations are strictly prohibited and exhibitors must confine their activities to their stand area only.