



North Somerset Agricultural Society

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Registered company no: 2548884 Registered charity no: 1007694

TRADE STAND CONDITIONS

Monday 6th May 2019

NORTH SOMERSET SHOWGROUND, WRAXALL, BS48 1NE

TRADE SPACE AT NORTH SOMERSET SHOW 2019

With over 20,000 visitors attending every year from Bristol, North Somerset and the surrounding counties. Trading at the North Somerset Show is an excellent opportunity to advertise, sell products, offer expertise and support the local community.

We have space for over 150 outdoor trade stands, 40 stands in our Food Hall, plus over 65 stalls available in our three Trade Marquees. Demand often outstrips supply, so early booking is advisable.

TRADE STAND COMPETITION

All Exhibitors are asked to make every effort to ensure their stand is attractive and in keeping with the high standards of The North Somerset Show. Exhibitors will automatically be entered into their relevant class. All Trade Stands will be judged and Prize Cards 1st – 3rd are awarded to the winning trade stands in each category (Inside, Outside, Agricultural, Food)

I Application for space

All applications must be submitted on the application form which must be signed by the exhibitor or their representative, such signature being an acceptance of the conditions. Remittance for all charges must accompany the application form. Application forms must be completed and returned to the Secretary of the North Somerset Show on or before **1st March 2019** (or **3rd February 2019** to take advantage of the early bird discount). All entries are subject to availability and late applications will be considered on an individual basis and subject to the Society's discretion. Applications received without remittance or with a post-dated cheque will not be accepted. All applications for trade space are accepted at the exhibitor's own risk as respects loss or damage before, during, or after the Show, however caused.

The Society reserves the right to restrict the number of exhibitors displaying similar products. Allocation will be in order of receipt and payment or application to the Secretary.

The Society reserves the right to refuse any entry whatsoever whether received prior to the closing date for entries or not and also reserves the right to cancel any entry which may have been accepted, without any reason being given.

In the event that a booking is cancelled by the Society, whether or not the Show takes place, then the only compensation due to the exhibitor will be a refund of the booking fee paid by the exhibitor in respect of the booking fee that has been cancelled. In the event that a booking is cancelled by an exhibitor, for whatever reason, all fees paid shall be forfeited whether the site is re-let or not.

The Society reserves the right to refund any money and to instruct any exhibitor to remove their equipment from the showground if, in the opinion of the Society or its representatives, the exhibit is not of the type and standard considered acceptable.

The North Somerset Agricultural Society is a non-political organisation. Any applications for trade space to promote a political agenda will not be accepted. No canvassing by a representative of any political party will be allowed on Show day.

Tables and chairs are NOT provided by the Society, nor can they be hired on Show Day.

2 Catalogue description

Each exhibitor must complete the section of the application form, which asks for a description of all activities/goods displayed on their stand (up to 20 words). This, with the exhibitor's name and telephone number will form the free catalogue entry. Any misrepresentation to gain admittance will result in expulsion from the showground without recompense. Exhibitors' goods displayed must be in accordance with the description given on the application form. All goods sold must be clearly exhibited to the public before sale.

3 Catalogue advertisements

Provision exists on the application form for exhibitors to indicate that they wish to be contacted to discuss booking advertising space in the catalogue. The Show's publisher, Graham Walton Publishing, will contact exhibitors direct to discuss requirements and cost.

4 Allocation of sites

Traders may specify a preference for a location, but the Society reserves the right to determine the area and position of sites. Space allocated is for the sole use of the applicant. Exhibitors may not sub-let space allocated to them or move to any site other than that allocated.

5 Size of site

Exhibitors booking open space must apply for and pay for sufficient space for all stays, guy ropes, etc, required for any structure, tent or caravan to be erected on the site. Allowance must be made for tow bars. In no circumstances will exhibitors be allowed to occupy a larger space than that allocated. No exhibitor, whether a charitable organisation or not, may tout for custom outside the confines of their stand.

6 Signs and advertising

All exhibitors must clearly display a sign bearing the correct trading name used at the time of booking. Exhibitors may not display the sign of any other firm on their stand. (This regulation does not apply to manufacturers of machinery, implements or equipment exhibited in conjunction with their selling agents).

Signs must not be erected in such a way that they obscure or overshadow a neighbouring stand. On inside sites, signs must be affixed in such a way that they do not cause damage to the fabric of the tent.

No exhibitor or other person shall be allowed to affix any placard or advertisement within the showground or car parks unless permission to do so has been granted by the Secretary prior to the Show, nor will any person be allowed to distribute handbills or display advertisements on the Society's property, except on their own stand, unless permission has been granted in writing.

The practice of placing handbills on unattended vehicles in car parks is not permitted. Anyone found fly-posting is likely to be liable for the cost of litter removal.

No promotional balloons are permitted on the showground or the car parks.

7 Charities

Charitable or other institutions wishing to make appeals for contributions to their funds and/or to hold any kind of draw must first obtain permission in writing from the Secretary having submitted full particulars of such proposed activity. No activity of any nature may take place outside the area of the institution's own stand.

8 "Cheap Jack" traders and auctions

Under the rules of the Society, the holding of auctions, the selling of goods otherwise than from the approved trade stands, the shouting and calling of wares or behaviour that causes a nuisance to visitors or exhibitors is strictly forbidden. Vendors of "cheap jack" articles or itinerant vendors who may have gained access to the showground will be removed. The definition of "cheap jack" and "nuisance" shall rest with the Society's stewards and officials who shall have the power to remove offending exhibitors and their goods from the showground.

9 Access and vehicles

On Show day no vehicles will be admitted to the showground without a clearly visible exhibitors' car pass label. Vehicles are to enter the showground as directed.

No vehicle will be admitted after 8.30 am and before 5.30 pm on Show day. Vehicles remaining on the showground after 8.30 am on Show day must be parked as follows:

inside trade space - please park in designated trade stand parking area

outside trade space - please park immediately behind your stand or in designated parking area.

Vehicles not required on the stand must be moved to the trade stand car park. Vehicles are not to be parked in the pedestrian avenues. **No trade stand vehicles are allowed to move on the showground between 8.30 am and 5.30 pm on Show day.** Anyone arriving after this time must park in the FREE Public Car Parks and walk in.

Quad transport may only be used on the showground during the preparation and breaking up of the Show, and only then by those with current driving licences. Quads must not be used between 8.30 am and 6.00 pm on Show day.

10 Electricity

Exhibitors requiring electricity must complete the relevant booking form, a copy of which can be requested from the Show Office. The agreement for power is made between exhibitors and the Show's electrical contractors. Completed forms are to be sent via the Show office to ensure suitable siting for the provision of the power supply as power is not available in all areas of the showground. Requests for electricity must be received before 7th April.

Only silenced and quiet generators which do not interfere with other exhibitors may be used and **ONLY** on outside pitches. Please ensure that your risk assessment states which fuel will be used for generators and the method of storage.

11 Sites and Litter

ALL trade stands must be complete and **open for business by 8.30 am** and must remain open and manned until **5.30 pm**.

All sites must be cleared at the end of the Show and litter deposited in the bins on the showground. All sites must be completely cleared by Wednesday 8th May 2019. In the event of stands not being dismantled and removed by this date, an additional charge of £50.00 per day will be levied.

12 Catering

Trade exhibitors may make such arrangements regarding catering on their own stands as they wish but may not sell any foodstuffs or beverages from their stalls without written permission from the Secretary prior to the Show. The giving away of samples is permitted. Exhibitors who wish to provide catering facilities for their clients or customers free of charge are reminded that they must comply with current Food Hygiene Regulations and have completed a risk assessment form. It is the responsibility of exhibitors to comply with the Licensing Act 2003.

13 Security

The Society accepts no responsibility whatsoever for the safe-keeping or security of the property of exhibitors or their agents. Exhibitors should have appropriate insurance cover.

14 Damage

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 any such damage.

15 Noise

Exhibitors must not use public address systems on their sites, noisy engines or generators or adopt any offensive practices which cause annoyance to adjoining exhibitors.

16 Livestock on trade stands

If livestock form part of the exhibit, full details **MUST** be given with the application for space and exhibitors must ensure that they comply with DEFRA, veterinary and other regulations which apply to animals brought to the Showground. The North Somerset Show agricultural holding number is 34/715/8001.

17 Dogs

Dogs must be kept under control and on non-retractable leads at all times. Owners will be held responsible for any fouling that occurs and will be expected to clean up after their pets. Dogs (except for assistance dogs) are not allowed in the livestock lines, the Members' enclosure or the Food Hall. **On no account should dogs be left unattended in vehicles.**

18 Sale of pets

Exhibitors are not allowed to sell pets at the North Somerset Show as it is an offence under section 2 of the Pet Animals Act 1951 to sell pets in public places, markets or stalls.

19 Balloons

The sale or distribution of balloons, inflated or otherwise, is prohibited on all areas of the Showground. Balloons can frighten livestock and endanger livestock handlers and members of the public.

20 Fire and safety precautions

All exhibitors are strongly advised to insure against fire, not only as regards their own property but also against third party claims. All exhibitors are to abide by current legislation regarding fire safety. Further information can be obtained from www.fire.gov.uk.

21 Heating and cooking appliances

No heating or cooking appliance is permitted to be installed inside a tent or stand which is not specifically laid out for the purpose. Exhibitors wishing to use heating or cooking appliances for serving refreshments or for other purposes must ensure that appliances are installed outside the tent or stand at a safe distance from combustible material and heating appliances must be fixed securely on a firm, non-combustible, heat-insulated base and surrounded on three sides by shields of similar material. Appliances should be at least 1 metre from combustible fabrics or other materials and care must be taken to ensure that no combustible material can be blown against the heater. Heating appliances, gas piping and gas cylinders must be kept in a safe location outside the tent or stand. Care must be taken to avoid leakage or spilling. All stands using bottled gas are required to have the installation checked by a qualified fitter.

22 Fire extinguishers

All exhibitors using a heat source or cooking appliance must have a suitable fire extinguisher(s) in working order on their stand.

23 Inspection

Any tentage used must be fireproofed to standards approved by the local fire officer. The Society reserves the right of inspection by one of its officials or a representative of the Fire and Rescue Service of all tents or stands. Such officials will have full authority to order that the use of any appliance or equipment which they consider to be unsafe be discontinued immediately. The decision of the Society in this matter must be accepted as final.

24 Machinery in motion

Exhibitors must comply with all the necessary safety regulations concerning the operation of engines and machinery. Exhibitors with plant and machinery in use on their sites will be responsible for the safe running of the equipment and must ensure that working machinery is cordoned off from the public.

25 Food handling and storage

Current food safety legislation embraces all forms of catering, from large scale food outlets to food offered by way of hospitality. Aspects of particular importance are the storage of food at the correct temperature and the fitness of food offered to the public or to customers. Several regulations and codes of practice exist. Those who require more detailed information should seek the advice of their local environmental health inspector.

26 Risk assessment

Stallholders, exhibitors and contractors who employ five or more people should complete a written risk assessment and return it with the application form and payment, all other exhibitors must be able to prove that they have thought about the risks relating to their stand. This is to comply with HSE regulations. All standholders, exhibitors and contractors are responsible for their own risk assessments.

27 Exhibitors' responsibility

Exhibitors are responsible for compliance with the requirements of the Health and Safety at Work Act 1974 and for ensuring safe working practices are followed by themselves, their employees, agents and contractors.

All exhibitors and other persons in charge of exhibits and all persons admitted into the showground shall be subject to the rules of the Society and shall obey the orders of the stewards, Secretary and other officials of the Society. Exhibitors shall be answerable for the conduct of their assistants or representatives. Any persons found acting in breach of these conditions may be ejected from the showground and denied re-entry.

28 Liability

The Society will only be responsible for death, injury, disease, damage or loss caused to any exhibitor or to their servants or agents or to any exhibit, plant, machinery, article or thing brought on to the showground by the exhibitor where negligence is proven. The exhibitor shall indemnify the Society against all claims, losses, damage and expenses arising from their participation in the Show. The Society will in no case accept liability for any loss or damage whether direct or indirect arising from or caused by the abandonment or cancellation of the Show. Exhibitors are required to have appropriate insurance cover.

29 Cancellation policy

Where Trade Space is granted and then cancelled by the Exhibitor, notification should be made to the Secretary in writing and refunds will apply as follows from the date of receipt of the notification:-

Prior to 31st January 2019 – Full refund of fees paid

Prior to 30th April 2019 – 50% of Fees paid

After 30th April 2019 – No refund will be given

30 Grass cutting

Requests for grass cutting should be made to the Secretary. If plots are self-cut, cuttings must be removed and disposed of in our Composting Area. (Ask Showground Stewards for details.)

31 Interpretation of regulations and conditions

The decision of the officials of the Society shall in every matter arising in connection with the Show shall be final.

BALLOONS & DRONES ARE STRICTLY PROHIBITED AT THE SHOW