



GILLINGHAM & SHAFTESBURY SHOW

19 AUG 2020

Regulations for Trade Stands

Exhibitors are advised to read carefully the following Trade Stand Rules and Regulations before completing their Trade Stand Application Form and to retain this sheet for future reference.

GENERAL – YOUR PITCH

1. **Application, Stand Allocation & Position** – Sites will be reserved on receipt of a completed Application Form, accompanied by a cheque for the full amount (made payable to 'The Gillingham & Shaftesbury Show') The Society will endeavour to site regular exhibitors on the same pitch as in previous years, providing the application is received by 1st. April 2020, this is not always possible. New exhibitors will be sited in position to suit the existing layout.
2. **Stand positions** – The Show has the right to move any trade stand. The Show Organisers decision is final on stand location.
3. **Catering** – Sale of food and drink, apart from the Food Hall & Farmers Market, no other exhibitors are permitted to sell food or drinks without written permission. Catering and Fast Food sites are let by tender, details from the Organiser. All catering operations and any trade stand offering hospitality must comply with Food Safety legislation
4. **Charities** – A limited number of sites are offered to local registered charities at a reduced rate, Charity Registration numbers must be included on the application form and will be checked with the Charity Commissioners.
5. **Exclusivity and Franchises** – The Society does not operate to any exclusivity or franchise restrictions, but to ensure the best selection of stands, the Society reserves the right to limit the number of traders offering similar products.
6. **Games of Chance, Auctions, Leaflets and Demonstrations** – Distribution of leaflets is not allowed outside of your stand area. No Auctions, Raffles or Tombola are permitted without written permission from the Organiser, which must be displayed. Demonstrations of small appliances, tools etc. will not be allowed. No exhibitor may call attention to his goods in such a manner to cause annoyance to other exhibitors or to the public, sales by Auction, Dutch Auction, Shouting, the use of amplification equipment or other unsuitable behaviour is prohibited. Anyone breaking this rule is liable to expulsion from the Show.
7. **Identification & Data Protection** – All exhibitors must clearly display on the stand, their Trading Name and Address. The details from the application forms will be retained on computer in the Show Office, but such data will not be passed on to other data banks. The name and address of every exhibitor will be printed in full in the Show Catalogue unless otherwise requested.
8. **Insurance** – All exhibitors must provide the Society with a copy of their PUBLIC LIABILITY INSURANCE POLICY. Exhibitors are advised to check that their insurance adequately covers

the activities of their stand in respect of cover for loss, damage & public liability whilst taking part in the Show.

9. **Liability** – The Society accepts no responsibility for damage or loss to Trade Stands, equipment or vehicles on the Show Ground, nor will the Society accept responsibility for injury to exhibitors, staff and guests. Exhibitors are responsible for conforming with Health & Safety Act requirements and to the Society's Safety Policy Statement
10. **Pitch** – details of the size of the Trade Stands, both on open ground and within Marquees appears on Show website, together with the price structure. Please ensure that you book sufficient space to allow for guy ropes, trailer drawbar, canopies, awnings and racks of stock, which must not project over your boundary line. Traders who need to draw stock from their vehicles must allow enough room to park them within the confines of their stand. If you need to manoeuvre a large vehicle or trailer on to your site, please allow for this or ensure that it is delivered to the site early in the week.

The Show only provides the space booked by the exhibitor.

Subletting of trade stand space is not permitted.

The Show reserve the right to remove any tent or gazebo which they deem to be unsafe and at risk of endangering others.

11. **Refunds & Refusals** – In the event of abandonment or cancellation of the Show, the Society will make refunds of the booking fee at its discretion. The Society will not be liable for any costs incurred by the exhibitor. The Society reserves the right to refuse any application whatsoever, to refuse admission, or to remove from the site any exhibit which they consider unsuitable, and to restrict noise level as necessary.
12. **Set up & Removal of Exhibits** – The Showground is open from Saturday prior to the Show until the Sunday following the event, between 9:00 and 21:00. 9:00 to 18:00 on Saturday & Sunday). The gates will be locked at that time shown every night, no vehicles will be allowed in or out until next morning.

Trade stands must, where practical, be completed by 21:00 on Tuesday evening. In the event of wet weather access will be strictly limited.

On Showday no vehicles will be admitted to the Showground between 8:00 and 18:30. Any vehicles already on site and not forming part of the exhibit must be removed to the car park by 8:15.

Vehicles must be driven by fully licensed and insured drivers only. A maximum speed limit of 5 mph will apply at all times. NO DISMANTLING of Trade Stands should take place until 18:00. Remember the public have paid to see YOU and their safety is paramount.
13. **Show Contractors** All services are booked direct with the supplier and not through the Show. Where services are being booked please indicate on the application form the contractor. It is the exhibitors responsibility to inform their contractors of their stand location, terms and conditions and provide them with passes. The exhibitor is responsible for the contractor.
14. **Showground** – The Showground is a permanent pasture with some internal service tracks, access from the public highway is excellent. The Society cannot be held responsible for any damage caused to an allocated pitch prior to the event. Digging on the site is strictly forbidden and holes for tent supports or displays must be back filled.

15. **Tickets** – Tickets & Vehicle Passes will be sent out two weeks prior to Showday. The tickets give access to the Showground. The Show will not provide any further passes than those allocated to the Exhibitor.
16. **Dangerous weapons** – The promotion and/or sale of offensive or dangerous weapons or toys such as guns, peashooters, laser guns/pens, knives that are listed as banned weapons, catapults and BB guns is strictly forbidden. Any exhibitor found displaying, promoting or selling such items will be removed from the Showground immediately and will not be invited to exhibit at future Shows. Knives being sold for kitchen or utility use must be in a suitable container. The Exhibitor is responsible for checking the age of their customers. No knives must be sold to young persons under 18 years of age.
17. **Veterinary** – A veterinary surgeon, horse ambulance and farrier are all in attendance and can be contacted via the Show Control on 01727 858566

HEALTH AND SAFETY – Ensure you read this section

18. **Alcohol** – Anyone selling alcohol is responsible for obtaining a Temporary Events Notice (TENs) from Dorset County Council. Those stands selling alcohol must hold suitable licences, have a refusals log and undertake Challenge 25 to prevent sale to underage customers.
Those exhibitors providing alcohol as part of their hospitality arrangements are reminded of their safeguarding responsibilities for the welfare of young people on our site. In the event of any problems with someone thought to be under the influence of alcohol please contact a member of our Show Team.
Under no circumstances may anyone drive or operate machinery whilst under the influence of alcohol or any other substance.
19. **Animals** – Anyone bringing animals onto their trade stand must obtain authorisation from the Show Organiser prior to the event. Dogs are not permitted within the Shows Marquees.
If you have animals on your trade stand you must advise visitors to wash their hands after touching animals. Signage advising visitors where the nearest hand wash facilities are must be provided by the exhibitor – hand gels are not a substitute for hand washing
The sale of animals directly from trade stands is not permitted
20. **Balloons and Lanterns** – The handing out of balloons from trade stands is not permitted. The remnants from these can cause serious illness for animals grazing our land after the Show. The sale or use of Chinese lanterns is strictly prohibited
21. **Children’s Entertainment/Fairground** – Entertainment devices must comply with HSG 175 Fairgrounds and Amusement Parks – Guidance on Safe Practice. They must be operated by qualified adults and supervised at all times. All operations must take place within the designated area. In date ADIPS/PIPA inspection sheets and evidence of insurance will be required. All documentation including risk assessments must be available on site. Failure to produce appropriate documentation will result in refusal to operate.
22. **Communications** – Please contact one of our Show Stewards for radio communications. Phone signal on site can be intermittent dependent on service provider.
23. **Dogs** – We advised exhibitors to leave their dogs at home however if you must bring your dog then please ensure that it is not left in your vehicle and that it is kept on a lead and under your control at all times. Please clear up after your dog.

24. **Drones (Unmanned Aircraft)** – The flying of drones is not permitted on the Showground or in any car park areas. The Show reserves the right to authorise commercial drone flying for promotional purposes however this will be carried out in accordance with relevant CAA legislation and the Drone Safety Code.
25. **Electricity** – is available on site by prior arrangement and should be booked direct with the contractor LX Trix Ltd. Silent Generators may be used as long as they cause no nuisance to other exhibitors and comply with current Regulations. Any portable electrical equipment brought onto site must be in good condition and suitable for the environment in which it is to be used.
26. **Emergencies and Evacuation** – In the event of a major emergency or evacuation please follow the instructions of our Incident Team who will advise you which route to take depending on the location of any emergency. Please do not move vehicles until instructed to do so. The emergency number on site is 01747 858566. The Show Control Centre is located inside Gate 1 (Main Gate)
27. **Fire** – Exhibitors must provide fire extinguisher(s) suitable for the activities that they are undertaking. Exhibitors must provide their own fire extinguishers where their activities include cooking, hospitality including teas/coffees, electrical equipment, gas equipment or any type of hot works/equipment
- Where provided by the exhibitor fire extinguishers must be located within the stand and be easily accessible, and maintained. All exhibitors must provide a fire risk assessment for their stand and ensure that their staff/volunteers are aware of what to do in the event of a fire. Please ensure that combustible materials are stored away from any ignition source. Under no circumstances may fire exits be blocked by stock, packaging or vehicles.
- In the event of a fire please dial 999 this will be relayed to our on-site fire engine. The post code for the showground is SP7 9PL
28. **First Aid** – During the event first aid is provided by their location can be found on the Showground map. Stewards with radio contact also have access to first aid providers. The nearest hospital to the site accident and emergency departments is Yeovil Hospital. A minor injuries unit is available at the Westminster Memorial Hospital, Abbey Walk, Shaftesbury SP7 8BD opening times 9:00 to 18:00.
29. **Food** – Food traders are not permitted to sell food for immediate consumption unless trading as a catering facility and paying the appropriate concession fee. The cooking/offering of samples is permitted but must be stated as part of the application. All food traders are responsible for the provision of suitable hand washing facilities (a hand washing station is provided behind the Food Hall) and ensuring that they comply with Food Hygiene and Safety Regulations.
30. **Lost Children/Vulnerable Adults** In the case of any queries with regards to lost children or vulnerable adults please contact a Show Steward or the Show Office.
31. **Litter & Waste** – All litter and waste must be properly bagged and placed in the skips provided, failure may incur a ban from future Shows. Grass mowings must be tipped in approved sites, NOT dumped in the hedge or under caravans
32. **LPG** – All LPG cylinders must be located outside the marquee/tent in the open air on firm level ground and secured in the vertical position away from any unauthorised interference, preferably caged. Butane cylinders may be stored in the operating area providing that they are situated next to the appliance but away from any heat source, waste or other

combustible materials, – spare cylinders, if required, should be stored in a secure area outside. Where LPG/Butane cylinders are being used a powder fire extinguisher should be provided by the exhibitor. Cylinders must not be sited next to emergency exits.

All gas cylinders must be suitably maintained and hoses should be secured using crimped compression fittings. Where required appliances should have flame supervision devices fitted. Please seek advice from your Gas Safe Engineer. All appliances used on trade stands should have an annual Gas Safe Inspection. Documentation should be available on site. The Society reserve the right to audit this documentation and to refuse the use of unsafe equipment.

The connection of appliances to the LPG gas supply should be carried out by a competent person, a trained member of staff who can recognise if the connection is faulty or damaged is acceptable.

33. **Machinery Demonstrations** – Adequate precautions must be taken to protect the operator and spectators, only competent operators are allowed to use machinery. The Show Secretary must be informed and authorise any machinery demonstrations. Any machinery knives, blades spikes and other sharp or protruding edges must be guarded to prevent contact (vintage displays must be within their own protected area). Hydraulically supported equipment must be mechanically supported to prevent failure – this includes machinery with built in safety fail safe systems.
34. **Risk Assessment** – All trade stands are required to submit a suitable and sufficient risk assessment which should include activities involved in the set up, operation and break down of their site. The Society reserve the right to refuse entry to the Show if the risk assessment is not submitted or if the risk assessment does not cover the activities being carried out by the trade stand. It is the responsibility of the trade stand to take competent health and safety advice on its activities where required.
35. **Smoking** – Smoking, including electronic cigarettes is not permitted in any marquee or other structure erected for use on the showground including toilets and grandstands. Smoking is also not permitted in any areas where animal bedding is stored. If smoking please ensure you dispose of cigarette ends safely and without causing litter or the potential for ignition.
36. **Third Party Contractors** – Exhibitors are responsible for ensuring that they employ competent contractors who work in accordance with health and safety legislation. Please ensure that third party contractors are aware that enforcement officers may be present on site and that they or the Societys Health and Safety Adviser may request copies of their risk assessments/method statements.
37. **Vehicles** – The speed limit is 5mph. Please take care if reversing the showground gets very busy during set up and there may be children on site. Please note that the use of hand held mobile phones whilst driving on site is strictly forbidden.

On show day there is NO EXHIBITOR VEHICLE MOVEMENT between 8:00 and 18:30. Please be aware that livestock do leave the site at 16:00 however this is via their own dedicated exit gate and no exhibitors will be permitted to use this route. Vehicles will not be permitted onto the site from the car parks until 18:30 or at the Show Secretary's discretion. If you have HGV vehicles it would greatly assist the Show if these did not arrive until after 19:00.
38. **Working at Height** - All working at height must be carried out using the appropriate methods and equipment in accordance with the Working at Height Regulations 2005. It is

the responsibility of the exhibitor to ensure suitable and sufficient risk assessment of working at height and to ensure that any person including their third party contractors are competent to carry out work at height. Walking on the tops of tents and marquees without appropriate safety equipment is not permitted on the Show site. Working from the top of vans, climbing on chairs and tables is not acceptable and will be stopped when observed. The Society reserves the right to stop any work which it deems to be unsafe

39. **Welfare** – toilet facilities are available during set up. Pay for catering facilities are available on the day prior to the Show and during the Show Day.