

**Annual Show: Saturday, 30 July 2011**  
**Blyth Hall, Shustoke**  
**www.whitacresandshustokeshow.co.uk**

## **Regulations and Conditions covering Trade Stands,** **Exhibits and Exhibitors**

### **Please read these conditions carefully**

1. Exhibitors hire space at The Whitacres & Shustoke Horticultural Society Annual Show at their own risk.
2. All Exhibitors have the responsibility to ensure that nobody is injured on their pitch. Therefore all Exhibitors must complete a risk assessment for their stand to identify any potential risks and if applicable, take steps to reduce the likelihood of injury occurring.
3. All liability on Trade Stands lies with the particular exhibitor who is responsible for obtaining his/her own Public Liability Insurance.
4. The Society will not be responsible for any accident involving implements, machines or other articles belonging to any Exhibitor and it is a condition of entry that each exhibitor shall hold the Society blameless for, and indemnifies it against, any legal proceedings arising from any accident caused by exhibitors or their employees or exhibits.
5. Exhibitors must notify the Society before the Show if they wish to demonstrate and / or operate machinery. Exhibitors must provide the Society with a written risk assessment. The provision of such an assessment shall not imply any endorsement by the Society and the Society reserve the right to refuse permission to demonstrate and / or operate machinery.
6. All displays, exhibits and particularly moving machinery and electrical equipment, must comply with the appropriate health and safety and fire regulations and other regulations in force at that time.
7. Where tents are to be erected, sufficient space must be allowed to include tent guy ropes, as these cannot be allowed to project outside the area booked. Allowance must be made for vehicles and trailers which are part of the exhibit and also trailer drawbars. Please note sites are in the open, on grass.
8. Exhibitors must not commence dismantling any part of their trade stand exhibit before 4.30pm, without permission of a Society Officer.  
Exhibitors will not be allowed to remove turf or dig up ground in any part of the show area without the permission of a Society Officer. All holes must be filled in after use and turf replaced in a satisfactory manner.
9. Sites may not be transferred and no exhibitor shall sublet or exchange or part with the possession of the site or pitch allocated to him/her, without the written authority of the secretary.
10. The Society and/or its appointed officers have powers to expel from the showground and exhibitors or their representatives who shall call attention to their goods in a manner, which may cause annoyance. The selling of goods by auction, shouting or annoying behaviours is strictly forbidden.
11. Foodstuffs or drinks may only be provided for immediate consumption within stands for hospitality purposes. No food or drink may be sold or given away to the general public which is intended for immediate consumption. (Trade Stand holders, who provide foodstuffs for hospitality purposes, must ensure that their suppliers have all relevant food safety certifications).
12. It is the responsibility of all exhibitors to comply with all relevant Trading Standards and Environmental Health legislation in respect to their stands, exhibits and merchandise. Trading Standards Officers may visit trade stands during the Show and this is something which The Whitacres & Shustoke Horticultural Society has no control over.
13. No exhibitor will be permitted to arrange a stand or place signs in such a manner as to obstruct or inconveniently affect the display of any other Exhibitor. Signs and guy ropes must not be allowed to project beyond the space allocated. SPACE RESERVED MUST ALLOW FOR THIS. Infringements of this regulation will be dealt with by the Stewards, who are empowered to remove the cause of the offence or to have the stand rearranged at the expense of the Exhibitor.
14. Exhibitors will be responsible for the removal of all refuse from their site.
15. By law, all enclosed and substantially enclosed public spaces (THIS INCLUDES MARQUEES) must be kept SMOKE FREE. Council Smoking Inspectors, who are not employed by The Whitacres & Shustoke Horticultural Society, may attend and will issue a fine if someone is smoking in an enclosed area. The Whitacres & Shustoke Horticultural Society will not be liable for this fine.

16. All LPG cylinders should be located in open air, away from entrances, emergency exits, circulation areas and sources of ignition. The cylinders must incorporate pressure relief valves and be secured in an upright position. Appropriate fire fighting equipment must be available and combustible materials should be kept away from cylinders and appliances. Exhibitors are advised to seek advice from the Fire master.
17. Please note that there are no public telephones on the showground. There is no electricity available on site. Water is available, but you are strongly recommended to bring bottled water.
18. All applications received are subject to the right of the Society to refuse an application on whatsoever grounds it considers necessary. The Whitacres & Shustoke Horticultural Society reserves the right to refuse or place limitations upon, any application for space and to return fees, in whole or in part, or otherwise deal with the application as they may consider advisable and that without providing any reasons therefore and without entering into correspondence.
19. All exhibitors and their representatives, entering the showground, will be subject to the Rules and Regulations of the Society, which they are deemed to have accepted, and also to instructions of the Society's Officers and Staff.
20. All bookings are non-refundable.

**ACCESS TO THE SHOWGROUND DURING THE SHOW.**

**THIS SECTION RELATES TO YOUR ENTITLEMENTS WITH REGARD TO VEHICLES AND ADMISSION AT THE SHOW**  
**PLEASE READ IT CAREFULLY**

- The show area will be open for the reception of trade exhibits, etc, on Friday 29<sup>th</sup> July between the hours of 08:00 and 20:00. There will be security staff on the showground overnight Friday 29<sup>th</sup> July, but exhibitors are solely responsible for the safe custody of their property, and the society and its officers and staff disclaims any responsibility and all liability in respect of loss (including damage, theft, fire, accident etc). The society strongly recommends that all Trade Exhibitors arrange adequate insurance to cover any loss. The camping on the showground overnight on Friday 29<sup>th</sup> July is strictly prohibited.
- Exhibitors wishing to bring exhibits to their stands on the morning of the show may do so, but not later than 9.30am, by which time all trade stands should be completed. ALL VEHICLES MUST BE REMOVED FROM THE SHOW AREA AND VENUES BY 10.00AM AND BE TAKEN TO THE EXHIBITORS CAR PARK OR AS DIRECTED BY THE SOCIETY'S OFFICERS OR STAFF.
- Trader's car park is within a designated area in the public car park, and is accessible during the show without pass outs. A trade exhibitor pass does not allow the vehicle to remain in the showground or avenues after 10.00 am, except when the vehicle is part of the display on a trade stand site. NO PARKING WILL BE ALLOWED IN THE SHOW AREA OR AVENUES DURING THE SHOW, and, in the interest of safety, the ground stewards will STRICTLY ENFORCE THIS RULE. Exhibitors should inform their staff and contractors of these rules. The showground must be cleared by dusk on Saturday 30<sup>th</sup> July. All exhibitors are strongly encouraged to display their name on their stands.
- Trade vehicle passes will be issued shortly before the show. On the show day access to the Showground will be restricted to vehicles displaying valid windscreen passes ONLY. All other vehicles will be directed to Public Car Parks.
- Please note EACH TRADE STAND VEHICLE PASS ADMITS 2 PEOPLE. Any extra persons must pay the entrance fee: Adults £6.00, accompanied children (under 16 years) and concessions £3.00.
- Stewards within the Showground are empowered to authorize the removal of indiscriminately parked vehicles where their presence is likely to hinder the free movement of Priority and Emergency Services or otherwise cause public nuisance.

June 2011