



SHROPSHIRE COUNTY AGRICULTURAL SHOW

SATURDAY 26th MAY 2018

TRADE PACK

CONTENTS	PAGE
Introduction	1
Show Rules & Regulations	1 - 5
Safety & Security	5 - 7
Insurance & Risk Assessments	7
Trade Stand Applications	8 – 11
Disclaimer	12
Application Form	13 - 15

INTRODUCTION

1. Timeframe for applications is:
 - a. Final date for applications will be Friday 27th April 2018

SHOW RULES & REGULATIONS

2. Whilst on the Showground, all exhibitors, their contractors and employees will be subject to the Rules and Regulations of the Society, as interpreted by the Society, its Stewards and Officials appointed by them. The Stewards have the power to order the removal of any article from the Showground or to close any 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.

3. Times of Opening. All trade stands must be open and be manned throughout the Show period which is from 8.30 a.m. to 7.00 p.m.
4. Responsibilities of Exhibitors. The 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 trade 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 these provisions shall be a condition of entry. Exhibitors must insure against fire, theft and damage not only as regards to their property but also against third party claims. Exhibitors may be asked to provide documentary evidence of this.
5. Unauthorised Trading. The Stewards and Officials have the power to remove from the Showground any exhibitors whose goods are not in accordance with the description given on the Application Form or any vendor of unauthorised articles who may have gained admission to the ground. The definition of what constitutes unauthorised articles shall rest entirely with the Stewards and Officials.
6. Moving Machinery & Equipment. All exhibits containing moving parts must be fitted with guards to comply with standard safety regulations governing that particular exhibit. All shafting, belts, gearing or any moving part which might be dangerous to the public must be fitted with adequate guards. All tractors or power units fitted with implements or attachments must be immobilised whilst on display. All implements or attachments displayed in the raised position must have adequate physical supports. A risk assessment and safe working procedure must be completed and returned with the Application Form for all trade stands.
7. Animals.
 - a. Livestock. Exhibitors wishing to include livestock on their stands must first obtain the Society's approval and an application to exhibit animals must be received by the Society by 2nd March 2018. Animals exhibited on trade stands cannot exhibit in Show classes. If livestock of any description are to form part of an exhibit it is the responsibility of the exhibitor to obtain the necessary Movement Licence from the Ministry of Agriculture or other appropriate authority, and to comply with any regulations which may be in force at the time of departure to, or at the Show, and must present the documentation to the Section Steward of the relevant Show Section. Exhibitors must, at all times, comply with any instruction or request made by the Society Veterinary Officer.

- b. Dogs. Dogs are allowed on the Showground except in livestock areas. All dogs must be kept on a lead at all times and owners must take the appropriate steps to clean up after them. Under no circumstances must dogs be left unattended in vehicles. The Society reserves the right to release animals in locked vehicles in the interest of animal welfare. The Society will not be responsible for the security of the vehicle or any damage that may occur when releasing animals from locked vehicles.
8. Demonstrations. Exhibitors must restrict their activities or demonstrations, oral or otherwise, to the confines of their stand specifically allocated for this purpose. Such demonstrations must be quiet and unobtrusive in order that neighbouring exhibitors are not disturbed or inconvenienced. PA systems and loudspeakers on stands are prohibited. The free passage of the public must not be impeded.
9. Photography. It shall be a condition of entry to the Showground and car parks that no person shall ply for trade as a photographer, or solicit trade with visitors to the Show in any other capacity deemed by the Society's officers to cause annoyance. The Society reserves the right to expel from the Showground and car parks, without refund of the admission charge, anyone who infringes this regulation. Anyone wishing to take photographs of trade stands or animals must first obtain permission from the Society. By exhibiting at the Show exhibitors are agreeing to have photographs taken, if desired, and used for promotional use by the Society. The official Show photographer is available, should you require their services.
10. Charity Collections & Raffles. Collections for charities and raffles may only be undertaken with the prior consent of the Society and must be conducted within the allocated trade space. Stands selling raffle tickets must be registered under the Lotteries and Amusements Act 1976. Written consent must be displayed on the trade stand.
11. Advertisements. No exhibitor or other person will be allowed to affix any placard or advertisement to any part of the Society's plant or premises without the written permission of the Society. No exhibitor or other person will be allowed to distribute handbills or display advertisements except on their own stand
12. Litter. Exhibitors are required to keep their stands and the portions of the avenues, alleys and roadways adjoining their stands clean at all times during the Show. Any litter and refuse generated should be put in suitable receptacles, stacked ready for collection by the Society's contractors at the end of the Show. Caterers and exhibitors providing meals and light refreshments on their trade stands must provide their own bins for waste

food. At the end of the Show all rubbish and waste must be disposed of and the site left in a clean and tidy condition. The Society reserves the right to charge for clearance of excessive or dangerous litter left behind on the trade stand or adjoining area at the end of the Show.

13. Catering.

- a. Trade exhibitors may make such arrangements regarding catering on their own stands for hospitality purposes but may not sell food for consumption on the Showground. All exhibitors providing catering on their stands must have regard to ALL current Food Safety Regulations.
- b. Any catering exhibitors must also have regard to ALL current Food Safety Regulations and be in possession of the necessary documentation. Such exhibitors intending to provide catering must contact the Environmental Health Officer at Shropshire Council, Shirehall, Abbey Foregate, Shrewsbury, Shropshire SY2 6ND. Telephone 0345 678 9000.
- c. Exhibitors employing caterers must ensure that catering staff are provided with the correct badges as the Society will not make special allowance for such caterers.
- d. No caterer will be allowed vehicular access onto or off the Showground between the hours of 8.15 a.m. and 7.00 p.m. on Show day.
- e. All catering establishments selling food and drink must be registered with their Home Authorities under the current Food Premises (Registration) Regulations.
- f. The proprietors of all food businesses shall ensure that food handlers engaged in food businesses are supervised and instructed and/or trained in food hygiene matters. Proprietors are responsible for checking how the regulations apply to their individual business.
- g. The stand is to be kept clean and maintained in good repair and condition so as to avoid the risk of contaminating foodstuffs and harbouring pests. Food must not be exposed to any risk of contamination. Appropriate facilities must be available to maintain adequate personal hygiene i.e. hand washing and drying. An adequate supply of hot and cold water must be available.
- h. Every person working in the food handling area shall ensure that he/she maintains a high degree of personal cleanliness. Any person known or suspected to be suffering from any disease likely to be transmitted through food shall not be allowed to work in any food handling area. Exhibitors must ensure that they provide their own bins for waste food.

14. Dismantling & Removal of Stands. The dismantling and removal of stands is not to start until 6.30pm Sat 26th May 2018.

15. Prohibited Activities.

- a. The selling or donating of hand-held inflated or deflated balloons and of kites is forbidden due to the number of electricity lines on the Show Ground.
- b. Exhibitors are not allowed to advertise by means of loudspeakers or trailing banners.
- c. In the interests of animal welfare, the sale and use of cap guns, BB guns, laser pens and explosive devices is forbidden.
- d. External trading and the distribution of handbills on any area owned, or supervised by the Society, other than on the exhibitors paid for trade stand space is not allowed.
- e. Protests, demonstrations, deputations, delegations and canvassing of members of the public other than within the confines of the exhibitors trade stand space is not allowed.
- f. The riding of cycles, motorcycles, motor trikes, farm bikes, quad bikes and the like on the Showground, in the car parks or caravan areas is not allowed.

SAFETY & SECURITY

16. Safety. Prior to the opening of the Show, all stands will be inspected by the Society's Health & Safety Officer. Any exhibitor not meeting the requirements set out below may be required to leave the Show Ground before the opening of the Show to the public.

- a. Health & Safety at Work Act 1974. It is the responsibility of the Exhibitors to ensure that their stands, including access steps, ramps etc. and all parts of their display comply with the Health and Safety at Work Act 1974 and any rules or regulations made under it or otherwise relating to the safety of employees and all other people. 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 which come under it.
- b. Show Stand Safety.
Suspicious packages: if any item of a suspicious nature is seen it is to be reported to Society Steward immediately. Such items are not to be handled or touched. If appropriate the trade stand is to be evacuated.
 - i. Pesticides and other substances hazardous to health: trade stands should display only new, empty containers.

- ii. Plant or machinery must only be operated after ensuring that adequate precautions are taken to protect the operator and bystanders. Guards must be fitted; mobile machinery fenced off; static exhibits properly erected, propped and stacked; hydraulic systems locked off or otherwise made safe.
- iii. Any steam or pressure vessels or lifting appliances either used or demonstrated must have been examined and tested by a competent person and labelled to indicate the examiner's name and date of examination.
- iv. All temporary structures, information boards, fences, gates, flagpoles 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.
- v. Marquees: exposed tent pegs are to be safely covered.
- vi. Livestock: only qualified personnel may be left in charge of livestock.

- c. Electricity Cables. The Show Ground has overhead and underground electricity supply cables. Flagpoles and other tall structures must be erected or placed at least 7 metres away from any electricity wires.

17. Vehicles & Transport. The following rules are to be observed throughout the period of the Show (from Wed 23rd May – Sat 2nd June):

- a. The speed limit for all vehicles on site is 5 mph.
- b. When parking a vehicle the driver must be assisted by someone on foot who can warn the driver of any obstacles: this is particularly important when reversing.
- c. Whenever a vehicle is moving all loads must be secured.
- d. Once unloading has been completed empty vehicles are to be moved to the parking area provided.

18. Fire Precautions.

- a. All trade stands must put in place fire precautions applicable to the risk. Fire extinguishers should be positioned on exit routes or near hazards which they are designed to protect. The fire extinguishers supplied must be suitable for the risk involved e.g. water, carbon dioxide, dry powder or other types of extinguisher. A fire blanket must also be supplied.
- b. Exhibitors using marquees or tents must ensure that they have been manufactured or treated so as to reduce the flame spread hazard.

- c. All LPG cylinders must be kept in the open air and outside of any tents and marquees. Joints in pipe work between cylinders and appliances must be checked for leaks before use. Pipe work and cylinders must be protected against damage. Cylinders in use must be secured against any possible movement which may result in the disconnection of or leakage from connecting hoses. All gas appliances must comply with current HSE Regulations and must have been examined and tested by a competent person and labelled to indicate the examiner's name and date of the examination
 - d. The current law regarding 'no smoking' applies to all buildings, tents, marquees and other structures.
19. Security. Security will be in operation from Thursday 24th May until Tuesday 29th May.

INSURANCE & RISK ASSESSMENTS

20. Exhibitors must be insured in respect of public liability for sum of at least £5 million. A copy of the valid Certificate of Insurance **MUST** be sent with the Application Form as proof of evidence and must cover the dates of the Show. Exhibitors must insure against fire and other appropriate risks for their property, as well as third party claims.
21. Any firm or organisation employing people must have Employer's Liability Insurance to satisfy Health and Safety requirements.
22. Risk Assessments are required. A completed Risk Assessment Form **MUST** accompany the Application Form. Confirmation of booking for a Trade Stand cannot be given until a copy of the Certificate of Insurance and/or Risk Assessment Form is provided.

TRADE STAND APPLICATIONS

LAYOUT

23. The Show will have 6 zones as follows (see attached map):
- a. Agriculture and related trades this zone is adjacent to and adjoining the main arena and next to the stock lines and is divided into 2 areas, A1 and A2.
 - b. General retail zone which is in two parts: R1 is along the main public thoroughfare from the main gate. R2 is next to main thoroughfare.
 - c. The Shopping Arcade zone is adjacent to the main thoroughfare and next to the main retail area. It will be housed in large marquee.
 - d. P1 Professional Quarter combining solicitors, accountants & banks & other professional services.
 - e. Taste of Shropshire - Food Marquee (free demonstration area available by request) adjacent to R2 Area (see map)
 - f. Kids (family) zone which is between the main arena and the fun fair (see map).
 - g. Wildlife and Country Side Area adjacent to Agricultural A1 Area (see map)
24. All applications are to be submitted using the attached form. Applications are to be signed by the exhibitor (or representative) as this signifies acceptance of the Terms & Conditions.
25. A remittance for all charges must accompany the application form. Once the application form and payment has been received the Society will confirm the booking and the allocated trade stand.
26. Every effort will be made by the Society to meet the stated requirements for specific trade stand space but if the site had already been allocated the exhibitor will be contacted and offered an alternative.
27. Taste of Shropshire free demonstration spaces (2.5m x 2.5m) must only be used for demonstrating the products being exhibited by the Trader who has booked it and not as extra display space and substantial demonstrations should be given throughout the day. These spaces must be pre-booked with the office prior to show day.
28. If an exhibitor wishes to cancel a confirmed booking, this must be done in writing (letter or email). No refunds will be given for cancellations made within 30 days of the Show (after 27th April 2018). Refunds for cancellations before that date are at the discretion of the Society.

TRADE STAND CHARGES

29. The cost for trade stands are given below:

ZONE	AREA	PLOT SIZE	PLOT No	SINGLE PLOT	DOUBLE PLOT	REMARKS
Agricultural	A1	15m x 20m	A-H	£360	£650	
	A2	5m x 6m	1-11	£150	£270	Premium sites
	A2	5mx10m	12-18	£150	£270	
	A3	5m x 10m	1-7	£150	£270	
Retail	R1	5m x 10m	1-62	£175	£320	Premium sites
	R2	5m x 10m	1-9	£175	£320	Premium sites
Professional	P1	5m x 10m	1-6	£175	£320	Premium sites
<i>PLEASE NOTE: If you require a 6m x 10m plot you need to mark this clearly on your application form and add an extra £10 per plot to the above prices.</i>						
ZONE	AREA	PLOT SIZE	No of Plots	SINGLE PLOT	DOUBLE PLOT	REMARKS
Shopping Marquee	S1	2.5m x 2.5m	1-30	£80	£150	In a marquee
Shopping Marquee	S1	3m x 3m	1-10	£90	£165	In a marquee
Taste of the Shires (Food/Drink)	S2	2.5m x 2.5m	23	£80	£150	In a marquee
Taste of the Shires (Food/Drink)	S2	3m x 3m	15	£90	£165	In a marquee
Kids (family)	K1 Trade not retail Rides	5m x 5m	10	£95	£140	
	K1 Retail Rides water attractions subject to surcharge	5x10	5	£195	N/A	

PLEASE NOTE (Trade plots other than the shopping arcade are ground space only and do not include a gazebo, or marquee)

TICKETS, PASSES AND ACCESS TO THE SHOW GROUND

30. Complimentary tickets and passes: these will be sent out in advance to enable exhibitors and their staff access to the Show Ground before and during the Show. These will be required to gain access during the build-up period (Tue 22nd May – Fri 25th May), the Show Day (Sat 26th May) and the post Show period (Sun 27th May – Wed 30th May).

31. Tickets and passes will be allocated as follows:

	Plot Size			
	15m x 20m	10m x 10m	5m x 10m	2.5m x 2.5m
Adults tickets	6	4	3	2
Vehicle passes	3	2	1	1

32. Additional tickets are for those working on trade stands. If exhibitors require additional tickets these are to be purchased in advance and will cost: adults £10; vehicle pass £5. A maximum of 5 additional tickets and 2 extra vehicle passes can be purchased.

33. Exhibitors will only be allowed access to the Show Ground on production of the relevant ticket and vehicle pass: (note that a vehicle pass only allows access for the vehicle.) Vehicles are not allowed in Areas S1 the Kidzone and P1 between 8.30am and 6.30pm.

UTILITIES AND SERVICES

34. Electricity.

- a. Exhibitors requiring electricity are to indicate their requirements on the application form. All electrical equipment to be used must have been inspected and tested by a competent electrician and documentation should show the date of the test and the name of the person carrying out the test. All electricity supplied to trade stand exhibitors will be billed direct by the Society and thus the charge includes electricity used. No alteration or connection to the supply can be undertaken by anyone other than the Society's appointed Electrical Contractor. Exhibitors using electricity are not to leave their sites until the electricity supply is disconnected and made safe by the Society's Electrical Contractor.

- b. There are many overhead cables throughout the Showground and thus particular attention must be paid when using ladders or telescopic devices. Appropriate action must be taken to avoid contact: flagpoles and other structures must be erected **more than 3m** from any electricity pole or cables.
- c. Rates for electricity are:

Single Phase 13 amp	£50
Single Phase 16 amp	£50
Single Phase 32 amp	£75
Taste of the Shires 13 amp	£20
Shopping Marquee 13 amp	£20

Any other requirements by request eg 3 phase 16amp

35. Tables & Chairs. Tables and chairs can be provided at extra cost. Charges are:

6ft trestle table	£7.50 each
Chairs	£1.50 each

36. Water. Exhibitors requiring mains water supply direct to their stand must complete the relevant section of the application form. The charge for main water supply is £50.

37. Grass Cutting. TBC

DISCLAIMER

38. The term Exhibitor shall include persons taking part in any competition or display arranged by the Society, and the owner of any animal, plant machinery, or other thing, involved in any such competition or display or otherwise exhibited on the Showground. Save for death or personal injury caused by the negligence of the Society, its servants or agents, the Society will not be responsible for death, injury, disease or damage or loss caused to any Exhibitor or to his or her servant or agent or to any animal, article, plant machinery or thing of whatever nature brought onto the Showground by the said Exhibitor from whatever cause death, injury, disease, damage or loss arises.

39. 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 for damage caused to sites during the pre-show period and will not undertake to make good such damage.

40. Show Committee Correct as of 29/06/17

SHROPSHIRE COUNTY AGRICULTURAL SHOW
SATURDAY 26th MAY 2018
Application for Trade Stand Space

Contact Name		
Trading Name		
Address		
	Post Code	
Contacts	E-mail	
	Tel No	
	Mobile No	

REQUIREMENTS: see application pack for details

ZONE (e.g. Retail)	AREA (e.g. R1)	NUMBER OF PLOTS	PRICE PER PLOT	COST
PLEASE NOTE: <i>For Retail Areas Only - If you require a 6m x 10m plot you need to mark this clearly and add an extra £10 per plot to the figure shown on page 9.</i>				
ADDITIONAL REQUIREMENTS				
Electricity	13 amp		£50 Retail Areas £20 Shopping Arcade Marquee	

	16 / 32 amp please circle requirement Any other requirement please state		16amp £50- 32amp £75	
Water	YES/NO		£50	
Tables	6' trestle	No:	£7.50 each	
Chairs		No:	£1.50 each	
ADDITIONAL TICKETS				
Show tickets	Number:			
Vehicle Pass	Number:			
	TOTAL			

Do you intend using LPG?	YES	NO
Do you intend using a Mobile Generator?	YES	NO

Please write a brief description of goods or services to be sold:

All Trade Stands will be eligible for the Best Trade Stand Competition, the winner will be award a Silver Trophy to keep for 1 year.

CHECK LIST: are the following forms attached/enclosed?

Trade Stand Application (this form)	YES	NO
Risk Assessment form	YES	NO
Public liability insurance cover note	YES	NO
Payment by cheque	YES	NO
Payment by BACS	YES	NO

NOTE: Confirmation of Trade Stand applications will only be made once all the above has been received

FOR LATE APPLICATIONS PLEASE REFER TO WEBSITE FOR BLOCK AVAILABILITY
www.shropshirecountyshow.com

DECLARATION

I/We hereby apply for the afore-mentioned Trade Stand space and agree to abide by the Rules and Regulations and Safety Policy of the Shropshire & West Midlands Agricultural Society Ltd which I/we have read and understood and which we will pass on to those of our contractors and staff attending the Shropshire County Agricultural Show on 26th May 2018.

SIGNED	
POSITION	
DATE	

Payment options:

1. Cheque: please make cheques payable to "SWMAS" and enclose with applications form.
2. BACS (electronic banking):

Sort code: 40 – 41 - 30
Bank Account Number: 81631993
Reference: your business name

Please return your completed Application Form to:

**Shropshire & West Midlands Agricultural Society Ltd
The Agricultural Showground
Berwick Road
Shrewsbury
Shropshire
SY1 2PF**