

ROMSEY SHOW

TRADE STAND REGULATIONS - 2016

GENERAL INFORMATION

If you considering taking a trade stand at Romsey Show for the first time, “Welcome”; if you are a returning trade stand exhibitor, “Thank you”. We hope you find the following information of help, but remind you to read these Regulations. We have highlighted any important changes since last year, along with any items that require special attention.

We have a selection of trade stand options, namely:

Food Zone – In encouraging artisan and local produce/producers, where possible, we are conscious that our visitors are keen to experience a number of different culinary and drink tastes from around the world. If you are locally-based but selling food and drink items more associated with other parts of the world we still welcome your interest.

Traders/exhibitors in the Food Zone area may apply to sell their produce on the day at the show. If you wish to sell produce especially prepared to eat at the show you must complete the appropriate Food Concession part of the Application Form and pay the appropriate fee. If you do not apply to do so but are found selling produce on the day the Show retains the right to stop you trading at the show and require you to leave.

Within the Food Zone area we have **three types of pitches** – inside a marquee, outside a marquee but under a ‘zap umbrella’ (similar to a Farmers Market), or outside with you providing your own gazebo or similar.

Rural Industries/Craft – This marquee is primarily dedicated to products that are ‘home-made’, rather than just ‘hand-made’.

Shopping – This marquee is open to any traders selling or promoting a range of products. This includes ‘hand-made’ or other products from around the South of England and world.

Countryside Information Area – We welcome enquiries from exhibitors and organizations that feel they have a skill or information relating to the countryside to promote.

(Outside) **Trade Stands** – These pitches are sited across the Showground and sizes vary depending on your requirements and the space available (please refer to Application Form for pitch sizes). The outside pitches all require you to provide your own cover (gazebo, caravan, trailer, lorry, etc), if you require it. Additionally, we are unable to make electricity available to outside trade stands (please note that petrol generators are NOT permitted on the Showground).

Horticulture – We have a dedicated marquee for horticultural exhibitors, while some prefer to take an outside pitch.

FOOD CATERING CONCESSIONS – We already have contracts with catering concessions suppliers, for Show Ground public catering. These supply all the general public refreshments and ice-creams at the Show. The concessions for 2017 will open for tender at the end of 2016. Please refer to our website if you are interested. Contracts for public bars and our Members’ Area are currently not available.

APPLICATIONS: All applications are made ‘for consideration’ and must be made on the appropriate Application Form and be returned to the Show Office with the appropriate payment. Food Zone applicants must include any electrical requirements, ‘concession’ application and a Waste Bond cheque.

'Early Bird' applications, with discounted pitch prices, are available across the showground and will be allocated spaces accordingly.

PAYMENT: Please refer to the appropriate Application Form for pitch prices. 'Early Bird' discounts are offered in each area but are ONLY applicable if FULL PAYMENT is received with the Application Form and BEFORE the applicable closing date. Acknowledgement of receipt of application and payment is not confirmation of a trade stand space, even for Early Bird applications.

ACKNOWLEDGEMENT AND CONFIRMATION: All applications must be accompanied by the appropriate payment and will be acknowledged upon receipt. *Confirmation of stand reservation will take place after 'blocking out' of the site has taken place. Acknowledgement of receipt of application and payment is not confirmation of a trade stand space.* Admission tickets, vehicle labels and traffic plans will be sent approximately two weeks before the show. If you do not receive your pack by 1st September please contact the office urgently.

TRADE STAND ALLOCATION: Each year the Show re-organises its ground layout very slightly in order to maximize opportunities available, thereby meaning *some* Trade Stand Aisles are re-lettered and re-numbered. We endeavour to allocate sites in order of application, starting with Early Bird applicants, then those who exhibited with us last year, and the remaining pitches will be allocated according to requests and space available. **The Show does not guarantee any specific sites but will endeavour to meet all reasonable requests.** Where possible we try to separate similar products offered for sale, but reserve the right to give the public variety and choice. **The Show Council also reserves the right to reject any proposed application without being required to state any reason for so doing.**

HOURS OF BUSINESS: Stands must be open for trading by 8.30am and remain open until 6.00pm

VEHICLES: Trade vehicles forming part of a stand must be in situ by 8.00am and must remain there until 6.00pm. **THERE WILL BE NO OTHER TRADE PARKING ON THE SHOWGROUND.** Specifically defined areas will be allocated for trade parking. Trade vehicles not forming part of a stand or authorised to be on the Showground, must be off the Showground by 8.30am and remain in the vehicle park outside the Showground until 6.00pm. Non-compliance with this regulation may result in the vehicle being removed. No vehicle may move around the Showground between 8.30am and 6.00pm or be driven off a stand before 6.00pm. **DRIVERS WILL REQUIRE A PASS OUT STAMP TO RE-ENTER THE SHOWGROUND.** All trade stand staff, whether using their own or company vehicles, who wish to gain entry to the Showground between 8.00am and 6.00pm will be parked in the public car parks and are to walk in through one of the pedestrian entrances. **All trade vehicles requiring Trade Parking will be issued with, and are to display, the appropriate Trade Parking windscreen sticker.**

TENT CONTRACTORS: John M. Carter Ltd., Industrial Estate, Winchester Road, Basingstoke, Hampshire, RG22 4AB. Telephone: Basingstoke (01256) 324434.

ELECTRICITY: **Mains electricity is not available on the Showground for outside Trade Stands.** Diesel generators can be used at outside trade stands on the showground but traders must ensure that it is silenced to reduce the DbA (i.e. not noisy). **Petrol generators are NOT generally permitted** on the Showground and those that are must comply with appropriate regulations (see attached Fire Regulations). An electrical supply can be made available in the Food Zone, Shopping and Rural Industries marquees **provided it is ordered at time of booking** - details are included in the relevant trade stand application forms.

WATER is available at several points on the perimeter of the Showground.

WIFI/BROADBAND: Like most agricultural and country shows we experience difficulties in connecting to wifi and broadband providers – this is due to location (rural parkland), number of traders and distance to network providers' hardware. The Show Society has again engaged RSM2000 for the provision of PDQ machines. Please enquire at the Show Office at the time of booking a pitch. Unfortunately we cannot guarantee any wifi connectivity.

ADVERTISING: Space is available in the Show Guide and may be booked with our publishers 'GW Publishing'. Please contact them on 01749-880181.

CASH, BANKING AND PRIZE FUND SERVICE is available from I.C.E. located next to the Secretary's Tent. They are able to provide cash against most major debit and credit cards and encashment of personal cheques. They are also able to provide a banking facility, an ATM and provision of coin floats to retailers on site. In addition, I.C.E. will be providing a Prize Fund Collection Service. The unit will be open from 8.00am until 6.00pm.

SPONSORSHIP: If you are interested in further promoting your name, organization, produce, etc. consider sponsoring something – a class, display/entertainment, marquee, Section, Main Ring event, etc. The list of opportunities is long but you may have your own ideas. Benefits you will receive, above those you get as an exhibitor, include an invitation to our Sponsors Reception on the Friday evening, free Sponsors Badges for showday (which admits to the show and Members Enclosure), forward parking, short public address announcements, the opportunity to erect a promotional banner around an appropriate ring and inclusion in our Sponsors List. Please ask the Show Office for more details.

PROMOTION: We will endeavour to publicise all traders attending the show. If confirmation, and payment, is received in sufficient time you will receive a listing in our Show Guide. If you would like a link from our website to yours please indicate this on your application form and include the appropriate fee.

NO exhibitor, trader or sponsor is permitted to distribute leaflets, brochures or other promotional information at any point except from their own stand.

REMEMBER: The Show Council reserves the right to refuse any application, for any area, without having to give a reason for such refusal.

CLOSING DATE FOR APPLICATIONS - 1st JULY

TRADE STAND REGULATIONS

- 1 APPLICATIONS FOR SPACE.** ALL applications must be submitted on the appropriate forms, which must be signed by the exhibitor or his/her representative, such signature being an acceptance having read and agreeing to abide by the Regulations. All applications must be accompanied by the appropriate payment and will be acknowledged upon receipt. **Confirmation of stand reservation will take place after 'blocking out' of the site has taken place. Acknowledgement of receipt of application and payment is not confirmation of a trade stand space.**
- 2 ALLOCATION OF SPACE.** The allocation of sites and positioning of Trade Stand space will be entirely at the discretion of the Society, although every endeavor will be made to meet any reasonable request made by an exhibitor regarding the position of his stand.
- 3 AREA OF SITE.** Trade Stands spaces are on open site and the area ordered must include sufficient space for tents (including space for guy ropes), vans, lorries and caravans (including space for tow bars). Exhibitors of, or including, elevators, hoists, or other articles that necessitate ropes, wires or other supports, must include sufficient space to ensure all such supports are within the area booked/allocated. **Please pay particular attention to this matter. The Society will peg/mark out each trade stand space as booked/paid for – additional space CANNOT be allocated on the day.** You will be allocated a Trade Stand Number two weeks before the Show. This number will correspond with small tickets at the front of your site. **Please set up WITHIN the flags and do not move them.** Stewards will be on site to assist. **Encroaching on another Exhibitor's space is strictly forbidden, if your marquee is too big for the site booked you will be expected to take it down.**
- 4 NAME-BOARDS.** The exhibitor shall display boldly the name under which s/he is trading, as required under the 1985 business names act.
- 5 PRICES.** ALL traders are required to display their prices clearly. Failure to do so may result in the trader being excluded from the Show immediately.
- 6 DESCRIPTION OF EXHIBITS.** Each exhibitor must complete a short, but detailed, description of his/her exhibit for free entry in the Show Guide. **Exhibitors should note that they can only trade in goods as described on their application form. Exhibitors wishing to include livestock on their stands must first obtain the Secretary's approval and ensure they have the necessary and appropriate DEFRA/movement licences in place.** Where possible we try to separate similar products offered for sale, but reserve the right to give the public variety and choice.
- 7 CANCELLATION.** Where an exhibitor cancels the space reserved for him/her for any reason after the closing date for applications, all fees paid will be liable to forfeit and the Society reserves the right to re-let the space. **The Show Council also reserves the right to reject any proposed application without being required to state any reason for so doing.**
- 8 OBSERVANCE OF REGULATIONS.** All exhibitors, their contractors and employees, while on the Show ground, shall be subject to the Rules and Regulations of the Society, as interpreted by the Council and the Stewards and Officials appointed by them; further copies on request. **The Stewards have power to order the removal of any article from the ground, or to close the Stand of any exhibitor who does not conform to the Regulations of the Society or the directions of the Stewards and, if necessary, to expel such exhibitor or his representative from the Showground.**
- 9 SUB-LETTING.** No exhibitor shall sub-let the whole or any part of the space allocated to him/her, or permit any other person to trade thereon without prior written consent.
- 10 EXHIBITORS ARE RESPONSIBLE** to ensure that business on their Stand is conducted in an orderly manner. The selling of goods by Auction, Shouting, Games of Chance, Lottery or any other method or other behaviour calculated to cause annoyance to visitors or other exhibitors is strictly forbidden. The Stewards and Officials of the Society shall have power to remove from the Showground any Exhibitor who trades or behaves as above, any Exhibitor whose articles are not in accordance with the description given on the Entry Form or any vendor of 'Cheap Jack' articles. The definition of what constitutes 'annoyance', 'noisy behaviour' and 'cheap jack' shall rest entirely with the Stewards and Officials of the Society. All goods must be clearly exhibited to the public before sale.
- 11 BALLOONS OF ANY KIND ARE BANNED FROM THE SHOWGROUND.** Any Trade Stand offering balloons, for sale, as a gift or otherwise, will be asked to desist by Show Society Stewards or Officials.
- 12 NOISE.** Exhibitors must not use any loudspeaker apparatus, noisy engines or other offensive practices likely to cause annoyance to adjoining exhibitors and/or the Society.
- 13 LITTER/GRASS.** Exhibitors may cut the grass on their site but all trimmings MUST be removed. **All loose cases and packing materials must be removed by exhibitors as soon as exhibits have been unpacked and at latest by 8.30am on**

Show day. All rubbish is to be placed in the skips or correct recycling facility on the perimeter of the Showground. Please break up large boxes and do not put bulky rubbish in the small bins located in the avenues.

14 REINSTATEMENT OF GROUND AND LITTER PICKING. The exhibitor **MUST CLEAR AWAY ALL MATERIALS, cable ties, nails, metal, glass, rubbish, waste etc., AND MAKE GOOD ANY DAMAGE TO THE GROUND OCCUPIED.** The Society reserves the right to charge for reinstatement if not carried out satisfactorily by the exhibitor.

15 VEHICLE LABELS. On Show day exhibitors' and delivery vehicles will not be permitted to enter the Showground without a properly displayed 'TRADE' windscreen label. **THIS LABEL WILL ADMIT BOTH VEHICLE AND DRIVER TO THE SHOWGROUND. DRIVERS LEAVING THE SHOWGROUND TO PARK THEIR VEHICLES IN THE TRADE CAR PARKS WILL REQUIRE A PASS OUT STAMP TO ENSURE RE-ENTRY TO THE SHOWGROUND. ALL OTHER OCCUPANTS MUST HAVE AN ADMISSION TICKET OR PAY ON ENTRY.** It is the responsibility of the exhibitor to ensure that staff and delivery vehicles have the appropriate labels/tickets. Garage and agricultural type stands displaying several vehicles as part of their exhibit may request extra labels on the application form, but these labels are not for use by additional staff or others attending the show site. (Trade vehicles requiring access to the Showground before 8.00am Saturday morning or after 6.00pm Saturday evening will not require Trade parking labels).

16 VEHICLE MOVEMENT DURING THE SHOW. **NO trade vehicle movement is allowed on the Show ground between the hours of 8.30am and 6.00pm** unless authorised by the Secretary. During this period traders' vehicles which do not form part of a stand, are to be parked in the trade exhibitors' park. Non-compliance with this regulation may result in the removal of the vehicle. Towing of vehicles **MUST ONLY** be carried out using a recognised towing attachment and any towing equipment, (chains, ropes etc.) must be rated and designed for the operation they are being applied to. **After unloading, drivers of trade vehicles will be directed by signs to the appropriate trade park.**

17 TIME OF OPENING AND CLOSING. Trade Stands **MUST** be open to the public not later than 8.30am, are not to be dismantled before 6.00pm and are to remain open until that time.

18 OCCUPATION OF SITES. Trade Stands spaces may be occupied after 1.00pm on Wednesday before the Show (or earlier if permission is obtained from the Secretary), and must be vacated by 1.00pm on the Monday after the Show. (If you are exhibiting in an area where electricity can be supplied, and have booked same, this will be available from noon on Friday (although we will endeavour to meet any reasonable individual requests).

19 SHOW SITE. The Show Site covers the area of the Showground and designated official Car Parks. Access to any other area of the Estate is forbidden.

20 MARQUEES. All demountable structures, which includes marquees and gazebos, should be erected by a member of MUTA and have been accredited the MUTAmarq. If this is not the case then a suitable and sufficient risk assessment should be submitted by the trader for the erection of the demountable structure and that the demountable structure is to be erected in accordance with manufacturer's instructions and any relevant codes of practice

21 COLLECTORS, APPEALS, RAFFLES and DISTRIBUTION OF PROMOTIONAL MATERIAL. Charitable or other institutions wishing to make appeals for contributions to their funds and/or to hold any type of draw must first obtain permission in writing from the Secretary of the Society, and comply with all statutory regulations relating to such activities. No activity of any nature may take place outside the limit of the institution's own stand, including distribution of literature. **NO exhibitor, trader or sponsor is permitted to distribute leaflets, brochures or other promotional information at any point except from their own stand**

22 RESPONSIBILITY OF EXHIBITORS. The Society will not be responsible in any way for any article, plant, machinery or object of any kind exhibited on the Showground. **THE SHOW SITE IS NOT SECURE,** please make your own security arrangements. **The entire risk and responsibility as regards the exhibits, vehicles, machinery and plant of each exhibitor - including liability for accidents due or alleged to be due to the handling and housing of such exhibits; the attendance and management thereof; the conduct of the Stand generally, and all consequential and other injury or loss from the aforementioned matters - shall be borne by the exhibitor.** 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 exhibits on the Showground. Acceptance of the foregoing provisions shall be a condition of entry.

23 INSURANCE. **ALL exhibitors must carry Public Liability Insurance,** and provide documentary evidence of such cover to the Society if so requested.

24 HEALTH AND SAFETY. It is the responsibility of each exhibitor to ensure that their stand / stall is operated and maintained in a safe condition, both for their staff and public entering the allocated stand / stall area and complies with appropriate Health & Safety Legislation at the time of the Show.

25 RISK ASSESSMENT. It is a condition of any and all bookings that the exhibitor undertakes a risk assessment, and that the risk assessment form, provided by the Society, is completed and returned to the Society.

26 FOOD ZONE AND CONCESSION EXHIBITORS. Compliance with appropriate Food and Hygiene regulations is the sole responsibility of the trader or concession-holder as the 'Food Business Operator'. The Show Council reserves the right to expel any food trader from the Showground, on the day, (whether a 'concession' provider or in the Food Zone) if it does not comply with the Show's understanding of current legislation or best practice and/or the Test Valley Borough Council Environmental Health officers deem a trader should cease trading on site for any non-compliance reasons. ALL food zone and food concession outlets are governed by the Show's requirement to leave their site as they found it and to clear away all rubbish at the end of the show. The Show reserves the right not to return Waste Bond deposits (for Food Zone) and/or to charge an appropriate levy to clear any site not found clear at the end of the show.

27 CATERING. Exhibitors may provide on their own stand refreshments for their customers free of charge, but **under no circumstances shall they or anyone else on their stand be allowed to sell or receive money for refreshments of any description; or for tobacco, cigarettes or confectionery, unless authorised to do so by the Society. All Exhibitors providing food must conform to the requirements of the Food Hygiene Regulations.** If in doubt contact Test Valley Borough Council Environmental Health Department.

All caterers, and food exhibitors, are responsible for observing and being familiar with the "Food Safety (General Food Hygiene) Regulations 1995" and the "Food Safety (Temperature Control) Regulations 1995". Copies of these regulations can be obtained from all Local Authorities. The caterer is expected to abide by the industry standard to good hygiene practice – Catering Guide, specifically Chapter 3 and must be registered with his/her Local authority as a food business under the Food Premises Registration Regulations 1991

28 ALCOHOLIC BEVERAGE. Exhibitors selling alcoholic beverage of any kind must apply for, or have, their own TENS/license, obtained from the local authority, and have a qualified person as defined by the licensing laws, for their operating hours at the Show, i.e. 8.00am - 6.00pm. The Show does not have a licence.

29 PHOTOGRAPHERS OR ITINERANT TRADERS. No person shall ply for trade as a snapshot photographer or solicit trade with visitors to the Show in any capacity deemed by the Society's officers to cause annoyance. The Society reserves the right to expel from the Showground and car parks, without repayment of the admission charge, anyone who infringes this regulation.

30 DISCLAIMERS OF LIABILITY. The Society will not be responsible for the death, injury, disease, or loss caused to any Exhibitor or to his or her servant or agent, or their vehicle(s), property, or to any animal, insect, bird or thing of whatever nature, exhibited by the said Exhibitor or agent, from whatever cause death, injury, disease or loss arises. The Exhibitor with any animal, insect, bird or thing of any nature whatever on their stand will indemnify the Society for any damage, loss, injury, or disease occasioned by the said Exhibitor, his servant, or by the said animal, insect, bird or thing, however such damage, loss, injury or disease shall be caused.

31 POSTPONEMENT OR ABANDONMENT. Exhibitors shall not have any claim against the Society or any member of the Society in respect of any loss or damage whatsoever consequent upon the show or any part of it failing to be held or having to be abandoned (for whatever reason).

32 The Society reserves the right to publish Exhibitors' names and addresses.

**KNOWLEDGE OF REGULATIONS
EXHIBITORS ARE TO ENSURE THAT THEIR EMPLOYEES, CONTRACTORS
OR THOSE HELPING ON, OR DELIVERING GOODS TO, THEIR STANDS
UNDERSTAND AND COMPLY WITH ABOVE REGULATIONS**

REMEMBER:

The Show Council reserves the right to refuse any application, for any area, without having to give a reason for such refusal.

The Stewards have power to order the removal of any article from the ground, or to close the Stand of any exhibitor, who does not conform to the regulations of the Society or the directions of the Stewards and, if necessary, to expel such exhibitor or his representative from the Showground.