

ROMSEY SHOW

TRADE STAND REGULATIONS - 2017

GENERAL INFORMATION

If you are considering taking a trade stand at The 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 we 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 or drink at the show, you must now complete the new ‘Public Catering Concessions’ form and clearly mark that you wish to be sited in the Food Zone.** 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.

Shopping & Crafts – These marquees are open to any traders selling or promoting a range of products, whether ‘hand-made’, ‘home-made’ or from around the South of England and world. Returning exhibitors - we will endeavour to locate you in the same marquee as previous years.

Countryside Information Area – We welcome enquiries from exhibitors and organizations that feel they have a rural 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. **The space you reserve must be sufficient to ensure that all items (vehicles, gazebos, trading/promotional items, etc) associated with your stand fits inside the space allocated – additional space cannot be allocated on arrival.** 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 Gardening marquee for horticultural exhibitors; while some prefer to take an outside pitch.

FOOD CATERING CONCESSIONS – **This year applications are invited for our general Public Catering Concession pitches across the showground. Please refer to our website if you are interested.** Contracts for ice-creams, public bars and our Members’ Area are 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 across the showground, must be received by 31st May with full payment - spaces will be allocated accordingly. We will acknowledge receipt of all applications.

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 (31st May).

ACKNOWLEDGEMENT AND CONFIRMATION: All applications must be accompanied by the appropriate payment. Confirmation of successful application will be made upon receipt along with indication of approximate site location. Confirmation of exact stand location will take place after 'blocking out' of the site has taken place and will be sent along with admission tickets, vehicle labels and traffic plans approximately two weeks before the show. If you do not receive your pack by 1st September, please contact the office urgently.

TRADE STAND ALLOCATION: This year, the Show has re-organised its layout slightly in order to maximize opportunities for traders and visitors alike. While the orientation has remained similar to previous years, the size of 'blocks' has been rationalized, thereby meaning *some* Trade Stand Aisles are re-lettered and re-numbered.

You will see on your Application Form that you can also indicate on the outline map attached your preferred pitch siting, which we will do our best to meet. We will allocate sites according to date application received, starting with Early Bird applicants. Corner pitches, allowing trading on 2 – 3 'sides' will again be available at a premium. **The Show does not guarantee any specific sites but endeavours 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. Please ensure you give us as much information as possible on your application form.

The Show Council also reserves the right to reject any proposed application without being required to state any reason for so doing.

REFUNDS: Where an exhibitor cancels, all fees paid will be liable to forfeit and the Society reserves the right to re-let the space. 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).

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. **All vehicles forming part of a stand (whether for display or stock control) must display the new 'Trade Vehicle' permit clearly. THERE WILL BE NO OTHER TRADE PARKING ON THE SHOWGROUND.**

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. **All trade vehicles requiring Trade Parking will be issued with, and are to display, the appropriate Trade Parking windscreen sticker.**

Non-compliance with these regulations 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. **ALL DRIVERS WILL REQUIRE A WRISTBAND 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.

For security reasons **The Show Site will be CLOSED during the hours of Thursday 8pm and Friday 8am; Friday 9pm and Saturday 5.30am; and Saturday 10pm and Sunday 8am.**

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 and Shopping & Craft 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 – due to location (rural parkland), number of traders and distance to network providers' hardware. Unfortunately, we cannot guarantee any wifi connectivity.

ADVERTISING: Space is available in the Show Guide and may be booked direct 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: Get even more promotion for your product, service, organization, name, etc. by sponsoring something. Opportunities exist across the Show and Society, including Main Ring event display/entertainment, marquee, Section, classes, etc., or 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 hosted by our President, 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 Lists. Please ask the Show Office for more details.

PROMOTION: We will endeavour to publicise all traders attending the show – **please let us have any interesting news items, facts, etc so we can promote you as much as possible.** 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 given a reason for such refusal.

CLOSING DATE FOR APPLICATIONS - 1st JULY

ROMSEY SHOW TRADE STAND REGULATIONS

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 THESE 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 of having read and agreeing to abide by the Regulations. All applications must be accompanied by the appropriate payment and will be acknowledged upon receipt, along with an indication of pitch site. **Confirmation of exact stand location and number will take place after 'blocking out' of the site has taken place.**
- 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 their 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), all vans/lorries/vehicles and caravans (including space for tow bars) that will remain on site throughout the day (for which specific vehicle passes will be issued). 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.** NO Trade Stands, or others, may offer or display balloons for sale, as gifts, or otherwise and any Trade Stand found doing so will be asked to desist by Show Society Stewards or Officials (they constitute welfare and health-and-safety issues for livestock, in particular).
- 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 THE VEHICLE ONLY – DRIVERS WILL BE ISSUED WITH APPROPRIATE WRISTBANDS, WHICH MUST BE WORN AT ALL TIMES. **DRIVERS LEAVING THE SHOWGROUND TO PARK THEIR VEHICLES IN THE TRADE CAR PARKS WILL REQUIRE THEIR WRISTBAND TO ENSURE RE-ENTRY TO THE SHOWGROUND.** ALL OTHER OCCUPANTS MUST HAVE AN ADMISSION WRISTBAND OR PAY ON ENTRY. It is the responsibility of the exhibitor to ensure that staff and delivery vehicles have the appropriate labels/tickets. All EXHIBITORS wishing to keep vehicles on their stand throughout the day (including garage and agricultural type stands displaying several vehicles) must include details on their Application Form, and appropriate 'Trade Vehicle' permits will be issued and must be displayed. (Trade vehicles requiring access to the Showground before 8.00am Saturday morning or after 6.00pm Saturday evening will not require Trade parking labels, but they will be required to access the appropriate trade parking).

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 DELIVERIES. Trade Stand Exhibitors are responsible for delivery and removal of all items connected to their stand. The Show, and Show Office, are unable to accept/sign for/store deliveries before the show, or store stand items for later collection by exhibitors or third parties after the show.

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

The Show Site (including all car/trade parking) will be CLOSED for security reasons during the hours of Thursday 8pm and Friday 8am; Friday 9pm and Saturday 5.30am; and Saturday 10pm and Sunday 8am.

21 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 must be submitted by the trader, to the Society, for the erection of the demountable structure and demonstrate that the demountable structure is to be erected in accordance with manufacturer's instructions and any relevant codes of practice

22 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**

23 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.

24 DANGEROUS WEAPONS. The promotion and/or sale of offensive or dangerous weapons or toys such as guns, peashooters, laser guns/pens, knives, 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

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

26 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.

27 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.

28 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 and/or to charge an appropriate levy to clear any site not found clear at the end of the show.

29 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

30 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 license.

31 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.

32 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.

33 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).

34 BBQS, GRILLS AND FIRE-PITS. Permission must be sought from the Show Office for all BBQs, Grills and Fire-pits. Anyone lighting such must ensure they have sufficient appropriate fire-fighting equipment, first aid kit and that they are screened to prevent public and staff being burnt. Any scorching of the ground is to be made good.

35 OVERNIGHT STAYS. Please note – The Show does NOT provide any overnight-stay facilities (except for cattle exhibitors), or any facilities for those who do so. IF you do still choose to do so, it will be totally at your own liability, you must display contact details in your windscreen at all times, and you must park as directed by stewards.

36 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.

FIRE REGULATIONS

IMPORTANT TRADER INFORMATION

The following information is provided for Trade Stand holders and exhibitors to ensure they know what fire precautions are required for this event.

Trade stand holders and exhibitors are required to take all necessary fire precautions to reduce their fire risks as far as is reasonably practicable.

Fire audits WILL BE carried out during the event and anyone not complying with the organiser's requirements or anything deemed to be unsafe or at risk may be excluded from trading at the event.

Fire prevention crews are available to offer advice before (usually from Friday) and during the event, and are in place to ensure everyone's safety. If you have any questions regarding fire safety during the event or complying with the fire safety requirements, please contact the fire safety team.

Risk Assessment

All stand holders should carry out a fire risk assessment of their stalls / stands / activities / catering units / etc and the risk assessment must be recorded. A copy of the completed risk assessment (which is provided with your trade stand application) must be provided to the show organisers.

The risk assessment documents must be kept on site and available for inspection by the organisers, fire safety team or fire authority if required.

Fire Extinguishers & Fire Equipment

Provision must be made for firefighting and any fire equipment provided must be kept readily available for use.

All Fire Extinguishers **must** be serviced and Certificated by a Competent Registered Engineer on a yearly basis and Certificates **must** be available for inspection.

All catering stalls **must** be provided with a 6kg dry powder extinguisher and fire blanket as a minimum.

Catering stalls with deep fat fryers should have a wet chemical extinguisher (F Class).

All extinguishers **must** be properly maintained and tested and serviced in accordance to **BS506:PART 8:2012**.

Certificates may be checked.

ALL staff must be made familiar with the use of the fire equipment and what action to take in the event of a fire.

Key staff and catering staff must be fully trained and certificated in fire warden and extinguisher training - this is a certificated training course and a legal requirement.

Fire extinguishers can be hired/supplied for the event by contacting the Show's fire advisors

Caterers

Cooking and heating appliances must be fixed to a firm base of non-combustible material and must be surrounded on three sides by a suitable fireproof shield. All such appliances and stocks of inflammable liquids and spare gas cylinders must be kept in a safe position outside the tents or stands out of reach of the public. Officials of the Society and representatives of the Fire Service may inspect any stand and shall be entitled to order the immediate removal of any equipment or structure that, in their opinion, constitutes a fire hazard. Exhibitors must insure against fire and other appropriate risk, not only as regards their own property, but also against third party claims.

First Aid Kit

Each stall, stand or catering unit must be provided with a fully stocked, in date, First Aid kit including bandages and waterproof dressings. A responsible qualified person needs to take charge in the event of an accident.

Certificates **must be** available for inspection. The show will engage appropriate first aid contractors to give further advice and assistance – please liaise with your Section Steward.

Housekeeping

Traders **must** maintain good housekeeping measures to ensure no health and safety or fire risks are created through poor housekeeping standards. Please also refer to the General Trade Stand Rules & Regulations regarding clearing away of rubbish, boxes, etc.

Waste Materials

ALL waste materials, packaging materials, etc **must be** cleared away and disposed of in a correct manner, using the correct and appropriate on site containers, if necessary; storage of materials awaiting disposal **must be** stored suitably away from any potential ignition sources and without causing an obstruction.

Dangerous Substances

Any dangerous substances such as flammable products, aerosols, etc., **must be** suitably and safely stored out of direct sunlight and any potential ignition sources.

Any dangerous substances should be referenced in your fire risk assessment.

Electrical Equipment

All electrical equipment, leads and sockets **must** comply with electrical safety regulations and should be in good working order. **They should all have a current PAT sticker.**

Extension leads **must not** be overloaded.

Electrical leads, sockets and devices should be kept away from public access and kept away from rain unless suitably protected.

Generators

Only diesel generators are to be used.

All generators **must be** properly maintained and operated correctly in accordance with the manufacturers' requirements.

Generators **must be** operated in a safe, well-ventilated location.

Hot exhausts **must be** kept away from any potential combustibles i.e. packaging materials, boxes, vegetation, tents, etc.

Refuelling of generators **must be** carried out safely in accordance with the manufacturers' recommendations and generators should be allowed to cool sufficiently before refuelling begins.

All fuel containers **must be** suitable approved containers and they should be stored in accordance with the dangerous substance recommendations.

A 6KG Dry Powder Extinguisher that is in date and serviced and certificated by a competent engineer must be placed with the generator

Safe use of LPG

The storage and use of Liquid Petroleum (LPG), i.e. Propane or Butane, may lead to hazardous situations and is therefore potentially dangerous.

When using LPG in cylinders you should ensure that:

- 1) LPG cylinders are stored and connected **outside** of tents and marquees. (For mobile vans see item 6).
- 2) Cylinders stand with the valve at its highest point (unless specifically designed to be stored otherwise).
- 3) The maximum quantity of LPG in cylinders on any stand, including LPG connected to appliances or equipment should not exceed a day's supply. If it is proposed to use or store greater quantities, then prior discussion and agreement with the event organisers should take place.
- 4) The change-over procedure when coupling to appliances should be properly understood and staff properly instructed and supervised. So-called "empty" cylinders still contain gas and therefore should be carefully handled. The "empty" cylinders should be stored in the open air with the shut off valve in the closed position.
- 5) Fixed piping is to be used where possible. However, if flexible tubing is used, it should be suitable for its purpose, e.g. to the appropriate British Standard and if necessary, provided with mechanical protection to minimise damage. Tubing should be crimped or secured by a suitable hose clip (not a screw-driven clip), or similar and be gas tight. When not required, gas supplies should be isolated at the cylinder as well as at the appliance.
- 6) Propane cylinders may be used to supply gas to frying and catering appliances in mobiles providing that the cylinders and regulators are situated in a separate ventilated and fire resistant (not less than 30 minutes' fire resistance) compartment having access from outside the vehicle.

The cylinders must be fitted in the vertical position with the valve at its highest position and must be fastened securely to prevent movement during transit. Service and reserve cylinders should preferably be connected through an automatic changeover device in order that the reserve cylinder can automatically come into operation when the service cylinder has been exhausted.

It is important that all **barbecues and grills** are screened to prevent the public and staff being burnt by them.

Please ensure that all your gas-operated equipment has been checked by a competent Gas Safe registered gas fitter and certified safe. You should bring copies of inspection documentation to the event so that it is available for inspection.

IF you are taking an outside space and have no alternative to using a petrol generator you **MUST OBTAIN PERMISSION FROM THE SHOW OFFICE FIRST AT LEAST A MONTH BEFORE THE SHOW** and abide by the appropriate regulations that will be issued to you. If the Show, its Safety and/or Fire Officers are not happy with your arrangements or compliance, we reserve the right to immediately require you to cease trading for the day.

IMPORTANT PETROL GENERATOR APPENDIX

(for outside spaces and **ONLY if approved by the Show Office)**

These Regulations are an Appendix to the full Fire Regulations and relate **ONLY** to petrol generators. **The requirements of this Appendix are in addition to the full Fire Regulations.**

- 1) The generator **MUST** be in a good serviceable condition with ground earth spike
- 2) **NO refilling of the generators permitted during show hours** or when hot (exhaust etc)
- 3) A minimum of one fully serviced, certificated, 6kg ABC powder fire extinguisher must be with the generator at all times
- 4) At least 2 members of staff per stand must be trained and certificated in the use of fire extinguishers
- 5) 1 trained member of staff must be present on stand at all times
- 6) **If a show official ie Fire / Health and Safety Officer etc is not happy that the stand operators have followed the items above they have the right to stop the stand from trading at the show immediately and ban the use of the petrol generators**
- 7) Training for staff on fire extinguisher training can be arranged through appropriate agencies
- 8) Fire extinguishers can be hired/supplied for the event by contacting the Show's fire advisors