

# TRADE STAND REGULATIONS

## SECTION 1 GENERAL

### 1.1 ARTICLES OF ASSOCIATION, BYE-LAWS AND REGULATIONS

All Exhibitors their contractors and employees shall be bound by and subject to the Articles of Association, Bye-Laws and Regulations of the Society. Copies are available on application to the Chief Executive Officer. Exhibitors attention is particularly drawn to the following extract: -

#### (a) COMPLIANCE WITH BYE-LAWS AND REGULATIONS

The Society's Bye-Laws and Regulations and any conditions in the Prize List or any other rules, regulations and schedules in any document published by the Society shall be binding on all members and Exhibitors. All persons, animals, vehicles, equipment and articles of whatsoever kind entering the Showground or any land used by the Society shall be bound by and comply with the Bye-Laws and Regulations of the Council of the Society and to the lawful directions of any servant or agent appointed by it.

(b) Should any member or Exhibitor conduct himself in an improper or offensive manner on the Showground or if it be proven to the satisfaction, of the Society that any Exhibitor has attempted to mislead the Society by any form of misrepresentation, or has violated any of the Bye-Laws or Regulations of the Society, then and in any such case the Society may decline to allow the member concerned to renew their membership or the Exhibitor concerned to exhibit at any future Shows, and may forfeit any prize or prize money of such Exhibitor.

(c) The Society reserves the right to refuse any person admission to the Showground or entry and participation in any event promoted or organised by the Society or to withdraw permission at any time to remain on the Showground or to participate in an event, and the Society shall not be required to give any reason for such action.

#### (d) COMPLIANCE WITH GOVERNMENT AND LOCAL AUTHORITY REGULATIONS AND ALL CODES OF PRACTICE.

All Shows, Exhibitions and Events organised by the Society on the Showground or elsewhere are subject to any relevant Orders issued by Government Departments and Local Authorities, and all Codes of Practice with which all Exhibitors and others attending such Shows, Exhibitions or Events must comply.

### 1.2 LIABILITY

(a) In this Bye-Law the term Exhibitor shall include persons taking part in any event, competition or display promoted or arranged by the Society and the owner of any exhibit, animal, plant, vehicle, equipment, machinery, article or other thing of whatever nature involved in any such event, competition or display or otherwise exhibited or used on the Showground or elsewhere.

(b) 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, damage or loss caused to any Exhibitor or his or her servants or agents to any exhibit, animal, vehicle, equipment, plant, machinery, articles or thing of whatever nature brought onto the Showground by the Exhibitor or involved in any said event, competition or display.

(c) Save as aforesaid, the Exhibitor shall indemnify the Society against all claims, losses, damages and expenses whatsoever in any way arising out of the presence of or taking part of the Exhibitor or his or her servants, agents, exhibits, animals, plant, vehicle, equipment, machinery, articles, or other things, of whatever nature on the Showground or elsewhere and shall assume full responsibility thereof.

(d) Acceptance of this Bye-Law shall be a condition of entry or participation in any event, competition or display promoted or arranged by the Society.

- (e) The Society accepts no responsibility or liability whatsoever for any statement or information in any document published by the Society or the Show.
- (f) The Society will not under any circumstances accept liability for any loss or damage (whether direct or indirect) arising from or caused by the abandonment or cancellation, whether total or partial, or the postponement of any show, display, event, meeting or other happening on the Showground or elsewhere for whatever reason.

### **1.3 SAFETY CODE**

The Code of Practice for Safety and Accident Prevention, published separately by the Society forms part of these Trade Stand Regulations.

### **1.4 RECOVERY OF FINES, FEES AND CHARGES**

All fines, fees and charges shall be recoverable by the Society and until payment is made persons owing them will be barred from exhibiting.

### **1.5 NON-COMPLIANCE WITH REGULATIONS**

The Society Officials 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 or Officials and, if necessary, to expel such an Exhibitor or his Representatives from the Showground.

The Society reserve the right to use whatever means may be necessary to eject any Exhibitor who refuses to leave the Showground when required to do so by Officials in consequence of infringement of regulations.

### **1.6 INSURANCE**

- (a) It is the responsibility of the Exhibitor to insure all property and livestock on the Showground or elsewhere which is his own, or for which he is responsible.
- (b) The Society requires Exhibitors to effect Employers Liability insurance where this is required by statute.
- (c) The Society also requires Exhibitors to effect Public Liability and Products Liability insurance with a minimum indemnity of £2,000,000 to protect their liability under paragraph 1.2 (b) and (c).

The application form for stand space contains a declaration that the cover required under (b) and (c) above will be in place.

## **SECTION 2 APPLICATIONS FOR SPACE & ALLOCATION OF SITES**

### **2.1 APPLICATION FOR SPACE & CHARGES**

- (a) All applications must be submitted on the appropriate entry form, which must be **signed** by the Exhibitor or his representative, such signature indicating acceptance of the Regulations. For payment terms refer to page 2.
- (b) The Society reserves the right to refuse any application whatsoever and to cancel any application without giving a reason.
- (c) All Exhibitors are required to become Members of the Society and pay one year's membership subscription, at the current rates, as shown on the Application Form when submitting their entry.
- (d) The completion of a Trade Stand application form and the receipt of a cheque does not constitute a contract with the Society.

## **2.2 ALLOCATION OF SITES**

Although every endeavour will be made to meet any request by an Exhibitor regarding the position of his Stand, the allocation of sites and positioning of Trade Stand space will be entirely at the discretion of the Society.

## **2.3 SITE SIZE**

Exhibitors booking open space must apply and pay for sufficient space for all stays or guy ropes required for any building or tent or caravan (including tow bar of caravan) to be erected or stood on the space.

## **2.4 SITE BOUNDARIES**

Boundaries of sites will be marked and in no circumstances will Exhibitors be allowed to occupy a space larger than that allocated and paid for.

## **2.5 GROUND CONDITIONS**

The Society will not be held responsible for damage caused to sites during the pre-show period, and will not undertake to make good such damage.

## **2.6 SUBLETTING**

No Exhibitor shall sublet any portion of the space allotted to him, or move to any site other than that allocated.

## **2.7 SALES TECHNIQUES**

Exhibitors staff must confine their sales activities to the area of their stand and must not use the avenues, open areas or car parks to solicit business.

## **2.8 WITHDRAWAL OR CANCELLATION OF SPACE RESERVED**

Where an Exhibitor withdraws from the Show or cancels the space reserved for any reason, all fees paid shall be forfeited, whether the site is re-let by the Society or not.

## **2.9 APPLICATION FORMS**

Any additional notes or regulations printed on application forms, shall form part of these regulations.

# **SECTION 3**

## **TICKETS, PASSES AND ACCESS TO THE SHOWGROUND**

### **3.1 EXHIBITOR BADGES**

Three-day Exhibitor Badges will be issued for the sole use of the Exhibitor, or his Show Staff, as per the Trade Stands Application Form. Three single day tickets are available as an alternative at the Society's discretion.

**These badges are not transferable or for resale.**

Refunds will not be given on unused Exhibitor Badges.

Exhibitors requiring Badges above their allocation may purchase 3-Day or Single Day Exhibitor Badges at the Trade Exhibitors' Rates published on the Trade Stand Application.

### **3.2 CAR PARKS**

Trade Stand exhibitors use the normal Show Car parks at the East of England Show, which are free of charge.

### **3.3 PRE-SHOW/POST-SHOW PASSES**

These are required to gain admission to the Showground by the Exhibitor or their appointed contractor for the purpose of erecting stands prior to the Show and dismantling stands after the Show. One Pass is allocated per stand. An additional pass maybe ordered (Free of Charge) when completing the Trade Stand Application Form.

These passes give the Gate Number through which Exhibitors or Contractors vehicles should enter the Trade Stand Area. Passes should be visible at all times.

Note: - Vehicle Passes may also be used for Pre-Show entry to the Showground in addition to Show days

### **3.4 VEHICLE PASSES FOR USE ON SHOW DAYS**

**Stock Vehicle / Caravan Passes** give access to the Showground for caravans parking behind trade stands and for vehicles forming part of a stand (car, trailer etc) that need to be brought in on a daily basis **on Show days**. Allocation is one per stand as per the Trade Stand application form. These **must** be applied for when booking stand space. The Trade Stand Office will confirm whether there will be sufficient space behind the site booked to accommodate these vehicles. Without these passes, a £40 fee will be required at the Entry Gate on each day of the Show.

**Restocking Vehicle Passes** give access to the Showground **on Show days**. Vehicles can enter the Showground up until 10.00am and after 6.00pm. A £20 cash deposit is payable at the Entry Gate which is refunded upon exit before 10.00am. This system is in place to ensure the Showground is not littered with vehicles during the time the Show is open to the public. 1 available per Stand (free of charge), which **must** be ordered when booking stand space. Vehicles still on the Showground after 10am will have to pay £40.

**The Society reserves the right to remove any vehicles contravening these regulations and accepts no responsibility for any damage caused.**

### **3.5 ACCESS TO SHOWGROUND IN EVENINGS**

Exhibitor's vehicles with the appropriate pass will be allowed onto the Showground after 6.00pm on each day and all occupants must possess the relevant badge.

### **3.6 EXHIBITORS STAFF, CONTRACTORS, CATERERS (ETC) BADGES & VEHICLE PASSES**

Exhibitors are responsible for obtaining tickets and vehicle passes etc for their staff, contractors, caterers, cleaners, and any demonstrators on their stand.

Any tickets and passes purchased by the Exhibitor's personnel direct will be charged to the purchaser at the normal public prices. It is regretted that refunds cannot be made.

### **3.7 CONDITIONS OF SALE**

Tickets and passes cannot be supplied on a "Sale or Return" basis.

### **3.8 REFUNDS**

Exhibitors, their staff or representatives arriving at the Car Parks or Entrances without tickets must pay public prices to gain admission and obtain a Receipt from the Gate Supervisor. The Receipt and unused Ticket stub(s) should be brought to the Trade Stands Office during the Show to enable the refund to be processed. Refunds will not be processed until after the Show.

### **3.9 EXHIBITOR CARAVANS**

A limited number of sites are available and these will be allocated on a "first come - first served" basis. A site fee is charged for these sites. Further details and application forms available on request.

## **SECTION 4 NATURE OF EXHIBITS**

### **4.1 LIMITATIONS OF EXHIBITS**

Exhibitors are permitted to trade only in goods and/or services as described on their accepted application Form. Society Officials have power to remove from the Showground any Exhibitor whose articles and/or Trade are not in accordance with the description given on the Application Form, or any Vendor of unsuitable articles or any itinerant vendor who may have gained admission to the Showground. The definition of what constitutes unsuitable articles shall rest entirely with the Chief Executive Officer whose decision on this matter is final and binding. Sales by auction are not permitted.

### **4.2 NUISANCE**

Exhibitors may not use any loudspeaker apparatus, engines, generators, or other equipment, participate in any activity or practice, or sell, display or offer for sale any toxic, noxious or offensive substance, article or thing, so as to cause nuisance, annoyance or distress to other Exhibitors or to the public. **The use of generating equipment for the supply of electricity by Exhibitors on the Showground is not permitted.** The Chief Executive Officer's decision on such matters shall be final and binding on all Exhibitors.

#### **4.3 OFFENSIVE PRODUCTS**

The sale of Stink Bombs, BB Guns, Catapults, Silly String, Snap Guns and any other items likely to offend persons visiting the Show is strictly forbidden. The Chief Executive Officer's decision on such matters shall be final and binding on all Exhibitors.

#### **4.4 COLLECTIONS AND APPEALS**

Charitable or other institutions wishing to make appeals for contributing to their funds must first obtain permission in writing from the Society. If permission is granted, collections must not be made outside the limits of the allocated stand.

#### **4.5 FOOD, SWEETS AND DRINKS (Alcoholic and Non Alcoholic)**

Exhibitors shall not offer for direct sale any food, confectionery, foodstuffs, or drink unless with the express permission of the Society. Small samples may be given away free of charge for promotional purposes. The supply of Alcohol and late night refreshment is now governed by the Licensing Act 2003 and must be adhered to. Any trader wishing to supply alcohol must apply to the Chief Executive Officer who is also the Designated Premises Supervisor for permission to supply alcohol under the Premises Licence for the Showground. There will be a charge for this permission. Any trader supplying alcohol without permission will be requested to leave the Showground.

#### **4.6 CIGARETTES AND TOBACCO**

Exhibitors shall not offer for direct sale any cigarettes, tobacco or cigars, except with the express permission of the Society.

#### **4.7 VETERINARY PRODUCTS, MEDICINES, ETC**

Exhibitors are reminded that the Medicines Act 1968 and the Poisons Act 1972 apply to the display and sale of veterinary products, medicines etc. All displays and sales must comply with the provision of these Acts, and any other relevant Acts, and the Rules and Regulations of the Pharmaceutical Society of Great Britain.

#### **4.8 WATER TANKS & SWIMMING POOLS**

Nets of satisfactory strength to prevent falling in must be securely in place at all times other than when a demonstration is taking place and when supervision is constant.

#### **4.9 PERFORMING RIGHTS SOCIETY**

Any Exhibitor wishing to play music on their Stand must liaise with the Performing Rights Society for advice, Tel: 01733) 312712. They must also get written permission from the Marketing Department of the Society prior to the Show. (See Regulation 7.14).

## **SECTION 5 TRACTORS, COMBINES, MACHINERY AND MECHANICAL EXHIBITS**

#### **5.1 IDENTIFICATION OF EXHIBITS**

Exhibitors are requested wherever practicable to affix their own transfers or stickers to all items on display to assist identification.

#### **5.2 SOLID FUEL**

Only smokeless fuel will be permitted during the times the Show is open to the public.

#### **5.3 PETROLEUM SPIRIT**

Whilst the Society reserves to itself the right of excluding any petroleum or spirit deemed unsafe, it in no way relieves the Exhibitor from responsibility in the event of accident or fire.

Exhibitors must conform to the Regulations of the Local Authority & any statutory regulations in all that relates to the transport of petroleum and precautions to be taken against fire.

#### **5.4 WELDING EQUIPMENT**

Welding and cutting demonstrations must be protected by suitable screens to prevent damage or injury by sparks or glare. Demonstrators must wear the correct protective clothing.

#### **5.5 SCAFFOLDING ETC**

All portable scaffolding or similar structures must be secured by stay wires firmly anchored to the ground. Any stay wires must be marked to make them clearly visible. Scaffolding must be checked by a competent person prior to use.

#### **5.6 TRACKED VEHICLES**

Vehicles on tracks or spud-wheels will not be allowed to move about the Showground but must be brought on trailers or other pneumatic-tyred vehicles and unloaded direct onto the Exhibitors Stand.

#### **5.7 VEHICLE EXHIBITS**

Exhibitors are not allowed to demonstrate or exhibit vehicles in the avenues during the Show.

#### **5.8 PAVILIONS**

Exhibitors are not allowed to park any vehicle within Pavilions at any time. Any Stand in Pavilions may not be constructed using a vehicle as part of the display unless permission in writing is obtained from the Society prior to the Show.

Beware of underground power lines.

#### **5.9 MACHINERY PLANT & EQUIPMENT**

1. Sharp points, spikes and sharp edges must be protected to prevent accidents.
2. Adequate support must be given to prevent moving or tipping up.
3. Cutter bars, knives or other cutters must have blades removed or approved guards in position.
4. Belts, gearing and other moving parts must be guarded to statutory regulations.
5. Hydraulics must be immobilised (see also section on hydraulics).

#### **5.10 HYDRAULICS**

Any equipment operated by hydraulics i.e. trailers, tractor buckets, forklifts, beams, chutes, conveyors, etc. if demonstrated in an extended position, must be suitably propped with steel props and at separate stages if in multi-stage rams.

#### **5.11 TOWER CRANES & HOISTS**

If propping is impossible, the area over which the crane is exhibited must be protected in case of collapse. Remember propping can be dangerous in high windy conditions and special watch must be kept for overhead power lines. All such equipment must be under the supervision of an authorised qualified operator.

#### **5.12 HIGH LIFT VEHICLES**

Although it may be necessary to demonstrate these to potential customers they must not be used for joy riding and under no circumstances are children to be allowed to ride on them.

**BEWARE OF OVERHEAD POWER LINES.**

## **SECTION 6 EXHIBITION OF LIVESTOCK ON STANDS**

#### **6.1 PRIOR APPROVAL**

Exhibitors wishing to include livestock on their Stands must first obtain the Society's approval in writing.

## **6.2 LICENCES ETC**

If livestock of any description are to form any part of any exhibit, it is the responsibility of the Exhibitor to obtain any necessary Movement Order from D.E.F.R.A or other appropriate authority, and to comply with any regulations which may be in force at the time of departure to or during the Show. It is an offence for an Exhibitor to bring livestock to the Show when restrictions are in force.

# **SECTION 7 ADMISSION AND REMOVAL OF EXHIBITS, ERECTION AND DISMANTLING OF STANDS**

## **7.1 DELIVERY TO SHOWGROUND**

Delivery vehicles arriving at the Showground during Show days are not permitted to drive onto the Showground. Entry Gate Staff will advise drivers to deliver goods to a secure area near Gate 3. Goods will then be delivered to Trade Stands by Showground Staff as soon as is convenient. Please notify the Trade Stands Office if you are expecting a delivery on Show days.

## **7.2 ACCESS TO SITE**

Exhibitors with open space may commence work on their stand from the Tuesday of Show week, or earlier by arrangement with the Society. Pavilions, marquees and covered shopping areas will not be available to Exhibitors until the Thursday of Show week.

## **7.3 MOBILE UNITS**

Exhibitors using large mobile units should arrange to have these in position several days before the Show. This is especially important when it is necessary to encroach on adjoining stand space to manoeuvre the unit into position.

## **7.4 TEMPORARY BUILDINGS**

Exhibitors intending to erect temporary buildings must inform the Society and comply with Planning and Bye-Law Regulations.

These buildings should not be sited closer than two metres from the front line of the Trade Stand so as not to obscure the public's view of adjacent Trade Stands.

Should this not be possible, Exhibitors are requested to contact the Trade Stand to discuss the problems involved.

## **7.5 TENTS, MARQUEES, FLAGPOLES, ETC**

Exhibitors intending to erect tents, marquees and other structures are requested to check the proposed siting with the Society's Health & Safety Advisor before commencing erection to establish the location of any underground or over head power lines.

## **7.6 STAND MARKERS**

All Stands and/or sites allotted to Exhibitors will be clearly numbered on the front left corner peg by the Society. Stand number plates must not be removed, disturbed or obscured.

## **7.7 SIGN BOARDS**

All Exhibitors must provide a clear sign bearing the name of the firm or organisation. Trade Stand signs must not be erected in such a way that they overshadow a neighbouring stand.

## **7.8 SIGNS ON PAVILIONS**

Signs must be fixed so that no damage is caused to the pavilion. Under no circumstances must nails be driven through the canvas.

## **7.9 OBSTRUCTION OF SIGNS**

Exhibits must be so placed that they do not obscure the name signs of adjacent stands.

**7.10 OVERHEAD WIRES, ETC**

FLAGPOLES AND OTHER STRUCTURES MUST BE ERECTED NOT LESS THAN 5M FROM ANY ELECTRICITY OR TELEGRAPH POLE AND AT LEAST 5M CLEAR FROM ANY ELECTRICITY OR TELEPHONE WIRES.

**7.11 ADVERTISEMENTS**

No Exhibitor or other person shall be allowed to affix any placard or advertisement to any part of the Society's plant or premises unless permission to do so has been obtained in writing from the Chief Executive Officer, nor will any person be allowed to distribute handbills or display advertisement except on his own stand. Adhesive labels may not be distributed as sales promotion material.

**7.12 KITES AND BALLOONS**

Exhibitors are not permitted to fly kites or balloons (tethered or otherwise) without the express permission in writing of the Chief Executive Officer.

Such permission will only be given on a limited basis, and will also be subject to any overhead cables in the immediate vicinity or other safety considerations in connection with the Exhibitors stand space. Following this, Exhibitors must obtain the required Civil Aviation Authority Certificate and the Local Authority Planning Permission.

**THE DISTRIBUTION, OR SALE, OF TOY BALLOONS, INFLATED OR OTHERWISE, FOR ANY PURPOSE WHATSOEVER IS NOT PERMITTED, NEITHER MAY EXHIBITORS ORGANISE BALLOON RACES.**

**7.13 AIRCRAFT**

No Exhibitor will be permitted to advertise by means of Aircraft loudspeakers.

**7.14 AUDIO EQUIPMENT**

No Exhibitor shall be permitted to use Audio Equipment including Disco Music as a Sales Aid or Attraction without written permission from the Chief Executive Officer. Subject to such written permission the volume of sound equipment must be controlled so as to avoid annoyance to other Exhibitors or to the public. The Society's Chief Executive Officer's decision shall be final as to the acceptable level of noise emitted. Should the volume be increased following the decision on an acceptable level, the Chief Executive Officer is empowered to ban the use of said equipment for the remainder of the Show or the removal of the Exhibitor and Stand from the Showground.

**7.15 PAINTING AND VARNISHING**

Any paint or varnish used must be dry by 8.00 am on the first day of the Show.

**7.16 DAMAGE TO PAVILIONS, STRUCTURES, TENTS OR MARQUEES**

An Exhibitor damaging the pavilions, tents or marquees, provided by the Society, or canvas thereto in any way will incur a penalty of £250, plus the net cost of the repair of the damage. Society Officials shall have the power to remove the exhibit from the Showground.

**7.17 EXCAVATIONS**

**Any necessary excavations must be approved by the Society before digging commences.**

**7.18 CLOSURE OF STANDS**

Exhibitors or their Contractors may not close or dismantle any part of their stands before 6.00 pm on the last day of the Show. Vehicles for the removal of stands will not be allowed to enter the Showground under any circumstances until 6.00 pm on the last evening, or such later time as circumstances may require VEHICLES ALREADY ON STANDS OR FORMING PART OF STANDS MUST NOT MOVE OFF THE STAND SPACE UNTIL AFTER 6.00 PM ON THE LAST EVENING OF THE SHOW.

**7.19 CLEARANCE OF STANDS**

STANDS AND ALL EXHIBITS ON OPEN GROUND, MUST BE CLEARED FROM THE SHOWGROUND BY 5PM ON THE WEDNESDAY FOLLOWING THE SHOW, BY WHICH TIME THE SITE OF THE STAND MUST ALSO BE CLEARED OF ALL MATERIALS.

RUBBISH ETC. THE SOCIETY RESERVES THE RIGHT TO CHARGE ON ANY COSTS INCURRED IN REMOVING SUCH RUBBISH OR MATERIALS.

**7.20 EXHIBITS IN SOCIETY'S MARQUEES**

Exhibits in marquees, tents and/or pavilions, provided or hired from the Society, must be removed at close of the event to allow the Society's Tenting contractor to dismantle the marquee, tent and/or pavilion.

**7.21 LATE REMOVAL OF EXHIBITS**

The Society reserves the right to remove any items remaining on Trade Stand sites after expiry of these time limits and accepts no responsibility for any loss or damage so caused. A storage fee will be charged on a daily basis.

**7.22 REINSTATEMENT OF GROUND**

All Exhibitors not contracting with the Society who break soil in the ground for the purpose of fixing their exhibits must restore it by 5pm on the Wednesday following the Show. Failing this, the Society will undertake the work and charge the expense to the Exhibitor.

**7.23** Exhibitors must remove all posts and pegs (particularly tent pegs) dug into the ground by themselves. Should any Exhibitor fail to do this the Society will undertake the work and charge the expense (including the cost of repairing the damage to Showground equipment) to the Exhibitor.

## **SECTION 8 SERVICES**

**8.1 ELECTRICITY SUPPLY**

**SEE ALSO DETAILED REGULATIONS ON UTILITIES APPLICATION FORM**

Exhibitors requiring temporary installations within their stands should order their requirements through the Trade Stands Office or alternatively through an Electrical Contractor who is a member of the National Inspections Council of Electrical Installation Contracting. All installations must be wired to the standards laid down in the latest Edition of the I.E.E. Wiring Regulations.

The Society's Official Contractors will test all installations not supplied by themselves including pre-wired and mobile systems before connection to the main supply and may refuse connection if the installation has not been installed correctly, the charge for any necessary re-test will be payable in advance.

ALL STAND SUPPLIES The single phase electricity supplies to all stands will be via a miniature circuit breaker and up to six stands to be controlled by one 30 milli-amp residual current device terminating in a 13 amp switch socket or switch fuse depending on the load declared (i.e. kilowatts) on the electricity application form. All three phase supplies will be made direct through a 3 phase 30 milli-amp residual current device sized accordingly to the load declared i.e. kilowatts, terminating in a switch fuse.

The supply of the above includes cable to stand, connection and disconnection of the supply and removal of the cables and electricity consumed.

**N.B. On no account must the connected load exceed the size of the supply requested.**

**IMPORTANT NOTES TO ALL EXHIBITORS: -**

- (a) The Exhibitor is required to inform The Society via the Utilities Application Form that a connection to the mains network supply will be required together with the payment in full for the supply and services required. (See Utilities form for application closing date.)
- (b) Exhibitors employing Electrical Contractors other than the Official Contractor for the stand wiring must ensure that the work is completed at least 2 days prior to the Show otherwise the Official Contractor cannot give any guarantee that the installation can be

tested and the connection made to the electricity supply prior to the opening of the Show.

N.B. The Exhibitor to inform the Society that the work is complete and ready for connection.

- (c) The Official Contractor will provide an extended hours service on the Showground during the Show. Repairs to Exhibitor's appliances and wiring which has been installed by Electrical Contractors will be quoted for by the Official Contractor prior to the commencement of work and agreed in writing by the Exhibitor.
- (d) All portable appliances must possess a current P.A.T Label, which should be adhered to the appliance in accordance with current Health & Safety Regulations.
- (e) The Society reserves the right to remove from the Showground any exhibitor who wilfully interferes with any part of any electrical supply or equipment. A charge to the exhibitor will be made for any damage to any electrical equipment.

## **8.2 GENERATING EQUIPMENT**

**The use of generating equipment by Exhibitors for the supply of electricity on stands on the Showground is not permitted.**

## **8.3 WATER SUPPLY**

Exhibitors should apply for water by completing the Utilities Application Form before the application closing date (The requirement for a water supply will determine the location of the stand).

Improper disposal of waste water and liquids may in serious cases result in the Exhibitor being removed from the site. A Charge will be imposed for any reparation required.

## **8.4 CATERING**

Exhibitors may make their own arrangements for catering on their own stands, provided that no Exhibitor sells or offers for sale any foodstuffs or beverages.

Exhibitors catering on their stands are reminded that they must comply with all relevant Food Hygiene Regulations. Officers of the Environmental Health Department of the Local Authority have right of access to all stands during the Show.

## **8.5 LITTER ETC.**

- (a) Exhibitors are required to have their stands and the portions of the avenues fronting their stands cleared up each evening during the Show before 7.00 pm and the litter refuse placed in the containers provided in each avenue ready for collection by the Society's Contractors.
- (b) Refuse in bags or boxes should be placed in the containers provided throughout the Showground. Refuse will be collected from containers at frequent intervals daily. If rubbish is not removed satisfactorily, please inform the Trade Stands Office immediately. Kitchen waste will be collected each evening. It is essential that Exhibitors and their Caterers provide their own containers, with lids, for kitchen waste.

# **SECTION 9 FIRE & SAFETY PRECAUTIONS**

## **9.1 HEATING AND COOKING APPLIANCES**

No heating or cooking appliance is permitted to be installed inside a tent or stand which is not specifically laid out for the purpose. Exhibitors wishing to use heating or cooking appliances for serving refreshments or other purposes in their stands or tents must have these appliances installed outside the tent at a safe distance from combustible materials.

Heating appliances must be fixed securely on a firm non-combustible heat-insulating base, and surrounded on three sides by shielded materials. The shields of non-combustible material should be at least 1m away from combustible fabrics or other materials, and care must be taken to ensure that no combustible materials can be blown against heaters. Heating

appliances, gas piping and gas cylinders must be kept out of reach of the public and stocks of inflammable liquids and spare gas cylinders must be kept in a safe position outside the tents or stand, and care taken to avoid leaking or spilling. Fire extinguishers and fire fighting equipment must always be readily available.

## **9.2 BOTTLED GAS**

All Exhibitors using bottled gas on their stand are required to have the installation checked by a qualified fitter to ensure that the apparatus is safely installed. Gas bottles should be stood on a firm base and be secured to prevent falling over and/or theft.

## **9.3 INSPECTIONS**

The Society reserves the right of inspection by the Society's Safety Adviser or a Representative of the Fire and Rescue Service of all tents or stands. These persons shall have full authority to order the immediate disconnection of any appliance(s) or equipment if in their opinion they constitute a danger. The decision of the Society's Safety Adviser in this matter is final.

## **9.4 FIRE EXTINGUISHERS**

All Exhibitors are required to supply the extinguisher(s) and fire fighting equipment.

## **9.5 CONTAINERS**

Potentially dangerous substances (chemicals, fuels, oils etc.) may not be used in static display or exhibits. Containers for such substances may be exhibited subject to their being empty or filled with a harmless substance. All containers must be labelled as to their contents.

## **9.6 PUBLIC PROTECTION**

Adequate precautions (in the form of barriers etc) must be taken to avoid crowd congestion in the entrance to tents, marquees and stands. Clearly signed Emergency Exits, Fire Exits etc. must be provided in all structures to which the public are admitted.

## **9.7 WIRES, CABLES, ETC**

All wires, cables, ropes, etc., at ground level should be buried under turf or covered by clearly marked cable protectors. Other wires, cables, ropes, etc., should be clearly marked to prevent people walking into or tripping over them.

## **9.8 STRAW BALES**

Straw bales must not be used inside marquees for demonstration purposes unless they have been treated with a proprietary brand of fire retardant, in which case a notice to this effect must be displayed. Straw bales used in outside displays must not be adjacent to marquees, buildings or equipment which would constitute a fire hazard. The use of straw bales within exhibits must be avoided. When straw is being used the appropriate fire fighting equipment must be immediately available.

## **9.9 ACCIDENT PROCEDURE**

Accidents or incidents which result in injury or are alarming or likely to affect the health and safety of persons on the site must be reported to the Organisers as soon as possible. The Showground emergency number is 07706 940406.