

## **Hinderwell Horse & Agricultural Show Society**

### **Guidance for Trade Stand Personnel on Promoting Safety at the Show**

*Please read before signing and returning Application Form.*

#### **SITES**

- Plots will be clearly marked in accordance with the size(s) advertised on the event application form. Exhibitors must ensure that all supporting ropes, caravan tow bars etc. fall within their plot size.
- Exhibitors are to keep strictly within their allocated site, in order to enable the free flow of spectators and, if necessary, emergency vehicles. Exhibitor vehicles which cannot be accommodated within the allocated site are to be removed to the public car park prior to commencement of the show.
- No changes of position will be permitted unless authorised by the Committee.

#### **APPLICATION FOR SPACE**

- All applications must be made on the official form on or before the stated closing date. The exhibitor, or his/her authorized representative, must sign the completed application form. Such signature will signify acceptance of these regulations.
- Completing and returning the application form does not guarantee you a pitch. We will contact you two weeks after the closing date to let you know if your application has been successful or not.
- Successful applicants should then send us their payment for the required amount together with copies of your public liability insurance and/or food hygiene certificate where applicable.
- The organiser reserves the right to refuse to accept any application without having to give reasons and their decision shall be final.

#### **PUBLIC LIABILITY**

- It is a condition of letting the stand and display space that the tenant shall have Public Liability insurance to cover his/her activities and be able to provide evidence upon request.
- The exhibitor will be held responsible for the full restitution of any damage caused by the exhibitor's equipment taken on to the event site.

#### **OPENING TIMES**

- All stands must be occupied by 10 am and open for business.
- No tenant may leave the event site before 5pm unless otherwise authorized by the organisers.

#### **LITTER**

- All tenants will be responsible for the clearance of ALL litter on and within 20 feet of the frontage of their stand or plot. Clearance must be made at the close of the event. The organisers will provide litter bins and a skip is available for larger rubbish.

- Stands creating litter by means of their sales or offers, issue of tickets, leaflets or samples **MUST PROVIDE A SUITABLE BAG OR CONTAINER FOR THE LITTER BY THE STAND AT ALL TIMES.**
- Any tenant leaving litter or not complying with this regulation may be refused entry to any further events arranged by the organiser.

### **FOOD AND CONFECTIONERY**

- Anyone selling food or confectionery must have an appropriate Certificate of Hygiene.

### **PROHIBITIONS**

- There will be No sale of any refreshments, food or drink other than by written authorisation of the organisers.
- Children’s entertainment – devices must comply with the “Fairgrounds and Amusement Parks – Guidance on Safe Practice”. They must be run by qualified adults, provided with the necessary fencing and operated within the designated areas. Inflatable play equipment must have an up- to-date inspection tag/certificate. Documentation should be available for inspection.
- There will be No sale of any goods, substances or materials banned by the law.

### **SERVICES**

- Tenants must make their own provision for supplies of electricity. Generators must be operated within manufacturers’ guidelines. Water is available on site but not on the individual plots.
- The security of Displays/Stands is solely the Tenant’s responsibility.

### **INTERPRETATION AND AMENDMENT OF THE REGULATIONS**

- The organiser reserves the right to amend or add to these regulations. The organiser cannot be liable for any additional restrictions that may be applied by the event site owners at any time. Any changes, amendments or additions will be notified in writing to all tenant at the earliest opportunity.
- No refunds or rent will be given to tenants who do not attend. The decision of the organiser is final.