

## **Dalston Show - TERMS & CONDITIONS**

1. **APPLICATION FOR SPACE** - Trade Stand Allocation. All applications shall be submitted on the appropriate booking form or on Showing Scene, applications submitted in any other way will not be acceptable. The application form must be signed by the Trader or their representative, and the signature on the forms shall be deemed to be the acceptance by the Trader of these rules and regulations and their agreement to be bound thereby.

2. **OBSERVANCE OF REGULATIONS** All Traders, their contractors and employees, while on the Showground, shall be subject to the rules and regulations of the Society, as interpreted by the Society, and the stewards and officials appointed by them.

### **3. WITHDRAWAL OR CANCELLATION OF SPACE RESERVED**

- Your booking is confirmed when an invoice is received from the show secretary.
- A refund of 75% will be allowed for cancellations before 19<sup>th</sup> May 2024
- 50% will be refunded for cancellations received between 20<sup>th</sup> May – 1<sup>st</sup> July
- No refunds will be made for cancellations in July and August.

***All cancellations in writing to the Show Secretary.***

**Traders are reminded that they MUST PAY THEIR SITE FEES BY 31<sup>th</sup> July 2024. Non-payment by 31st July 2024 will be regarded as withdrawal or cancellation on their part and the site re-let.**

4. **SETTING UP & TIMES OF OPENING** – Trade Stands can be set up from Friday 9<sup>th</sup> August 2024, there will be security on site Friday night.

All trade stands must be open and staffed throughout the time the Show is open to the public - 9am to 5pm. – Traders must not move vehicles or dismantle their stand before 5pm

5. **ALLOCATION OF SITES** The allocation of sites and positioning of trade stand space will be entirely at the discretion of the Society, although every endeavour will be made to meet any request made by a Trader regarding the position of their stand. Regular traders will be given priority when stand space is allocated, but this does not guarantee you will automatically have the same position as in previous years, sponsors will be given priority. If you would like more information regarding sponsorship arrangements, please contact the show secretary.

Applications from new traders will be considered for suitability as every effort is made to ensure an even distribution of stands on the showground to the benefit of all concerned.

(a) You must apply and pay for sufficient space for all stays and guy ropes required for any gazebo, vehicle, tent or caravan to be erected on the space.

(b) Boundaries of sites will be marked and in no circumstances will traders be allowed to occupy a larger space than that allocated to them.

(c) The trader will be responsible for all damage to their site by them or contractors, and hereby undertakes to make good any such damage.

(d) It is the responsibility of stand holders to clear all litter from their pitch throughout the day and at the close of show and take it away for disposal.

(e) Vehicles not within the boundaries of your pitch must be off the showground **by 8.30 am on show day. Strictly no vehicle movement without permission from Show Society until 5:00pm**

(f) All trade stands must have a risk assessment and a copy of their current liability insurance, this must be received by the show secretary before tickets are allocated, you must have copies available for inspection on the day.

6. **ELECTRICITY** An official showground contractor can provide electricity for trade stands. Any cabling must not present risks due to slips, trips and falls or electrical hazard. Please contact the Secretary for details.

***Please note that you are responsible for the safety of all generators and electrical appliances brought on to the Showground. They should meet the requirements of the outdoor electrical regulations and should have a certificate of safety. Our safety officer will undertake checks on this documentation amongst stand holders on the day of the Show. Generators must be of the 'silent' or 'super silent' type of no more than 70dBA to avoid inconveniencing neighbouring stands.***

7. **GAS** please also ensure that all appliances have been tested as required. In relation to LPG, compliance with Guidance CS4 and C of P 7 is required. Only quantities of LPG sufficient for use at the Show must be brought on to the field.

8. **WATER** is available on the Showground. On arrival the trade stand steward will be able to show you the nearest water supply.

9. **FIRE PROTECTION** It will be the responsibility of each trader to ensure that their risk assessment addresses fire hazards and that their own fire precautions are provided, particularly in the case where any heating or other similar appliance is used.

**IMPORTANT** The Society reserves the right to instigate further rules and regulations in respect of fire health and safety and fire precautions, if and when necessary.

10. **NOISE** Traders must not use any loudspeaker apparatus, noisy engines or any other offensive practices to cause annoyance to adjoining exhibitors.

11. **LOTTERIES OR RAFFLES** will no be permitted on the show field without prior approval from the Society

12. **RESPONSIBILITY OF TRADERS** The trader will indemnify the Society in respect of all actions causes claims losses proceedings or costs incurred claimed or arising out of the use by the trader of the Showground or by their agents contractors employees licensees or other persons being present at their request or with their concurrence for the purposes of the Show. The trader shall similarly be liable for all plant equipment, vehicles, stands, animals, livestock, goods or other things of whatever kind or nature brought on to the Showground for whatever purposes and the trader shall be liable similarly for any matter arising out of the exhibition handling or housing of such exhibits and the conduct of the traders stand generally. Acceptance of this foregoing provision and the foregoing provisions generally shall be a condition precedent of entry.

13. **CANCELLATION OF SHOW** The Society reserves the right to cancel at any time and for any reason the Dalston Show held annually by the Society, subject to the Society's Secretary giving at least 24 hours' notice of cancellation to the Exhibitor or Trade Stand Holder except in the case of the cancellation being due to fire, flooding, civil commotion, Act of God or riot, in which case notice given verbally or otherwise, by the Society's Secretary shall be deemed sufficient. If the Society decides to cancel the Show, the Society shall endeavour to refund. The Exhibitor or Trade Stand Holder will be repaid their entry fee, less a small handling charge, and the Society will not be responsible for any financial, trading or other loss of whatever kind incurred by the Exhibitor or Trade Stand Holder. WE RECOMMEND THAT EXHIBITORS CARRY THEIR OWN CANCELLATION INSURANCE.

14. **VACATING SHOWFIELD** Traders / Exhibitors must clear their sites by 4pm on the day following the Show. The Society will not be held responsible for any damage caused to items.

***We accept our company details will be listed within the Show Schedule and other promotional material.***

## **DALSTON SHOW - HEALTH AND SAFETY REGULATIONS**

- Our Event Safety Plan and Risk Assessments will be available on the day in the Secretary's Office and our Event Safety Officer will be in attendance during the event to monitor compliance with our Event Safety Plan.
- Our stewards and any attending emergency services will direct, assist and pass on relevant emergency information where required.
- All Traders will be expected to comply with any safety instructions provided to them by the Society or persons acting on our behalf.
- Traders must be conversant with and comply with all current Health and Safety regulations, including CDM, particularly with respect to their equipment and public safety.
- A relevant Risk Assessment MUST be completed, dated and signed and returned to the Show Secretary with payment and a copy of your PLI.
- Where appropriate a copy of the Health and Hygiene Certificate must be supplied.
- Foodstuffs and / or drinks may only be provided for immediate consumption within stands for hospitality purposes. No food or drink may be sold to the public which is intended for immediate consumption. Intoxicating liquor may not be sold without prior permission.
- Machinery or equipment must only be operated by a person over the age of 16 years who is fully experienced in its use and wearing the correct protective equipment.
- All operating machinery must be properly guarded and exhibited in accordance with HSE SIM 1/2001/04.
- The use of pedestrian controlled grass-cutting equipment is permitted strictly within the area of your Stand. The use of any other equipment must be authorised by the Society's Safety Officer prior to use.
- The towing of vehicles or equipment by any means other than a fixed and rigid drawer bar must also be pre-authorised and supervised by at least one person other than the driver of the vehicle.
- The use of ATVs, motorcycles or other similar vehicles is prohibited unless authorised by the Safety Officer. If authority is granted, the correct protective equipment and headgear must be worn.
- In relation to LPG, compliance with Guidance CS4 and C of P 7 is required. Only quantities of LPG sufficient for use at the Show must be brought on to the field.
- Chemicals and substances which may be hazardous must be displayed only by means of empty and clean containers.
- Exhibitors must provide adequate fire extinguishing appliances suitable for their Stand and activities.
- All portable generators must be protected by a 2m earthing rod or integral earthing device and also a Residual Current Device set at no more than 30MA sensitivity. All connections should comply with IEE wiring regulations, trailing cables should be buried or covered using cable protectors and sockets must be guarded.
- The use of inflatable play equipment is only allowed with prior permission and full compliance with HSE Information Sheet. Care must be taken to fully secure inflatables against bad weather.
- The use or keeping of livestock on Trade Stands is not permitted unless prior consent is obtained from the Society. In the event of permission being granted, full compliance with rules and regulations relating to Livestock Exhibitors is required (a copy will be provided upon request) along with full compliance with appropriate regulations issued by DEFRA current at the time of the Show.
- All lifting work must be carried out in accordance with LOLER.
- The Society reserves the right to inspect Exhibitor's Stands and any machinery or equipment brought on to the Showfield at any time.
- Intoxicating liquor may not be sold without prior permission. The Exhibitor shall be responsible for obtaining such license/temporary events notice as may be needed for sale or supply of intoxicating liquor, Performing Rights Society or otherwise and for the observance of the same. Copies of all permissions must be lodged with the Secretary 7 days prior to the Show.
- The giving away of animals (for example goldfish) for prizes or for any other reason is prohibited