

HANBURY COUNTRYSIDE SHOW SOCIETY LTD

2024 TRADE STAND

TERMS & CONDITIONS

STAND INFORMATION:

APPLICATION CLOSING DATE:

- All Applications for trade space should be made **NO LATER than FRIDAY 7th JUNE 2024**. Applications will be closed once space is filled even if prior to the closing date.

PAYMENTS:

- **Bookings will only be secure and confirmed once full payment is made.**
- Payment made via BACS: Account Name Hanbury Countryside Show Society Ltd, Account Number 71574660, Sort Code 30-99-90. Please state 'TS' and business name as payment reference.
- Alternatively, payment can be made by cheque to Hanbury Countryside Show Society. (Subject to cheque being returned from the bank the exhibitor will be charged a handling fee of £10 plus additional bank charges).

INFORMATION REQUIRED:

- Application forms and supporting documents should be posted to: **Mrs A. Steenton, Crosswinds, Westonhall Road, Stoke Prior, Bromsgrove, Worcestershire, B60 4AQ.** or emailed to tradestands@hanburyshow.co.uk.
- **No Applications will be processed without a returned booking form, a signed completed risk assessment form, health & safety declaration and proof of insurance.**
- The completed application form must clearly state the size of the stand required, with details of all vehicles, trailers, gazebos, tents, etc which form part of the stand. Where tents are to be erected, sufficient space must be allowed to include tent guy ropes. **Please note that all sites are in the open, on grass, NO Electricity is provided (except Food and Craft Marquees).** Water will be available from taps on the Showground.

STAND POSITIONS:

- To assist in allocating suitable positions the type of stand should be stated (e.g. Display Caravan, Marquee, and Machinery etc.) The nature of the exhibitor's business should be specified, as well as the activities to be carried out on the stand apart from selling, e.g. demonstrations of stated items.
- Sites shall be allocated in such positions and in such order as the Society deem fit.
- Without prejudice to the generality of the above, the Society will use its best endeavours to ensure that early applicants receive priority of position.
- Hanbury Countryside Show Society accepts no responsibility for any conflict of interest between trade stands and/or the duplication of a similar type stand, but will try to position stands sympathetically and considerately.

TIMINGS & PASSES:

- Trade stand pitches will be available from 10.00am on Friday 5th June or by prior arrangement with the Secretary. Any exhibitor or goods arriving earlier will be turned away.
- Trade stand vehicle passes are only valid until 8.30am on Saturday 6th July. Admittance is **STRICTLY BY PASS ONLY**. After 8.30am, all vehicles entering the Showground will be required to use the free public parking area.
- Passes and wrist bands will be posted out approximately three weeks prior to the Show.
- Vehicle passes will be issued to each stand. Additional vehicles arriving on the morning of the Show will be refused entry. If more vehicle passes are required they must be requested in writing before June 7th 2024.
- **Exhibitors must not commence dismantling any part of their trade stand exhibit before 6.00pm without prior permission from a Society Officer.**

- Exhibitors shall be responsible for clearing the site by 5.00pm on Monday 8th July 2024.

VEHICLES:

- There is a maximum speed limit of 10mph on the showground at all times.
- **Vehicles MUST be included within rented space if required to stay with stand.**
- All vehicles must display their trade stand pass with the correct details on. Any vehicle not parked in the appropriate place after 9.00am will be removed.
- A designated trade stand vehicle parking area will be provided – this will be clearly marked on the site plan provided.
- The Society reserves the right to restrict vehicle movement in adverse weather conditions.
- Vehicles re-entering the showground for the removal of stands will be at the discretion of the Society and **NOT BE BEFORE 6.00pm** once the public has departed.

FURNITURE HIRE:

- No furniture will be provided unless pre-ordered on the application form. TABLES : £12.00 + VAT each, CHAIRS : £6.00 + VAT each.
- Hired furniture will be placed on the stand pitch on Friday 5th July and can either be left on the pitch after the Show or taken to the Secretaries Marquee.
- Where hired furniture is not returned or is returned broken, the Society will charge the trader for this lost equipment.

HEALTH & SAFETY AND LIABILITY:

- All applicants for the Hanbury Countryside Show are to fully understand and accept the requirement, as a condition of entry into Hanbury Show, that any party whose presence and/or activity is associated with the exhibitor's undertakings will comply with the Health & Safety at Work Act 1974 and all other current, relevant legislation, established guidance relating to safety at public events and Hanbury Show's rules and procedures as outlined in the Safety Policy Statement which we have read. (Safety Policy Statement can be downloaded from the Show website)
- All exhibitors have a duty at all times to ensure their undertakings (or anyone acting on their behalf) do not endanger the health and safety of themselves or others.
- All persons acting on behalf of the exhibitor must have received sufficient information, instruction and training to enable them to carry out their work in a competent and safe manner.
- Any activities considered by the Society to have potential to cause harm may be suspended and exhibitors agree to follow the directions of the Show Officials.
- All incidents (major or minor) occurring at the show are to be reported to a Show Official immediately.
- Exhibitors are solely responsible for the safe custody of their property. The Society, its officers and staff disclaim any responsibility and all liability in respect of loss (including damage, theft, fire, accident, etc). The Society strongly recommends that all Trade Exhibitors arrange adequate insurance to cover any loss.
- Exhibitors **must** have public liability insurance cover.

MARQUEES:

- Marquees may be booked direct through The Marquee Company of Worcestershire on 07899 805150 www.themarqueecompany.co.uk.
- If a marquee/s is hired please provide the following information no later than 7th June 2024:
 1. Name and contact details for contractor supplying the structure.
 2. Copy of the contractor's public liability insurance certificate and risk assessment.
 3. Arrival times and date the structure will be erected and removed.
 4. Size and type of structure being supplied.
 5. Location within the stand pitch.

GENERATORS & GAS:

- **The use of petrol generators is strictly forbidden.**
- The Society reserves the right to ask for what they regard as unsuitable or unsafe generator equipment to be removed.
- To avoid the risk of nuisance to traders/the public; we request that you provide the quietest generator available, have suitable means of noise suppression and be mindful of siting the generator. Details of size, means of noise suppression & details of certification must be available for inspection.
- All electrical equipment used must display a current PAT certificate. All electrical circuits must be protected by a 30mA RCD. All electrical equipment used must have been electrically tested within the previous 12 months and have safety certification available for inspection.
- The use of suitable gas appliances is permitted. Any device fuelled by liquid petroleum gas (LPG) must ensure gas connections and pipes have been tested and certificated by a 'Gas Safe' engineer annually. The certification must be available for inspection. Installations must comply with UKLPG Code of Practice CoP24 Part 3. The cylinders are to be disconnected/connected by competent persons only using the correct tools and leak tested prior to use.
- No smoking signs must be in place and observed.
- Unless authorised in writing by your point of contact, no more than two LPG cylinders (totalling 200KG) are permitted per unit.
- Propane cylinders must be located only in the open air and must not be used inside marquees, tents or other enclosures. Butane appliances and cylinders may be used within a marquee. Cylinders must not be changed during the show.
- LPG cylinders must be stored vertically on firm, level ground at least 1 metre from any structure or heat source, in the open air, with no obstructions in the vicinity to impede ventilation. Cylinders must be restrained in a suitably designed cylinder stand. Cages or surrounds made of wood or other combustible material are not acceptable.
- All flexible hose must be labelled with either BS3212 or BSEN1763 and the regulator must be labelled with BS3016 or BSEN12864. Hoses must not exceed 1.5m in length between the regulator and appliance.
- All cooking appliances must be located away from flammable materials including marquee walls.
- The Society reserves the right to ask for what they regard as unsuitable or unsafe gas equipment to be removed.
- Exhibitors must have a fire extinguisher suitable for their stand activities available on their stand.

CONDUCT & USE OF STAND SPACE:

- All rubbish must be placed in bins and skips provided. All exhibitors must clear their site of litter after the event. Any litter which has been left will be subject to a clearance fee.
- **Notice:** Please ensure all used cable ties are placed in bins; we recommend the use of brightly coloured cable ties which can easily be seen on grass. Discarded cable ties pose a threat to farm animals and wildlife.
- Traders are not permitted to remove turf or dig up ground in any part of the Show area without the permission of a Society Officer. All holes must be filled in after use and turf replaced in a satisfactory manner. Any work which the Society must carry out to restore the ground will be charged to the exhibitor.
- Sites may not be transferred and no Exhibitor shall sublet, exchange or part with the possession of the site or stand allocated to him without the written permission of the Secretary.
- No person shall:
 - offer for sale any articles, display posters or distribute any pamphlets, other than from an exhibitor's stand.
 - accost others or call attention to goods or services in such a manner as to cause annoyance to exhibitors or to the public.
 - use radio or other equipment causing interference to the Society's equipment.
 - make any charge for admission to an exhibitor's stand.

- use any public address system or internal combustion engine or provide recorded or live music audible outside his stand during the hours of 9.00am to 6.00pm on Show Day without the prior written permission of the Secretary. (The Society reserves the right to withdraw such permission should a justifiable complaint be made).
- exhibit any animal on a stand without the prior written permission of the Secretary.
- All exhibitors and their representatives entering the Showground will be subject to the Rules and Regulations of the Society, which they are deemed to have accepted, and also to instructions of the Society's Officers and Staff.
- Any person contravening these rules is liable to expulsion from the showground foregoing any fees paid to the Society.

FOOD & DRINK:

- Exhibitors providing edible foodstuffs/catering on their stands whether the food is for sale or not are reminded that they must conform to the requirements of EU Hygiene Legislation, the UK Food Safety Act, the Food Hygiene (England) Regulations and any statutory amendments. Environmental Health Officers will be in attendance at the show and they have the power to stop trading and prosecute if they deem it necessary.
- All Stands selling food **MUST** enclose alongside their application their Local Authority Registration details and provide a copy of their current Food Hygiene Rating Scheme certificate, or an FHRs exemption letter from their Local Authority. Applications will not be accepted until such documentation has been received.
- All stands handling food **MUST** provide their own hand washing facilities - there are none provided.
- If you are selling alcohol a copy of your TEN must be supplied with your application.
- Hospitality - Exhibitors may supply small scale hospitality free of charge to the public, this is however limited to drinks and finger food. The intention to provide hospitality needs to be noted on your application form.

WIFI & PHONE SERVICE:

- WiFi will be made available to all trade stands, no charge will be made for this service. A password will be provided to allow access to the network. If WiFi is required please ensure you mark YES on the application form.
- **Important:** the organisers have invested heavily in an improved WiFi service. Despite this WiFi connectivity cannot be guaranteed.
- There is poor mobile, 3G & 4G reception on the showground.

CANCELLATIONS:

- In the event of an exhibitor notifying the Secretary that he/she is unable to attend before **June 7th 2024**, the Society will refund the charges paid, less a 10% administration fee. If the cancellation is made after **June 7th 2024** there will be no refund.
- If the Show is cancelled due to poor weather (where the field is considered unusable by the organising committee), disease pandemic or any other reason outside the Society's control, the Society will refund the booking fee minus 10% to cover administration costs.

GENERAL NOTICES:

- Tickets and passes will be allocated as shown on the price list shown on page 1.
- Trade Stand Exhibitors will be provided with a trade stand number which will be marked on the Show site map. A copy of the map will be supplied alongside the passes. Maps will also be made available to the public in the Show Programme and on large boards at the entrances.
- All exhibitors will have a free entry in the trade stand exhibitors list printed in the Show Programme.
- Data Protection (GDPR). All data provided for the purpose of exhibiting at the Hanbury Show will be stored on the show's system and data will be retained and used to keep exhibitors informed about the show. The show will publish information about the exhibitors in the show programme.
- The show may, from time to time and at its discretion use photographs of trade stands for marketing purposes and may name and publicize the presence of exhibitors at the show.