HONITON AGRICULTURAL SHOW

1st August 2019

TRADE STAND REGULATIONS and CHARGES

Entries Close 30th April 2019

CONTENTS

	Page
GENERAL INFORMATION	1
SPECIAL PROVISIONS	3
SHOWGROUND MATTERS	4
OUTSIDE SITES	5
PLAN OF THE SHOWGROUND	6 & 7
COVERED SITES	8
CHARGES AND TICKET ALLOCATION	9
ADMINISTRATIVE DETAILS	10
FIRE AND SAFETY PRECAUTIONS	12
TRADE STAND COMPETITION	13

Honiton and District Agricultural Association
Secretary:
Marcelle Connor, Bank House, 66a High Street,
Honiton, Devon EX14 1PS
Tel: 01404 41794 Website: www.honitonshow.co.uk
Email: info@honitonshow.co.uk

A company limited by guarantee. Reg No. 1983358
Charity Reg No. 299352 VAT Reg No. 142 8403 84

GENERAL INFORMATION

1. CONDITIONS OF ENTRY

It is a condition of entry that all Exhibitors undertake to abide by the Rules, Regulations and Bye-laws of the Association. Full details are available from the Secretary or can be referred to at the Show Office on show day.

All Exhibitors, their contractors and employees, whilst on the Showground, shall be subject to the Rules, Regulations and Bye-laws of the Association, as interpreted by the Council and the Stewards and Officials appointed by them.

The 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 Association or to the directions of the steward and, if necessary, to expel the Exhibitor or his representative from the Showground.

As a condition of entry a Risk Assessment form must be completed and returned with your application form.

2. LIABILITY

The Association will only be responsible for death, injury, disease, damage or loss caused to any Exhibitor or to his/her servants or agents or to any exhibit, plant, machinery, article or thing brought on to the Showground by the Exhibitor where negligence is proven.

The Exhibitor shall indemnify the Association against all claims, losses, damage and expenses arising from his/her participation in the Show.

The Association will in no case accept liability for any loss or damage whether direct or indirect arising from or caused by the abandonment or cancellation of the Show.

Exhibitors are required to have appropriate insurance cover.

3. APPLICATION FOR SPACE

All applications must be submitted on the appropriate form, which must be signed by the Exhibitor or his/her representative; such signature being an acceptance of the Regulations. A remittance for all charges (incl. VAT) must accompany the Application Form. Application forms must be completed and returned to the Secretary of the Honiton and District Agricultural Association on or before 30th April 2019. Late entries will only be considered subject to space being available. Applications received without remittance will not be accepted.

The Association reserves the right to refuse any entry whatsoever whether received prior to the closing date for entries or not, and also reserves the right to cancel any entry which may have been accepted, without any reason being given.

4. CATALOGUE DESCRIPTION

Each Exhibitor must complete the section of the application form which asks for a description of activities/goods displayed. This, with the Exhibitor's name and address will form the free catalogue entry. Any misrepresentation in order to gain admittance will result in expulsion from the showground without recompense. Exhibitors' goods displayed must be in accordance with the description given on the entry form. All goods sold must be clearly exhibited to the public before sale.

5. ‘CHEAP JACK’ TRADERS AND AUCTIONS

The selling of goods by auction, shouting or behaviour that causes a nuisance to visitors or exhibitors is strictly forbidden. Vendors of ‘Cheap Jack’ articles or itinerant vendors who may have gained access to the Showground will be removed. The definition of ‘Cheap Jack’ and ‘nuisance’ shall rest with the Association’s stewards and officials who shall have the power to remove offending Exhibitors and their goods from the Showground.

6. ALLOCATION OF SITES

The allocation of sites and positioning of trade stand space will be entirely at the discretion of the Association. Space allocated is for the sole use of the applicant. Site positions cannot be guaranteed from year to year.

All stands and sites will be clearly allocated by the Association. Stand number plates and pegs must not be removed, disturbed or obscured.

Please be advised that due to a shortage of 6m x 6m open sites these will be allocated on a first come first served basis.

7. SUB–LETTING

No Exhibitor shall sub-let any portion of space allotted to him/her or move to any site other than that allocated. The practice of allowing others such as charities to operate from an Exhibitor’s stand, free of charge, is not permitted.

8. SIGNS AND ADVERTISING

All Exhibitors must clearly display a sign bearing the name of the Exhibitor as entered in the catalogue.

Signs must not be erected in such a way that they obscure or overshadow a neighbouring stand. On inside sites, signs must be affixed in such a way that they do not cause damage to the fabric of the tent.

Flagpoles and other such structures must be erected not less than 3m from any electricity or telegraph pole and at least 2m clear of any electricity cable or telephone wire.

No Exhibitor or other person shall be allowed to affix any placard or advertisement to any part of the Association’s plant or premises unless permission to do so has been granted by the secretary, nor will any person be allowed to distribute handbills or display advertisements on the Association’s property except on his/her own stand, unless permission has been granted in writing. Aerial advertising over and around the Showground is not allowed.

The practice of placing handbills on unattended vehicles in car parks is not permitted. Anyone found fly-posting is likely to be liable for the cost of litter removal.

TO ENSURE THE SAFETY OF ALL LIVESTOCK AND TO COMPLY WITH HEALTH AND SAFETY REGULATIONS NO EXHIBITOR SHALL BE ALLOWED TO DISTRIBUTE BALLOONS ON THE ENTIRE SHOW GROUND AND CAR PARKS.

9. CHARITIES

A limited number of open sites at discounted prices set aside for charities, notably those with local connections. Charitable organisations wishing to make appeals for contributions to their funds and/or to hold any type of draw or raffle must first obtain permission in writing from the

Secretary of the Association; in the latter cases submitting a sample of any ticket to be used plus full details of such proposed activity. All charities, except for the official charity sponsored by the Association, must confine their activities to the limits of their own stand.

10. SPACE LIMITATION

No Exhibitor, whether a charitable organisation or not, may tout for custom outside the confines of their stand.

11. WITHDRAWAL OR CANCELLATION

Where an Exhibitor withdraws from the show or cancels the space reserved for him/her for any reason, all fees paid shall be forfeited and the association reserves the right to re-let such space.

SPECIAL PROVISIONS

12. SPONSORSHIP

Exhibitors wishing to consider sponsorship should contact the Secretary for full details of the benefits and special arrangements afforded.

13. BANNERS

The display of banners around the Main Ring is reserved for sponsors. Banners should be delivered by the sponsor to the Trade Stand stewards who will be responsible for their placement. Banner height is restricted to 75cm, so that members of the public, when seated, can still watch activities in the Main Ring. Exhibitors are responsible for the collection of banners.

14. CATALOGUE ADVERTISEMENTS

Provision exists on the application form for Exhibitors to book advertising space in the Show Catalogue and show guide. The show's publisher will contact the exhibitor direct to discuss requirements and cost.

15. SUBSCRIPTION

It is a condition of entry that all trade Exhibitors are subscribers to the Honiton & District Agricultural Association. The fee of £12.00, inclusive of VAT, entitles Exhibitors to additional entry to the show for one person and use of the Member's facilities on show day. A Member's Badge will be issued.

Alternatively, Exhibitors may wish to become a full single member at a cost of £35.00, or member and guest at a cost of £50.00. This provides the same facilities on show day but offers, in addition, the full privileges of membership throughout the year and the right to vote at the Annual General Meeting of the Association. Full details and application forms are available from the Secretary.

SHOWGROUND MATTERS

We are advised under the smoke-free legislation that no smoking is permitted in any covered structure, to include all marquees.

16. ACCESS

From a week before show, vehicles will enter at the top of show field, as directed, and exit as directed. Access may be restricted in the case of inclement weather. On entering the showground, Exhibitors should report to the stewards on duty for briefing.

There will be no admission to the showground between 10.00pm on the evening before show and 6.00am on Show day.

On Show day no vehicles will be admitted to the Showground without an Exhibitors Showground label affixed to the windscreen. Vehicles are to enter the Showground as directed.

Vehicles remaining on the Showground after 9.30am on Show day must be parked on the Exhibitor's own stand. Vehicles are not to be parked in the pedestrian avenues or around the Main Ring. Vehicles not required on the stand must be moved to the Public Car Park. Vehicles illegally parked will be removed immediately.

NB There will be no admission of trade exhibitors' vehicles on to the Showground between 9.30am and 6.30pm on Showday unless agreed by the Chief Steward of Showground.

17. SERVICE VEHICLES

Exhibitors without vehicle labels wishing to service their stands before 9.00am may come on to the Showground on payment of a £30.00 deposit, refundable on exit on condition that the vehicle leaves within half an hour.

After 9.00am, exhibitors wishing to service their stands are to arrange with the Chief Steward of Showground for goods to be transferred to a show vehicle and transported free of charge to their sites.

18. SPEED LIMIT

There is a 5 mph speed limit on the Showground. All vehicles, at all times, are to give way to pedestrians and livestock.

Quad bike riders must wear helmets when operating the vehicle.

19. FACILITIES

(a) **ELECTRICITY** – Please complete separate form and return top two copies.

Electricity will be supplied to the Food Hall for those that require it at a cost of £90.00 + VAT for each 3kw of energy supply. Limited electricity hook up available for open sites and Members Mall. Only **silenced and quiet generators** which do not interfere with other Exhibitors may be used. For health and safety reasons and for the comfort of Exhibitors and the public, the use of generators is not allowed in the Craft and Home tent or in arcades other than that designated. Please ensure that Risk Assessment Forms state which fuel will be used for generators and method of storage.

(b) **WATER**

Water on the showground is available from marked standpipes located mainly at the high side of the Showground. Taps are also situated adjacent to the Food Hall and in the Picnic/Public Catering areas.

20. **OVERNIGHT STAYING**

Any Exhibitor staying overnight on the showground please indicate on application form.

21. **TRACKED VEHICLES**

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

OUTSIDE SITES

22. **SIZE OF SITE**

Sites are available with depths of 6m, 9m, 12m or 15m, depending on location. Frontages available range from 6m upwards in increments of 3m.

Exhibitors booking open space must apply for and pay for sufficient space for all stays or guy ropes required for any structure, tent or caravan to be erected on the site. Allowance must be made for tow bars.

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

23. **DAMAGE TO SITES**

The Association will not be held responsible for damage caused to sites by a third party during the show period and will not undertake to make good any such damage.

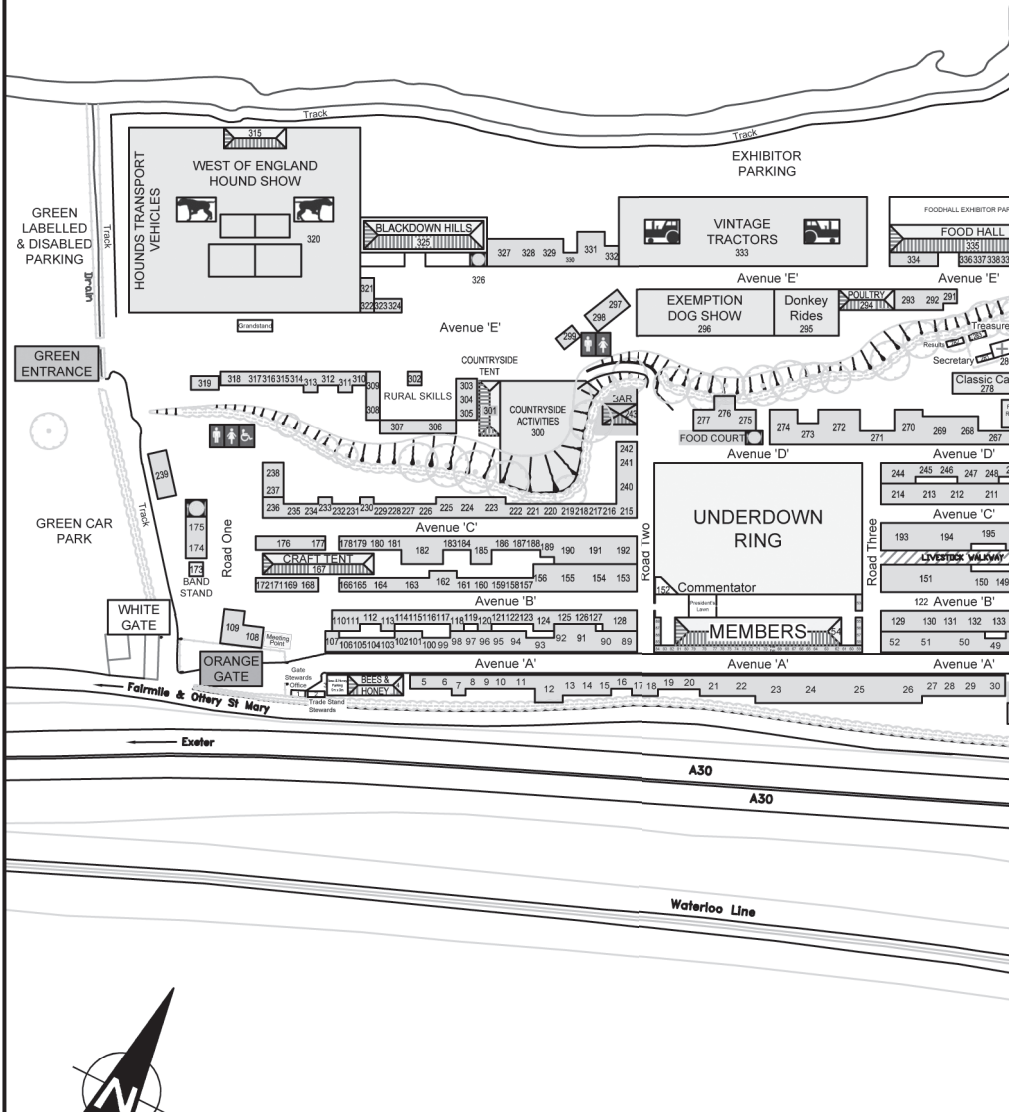
Please Note

Exhibitors should bring their own tables and chairs

NONE WILL BE PROVIDED or available for hire

We apologise for the inconvenience

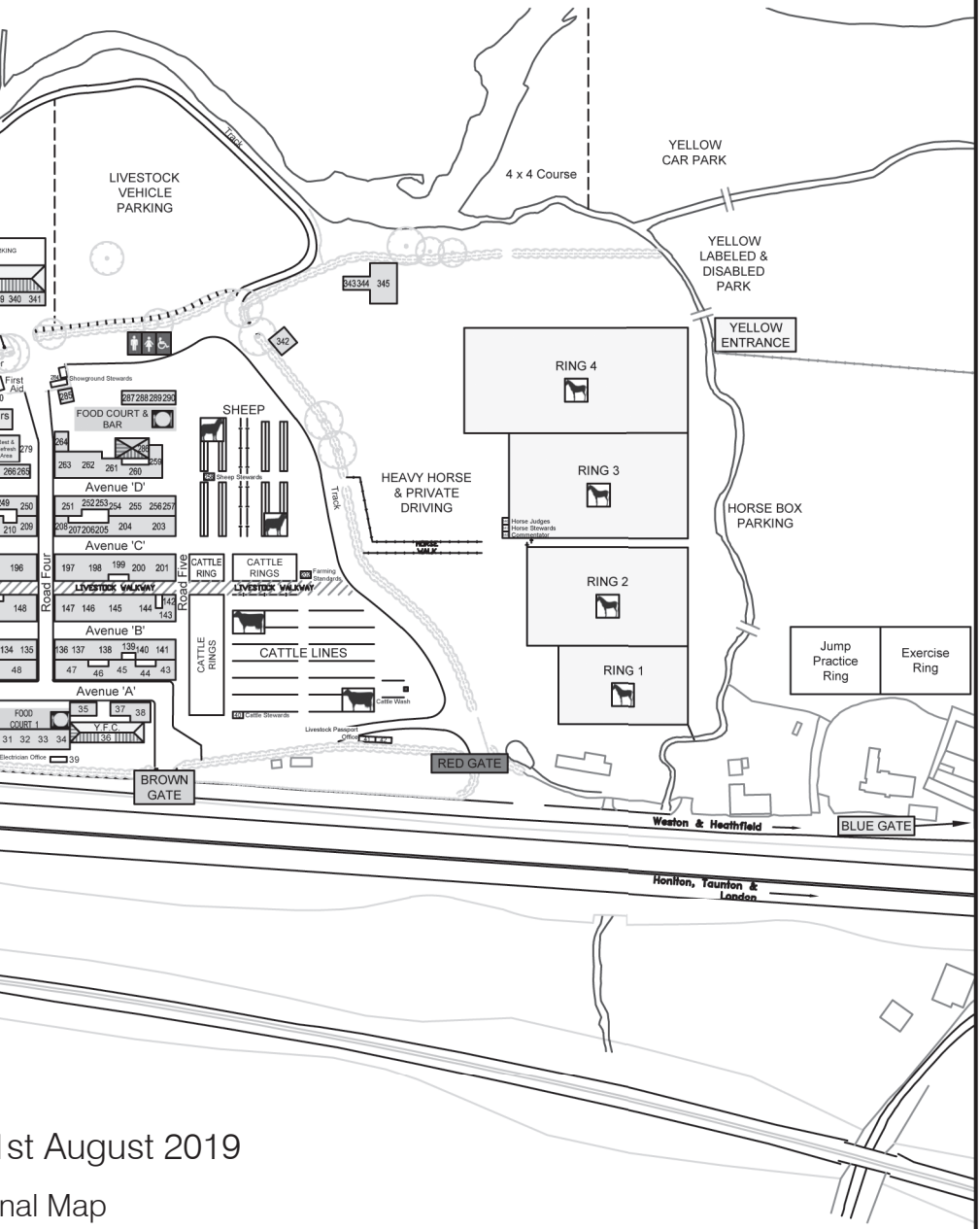
HONITON & DISTRICT AGR



Honiton Show 1

Provisio

RICULTURAL ASSOCIATION



1st August 2019

nal Map

COVERED SITES

The Association reserves the right to restrict the number of Exhibitors displaying similar products in any covered sites. Allocation will be as designated by the Secretary and Organising Committee.

24. FOOD HALL

The Food Hall, with sites of 3m depth and frontages of 3m and 1.5m increments, is provided as a venue for Exhibitors displaying and offering for sale specialist foods, beverages and produce for consumption, principally, off the premises. **It is not a covered site for public catering outlets**. Those promoting their products may offer cooked tasters, free of charge. No cups of tea, coffee or proprietary canned drinks are to be offered for sale. Exhibitors in the food hall may only sell those products detailed in the description given on application and included in the Show catalogue. It is the exhibitor's responsibility to apply for a temporary Event Notice (TEN).

The Association undertakes to provide first aid, washing and toilet facilities adjacent to the Food Hall and will provide electricity for coolers, fridges etc at a surcharge of £90.00 per 3kw of energy supply (excluding VAT) per site. Private generators are not allowed in the Food Hall. All Food Hall Exhibitors must comply with current Food Hygiene/Food Handling regulations and have completed a Risk Assessment form.

25. CRAFT & HOME MARQUEE

Sites are available in the Craft and Home Marquee for those selling and demonstrating such products. Frontages of 3m or 4.5m are available with a depth of 3m. No electricity supplied and no generators allowed.

26. MEMBERS' MALL (COVERED SITES)

The Members' Mall, situated outside the Members' Pavilion, is a prime site allocated to selected, predominantly local, Exhibitors. Individual stands are 3m x 3m and Exhibitors are chosen for the attractiveness and originality of their displays and commitment to the local economy. Should new applicants wish to be considered for a site in this location, please indicate on the application form.

Please Note

Exhibitors should bring their own tables and chairs

NONE WILL BE PROVIDED or available for hire

We apologise for the inconvenience

CHARGES AND TICKET ALLOCATION

(VAT not included in prices unless otherwise stated)

27. CHARGES – OPEN SPACE

Frontage	Depth	Cost	Increment
6m	6m	£175 + VAT	Additional frontage at £88.00 + VAT for each 3m added
6m	9m	£185 + VAT	Additional frontage at £93.00 + VAT for each 3m added
6m	12m	£245 + VAT	Additional frontage at £123.00 + VAT for each 3m added
6m	15m	£305 + VAT	Additional frontage at £153.00 + VAT for each 3m added

Requirements for site sizes outside the above parameters should be discussed with the Secretary before applications are finalised.

CORNER SITES Additional cost of £130.00 + VAT per corner, if available. This amount will be refunded if the requirement cannot be met.

CHARITIES A limited number of sites with 9m depth and 6m frontage are set aside for Charities at a reduced cost of £175.00 + VAT per site.

28. CHARGES – COVERED SITES

				Electricity
Food Hall	3m depth	3m frontage Additional 1.5 metres	£135 + VAT + £68 + VAT	Add £90.00+VAT per 3kw of energy supply
Craft & Home	3m depth	3m frontage Additional 1.5 metres	£98+ VAT + £49.00 + VAT	N/A
Members' Mall	3m depth	3m frontage	£185 + VAT	N/A

Please Note

We are advised under the smoke-free legislation that no smoking is permitted in any covered structure, to include all marquees.

29. EXHIBITORS' ADMISSION TICKETS

Trade Exhibitors will be issued with tickets according to the following scale:

Outside Sites

Initial 6m frontage	2 Tickets
Each additional 3m	1 Ticket

Covered Sites

Per 3m frontage	2 Tickets
For each additional 1.5m	1 Ticket

Each Exhibitor will also receive a Member's Badge and admission ticket which entitles the holder to free entry to the Showground and use of the facilities of the Members' Enclosure.

Further tickets may be purchased at a cost of £14.50 (£17.00 entry on Show day) with the Trade Stand Application.

ADMINISTRATIVE DETAILS

30. PREPARATION AND CLEARANCE OF SITES

(a) PREPARATION

Exhibitors may begin to prepare their sites from the weekend before Show, during normal working hours. They must, however, be aware that ground staff will primarily be concerned with setting up show facilities and that little assistance will be available, particularly well in advance of the event.

(b) GRASS CUTTING

The grass on all trade stands will be cut during the build up to the show. This will not produce lawn-like results and therefore exhibitors are encouraged to make their own arrangements to have grass on their sites mown immediately prior to the show, should they so wish. In such an eventuality, Exhibitors are asked to remove grass cuttings from the Showground.

(c) BREAKING AND REINSTATEMENT OF GROUND

The authority of the Secretary must be sought before any turf is removed or the ground of the site is in any other way disturbed.

Any Exhibitor who breaks the ground for the purpose of fixing their exhibit must restore the same with 21 days of the close of the show, by which time the site must be cleared of all materials, rubbish and debris. Failing this, the Association will arrange for the work to be undertaken by contractors and will charge the expense to the exhibitor concerned.

(d) CLEARANCE OF SITES

All sites must be cleared by 8th August 2019. In the event of stands not being dismantled and removed by this date, **an additional rental of £10.00 per day will be levied.**

31. TIMES OF OPENING

All trade stands must open and be manned throughout the time the show is open to the public (8.00am to 6.00pm).

32. CATERING

Trade Exhibitors may make such arrangements regarding catering on their own stands as they wish but may not sell any foodstuffs or beverages from their stands without written permission from the Secretary prior to the show. Exhibitors catering on their stands are reminded that they must conform with current Food Hygiene Regulations.

Exhibitors who employ caterers must ensure that all such staff are provided with admission tickets and vehicle passes, otherwise payment in full, as applicable, will be charged.

33. BADGES

No badges other than those issued by the Association shall be worn by any Exhibitor or his representative when entering the Showground; but exhibitors may, if they so wish, provide distinguishing badges to be worn by their salesmen when on duty in the Showground.

34. SECURITY

The Association will provide security patrols on the Showground on the night prior to the show. Exhibitors remain, however, responsible for their own equipment and should have appropriate insurance cover. Exhibitors are asked to remove all valuable and attractive items immediately after the show.

35. LITTER

Exhibitors are expected to clear their own sites of any litter and rubbish before vacating their stands. It would be appreciated if refuse could be bagged and left stacked ready for collection by Show contractors. Caterers and Exhibitors providing refreshments must provide their own bins for waste food.

36. LIVESTOCK ON TRADE STANDS

In order to protect the status of livestock entries, Trade Exhibitors wishing to include animals of any kind on their stand must first obtain the Secretary's approval. Current rules and regulations concerning the movement of animals and their welfare must be observed. It is vital that correct procedures are followed and that those bringing animals which are not entered in the livestock classes on to the Showground are fully aware of their responsibilities. Documentation will be inspected and legislation will be enforced by appropriate government officials and by the veterinary officers in attendance.

37. NOISE

Exhibitors must not use public address systems on their sites, noisy engines or generators or adopt any offensive practices which cause annoyance to adjoining Exhibitors.

38. DOGS

Whilst dogs, as such, are not banned from the Showground, those present must be kept under control and on a lead at all times. Owners will be held responsible for any fouling that is allowed to occur and will be expected to clean up after their pets. Dogs are not allowed in the Food Hall, livestock lines or in the Members' Enclosure.

On no account should dogs be left unattended in vehicles in car parks.

FIRE AND SAFETY PRECAUTIONS

39. GENERAL

Exhibitors will no doubt recognise that the following precautions are necessary both in their own interests and in those of the public. All Exhibitors are strongly advised to insure against fire, not only as regards their own property but also against third party claims.

40. 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 for other purposes must ensure that appliances are installed outside the tent or stand at a safe distance from combustible material, and heating appliances must be fixed securely on a firm non-combustible heat insulated base and surrounded on three sides by shields of similar material. Appliances should be at least 1m from combustible fabrics or other materials and care must be taken to ensure that no combustible material can be blown against the heater. 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 location outside the tent or stand. Care must be taken to avoid leakage or spilling. All stands using bottled gas are required to have the installation checked by a qualified fitter.

41. FIRE EXTINGUISHERS

All Exhibitors are required to meet and comply with present fire regulations and are required to supply a suitable fire extinguisher or extinguishers on their own sites.

42. INSPECTION

The Association reserves the right of inspection by one of its officials or a representative of the Fire and Rescue Service of all tents or stands. Such officials shall have full authority to order that the use of any appliance or equipment which they consider to be unsafe be discontinued immediately. The decision of the Association in this matter must be accepted as final.

43. MACHINERY IN MOTION

Exhibitors must comply with all the necessary safety regulations concerning the operation of engines and machinery. Exhibitors with plan and machinery in use on their sites will be responsible for the safe running of the equipment and must ensure that working machinery is cordoned off from the public.

43a. RAM STOPS

All vehicles/machinery or anything elevated above 6 feet with buckets/platform or telelift, must have ram stops in place to comply with Health & Safety regulations.

44. FOOD HANDLING AND STORAGE

Current Food Safety legislation embraces all forms of catering, from large scale food outlets to food offered by way of hospitality. Aspects of particular importance are the storage of food at the correct temperature and the fitness of food offered to the public or to customers. Several regulations and Codes of Practice exist. Those who require more detailed information should seek the advice of their local Environmental Health Inspector.

TRADE STAND COMPETITION

45. AWARDS FOR TRADE STANDS

During the morning of Show, a team of Trade Stand Judges will visit and inspect each site. Stand design, attractiveness of display and educational value will be the main points of adjudication. The following awards are on offer:

Class 1 The Thermastor Challenge Cup for the Best Agricultural Trade Stand with frontage of 12m and over.

Class 2 The East Devon News Perpetual Cup for the Best Agricultural Trade Stand with less than 12m frontage.

Class 3 The Honiton & District Agricultural Challenge Cup for the Best Non-agricultural Trade Stand over 12m.

Class 4 A Prize Card and Rosette for the Best Non-agricultural Trade Stand under 12m.

Class 5 Special Awards for the Best Stand in each of:

a. The Blackdown Hills Marquee

b. The Food Hall

c. The Craft & Home Marquee

d. The Members' Mall

www.honitonshow.co.uk

Why not take advantage of our Links page and have your website linked to the show for the coming year. This would provide you with one year's advertising for a rate for 2019 of £45.00 inc V.A.T.

Just include the fee with your Trade Stand Application and provide us with a copy of your company logo. We can do the rest.