



AGRICULTURAL & CHEESE SHOW

SATURDAY 8TH SEPTEMBER 2012



LOCAL FOOD HALL

REGULATIONS & APPLICATION FORM

Contact Details

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Registered in England & Wales No. 7344699

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LOCAL FOOD HALL APPLICATION

Frome Agricultural & Cheese Show

The Showground, West Woodlands
Near Frome, Somerset. BA11 5ES

Saturday 8th September 2012

INTRODUCTION

The first cheese fair took place as scheduled on Wednesday 27th September 1861. The fair attracted good entries and a large amount of cheese was exhibited which was then sold. Frome Agricultural & Cheese Show is now in its 135th year and is a popular one day agricultural show.

VISITORS

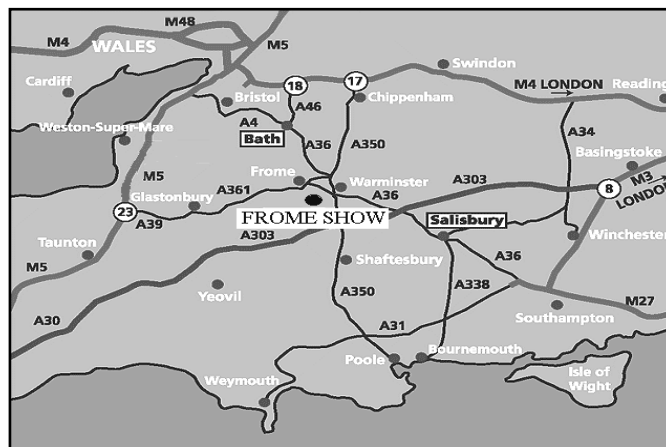
Up to 17,000

OVERVIEW

The Show still has cheese at the heart of it, but works alongside many other attractions, such as over 350 trade stands, rural craft & shopping hall, food halls, countryside pursuit area, dog agility, entertainment in the main ring and village green and much more.

The show also has some highly competitive classes in Horticultural, Home & Handicraft, Fodder & Grain, Egg, Cheese and also showing classes in Dairy Cattle, Beef, Horses, Sheep and Goat.

LOCATION



The Showground is based outside of Frome on the B3092 Frome to Maiden Bradley/Stourhead road. The site has free car parking and a Bus Service to and from the showground from Frome town. Road signs direct public to find the Show with ease.

THE SITE

The Showground is a permanent pasture with a number of internal stone roads. They make a figure of eight link around the show which makes access to all areas excellent, **what ever the weather**. Access to the public highway is excellent too.

LOCAL FOOD HALL

The Local Food Hall was introduced in addition to our Fine Food Hall in 2007, in order to support local businesses and promote to the public true local food. To hold a stand in the Local Food Hall you need to produce the food within 25 miles of the showground.



PRICES

Scale of Charges (VAT Exempt)

Free Ticket Allocation	Frontage (Metres)	Depth (Metres)	Equivalent Frontage (Approx in Feet)	Equivalent Depth (Approx in Feet)	Price
2	3	3	10	10	£ 90.00
4	6	3	20	10	£170.00

FOOD CONSUMPTION CHARGE

All traders who are selling food/drink for immediate consumption must pay a consumption fee of £100.

TABLES & CHAIRS

These can be booked on your Application form at £7.00 per Table and £4.00 per Chair. Any requirements not stated on the Application form will not be provided.

EXHIBITOR TICKETS

Please see above for the Free Ticket allocation that you will receive for the various stand sizes. **Extra Tickets** can be purchased at a reduced price of £8.00 per adult. Please note that you will not be allowed on to the Show ground without a valid ticket.

ELECTRICITY

Electric can be supplied at £50 for 0-8 amps (1 socket) and £100 for 8-16amps (2 sockets), this will be for supply on Show Day only. If you require more than 16 amps please contact the office for a price.

TRADE STAND COMPETITION

By bringing your stand to the Show you will automatically be judged for the Best Food Hall Trade Stand. During the morning of the Show, a team of Trade Stand Judges will visit and inspect each site. Stand design, attractiveness of display and interaction with the public will be the main points of adjudication. Trade Stand numbers will need to be on display at all times, these will be provided in you Traders packs nearer to the show.

**The Winner for the
Best Food Hall Stand 2011
The Old Bakehouse, Frome**



TERMS AND CONDITIONS

REGULATIONS FOR LOCAL FOOD HALL TRADE STANDS

Please read this carefully, as on signing your application form, you have agreed to comply with these terms and conditions.

APPLICATIONS

1. The Local Fine Food Hall has been created to meet demands from the public to smell, taste and experience foods from across the spectrum. Please remember at all times to promote the Food Industry in a professional manner.
2. **Application for space:** All applications must be submitted on the appropriate entry form. NO PHOTOCOPIES, which must be signed by the exhibitor or his representative, such signature being an acceptance of the regulations and health and safety policy. Cheques in payment of space charges, etc. must accompany the application and should be made payable to Frome Show Society. Any application for Trade Space without a deposit will not be accepted and the application will be returned.
3. The Society reserves the right to limit the number of traders offering similar products.
4. The Society reserves the right to refuse any entry whatsoever, and also reserves the right to cancel any entry which may have been accepted, without any reason being given. In the event of refusal or cancellation, the Society will not enter into correspondence on the subject.
5. The Society will not accept post dated cheques as payment for Local Fine Food Hall Applications, these will be returned to you and your application will not be valid.
6. The Society reserves the right to charge a late booking fee after the 1st August 2012 and the rate will be at the discretion of the Secretary.
7. The name, address and business telephone number of each Trader and a brief description of the exhibit, goods and/or service will be included free of charge in the catalogue. The description must not exceed 20 words. A brief description of the exhibitor's goods or services must also be given on the application form. Only goods listed are to be sold from your stand. Catalogue information deadline is the 20th August 2012.
8. **Risk Assessment:** All trade stands are required to submit a suitable and sufficient risk assessment which should include the set up, operation and break down of their site. The Society reserve the right to refuse entry to the Show if the risk assessment is not submitted or if in the opinion of the Society the risk assessment is not suitable and sufficient for purpose.

ALLOCATION OF SITES

9. The allocation of sites and positioning of Trade Stand space will be entirely at the discretion of the Society. Space allocated is for the sole use of the applicant. Site positions cannot be guaranteed from year to year.
10. Units are limited inside the Local Fine Food Hall and allocation is on a "first come, first served" basis and no guarantee can be given that the preferred sites will be available. The Society reserves the right to limit the stands selling a particular product. The Society reserves the right to refuse admission or remove any exhibit that it considers unsuitable.
11. Previous participation in Frome Agricultural & Cheese Show does not bestow any rights to participate in the Show.
12. The Society reserve the right to change the location of any Trade Stand site previously allocated.

SHOW ENTRY

13. **Exhibitor tickets:** Tickets will only be allocated on the basis stated within this leaflet. Any additional tickets must be purchased at a rate of £8 per adult, prior to Show day, therefore exhibitors will only be allowed entry on to the Showground if they have a valid vehicle pass and admission ticket.

14. **Vehicles:** Must be removed to the trader's car park by 8.30 a.m. Any Traders arriving after 9am will be turned away and will not be permitted to enter the Show ground with their Vehicle.

PITCH REGULATIONS

15. All exhibitors must clearly display on the stand, their Trading Name and Address.
16. **Litter, Waste and Grass mowings** - All litter and waste must be cleared from the allocated Trade Space, properly bagged and placed in the skips provided, failure may incur a ban from future Shows.
17. **The use of Microphones, Loud Hailers, Amplifiers, Megaphones etc. is Forbidden.**
18. **Sub-letting: No exhibitor shall sub-let or share any portion of the space allocated to him or move to any site other than that allocated to him. Any violation of this will result in the trader being asked to leave the Showground.**
19. **Traders Selling Food/Drink** on their stand are reminded that they must conform to the requirements of the Food Hygiene (General) Regulations 2006 (as amended), The Food Hygiene (Market, Stalls and Delivery Vehicles) Regulations 1966 (as amended), the Alcohol Licensing Act of 2003, the Health & Safety at Work etc. Act 1947, and where applicable the Fire Dangerous Substances and Explosive Atmosphere Regulations 2002 (DSEAR) and any other relevant health and safety legislation. Traders must apply for a TENS - Temporary Events Notice if applicable. All traders that are selling food and/or drink for immediate consumption **must** pay a **consumption fee of £100.00**.
20. **Electricity:** You must strictly adhere to the amount of amperage requested on your application form. If you exceed this the Steward reserves the right to remove your electricity supply. The fee you have paid is for the electricity supply for the Show Day only.
21. **Collections and appeals:** Charitable organizations wishing to make appeals for contributions to their funds and/or to hold any type of draw or raffle must first obtain permission from the Secretary and must confine their activities to the limits of their own Trade Stand. Games of chance are not permitted. No leaflets to be placed on car windscreens.
22. The Showground is a permanent pasture with some internal service tracks, access from the public highway is excellent. The Society cannot be held responsible for any damage caused to a site prior to the event. ***Digging on the site is strictly forbidden and holes for tent supports or displays must be back filled.***
23. **Setting up:** You are welcome to set your stand up from the Wednesday before the show – please note that any electricity requested is for supply on Saturday 8th only. Gates will close at 10pm Friday 7th September and reopen at 6am Saturday 8th. If you have special requirements please contact the Show Secretary. Your stand must be set up for trading by 8.30am on Show Day.
24. **Dismantling:** The show is open to the general public from 8.30am to 6pm, therefore Trade stand Opening Hours are 8.30am to 6pm. You are **not** allowed to dismantle your stand or remove your vehicle from the trade parking area until 6pm – **ABSOLUTELY NO TRAFFIC MOVEMENT IS PERMITTED WITHIN THE SHOWGROUND BETWEEN 8.30AM & 6PM.** (official show vehicles are exempt) A maximum speed limit of 5mph will apply at all times.

SITE REGULATIONS

25. **Non-Compliance with Regulations:** The Stewards have power to order the removal of any article from the Showground, or close the stand of any exhibitor who does not conform to regulations of the Society or the directions of the Stewards or Officials and if necessary to expel such exhibitor or his representatives from the Showground.
26. **Security:** The Show will provide roaming security on the Showground. This will start from 10pm Thursday 6th September until 8am Sunday 9th September. **THE SOCIETY WILL NOT ACCEPT ANY RESPONSIBILITY FOR THE LOSS OF OR DAMAGE TO GOODS OR EQUIPMENT, PRIOR TO, DURING, OR AFTER THE SHOW.**

27. **The Stewards & Officials** shall have the power to remove from the Showground any exhibitor occupying unauthorised space, promoting lotteries, gaming tickets & dutch auctions or other unfair trading, or selling articles not in accordance with description on their entry form.
28. The sale of Livestock, including caged birds is prohibited. Animals may not be exhibited on a stand without prior written permission of the Secretary.

FIRE

29. Exhibitors must provide fire extinguisher(s) suitable for the activities that they are undertaking (also see LPG). If electrical equipment is on the stand then a CO² should be available. Fire extinguishers must be located within the stand and be easily accessible, and maintained. Exhibitors must provide a fire risk assessment for their stand and ensure that their staff/volunteers are aware of what to do in the event of a fire. Please ensure that combustible materials are stored away from any ignition source.

LIQUEFIED PETROLEUM GAS (LPG)

30. LPG cylinders/cartridges are allowed to be used on the Showground, however, the following procedures and regulations must be followed:
 - All installations must comply with the Gas Safety (Installation and Use) Regulations 1998.
 - All of the relevant Code of Practice compiled by UKLPG.
 - All relevant procedures complied by Gas Safe.
 - The HELA Document (Health & Safety Executive/Local Authorities Enforcement Liaison Committee) Mobile Catering/Fire Explosion.
 - All connections must be crimped.
 - Frome Show representatives have the right to inspect any gas installation, appliance or equipment and request documentation.
31. All appliances used on trade stands should have an annual Gas Safe Inspection Certificate available on site. The Society reserves the right to audit this documentation.
32. All gas bottles in use must be fixed, caged or staked and chained securely. As far as reasonably practicable LPG cylinders must be made secure to ensure they cannot be pushed over.
33. All cylinders must be located away from the public in the open air on a firm, level ground in a vertical position, away from any unauthorised interference. Combustible materials must be kept away from gas cylinders and appliances. Replacement cartridges for portable appliances must be fitted in the open air well away from source of ignition. When not required, gas supplies should be isolated at the cylinder as well as the appliance.
34. LPG Cylinders must not be left unattended, stored or located in any position unless they are adequately protected from unauthorized interference.
35. A suitably qualified, competent and registered engineer must carry out installations of LPG appliances, pipe work and fittings. Grills, toasters and barbecues must have a flame suppression device fitted.
36. Adequate Fire Extinguishers must be provided at every location where LPG cylinders are used and a competent person must be present to use them in the event of a fire. A minimum of 1 x 5KG dry powder fire extinguisher for every two cylinders. If deep fat frying is being carried out a fire blanket and a wet chemical fire extinguisher should be provided.
37. Extinguishers must be selected and maintained in accordance with BS 5306 part 3. This includes annual testing and records provided.
38. The transport of LPG around the showground is strictly prohibited during the opening hours of the Show.
39. The changing of LPG cylinders is strictly prohibited during the times when members of the public are allowed on to the Showground and should be carried out by a competent person.

40. Butane cylinders may be stored in the operating area providing that they are situated next to the appliance but away from any heat source, waste or other combustible materials.

THIRD PARTY CONTRACTORS

41. Exhibitors are responsible for ensuring that they employ competent contractors who work in accordance with health and safety legislation. Please ensure that third party contractors are aware that enforcement officers may be present on site and that they or the Show's Health and Safety Adviser may request copies of their risk assessments/method statements.

GENERAL

42. **Awards for the best trade stands:** There is a Competition for the Best Food Hall Trade Stand. No entry form is necessary, all stands will be judged, and the winners will be presented with a perpetual trophy.
43. **Refunds:** If a Trader cancels reserved space or withdraws from the show **for any reason**, all fees paid shall be forfeited, whether the site is **re-let** or **not**.
44. In the event of cancellation, postponement or abandonment of the Show, the Society will make refunds of the booking fee at its discretion. Traders shall not have any claim against Frome Agricultural & Cheese Show or any Member of the Frome and District Agricultural Society Ltd in respect of any loss or damage whatsoever consequent upon the Show or any part of it failing (for whatsoever reason) to be held or having to be abandoned.
45. 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.
46. The Society, its servants or agents will not be in any way responsible for death, injury, disease or damage/loss to any trader/exhibitor, his employees, assistants or property of whatever nature, and it is a condition of entry that each Trader/Exhibitor shall hold the Society harmless and indemnify it with regard hereto.
47. All Traders/Exhibitors must have adequate public Liability Insurance against loss, or damaged including the risk of Fire to the sum of £5 million, and a copy of the insurance must be sent to the Society, prior to the Show.

HEALTH & SAFETY POLICY

Please read this carefully, as on signing your application form, you have agreed to comply with this Health & Safety Policy.

INTRODUCTION

The Society will hold an Agricultural Show held annually at West Woodlands Showground near Frome, BA11 5ES. The Frome & District Agricultural Society Ltd, Registered in England & Wales No. 7344699 and is a registered Charity, No. 1138613, whose registered office is, The Show Office, Rodden Road, Frome, Somerset. BA11 2AH.

POLICY STATEMENT

Frome & District Agricultural Society Ltd accepts its responsibility for providing and maintaining, so far as is reasonably practicable, at all times during the setting up and running of the Frome Agricultural & Cheese Show, an environment which is both safe and healthy for all.

To this end, the Frome & District Agricultural Society Ltd will take all steps within its power to meet its responsibilities under the Health & Safety at Work Act 1974 and all other legal requirements for Health & Safety, and actively seeks the full and understanding co-operation of all persons involved in the show for their commitment to the same. All Exhibitors, Traders, Contractors and all other personnel are required to comply with the Health & Safety at Work Act 1974, all its regulations and any other health and safety related legislation or guidance and act on instructions given to them by Officers or Stewards of the Society in regard to the safety of the public. Failure to do so will result in removal from the Showground with no refund of any fees paid to the Society

The Health & Safety Officer shall be responsible for the day to day running of the Health & Safety Policy and shall report directly to the Chairman & Show Secretary.

The Health & Safety Officer will:

- a) Provide guidance and advice on all matters of Health & Safety.
- b) Promote safety consciousness at all levels in conjunction with the Chairman and Show Secretary.
- c) Liaise with NHS Trusts, Fire Authority, HSE, Local Authorities and other bodies as appropriate during the show and afterwards.
- d) Carry out a pre event inspection of the site.
- e) Be available during the show to monitor compliance with the show's safety requirements and to be the point of contact for Health & Safety matters.
- f) Investigate and record all significant accidents/incidents.

All stewards will assist with the implementation and enforcement of this policy statement and assist the Health & Safety Officer with dealing with emergencies and major accidents at the Frome Agricultural & Cheese Show.

HEALTH & SAFETY ARRANGEMENTS

RISK ASSESMENTS

It is a requirement of the Management of Health & Safety at Work Regulations 1999 that employers should identify and assess and control the significant risks generated by their undertaking. In order to fulfil this obligation the Frome & District Agricultural Society Ltd will carry out and record Risk Assessments for the overall management of the show. This duty also extends to contractors and stand holders. In order therefore to fulfil this obligation all stand holders and contractors will be expected to provide a risk assessment for their particular undertaking.

This risk assessment must cover entry onto the showground and erection and dismantling of the stand.

Stand holders will be provided with a risk assessment form and guidance on completion when applying for a pitch.

ELECTRICITY

Electricity at 240 volts, single phase is supplied to several parts of the Showground from the public supply.

All electrical equipment must be approved by the show's official contractor prior to use. Temporary low voltage distribution systems of 415 volts or less on the site will be subject to the 'Electricity at Work Regulations 1989'.

Socket outlets should not be overloaded and extension leads used only where necessary and should not create a trip hazard.

LIQUID PETROLEUM GAS (LPG)

Cylinders must be safely and securely stored. Burners must be suitably sited and must have been examined and tested by a competent person within the previous 12 months and satisfactorily labelled to that effect.

FIRE PREVENTION

Traders/ Exhibitors must comply with Fire Precautions (workplace) regulations 1997 and must bring their own fire extinguishers, which are most suited to the risks, on to the showground at the time of setting up, and keep them on the stand for the duration of the show.

Fire extinguishers must be sited in prominent positions and in full view and have a label indicating that they have been inspected and deemed fit for purpose. This inspection must have been within the preceding 12 months.

The Society will provide fire extinguishers in the main marquees as well as suitably signed fire exits.

FIRE

In the event of a fire, all staff and contractors should assist to evacuate people from the area of the fire immediately, and assist in clearing the surrounding area.

A fire appliance is, during the public hours of the show usually located on the showground, in an emergency you should immediately inform the Secretary's Office by radio or by telephone on 01373 463600, the Office will alert the fire service. Outside of the public hours of the show, or if the Secretary's Office is closed, the fire service should be called using the 999 telephone system.

VEHICLE MOVEMENTS

Vehicles and pedestrians are a dangerous mix. Only the minimum necessary movement of vehicles will be allowed on site. The speed limit of 5mph will be strictly enforced. No exhibitor/trader vehicles will be permitted to enter the site between 8.30 am and 6 pm. No vehicles of any type shall be driven, ridden or pedalled around the showground between 8.30 am and 6 pm, or until a formal announcement is made over the public address system advising that restrictions have been removed, or unless officially authorised and carrying the correct vehicle pass. Requests to move vehicles within the prohibited hours will be considered at the Secretary's Office but will be unlikely to be granted unless there is sufficient and compelling reason and an escort vehicle or stewards can be found to ensure that the movement can be accomplished without risk to pedestrians. Traders or exhibitors who fail to observe this embargo may be refused access to the show in future years.

Vehicles must at all times be driven by a properly licensed and fully insured driver.

FIRST AID

Whilst the site is open to the public there will be an Ambulance and First Aid Treatment Centre located next to the Main Ring. A doctor is also available on site and can be contacted at the first aid treatment centre or through the Secretary's Office (01373 463600) during the hours that the Showground is open to the public. Outside of the public hours of the show, and when the Secretary's Office is closed, assistance should be requested, as appropriate, by using the 999 system.

It is most important that any accident should immediately be reported to the Secretariat at the Secretary's Office, so that the proper action can be taken with regard to emergency services and that it can be recorded in the Accident Book.

VETERINARY

A Veterinary Surgeon, Horse Ambulance and Farrier are all in attendance during the operating hours of the show and can be contacted via the Horse Hospitality Marquee or the Secretary's Office on 01373 463600.

ANIMALS

Dogs should be kept on short leads at all times. Dogs must not be left unattended or in vehicles. The movement of Cattle, Sheep & Goats must be kept to a minimum and when moving outside of their fenced areas, strictly controlled and stewarded.

Horses must not be taken into any area where the public have access, except within the confines of the 'Horse Area' which will be suitably signed to warn the public. Riders are required to wear a hard hat meeting current British Standard specification as specified by the British Horse Society.

HAND WASHING

Ecoli 0157 and other diseases can be spread from animals to humans. A minute amount of bacteria can cause significant illness particularly in children. Signage will be erected directing public to the nearest hand washing facilities. Please take time to remind visitors of the importance of good hand hygiene after they have been in contact with animals or before eating food and ensure you know where the nearest hand washing facilities are. Please ensure that animal faeces and manure is kept away from areas where it may be subject to visitor contact.

ACCIDENT REPORTING

It is important that any accident should immediately be reported to the Secretary's Office, so that appropriate action can be taken with regard to emergency services and so that it can be recorded in the Accident Book. Please contact the Show Office 01373 463600.

SMOKING

Smoking is not permitted in any marquee or other structure erected for use on show site, including toilets. Smoking is also not permitted in any area where hay, straw or other bedding is stored. If

smoking in any other area, please ensure that you dispose of cigarette ends safely and without causing litter or the potential for ignition.

GENERAL HAZARDS

There is a risk from Fire throughout the showground. All persons should be aware and attempt to reduce the risk of fire due to discarded smoking materials, use of naked flames, hot vehicle exhaust systems (including catalytic converters) or alfresco dining using barbeques or LPG gas appliances. Smoking is prohibited by law in all marquees, tents and buildings. This will be strictly enforced and anyone found breaking this regulation may be asked to leave the Showground.

Guy ropes and tent pegs are used throughout the showground and care must be taken to avoid these becoming a trip hazard. They must be clearly marked and sharp or pointed edges covered with a suitable protective and highly visible material

Children are at particular risk during the setting up and taking down periods and are strongly discouraged from being brought to the showground at these times. Children must, at all times, be supervised by an adult.

EVENT CONDITIONS

Health and Safety is everyone's responsibility and it is a condition of entry to the showground that all exhibitors, traders, contractors, stewards and other persons will abide by any rules and conditions in force at the time and in addition to the Health & Safety Requirements and Risk Assessments as laid down in this policy. All persons who enter the Showground are responsible for their own Health & Safety and for that of any other person that may be affected or impacted by their actions or omissions.