

#### TERMS & CONDITIONS OF TRADING AT FROME CHEESE SHOW

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

#### APPLICATIONS

1. 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 CORRECT PAYMENT will not be accepted and the application will be returned.
2. The Society reserves the right to limit the number of traders offering similar products.
3. 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.
4. The Society will not accept post-dated cheques as payment for Trade Applications, these will be returned & your application will not be valid.
5. Applicants must book the size of stand that accommodates all of their exhibition set up including tow hitches, guy ropes etc. An exhibitor car park is available for vehicles not required on the stand but access to this is limited during the show day.
6. 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 1st August 2019
7. Risk Assessment: All trade stands are required to submit a suitable and sufficient risk assessment which should include the setup, 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.
8. All trade stand applicants will receive acknowledgement of their application along with a receipt for payment received to date.

#### 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. Exhibitors may express a preference for trade sites but positions cannot be guaranteed
10. Units are limited inside Food Hall, Shopping & Cheese Pavilion and are allocation is on a "first come, first served" basis and no guarantee can be given that the preferred sites will be available. Outdoor traders from the 2018 show are given priority to rebook their same pitch until 1st April, after which time space is also given on a first come first served basis. Previous participation in Frome Agricultural & Cheese Show does not bestow any rights to participate in the Show.
11. 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.
12. The Society reserve the right to change the location of any Trade Stand site previously allocated.

#### SHOW ENTRY

13. Exhibitor tickets must be purchased at £10.00 inc VAT per adult, prior to Show day, therefore exhibitors will only be allowed entry on to the Showground if they have a valid vehicle pass & 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 & will not be permitted to enter the Showground with their Vehicle. Vehicle passes allow access for vehicles only – all drivers and passengers must have valid admission tickets

#### PITCH REGULATIONS

15. All exhibitors must clearly display on the stand, their Trading Name
16. Gazebos: No gazebo roofing or canopies that may cause damage to marquee canvas may be erected. You will be liable for any damage caused
17. Boundaries: Outside traders must ensure sufficient space must be booked to allow for guy ropes, trailer drawbar, canopies, awnings and racks of stock, which must not project over the boundary line. Traders who need to draw stock from their vehicles must allow enough room to park them within the confines of their stand. Traders must not use any part of the Showground outside the boundary of the allocated Trade Space.

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tradestand@fromecheeseshow.com – fromecheeseshow.co.uk – 01373 463600

18. Trading Standards – Exhibitors must comply with all relevant Trading Standards legislation; this involves safety, fair trading and quality. There will be representatives from the local Trading Standards department on site. The Show Organiser will encourage the consumer to forward any complaints to the Trading Standards Office.

19. 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. Please note: Grass clippings pose a serious danger to the health of horses and MUST be disposed of in skips otherwise traders risk being fined and/or removed from the showground

20. The use of Microphones, Loud Hailers, Amplifiers, Megaphones etc. is Forbidden.

21. 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.

22. Traders Selling Food/Drink on their stand are reminded that they must conform to the requirements of the Food Hygiene (England) 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. The Food Hygiene (England) Regulations 2006 and associated legislation make it an offence for anyone to sell, process food for sale or offer food which is harmful to health. They also place an obligation on businesses/organizations to ensure that their activities are carried out in a hygienic way.

23. Traders are reminded that regulations apply even when the refreshments are offered free of charge. Open Trade Exhibitors are at liberty to make arrangements regarding catering on their own stands as they wish, provided that no exhibitor offers for sale any foodstuffs or beverages on his stand unless agreed with the Secretary prior to the Show. There is a strict limit on the number of catering sites on the Showfield. Tender forms are available for all Food and Drink outlets. NO Food or Drinks may be sold in the Rural Craft & Shopping Hall

24. Traders are responsible to apply for a TENS - Temporary Events Notice if applicable from Mendip District Council. Please see their website for full details and application deadlines. It is the exhibitor's responsibility to ensure the licence is in place if selling alcohol for immediate consumption or to be taken off site.

25. All traders selling food and/or drink for immediate consumption (inc. hot food & drinks and alcohol) must pay a consumption fee of £150.00 including VAT. The Frome & District Agricultural Society Ltd does not accept any responsibility for any non-compliance to current, appropriate legislation and will support any enforcement action resulting from such non-compliance.

26. Electricity: You must strictly adhere to the amount of amperage requested on your application form. No extension leads are permitted, any extra sockets must be booked in advance. The fee you have paid is for the electricity supply for the Show Day only.

27. Collections and appeals: No Auctions, Raffles or Tombola are permitted without prior written permission from the Show Secretary. 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 Show 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.

28. 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.

29. 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 14th only. Gates will close at 9pm Friday 13th September and reopen at 6am Saturday 14th. If you have special requirements please contact the Show. Your stand must be set up for trading by 8.30am on Show Day.

30. Dismantling: The Show is open to the general public from 8.30am to 5pm, therefore Trade stand Opening Hours are 8.30am to 5pm. You are not allowed to dismantle your stand or remove your vehicle from the trade parking area until 5pm – ABSOLUTELY NO TRAFFIC MOVEMENT IS PERMITTED WITHIN THE SHOWGROUND BETWEEN 8.30AM & 5PM (official show vehicles are exempt). These timings are subject to change and you will be advised via the Showground's loudspeaker system of exact movement timings. Trade avenues will be partially blocked to vehicle movement between 8.30AM and 5PM to enforce these rules. A maximum speed limit of 5mph will apply at all times.

#### **SITE REGULATIONS**

31. Non-Compliance with Regulations: The Stewards have power to order the removal of any article from the Showground

32. Security: The Show will provide roaming security on the Showground. This will start from 10pm Thursday 12th until 8am Sunday 15th Sep.

33. THE SOCIETY WILL NOT ACCEPT ANY RESPONSIBILITY FOR THE LOSS OF OR DAMAGE TO GOODS OR EQUIPMENT WHILST ON THE SHOWGROUND

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34. 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.

35. If livestock form part of the exhibit, full details MUST be given with the application and exhibitors must ensure compliance with DEFRA regulations. The showground's holding number is 36/474/8000

#### GAS EQUIPMENT

36. Frome Show representatives have the right to inspect any gas installation, appliance or equipment and request documentation. All appliances used on trade stands should have an annual Gas Safe Inspection Certificate available on site.

37. 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.

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.

#### ELECTRICITY

40. Exhibitors are reminded that all electrical equipment must have a current Portable Appliance Test (PAT), must be operated in accordance with manufacturer's instructions and appropriate Health & Safety and Environmental Health Certificates, which may be asked for by Environmental Health Officers at the Show and be available for inspection on the day. The Society's Safety Officer is empowered to carry out spot checks on all electrical appliances and if found in default, arrange for the item to be taken out of service. SILENT generators may be used as long as they cause no nuisance to other exhibitors and comply with HSE Regulations.

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

Temporary low voltage distribution systems of 415 volts or less on the site will be subject to the 'Electricity at Work Regulations'.

#### 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 & Safety Adviser may request copies of their risk assessments/method statements. Should you have contractors working on your pitch prior to the arrival of the designated health & safety representative of your company, please inform the Society

#### GENERAL

42. Awards for the Best Trade Stands. No entry form is necessary, all stands will be judged automatically.

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 (as detailed in application form) against loss, or damaged including the risk of Fire and a copy of the insurance must be sent to the Society, prior to the Show.

48. NO DRONES MAY BE USED DURING THE SHOW

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## Frome Agricultural Society Health & Safety Policy

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 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
- 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
- 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.

### RISK ASSESSEMENTS

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.

### 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.

### 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 Secretary 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.

### ANIMALS

Dogs should be kept on short leads at all times & are not allowed into the Food and Cheese Pavilions. 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. 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.

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#### **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.

#### **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. Ensure that animal faeces/ manure is kept away from areas where it may be subject to visitor contact.

#### **SMOKING**

Smoking is not permitted in any marquee or other structure erected for use on the 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 & without causing 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 & 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 & taking down periods & are discouraged from being brought to the showground at these times. Children must, at all times, be supervised by an adult.

#### **EXHIBITOR RESPONSIBILITY**

Health and Safety is everyone's responsibility & 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 & for that of any other person that may be affected or impacted by their actions/ omissions.

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