

BEDFORDSHIRE COUNTRY FAIR

Trade Stand Exhibitors Manual Trade Stand Regulations

Section 1 – General

1.1 Regulations

All exhibitors, their contractors and employees shall be bound by and subject to the Regulations of the Show as laid out in this manual.

The Show's regulations and conditions shall be binding on all members and Exhibitors. All persons, animals, vehicles, equipment and articles of whatsoever kind entering the Showground or any land used by the Bedfordshire County Show shall be bound by and comply with the regulations and to the lawful directions of any employee or agent appointed by them.

Should any Exhibitor conduct him/herself in an improper or offensive manner on the Showground or if it is proven to the satisfaction of the Show Organisers that an Exhibitor has attempted to mislead by any form of representation, or has violated any of the regulations of the Show, then the organisers may decline permission to exhibit at future Shows.

The Show Organisers reserve the right to refuse person admission to the Showground or entry participation in any event or permission to remain on the Showground without being required to give a reason for such action.

COMPLIANCE WITH GOVERNMENT AND LOCAL AUTHORITY REGULATIONS AND CODES OF PRACTICE. The Show is subject to any relevant Orders issued by Government Departments and Local Authorities and all Codes of Practice with which all Exhibitors and others attending the Show must comply.

1.2 Liability

In this Bye-Law the term Exhibitor shall include persons taking part in any event, competition or display arranged at the Show together with any exhibit, animal, plant, vehicle, equipment, machinery, article or other thing of whatever nature involved in any such event, competition or display or otherwise exhibited or used on the Showground or within the area of the Show.

Save for death or personal injury caused by negligence of the Show Organisers, its employees or agents, the Bedfordshire Country Fair will not be responsible for death, injury, disease, damage or loss caused to any Exhibitor, his or her employees or agents to any exhibit, animal, vehicle, equipment, plant, machinery, articles or thing of whatever nature brought onto the Showground by the Exhibitor or involved in any said competition or display. Save as aforesaid the Exhibitor shall indemnify the Show Organisers against all claims, losses, damages and expenses whatsoever in any way arising out of the presence of or taking part of the Exhibitor or his servants, agents, exhibits, animals, plant, machinery, vehicle, equipment, articles or other things of whatever nature on the Showground or elsewhere and shall assume full responsibility therefore.

Acceptance of this Bye-Law shall be a condition of entry or participation in the Bedfordshire Country Fair.

The Show accepts no responsibility or liability whatsoever for any statement or information in any document published by the Show or its Organisers.

The Show will not under any circumstances accept liability for any loss or damage (whether direct or indirect) arising from or caused by the abandonment or cancellation, whether total or partial, or the postponement of the Show for whatever reason.

1.3 Safety Code

A Code of Practice for Safety & Accident Prevention is in place and is detailed in the final section of this document.

1.4 Recovery of Fines, Fees and Charges

All fines, fees and charges shall be recoverable by the Show Organisers and until payment is made persons owing them will be barred from exhibiting.

1.5 Non-Compliance with Regulations

The Committee Members or Stewards have the power to order the removal of any article from the Showground, or close the stand of an Exhibitor who does not conform to the Regulations of the Bedfordshire Country Fair or the directions of the Organisers, Committee Members or Stewards and, if necessary, to expel such an Exhibitor or his/her representatives from the Showground. The Show Organisers reserve the right to use whatever means may be necessary to eject any Exhibitor who refuses to leave the Showground when required to do so in consequence of infringement of regulations.

1.6 Insurance

It is the responsibility of the Exhibitor to insure all property and livestock on the Showground or elsewhere which is his/her own, or for which he/she is responsible.

The Show Organisers require Exhibitors to affect Employers Liability insurance where this is required by statute. The Show Organisers require Exhibitors to affect Public Liability and Products Liability insurance with a minimum indemnity of £2,000,000 to protect their liability under paragraph 1.2. The application form for stand space contains a declaration that the cover required above will be in place.

Section 2 – Applications for Space

- 2.1 Application for Space
All applications must be submitted on the appropriate entry form, which must be signed by the Exhibitor or his/her representative, such signature indicating acceptance of the Regulations. Full payment must be sent with the application form. Post-dated cheques will not be accepted.
The Show Organisers reserve the right to refuse any entry whatsoever and to cancel any entry without giving a reason. The completion of a Trade Stand application form and receipt of a cheque does not constitute a contract with the Bedfordshire Country Fair.
- 2.2 Allocation of Sites
The allocation of sites and positioning of Trade Stand space will be entirely at the discretion of the Show Organisers or their agents.
- 2.3 Site Size
Exhibitors booking space must apply and pay for sufficient space for all stays or guy ropes required for any building or tent or caravan, including tow bar of caravan, to be erected or stood in the space.
- 2.4 Site Boundaries
Boundaries of sites will be marked and in no circumstances will Exhibitors be allowed to occupy a larger space than allocated.
- 2.5 Ground Conditions
The Show Organisers will not be held responsible for damage caused to sites during the pre-show period, and will not undertake to make good such damage.
- 2.6 Subletting
No Exhibitor shall sublet any portion of the space allotted to him/her, or move to any site other than that allocated.
- 2.7 Sales Techniques
Exhibitor's staff must confine their sales activities to the area of their stand and must not use avenues, open areas or car parks to solicit business.
- 2.8 Withdrawal or Cancellation of Space Reserved
Where an Exhibitor withdraws from the Show or cancels the space reserved for any reason, no refund will be made. This is stipulated on the Trade Stand Application Form.
- 2.9 Application Forms
Any additional notes or regulations printed on application forms shall form part of these regulations.

Section 3 – Tickets, Passes and Access to the Showground

- 3.1 Complimentary Exhibitor Badges
Complimentary two-day Exhibitor vehicle passes will be issued for the sole use of the Exhibitor, or his/her Show Staff as per the Trade Stand Application Form. **These passes are not transferable or for resale.** Exhibitors requiring passes above the free allocation may purchase additional tickets or passes, rates are shown on the Trade Stand Application Form. Additional passes must be bought and paid for in advance of the Show. Exhibitors or their representatives arriving at the Show without appropriate passes may be refused entry.
- 3.2 Car Parks
Car parking at the Bedfordshire Country Fair is free of charge.
- 3.3 Vehicle Passes
A vehicle pass allows a vehicle to enter the Showground on Show days up until 8.30am and after 6.30pm on all days. Exhibitors will only be allowed to leave one vehicle on open space forming part of their Stand if these are completely screened from view, otherwise all vehicles must be removed to the appropriate car park before 8.30am. Any vehicle parked in a Stand space may not move about the Showground between 8.30am and 6.30pm on show days.
- 3.4 Access to Showground in Evenings.
Exhibitors vehicles will be allowed on to the Showground after 6.30pm on each day of the Show. Vehicle passes must be shown.
- 3.5 Passes for Exhibitors Staff
Exhibitors are responsible for obtaining tickets and vehicle passes for their staff, volunteers or contractors prior to the Show. Any tickets purchased by the Exhibitor's personnel direct will be charged to the purchaser at the normal public price. No refunds will be made.
- 3.6 Conditions of Sale
Additional passes cannot be supplied on a 'Sale or Return' basis.
- 3.7 Refunds

No refunds will be given for additional passes purchased.

3.8 Caravans or Tents

A limited number of sites are available for Exhibitors to park caravans or tents. Prior notice should be given to the Show Organisers if you wish to use these facilities.

Section 4 – Nature of Exhibits

4.1 Limitations of Exhibits

Exhibitors are permitted to trade only in goods and/or services described on their accepted entry form. Show Organisers have the power to remove from the Showground any Exhibitor whose articles are not in accordance with the description given on the Trade Stand Application Form, or any Vendor of 'Cheap Jack' articles or any itinerant vendor who may have gained admission to the Showground. The definition of what constitutes 'Cheap Jack' articles rests entirely with the Show Organisers.

4.2 Photographs

No person shall ply for trade as a snapshot photographer, or solicit trade with visitors to the Show in a capacity deemed by the Show Organisers to cause annoyance. The Show Organisers reserve the right to expel from the Showground and Car Parks without repayment of admission charge anyone who infringes this regulation. Anyone wishing to take photographs professionally must apply to the Show Organisers.

4.3 Nuisance

Exhibitors may not use any loudspeakers, engines, generators or other equipment or participate in any activity selling or displaying toxic, noxious or offensive substances, articles or things so as to cause nuisance or annoyance to other Exhibitors or public. The use of Generating equipment or machinery is by the express permission of the Show Organisers and the Health & Safety Officer for the Show.

4.4 Collections and Appeals

Charitable and other institutions wishing to make appeals for contributing to their funds must first obtain permission from the Show Organisers. Conditions of permission must be adhered to.

4.5 Food, Sweets and Drinks

Exhibitors shall not offer for direct sale any food, sweets, foodstuffs or drink except as a condition of their Trade Stand Booking.

4.6 Cigarettes and Tobacco

Exhibitors shall not offer for direct sale any cigarettes, tobacco or cigars, except with the express permission of the Show Organisers.

4.7 Veterinary Products, Medicines, Etc

Exhibitors are reminded that the Medicines Acts 1968 and the Poisons Act 1972 apply to the display and sale of veterinary products, medicines etc. All displays and sales must comply with the provision of these Acts and any other relevant Acts, and the Rules and Regulations of the Pharmaceutical Society of Great Britain.

4.8 Water Tanks & Swimming Pools

Nets of satisfactory strength to prevent falling in must be securely in place at all times other than when a demonstration is taking place and when supervision is constant.

4.9 Performing Rights Society

Permission to play music on stands is not granted. Anyone wishing to do so must make application to the Show Organisers who will discuss the appropriateness of the use of music. The Show Organisers will request that anyone being given permission to play music must comply with the requirements of the Performing Rights Society.

Section 5 – Tractors, Combines, Machinery and Mechanical Exhibits

5.1 Identification of Exhibits

Exhibitors are requested wherever practicable to affix their own transfers or stickers to all items on display to assist identification.

5.2 Solid Fuel

The Health & Safety Officer will advise on the type of fuel that is permitted during show times.

5.3 Petroleum Spirit

Transport of petroleum spirit is not permitted unless by express permission of the Health & Safety Office. He/she will advise on what precautions must be taken.

5.4 Welding Equipment and Power Tools

Demonstrations of this nature must be protected by suitable screens and demonstrators must wear the correct protective clothing. Use of such machinery is only permitted by the Show's Health & Safety Officer, who will advise on what restrictions and precautions apply.

5.5 Scaffolding Etc

All portable scaffolding or similar structures must be secured by stay wires firmly anchored to the ground. The Health & Safety Officer must be advised prior to any excavations for stay wires.

5.6 Tracked Vehicles

Vehicles on tracks or spud-wheels will not be allowed to move about the showground but must be brought on trailers or other pneumatic-tyre vehicles and unload direct on the Exhibitors Stand.

5.7 Vehicle Exhibits

Exhibitors are not allowed to demonstrate or exhibit vehicles in the avenues during the Show.

5.8 Machinery, Plant & Equipment

Sharp points, spikes and sharp edges must be protected to prevent accidents. Adequate support must be given to prevent moving or tipping. Cutter bars, knives or other cutters must be removed or approved guards in place. Belts and other moving parts must be guarded. Hydraulics must be immobilised.

5.9 Hydraulics

Any equipment operated by hydraulics if demonstrated in an extended position, must be suitably propped with steel props.

5.10 Tower Cranes & Hoists

Use of such equipment will only be by the express permission of the Show's Health & Safety Officer. All conditions given must be adhered to.

5.11 High Lift Vehicles

Use of such equipment will only be by the express permission of the Show's Health & Safety Officer. All conditions given must be adhered to.

Section 6 – Exhibition of Livestock on Stands or in Demonstrations

6.1 Exhibitors wishing to include livestock on their stands must first obtain permission from the Show Organisers.

6.2 Licences Etc

If livestock of any description are to form any part of an exhibit, regardless of its type, it is the responsibility of the Exhibitor to obtain the necessary Movement Order from D.E.F.R.A. or other appropriate authority, and to comply with any regulations which may be in force at the time of departure to or during the Show. It is an offence for an Exhibitor to bring livestock to the Show when restrictions are in force.

Section 7 – Admission and Removal of Exhibits, Erection and Dismantling of Stands

7.1 Delivery to Showground

Goods and packages cannot be accepted by the Show Organisers or Security and should not be sent to the Showground.

7.2 Access to Site

Exhibitors may commence work on their stands on the Friday before the Show, or earlier by arrangement with the Show Organisers.

7.3 Temporary Buildings

Erection of temporary buildings is not permitted.

7.4 Tents, Marquees, Flagpoles etc

Proposed sighting must be checked with the Health & Safety Officer prior to erection to establish the location of any underground services.

7.5 Stand Markers

Stand will be allocated on arrival at the show. Stand numbers must not be removed or obscured.

7.6 Sign Boards

Use of sign boards to identify the name of the firm or organisation is permitted; however, they must not overshadow neighbouring stands.

7.7 Signs of Marquees

Signs or exhibits attached to marquees provided by the Show Organisers must cause no damage to the structure.

7.8 Obstruction of Signs

Exhibits must be placed so that they do not obscure the name signs of adjacent stands.

7.9 Overhead Wires

Any structure near must not be erected within 5m from any electricity or telegraph pole or wires. Concerns regarding this must be raised with the Show's Health and Safety Officer.

7.10 Advertisements

No exhibitor shall be allowed to fix any placard or advertisement to any part of the premises unless prior permission has been obtained from the Show Organisers. No persons will be allowed to hand out leaflets or display advertisements unless on his/her own stand.

7.11 Kites and Balloons

Exhibitors are not permitted to fly kites or balloons without prior permission. Permission is given on a restricted basis and, where necessary, Exhibitors must obtain permission from the Civil Aviation Authority and Local Planning.

7.12 Aircraft

No Exhibitors will be permitted to fly aircraft over the Showground or use aircraft loudspeakers for advertising.

7.13 Audio Equipment

No Exhibitor shall be permitted to use Audio Equipment as a sales aid or attraction without permission from the Show Organisers.

- 7.14 **Damage to Tents or Marquees**
An Exhibitor damaging tents or marquees provided by the Bedfordshire Country Fair may incur a penalty of £250, plus the cost of repair of the damage.
- 7.15 **Excavations**
Any necessary excavations must be approved by the Show Organisers before digging takes place.
- 7.16 **Closure of Stands**
Exhibitors or their contractors may not close or dismantle any part of their stands until 6.30pm on each day of the show. Vehicles for the removal of stands will not be allowed to enter the Showground under any circumstances until 6.30pm. Vehicles already on stands must not move off the stand space until after 6.30pm. Any Exhibitor leaving the show after the first day, unless by prior agreement, must notify the Show Organisers. No refund will be given.
- 7.17 **Clearance of Stands**
Stands and all exhibits must be cleared from the Showground on the Sunday evening unless prior arrangements are made for removal on the Monday. Stand sites must be cleared of all rubbish and materials and left in a suitable state of repair. The Show Organisers reserve the right to charge any costs incurred in removing rubbish or materials or in repairing the ground of the stand site.
- 7.18 **Late Removal of Exhibits**
The Show Organisers reserve the right to remove any items remaining on sites after the expiry of these time limits and accepts no responsibility for any loss or damage.

Section 8 – Services

- 8.1 **Electricity Supply**
Electricity is not supplied within the showground.
- 8.2 **Generating Equipment**
The use of generating equipment must be obtained from the Health & Safety Officer who will advise on what precautions are required.
- 8.3 **Water Supply**
Water may be supplied in exceptional circumstances. Prior arrangements must be made with the Show Organisers. Water supply may affect the location of an Exhibitors stand site.
- 8.4 **Catering**
Exhibitors may not use heating or cooking appliances for their own catering or bottled gas without the permission of the Health and Safety Officer. Exhibitors may not sell any foodstuffs or beverages on his/her stand unless the stand is supplied for this purpose. Regular inspections are made by Environmental Health Officers who have the right of access to all stands during the show. Exhibitors who have permission to sell foodstuffs or beverages are reminded that they must have the relevant Food Hygiene Certificates.
- 8.5 **Litter**
Exhibitors are required to have their stands cleared of litter each evening of the Show before 7.00pm. Litter must be placed in bags in the containers provided throughout the Showground. All rubbish and litter must be cleared before leaving the Show on the last day.

Section 9 – Fire & Safety Precautions

- 9.1 **Code of Practice for Safety & Accident Prevention**
The Bedfordshire County Show has a Code of Practice for Safety & Accident Prevention. Details of the code are given below and must be adhered to at all times by all Exhibitors regardless of the nature of their business.

Bedfordshire Country Fair Code of Practice for Safety & Accident Prevention

The requirements of this code apply to all persons on site. Traders, exhibitors, demonstrators and representatives of all the aforementioned bodies must comply with this code of practice.

1. No heating or cooking appliance is to be installed inside a tent or stand which is not specifically laid out for this purpose. Appliances may only be used with the express permission of the Health and Safety Officer. Any safety precautions given must be adhered to.
2. All stands using bottled gas must have the express authorisation of the Health and Safety Officer before use. Safety precautions will be applied and must be adhered to. Mobile units using liquefied petroleum gas (LPG) must make the Health and Safety Officer aware that they intend to use such equipment and must comply with the requirements of the Safety Officer.
3. The Health and Safety Officer has the right to inspect all tents and stands and has the authority to remove any appliance or equipment which is considered to constitute a danger.

4. All traders and exhibitors are required to supply the appropriate fire extinguisher and fire fighting equipment. Sufficient fire extinguishers must be supplied in all marquees.
5. All parties must ensure that they comply with the current Control of Substances Hazardous to Health regulations. Potentially dangerous substances (chemicals, fuels, oils etc) may not be used unless by express permission of the Health and Safety Officer. Safety precautions will be applied and must be adhered to.
6. Adequate precautions must be taken to avoid crowd congestion in the entrance to tents, marquees and stands. Clearly signed Emergency Exits and Fire Exits must be provided in all structures where the public are admitted.
7. No wires, cables or ropes can be used unless by the express permission of the Health and Safety Officer where safety precautions will be applied.
8. Straw bales must not be used unless by the express permission of the Health and Safety Officer. Safety precautions will be applied and must be adhered to.
9. All accidents or incidents which result in injury must be reported to the Health and Safety Officer.
10. No machinery or equipment can be used unless by express permission of the Health and Safety Officer. Safety precautions will be applied and must be adhered to. Power tool demonstrations must be behind a suitably constructed protective screen and demonstrators must use suitable protective clothing. Potential customers must be under competent supervision and wear the necessary protective clothing.
11. Live demonstrations must be supervised by a competent person who must be focused on the demonstration at all times.
12. Wherever there is a statutory requirement for a particular type of protective clothing, all persons must always comply with these regulations. Members of the public must be kept well clear of this type of demonstration.
13. Any animals on exhibition must be in approved pens and comply with DEFRA regulations as to animal movement and care. All animal exhibits must comply with the requirements of the Health and Safety Officer and may be subject to inspection by the show Vet.
14. Smoking is not permitted in close proximity to straw, wood shavings or combustible materials, liquids or gases. Smoking is not permitted in the marquees and all persons taking part in the show must comply with the no smoking signs.
15. Particular attention is drawn to the safety of children. Where required by the Health and Safety Officer you must comply with any additional steps for the safety of children.
16. Fairground rides and sideshows must have in their possession a copy of a current Certificate of Safety issued by the Showman's Guild and appropriate to the rides in question. This will be inspected by the Health and Safety Officer who will inspect rides periodically.
17. All catering stalls and food outlets must have a copy of their Food Hygiene Certificate available for inspection by the Health and Safety Officer.
18. No movement of vehicles is permitted in the showground after 8.30am and before 6.30pm.

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