

CHEPSTOW AGRICULTURAL SOCIETY

CHEPSTOW AGRICULTURAL SHOW BROADWELL FARM, CRICK SATURDAY 14TH AUGUST 2010

Application for Trade Stand Space - Closing Date 30th June 2010

Please return this form to: The Trade Stand Secretary, Mr P. Brabon, Newton Lodge, Shirenewton,
Nr. Chepstow, Mon. NP16 6RL Telephone: 01291 641376 E-mail: brabonnl@hotmail.com

Please read the accompanying Show Regulations and the Health and Safety Requirements before completing this document. A completed RISK ASSESSMENT MUST be returned with this application see Health and Safety Requirements at paragraph 3.2.

Early application is urged as stand allocations on the showground are made on a 'first comers' basis wherever possible.
Please note that an acknowledgement will not be sent but entry details and passes will be despatched during July.

Name

Trading As

Address

..... Post Code

Telephone E-Mail

Type of Goods Exhibited

Name of Person in Charge of Stand on Show Day (if different from above)

Do you wish to enter the Trade Stand Competition YES / NO

APPLICATION FOR OPEN STAND SPACE

<u>Minimum Frontage</u>	<u>Stand Depth</u>	<u>Rate Per Metre</u>	<u>Frontage Requested</u>	<u>Total Cost</u>
3 metres	6 metres	£15.00	£
3 metres	13 metres	£20.00	£

REGISTERED CHARITY STAND SPACE

Name Registration Number

<u>Minimum Frontage</u>	<u>Stand Depth</u>		
3 metres	6 metres	£8.00 per metre frontage	£

FAIRGROUND SPACE

..... Square metres @ £1.20 per square metre

N.B. MUST TAKE INTO ACCOUNT ANY VEHICLES £

VEHICLES

Are you allowing for a vehicle/s or caravan on your space? If so please state size, and in the case of garage/motor dealers state number of vehicles for display as TRADE STAND SITE PASSES will be need for these vehicles.

YES / NO Size Number of Vehicles

NOTE: VEHICLES NOT DISPLAYED ON THE SPACE MUST BE REMOVED TO THE TRADE STAND CAR PARK

APPLICATION FOR FOOD HALL/SHOPPING MALL/CRAFT MARQUEE

**COOKING IS NOT PERMITTED WITHOUT PERMISSION AND NO ELECTRICITY IS PROVIDED
See SHOW REGULATIONS RE. USE OF GENERATORS**

2 metres deep x 2 metre frontage with one 1.83m x 0.76m table provided	£30.00
Extra frontage including tables	£20.00 per 2 metres
Frontage Required	mtrs Cost £

Note: If a vehicle is to be parked adjacent of the Market for trading purposes, a **Trade Stand Site Pass** will be required, otherwise all vehicles must be left in Trade Stand Car Park.

Is a Trade Stand Site Pass required? YES / NO

CAR PARK AND EXHIBITOR PASS ALLOCATION

<u>Stand Frontage</u>	<u>Trade Stand Car Passes</u>	<u>Exhibitor Passes</u>
3 - 5 Metres	One	Two
6 - 14 Metres	Two	Four
15 - 24 Metres	Three	Six
Over 24 Metres	Four	Eight
Fairground Exhibits	Two	Two

1. Additional Trade Stand Car Park passes are £2.00 each and Exhibitor passes £4.00 each. These must be ordered and paid for at the time of booking space.
 2. The Trade Stand Car Park pass displayed on the windscreen admits the vehicle only. If individual Exhibitor passes are not show, normal admission charges will be payable.
 3. Vehicles, including caravans, entered as part of an exhibit will be issued with separate Trade Stand Site passes see above.
 4. All vehicles, other than those referred to at (3) above, must leave the area of their Trade Stand Space before 9am on Show Day. Vehicles may return for dismantling from 5pm.
 5. **Passes, stand allocation and directions will be sent out during July.**
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PAYMENT

Trade Stand Space	£
Fairground Space	£
Food/Craft Market Space	£
Extra Car Passes (£2 each)	£
Extra Exhibitor Passes (£4 each)	£

TOTAL	£

No reservations can be accepted without full payment.
Cheques should be made payable to **Chepstow Agricultural Society**.

**The ground does not provide unlimited space for trade stands and therefore early application is recommended.
Late bookings will only be accepted against cash payment.**

**PLEASE NOTE ACCESS TO THE SITE TO SET UP TRADE STANDS IS AVAILABLE DURING THE FRIDAY BEFORE THE SHOW AND FROM 7AM ON SHOW DAY.
ALL TRADE STANDS MUST BE READY FOR BUSINESS BY 9AM ON SHOW DAY.
CLOSURE NORMALLY COMMENCES FROM 5PM.**

I / We agree to abide by the Society's regulations relating to Trade Stands, to comply with all Health and Safety requirements and have completed the Risk Assessment returned herewith.

Signature **Date**

Name in Block Letters

CHEPSTOW AGRICULTURAL SOCIETY

REGULATIONS GOVERNING THE ACCEPTANCE OF TRADE STANDS AT CHEPSTOW AGRICULTURAL SHOW TO BE READ IN CONJUNCTION WITH THE SOCIETY'S HEALTH AND SAFETY POLICY

Traders and exhibitors are advised to read the following Show Regulations and the Society's Health and Safety Policy prior to completing their application. These documents should be retained for reference and guidance. Particular regard must be given to all health and safety issues and compliance with the policy is required. A fully completed Risk Assessment must accompany the application. Sales of intoxicating liquor must be compliant with the provisions of the Licensing Act 2003 (see further at para. 10 below).

1 Allocation of space and trade stands charges

1.1 The Society will only reserve space upon receipt of the completed applications form and risk assessment together with a cheque to cover all relevant charges. A plan of the showground and a letter detailing the allocation of space with the necessary vehicle/exhibitor passes will be sent during July.

2 Refusal of Applications

2.1 Without any reason being given the Society reserves the right to refuse any application or to cancel any application which may have been accepted.

3 Showground

3.1 The Showground is situated at Broadwell Farm, Hayesgate Lane, Crick, Chepstow NP16 6LL. Applicants for space must accept that the ground, which is grassland, may be uneven or sloping.

3.2 There is no mains water available on the site but bowsers are located at various points. Similarly no main electricity supply is available. **Generators may only be used with written permission from the Show Secretary and in compliance with Health and Safety Regulations.**

4 Layout of Exhibits and Trade Stands

4.1 When space is calculated applicants must include and pay for sufficient space for all stays, guy ropes etc., required for any stall to be erected. Similarly, canopies and awnings must not project over boundary lines and encroach on adjoining allocated space. If vehicles are to form part of the display this must be indicated on the application form and must be confined within the space allocated. Tow bars must be taken into account.

4.2 Any obstruction or interference with the amenities of an adjoining exhibitor may result in removal to a position that will alleviate cause for complaint.

4.3 Any disturbance of the surface of the ground, for example to erect flagpoles or other structure, must be rectified before an exhibitor leaves the site. **Note also Health and Safety Policy.**

5 Litter / Rubbish

5.1 Exhibitors must ensure that any litter and rubbish, including food waste, is properly wrapped and disposed of in containers provided by the Society. Combustible rubbish must not be allowed to accumulate during the Show and must be removed to eliminate the risk of fire. **This clearance is critical and any exhibitor failing to remove litter or waste will not be offered space in future years.**

6 Machinery - please see relevant section in Health and Safety Policy

7 Demonstrations

7.1 No exhibitor should call attention to goods in such a manner as to cause annoyance to other traders or to the general public. No sales by auction or the use of amplification equipment are permitted. All displays must comply with Health and Safety requirements.

7.2 The showing of films, videos or the reproduction of music may only be carried out with the written consent of the Show Secretary.

8 Food and Drink

8.1 No items of food or drink may be sold from trade stands other than those within the Food, Craft or Home-craft displays. **A Temporary Event Notice will be obtained by the Society to facilitate trading in alcoholic beverages within the Food / Craft Marquee in accordance with the Licensing Act 2003.**

9 Vehicles

- 9.1 No vehicles will be permitted to park within the trade stand areas unless displaying a Trade Stand Pass. These will be allocated to those stands where the application indicates that the vehicle forms an integral part of the stand and space has been reserved.
- 9.2 All exhibitors will be issued with Trade Stand Car Park passes in accordance with the request made in the application form. The Pass will allow a vehicle to enter the Showground in order to prepare and stock stands. **All such vehicles must be clear of the trade stand area by 9.00am on show day and parked in the allocated car park. Vehicles may not return before 5.00pm.**

10 Livestock

- 10.1 Written permission must be obtained from the Show Secretary to exhibit livestock of any description and will be subject to any order made by DEFRA or other regulatory body.

11 Quad Transport

- 11.1 Quad transport may only be used on the Showground during the preparation and breaking up of the event and then only by those with a current driving licence. They may not be used between 9am and 6pm on Show Day.

12 Insurance

- 12.1 All exhibitors must ensure that they are adequately indemnified to cover any claim arising from their activities at the Show and indicate so on the application form. **The Society will not, under any circumstances, entertain any claim on behalf of an exhibitor.**

13 Balloons

- 13.1 No promotional balloons or balloon sales are permitted on the showground.

14 Booking Fees

- 14.1 If a booking is cancelled by the Society, whether or not the Show takes place, the only compensation due to an exhibitor will be a refund of the booking fee, less 10% to cover administration costs.
- 14.2 In the event of an exhibitor, for whatever reason, cancelling a booking, the fee paid may be refunded by the Society up to four weeks prior to the Show. The Society will deduct a sum to cover any administrative costs at 10% of the booking fee.

Finally a reminder that it is the responsibility of all exhibitors to comply with all relevant Statutory obligations and, in particular, to ensure that Health and Safety policy is fulfilled.

CHEPSTOW AGRICULTURAL SOCIETY

HEALTH AND SAFETY POLICY STATEMENT

It is the policy of CHEPSTOW AGRICULTURAL SOCIETY to ensure insofar as it is reasonably practicable than an environment is created and maintained at all times during the setting up and running of CHEPSTOW SHOW that is both safe and healthy for everyone involved. The prevention of accidents, particularly those involving personal injury or damage to property, is recognised as essential to the efficiency of the Show and the welfare of everyone attending.

Consequently CHEPSTOW AGRICULTURAL SOCIETY is wholly committed to fulfil its statutory obligations under the Health and Safety legislation for the time being in force. The Society actively seeks the full and understanding co-operation of all concerned for their like commitment. The Society, with the assistance of all exhibitors and contractors, will assess health and safety implications for all who may be affected by any activity carried out in connection with CHEPSTOW SHOW. These assessments will enable any necessary preventative and protective measure to be implemented to ensure effective health and safety management.

The SOCIETY will provide adequate stewards to ensure safety at the Showground.

This document will be revised annually to take account of legislative requirements and in the light of experience at the Show.

1 COMMITTEE RESPONSIBILITIES

- 1.1 The Chair and members of the Show committee shall have responsibility for all, aspects of health and safety. They will ensure that all involved in the organisation of the Show are familiar with this Policy and will encourage the co-operation of all members, stewards, exhibitors, contactors and members of the public in meeting the needs of this policy and the statutory obligations.
- 1.2 The Committee will appoint a Safety Adviser to assist in the oversight and implementation of this policy and to take initial charge of emergencies arising at the Show.

2 RESPONSIBILITIES OF PARTICIPANTS AND EXHIBITORS

- 2.1 All participants and exhibitors are required to conform to the Society's Health and Safety policy and to meet statutory requirements. They must exercise reasonable care for the health and safety of themselves and all others who may be affected by their acts or omissions. No exhibitor may misuse, interfere with or fail to use any equipment provided by the Society in the interests of health and safety whether under statutory provision or otherwise.
- 2.2 Participants and exhibitors should be aware that the Health and Safety at Work Regulations require co-operation between all exhibitors/participants and the Society to ensure that adequate **RISK ASSESSMENTS** are carried out in relation to activities relating to the Show. Participation at the Show will be subject to submission to the Society of such and assessment and implementation of any amendments appropriate to ensure that health and safety for all concerned is safeguarded. **The co-operation of participants and exhibitors is of paramount importance in identifying potential hazards and the risks associated with those hazards.**

3 SHOW STAND SAFETY

- 3.1 No pesticides or other substances hazardous to health and safety should be kept upon trade stands. Exhibitors should display only new, EMPTY containers.
- 3.2 Any steam or pressure vessel or lifting appliances used/demonstrated must be examined and documented as is described for electrical and gas appliances. All temporary structures, including marquees, documented as is described for electrical and gas appliances. All temporary structures, including marquees, information boards, fences and gates must be soundly erected and safe for their intended purpose. They must comply with the latest, relevant legislation and relevant codes of practice. Exhibitors must have regard to the stability of their displays and ensure that they are secured against any form of collapse. Petroleum product storage must be in accordance with the standards laid down by the fire prevention authorities.

4 CONTRACTORS

- 4.1 Exhibitors are responsible for ensuring that their contractors comply with all statutory obligations. Particular attention is directed to the safety requirements outlined in the Show Regulations governing the allocation of trading space. The Society's ruling on the safety of any exhibit shall be final and immediate. Consent to the operation of any exhibit does not relieve the exhibitor of any liability. The Society holds exhibitors wholly responsible for the observance of statutory regulations governing the safety of machinery exhibited. Machines and appliances are accepted at the Show on the understanding that they comply with relevant legislation and safety requirements.

5 VEHICLE EXHIBITS

- 5.1 All must be contained within the areas allocated by the Society and no vehicles will be permitted in the pedestrian avenues without express authority. No motor cycles or all terrain vehicles may be taken onto the Showground without written permission from the Show Secretary.

6 MACHINERY

- 6.1 Any plant, machinery or equipment used prior to, during or after the Show must be operated by a person who is fully trained in its safe use. Passengers must not be carried upon vehicles or machines unless those are adapted or designed for that purpose.
- 6.2 All machinery used on the Show site must comply with all relevant statutory requirements. Guidance on standards to be achieved in this respect is issued by the Health and Safety Executive. **Machinery must be operated only in areas fenced off from members of the public. There must be an adequate number of stewards available during any public demonstration and risk assessments have been submitted to the Society covering each and every working demonstration.**
- 6.3 When positioning ropes, fences or barriers to restrict access into potentially hazardous areas, an appropriate margin of safety must be observed. In particular account must be taken of the risks from materials which may be ejected from machines. All static exhibits must be erected in such a way that ensures that they do not present a risk to persons during the Show, including the periods of erection and dismantling. Proper protective clothing/equipment must be worn at all times when operators are engaged in activity for which such protection is required. The clothing/equipment must comply with the relevant statutory regulations for the time being in force.

7 AMUSEMENTS

- 7.1 All operators at the Show must be licensed by a local authority and comply fully with all current safety requirements. Operators must retain a log recording all maintenance and inspections of equipment and confirm that they have appropriate insurance.

8 ELECTRICITY

- 8.1 All temporary low voltage distribution systems (425 volts or less) on the Show will be subject to the Electricity at Work Regulations 1989 and any successor.
- 8.2 All electrical installations must be carried out by a competent electrician familiar with the appropriate Regulations and should meet the standards commended by the Institute of Electrical Engineers. Anyone who provides electrical apparatus, whether for their own use or another, shall, before it is connected to the electrical supply, arrange for its inspection and testing by a competent person and a record made.
- 8.3 All electrical equipment should be connected through a Residual Current Device (RCD) and all cables and connections should avoid risk of harm to any person.
- 8.4 Socket outlets must not be overloaded and extension leads should not be used indiscriminately. All portable and transportable equipment must be installed and used in accordance with HSE Guidance for the time being in force. All temporary installations must be disconnected safely and removed from the site after the Show.
- 8.5 All exhibitors and participants are alerted to the danger from high voltage distribution cables across the site. They should check the position of cables, above and below the ground, prior to any erection or excavation. (See further below on excavation).

9 EXCAVATION

- 9.1 No excavation is permissible without express authority from the Show Secretary. This is necessary to ensure both safety for underground utility supplies and to ensure that the ground is restored to the owners without hazard. Where authority is given, for example to erect flagpoles or fencing, the ground must be fully restored after use.

10 LIQUID PETROLEUM GAS (LPG)

- 10.1 **All users of LPG must comply with current Guidance issues by the HSE and statutory obligations in relation to the storage of LPG cylinders brought onto the Showground.** All cylinders full or otherwise, must be kept in adequate storage conditions when not in current use. Gas from cylinders should be piped to the appliances being used. All piping should be rigid wherever possible with piping kept to the minimum requisite for health and safety purposes. Rubber tubing must conform to the current British Standard. Hose connections must be properly secured at all times. Users are required to ensure that their gas appliances have been recently examined and tested by a competent person and labelled to indicate details of that inspection.

11. LIVESTOCK

- 11.1 In the interests of safety, the unauthorised movement of animals during the Show will not be permitted. Exhibitors of **bulls** should be familiar with the HSE Guidance that relates to the exhibiting of the animals. In particular Guidance Note GS36 must be complied with and two handlers provided at all times for any bull over 10 months.
- 11.2 Horse exhibitors should familiarise themselves with any rules and guidance notes issued by the appropriate authority or society which controls the particular activity and must comply with those standards. **Hard hats**, complying with a British Standard specification and approved by the governing body of their respective equestrian association or discipline and under whose rules they are competing, must be worn.
- 11.3 Spraying or dipping of sheep using any toxic chemical substance to prepare animals for showing whilst on the Showground is prohibited.
- 11.4 Dogs, except those participating in the Dog Show or Main Ring events must be kept on a lead at all times.

12. CATERING

- 12.1 Every catering outlet must comply with all the relevant hygiene, labelling and safety regulations relating to food for the time being in force. They must also meet their statutory obligations under the Health & Safety at Work Act.
- 12.2 Caterers will be aware that inspections by the local authority's environmental health staff may occur at any time during the Show to ensure compliance with regulations. Caterers should follow Guidelines set out in current publications on health and safety in kitchens and food preparation areas that are available from the Stationery Office.

13 FIRE PRECAUTIONS

- 13.1 All tentage in use on the Showground must be suitably treated with a fire retardant. Marquees must have an adequate exit in the event of any emergency arising. Fire extinguishers brought onto the show site must conform to the appropriate British Standard and for the nature of the fire risk. A suitable general purpose extinguisher is a 5 kilo dry powder type, which can help to contain outbreaks until the arrival of the emergency services. The Society will provide extinguishers at key points on the site.
- 13.2 In the event of fire or other emergency, the immediate area should be evacuated. The Secretary should be informed who, if not already alerted, will contact the emergency service. Any decision to evacuate the Show rests with the Show Secretary and the Safety Adviser based upon the nature of the risk and advice from the emergency services. Where a full evacuation is deemed necessary the public address system will be utilised and stewards will ensure the safe exit of the public and animals.
- 13.3 It is anticipated that the Welsh Assembly will pass legislation during 2007 to control smoking. All exhibitors, competitors and visitors to Chepstow Show will be expected to comply with these regulations. In any event **SMOKING IS NOT PERMITTED in any marquee or tent provided by the Society at the Show.**

14 ACCIDENTS / FIRST AID

- 14.1 All accidents, however minor, must be reported to the Show Secretary who will maintain a record. The priority is to ensure prompt and proper treatment to any injured person. The Society's Honorary Physician, Honorary Veterinary Officer and First Aiders will be in attendance throughout the Show. All will be in possession of personal radios tuned to the Show radio net.

15 LOST CHILDREN

- 15.1 The safe custody of any child who becomes detached from a parent or guardian is of the highest importance. The Secretary's tent will be the collection point for such a child. In some circumstances it may be necessary to make an announcement over the public address system. If that is so any broadcast should not give personal details, descriptions or names. Proof of identity from a parent / guardian should be obtained when collecting a child and the police must be informed immediately if they have become involved.