

# CHERTSEY AGRICULTURAL ASSOCIATION

ANNUAL SHOW - 10th & 11th AUGUST 2019

## TERMS AND CONDITIONS FOR ALL EXHIBITORS

**ALL EXHIBITORS MUST DISPLAY CLEARLY THE NAME UNDER WHICH THEY TRADE.** Only those goods or services listed on the Booking Form for Trade Stand space will be permitted at the Show. In the event of an exhibitor/trader displaying goods or services other than those previously agreed, the Association reserves the right to instruct that exhibitor/trader to leave the showground immediately without any refund of booking fee. For those booking space inside our marquees, we regret that NO external advertising, outside of the marquee, or erection of any gazebo, will be allowed.

**ARRIVAL AND DEPARTURE.** The Showground will be open for exhibitors arriving during Friday 9th August 2019 from Noon until 7pm, and from 7.15 a.m. the following morning. If any exhibitor needs to access the Showground earlier, advance notice needs to be given in order for the necessary arrangements to be made. Exhibitors should have their Stands in a proper order by 9.30 a.m. on Show days, and **MAY NOT DISMANTLE BEFORE 5 p.m.** on the Sunday afternoon.

**HEALTH AND SAFETY, FOOD HYGIENE AND PUBLIC LIABILITY INSURANCE.** Exhibitor's attention is drawn to the requirements of the Health and Safety at Work Act 1974 and the Food Safety Act 1990 with regard to their duties in connection with their work activities towards personnel employed on their Stands and towards members of the public. Enforcement Officers from the Local Authority may undertake spot checks, and, if major contraventions are found, the Exhibitor will be asked to close their Stand and leave the Showground immediately. No refund of booking fee will be given in these circumstances.

Risk Assessment - All Exhibitors should provide a written Risk Assessment, and those employing over 5 members of staff in any capacity should have a written Health and Safety Policy. You may be asked to produce these if the Local Enforcing Authority inspects your Stand. We have attached our own Risk Assessment Form which Exhibitors are required to complete and return with their Booking Form, if not supplying your own one.

**PUBLIC LIABILITY INSURANCE.** All Exhibitors are required by Law to have Public Liability Insurance and may be asked to provide a copy upon request.

**FIRE PRECAUTIONS** on Stands are the responsibility of the Exhibitor. Any Exhibitor intending to use gas cylinders (e.g. Calor Gas, Propane, Butane, Helium, etc.) on the day of the Show must notify the Trade Stand secretary on the Booking form. The Fire Officer, who has inspected the show in previous years, has asked for the following to be drawn to your attention:

- Extinguishers provided by traders and the organisers should be within their test date*
- Traders that are not cooking and introduce the risk of fire, through any other process, should provide a fire extinguisher and be at least a 4.5Ltr water extinguisher*
- Traders that are cooking, a minimum of 4Kg dry powder, 4Ltr of foam, is recommended.*
- Where traders are using deep fat fryers; a flame failure device is required also the provision of a fire blanket. The best fire extinguisher for deep fat fryers is a "Class F" extinguisher*
- Traders with generators should provide a CO<sup>2</sup> or 4Kg Dry powder extinguisher(min) and keep it within 5Mtrs of the Generator*
- Extinguishers provided by traders should be suitably visible by their staff and sited for ease of use.*
- Traders should manage their combustible/waste materials and clear them from walkways*
- Areas around LPG cylinders should be clear of combustibles and waste products*
- Food traders and any such trader that introduces a risk of fire through other means, as per current practice; should provide the organisers with a suitable fire risk assessment.*
- Food traders within mobile catering vehicles should display a suitable fire action notice within the vehicle.*

**SECURITY.** Whilst the Association will employ professional security throughout the Show, it will not be responsible under any circumstances for safe keeping of any articles exhibited or stored; this being the sole responsibility of the Exhibitor.

**UNDUE NOISE.** Exhibitors may not call attention to their goods in such a way, so as to cause annoyance to other Exhibitors or to the public visiting the Show. Any legitimate complaints in this respect may lead to the Exhibitor causing the nuisance, being required to close their Stand and leave the Showground without any refund of booking fee.

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**GENERATORS.** Should an Exhibitor wish to use this means of producing power, a modern silent generator must be used and due to fire safety regulations the Trade Stand secretary must be informed in writing on the Booking Form at the time of applying for a Stand. The Fire Officer, who has inspected the show site in previous years, has asked for the following to be drawn to your attention:

- No Hot re-fuelling*
- Fuel to be stored in approved metal containers and a safe distance from any ignition source*
- Small/medium size generators that are not fixed in vehicles, should be in open air, away from the tent/stall*
- Small /Medium size generators should be bunded within a metal tray, to avoid environmental contamination of the land from oil and/or fuel.*
- Generators appropriately fixed within vehicles should have adequate ventilation and any combustibles removed from the immediate area.*
- Consideration should be paid to requesting traders using Diesel generators, as these use far less fuel and as a result there will be less flammable materials on-site.*

**SALES.** Exhibitors are prohibited from selling ice cream, liquid or other refreshments from their stands without the specific prior consent of the Association, as several catering contracts have been entered into for the Show.

**EXTENDING OUTSIDE OF AREA BOOKED.** In recent years, some exhibitors have extended their pitches by placing boards, other goods, clothes rails, etc. outside the front of the area booked. This type of encroachment onto the public walkway is unacceptable and **WILL NOT BE PERMITTED** under any circumstances. Any exhibitor, who ignores this condition of booking, may be required to close immediately and leave the Showground without any refund of booking fee.

**PAYMENT.** No deposit will be required when booking. Our invoice will be sent on receipt of your Booking form, and **payment will be required on or before 14 June 2019.** In the event of any exhibitor **failing to make payment by 14 June 2019**, unless a prior arrangement has been agreed with us, their **booking will be automatically cancelled**, and the space will then be offered to those on our waiting list.

**CANCELLATION.** If for any reason you are no longer able to attend the show please notify the Trade Stand secretary either verbally or in writing as soon as possible. Any booking that is cancelled from 15 June to 5 July 2019, will be refunded 50% of monies paid. Bookings cancelled from 6 July 2019 onwards, no refund will be made.

**ALLOCATION OF SPACE.** Every effort will be made to obtain the maximum advantage for each Exhibitor, without causing unfairness to others, but the final decision on space allocation will be made by the Association. Exhibitors cannot be supplied with plans prior to allocation. The Association reserves the right to reject any booking application, or cancel a booking without being required to give a reason. In any case where the booking fee has been paid, it will be refunded.

**SUB-LETTING.** Under no circumstances will Exhibitors be permitted to sub-let their Trade Stand space, and, to do so, will result in that Stand being required to close immediately and leave the Showground without any refund of booking fee.

**CHARITIES.** Where the Association has allocated space to recognised registered Charities, such space may be used only for promotional purposes and the sale of items for the benefit of the Charity. The Charity's Registered Number must be clearly shown on the Booking Form.

**A VEHICLE ENTRY PASS and TWO EXHIBITOR PASSES** will be issued to each trade stand, these will be valid for use on both days. If a second vehicle pass or additional exhibitor passes will be needed, these must be requested at the time of booking.

Should you require separate passes for different staff to use on each day, rather than one pass for a staff member to use on both days please advise on the booking form under special requests.

**APPEALS, COMPETITIONS, RAFFLES, ETC.** Organisations wishing to make appeals or run competitions must first write to obtain permission from the Association, but in any event will **NOT** be allowed to make collections outside the limit of their Stand.

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**ELECTRICITY.** For those Exhibitors booking space inside our marquees with electricity, it is a condition of your booking that ALL of the electrical equipment you wish to connect to the show supply is inspected and tested to the current Institute of Electrical Engineers (IEE) Wiring Regulations. **Each piece of equipment must have a PAT sticker denoting the date of test.** (Please remember that all equipment should be tested at least once every year, so the sticker should not be older than 12 months). You will not be allowed to connect to the show electricity supply if this condition is not met. **The maximum loading allowed per exhibitor will be 300 watts and MUST be booked in advance, supply is limited and in certain circumstances it may be possible to increase this.**

**Please calculate your equipment ratings and advise us on your booking form.**

**PLEASE NOTE - The use of electric kettles, fans and heaters will not be permitted under any circumstances.**

**RESTORATION OF SHOWGROUND.** Exhibitors that break the turf for the purpose of their Trade Stand exhibits **MUST RESTORE IT TO ITS PROPER CONDITION BEFORE LEAVING THE SHOWGROUND.** All litter and other rubbish **MUST BE REMOVED TO RUBBISH BINS** available on the Showground. In the event of the Exhibitor/Trader failing to comply with this requirement, the Association will undertake the work and charge the expense to the Exhibitor.

**RESPONSIBILITY FOR ACCIDENT OR LOSS.** The Association does **NOT** accept responsibility for any accident, loss or other damage which may be suffered by any person, including Exhibitors and their employees, whilst on the Showground. "People Carrying" rides - Operators are bound to ensure that suitable Public Liability Insurance is valid for the duration of the Show.

**TENTAGE.** The Association provides only the space for the erection of Stands and Exhibitors must provide their own Stands, Tents, etc., apart from a limited number of covered sites. Tents may be arranged through our Tentage Contractors - John M. Carter Ltd., Industrial Estate, Winchester Road, Basingstoke, Hampshire.

**VEHICLE PARKING** will be free of charge in designated areas either on the showground or directly adjacent to the Showground; this being at the Association's discretion. After unloading please park up your vehicle(s) in the designated area by 9am. Please inform the Trade Stand secretary on your booking form if you wish to park your vehicle at the rear of your booked pitch size, minimum pitch size for parking vehicle's will be 6m x 6m.

**SLEEPING ON SITE.** For those Exhibitors wishing to sleep or camp on the Showground, a limited amount of space will be available, and **MUST** be requested on the Booking Form at the time of applying for a Stand. For security reasons we need to know if you will be remaining on site overnight.

**Please note** that cooking/heating water, outside in the open, will not be allowed within the trade stand blocks, due to the high risk of fire in such confined spaces.

**UNDER NO CIRCUMSTANCES** must oil, poisonous liquid or substance be put on the ground as this land is open to the residents/children and dogs of Chertsey and surrounding area.

**LATE BOOKINGS** received from 1 June 2019 onwards, will be subject to a **late booking fee of £25.00**; assuming that space is still available. Payment of our invoice will be required by return of post or by BACS, unless a prior arrangement has been made with us.

**DOGS.** We welcome well behaved dogs at our Show, but they must be kept on a lead at all times whilst on the Show site. Please clean up after your dog.

**Your dog is vulnerable if left in a vehicle in high temperatures even on days considered as only slightly warm.  
Please take care of your dogs.**

**PLEASE ENSURE** that you have included any special requests or requirements on the Booking Form. In the event of any changes occurring after you have booked, please let us know, as to do so on arrival at the Show could lead to disappointment.

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Issued by :  
Frank Hartfree, Vice Chairman  
Chertsey Agricultural Association

Mobile telephone number - 07778840166

January 2019