

HENLEY & DISTRICT AGRICULTURAL ASSOCIATION

Registered Charity No: 1024609

Association & Show Manager

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Show Office

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THE HENLEY SHOW - SATURDAY 14th September 2019

TRADE STAND TERMS & CONDITIONS

RATES: £10.00 per ft. Local Registered Charities £5.00 per ft. Minimum stand size is 15 ft frontage = £150.00

When calculating your stand costs please ensure that you have sufficient space to allow for all items which are needed **including ground plates and tent guy ropes**. Please check with your tentage contractor if you are in any doubt before reserving space. If you want to secure a corner stand then please make this known at the point of booking to the tradestand organiser, who will accommodate all requests where possible. Please use the longest side of your stand as the frontage.

Fee payable on booking and **non-refundable. No post-dated cheques please**

SITES: All sites are 30 ft deep with a **minimum of 15 ft frontage**. It is essential to reserve sufficient space to allow for guy ropes and access for your vehicle behind the stand.

The Trade Stand Organiser will allocate sites at her discretion, but will try to meet requests for specific locations on a first come, first served basis.

TERMS & CONDITIONS:

RESPONSIBILITY OF EXHIBITORS:

All exhibitors must supply with their application, a copy of a relevant Risk Assessment which is ready for inspection, under the Health and Safety at Work Act, the Management of Health and Safety at Work Regulations 1999, and COSHH Assessment, if applicable. The Association requires you as an Exhibitor to assess the risks to the health and safety of anyone that may be affected by your activities – yourself, workers and members of the public.

PUBLIC LIABILITY INSURANCE:

All exhibitors must carry Public Liability insurance with the minimum limit of indemnity required for your business. This insures the exhibitor's liability for damage to third party property and/or injury to third parties arising from the exhibitor's use of their stand. The Show Office must be sent a copy of your public liability insurance prior to the Show and a copy must be available on your stand throughout the Show.

EMPLOYERS LIABILITY INSURANCE:

Exhibitors should also hold the relevant Employers Liability Insurance where it is required by statute. This insures the exhibitor's legal liability for injury to employees. 'Employees' can be deemed to include volunteers, casual/temporary workers and even 'self-employed' persons.

PRODUCT LIABILITY INSURANCE:

It is essential that any exhibitor supplying goods or services should maintain this insurance under an annual policy. This liability for damage to third party property and/or injury to third parties arising from goods sold supplied. The consumer Protection Act 1998 makes the retailer of a defective product strictly liable

ALCOHOL SALES:

Exhibitors' selling alcoholic drinks will need to apply for their own Temporary Event Notice (TEN) and will need their personal licence available for inspection.

PRIZE STALLS

e.g. Toys for tickets are NOT PERMITTED on the Showground

POLITICAL ACTIVITY:

Applications from any Political Party or Organisation cannot be accepted, nor any political activity on the Showground tolerated.

REFUSAL OF APPLICATIONS:

The Association reserves the right to reject any application for Trade stand space and the Association reserves the right to cancel the Exhibitor's right to use the Trade stand at any time without any reason being given. In the event of refusal or cancellation the Association will not enter into correspondence on the subject.

CHEAP JACK TRADERS & AUCTIONS:

Exhibitors' goods displayed must be in strict accordance with the description given on the entry form. Vendors of 'cheap jack' articles or itinerant vendors who may have gained admission to the ground may be evicted. The selling of goods by auction, shouting or behaviour that causes a nuisance to visitors or exhibitors is strictly forbidden. The definition 'cheap jack' and 'nuisance' shall rest with the Associations organisers and officials who shall have power to remove offending exhibitors and their goods from the Showground. All goods sold must be clearly exhibited to the public before sale.

TRADING STANDARDS:

Exhibitors must comply with all relevant Trading Standards legislation; this involves safety, fair trading and quality. There may be representatives from the local Trading Standards department on site during the Show. Please contact your local council if you require more information. The Show organiser will encourage the consumer to forward any complaints to the Trading Standards Office.

GOODS ORDERED AT THE SHOW:

All orders taken at the Show must be despatched promptly. Where the delivery time is more than three months after the closing date of the Show, customers must be made aware of this at the time of ordering. Failure to abide by this regulation may result in stands not being invited back in future years.

LOSS, THEFT OR DAMAGE:

The Association will not be held responsible for the loss, theft or damage of any vehicles, goods or marquees etc. on site in the build-up, Show days or breakdown. All exhibitors are fully responsible for the security of their stand and stock and all claims arising from the conduct of the stand. Vehicles left in the show car parks are left at the owner's risk.

CANCELLATION OF THE SHOW:

In the event of the Show having to be cancelled for whatever reason, no refunds of monies already received will be given and we advise you seek cancellation insurance. The monies received are both non-refundable and non-transferable.

FIREARMS (INCLUDING PELLET GUNS OF ANY DESCRIPTION:

The sale of any firearm, shotgun, air pistol, catapults is strictly controlled on the Showground (this includes any item that fires an object whether or not it is classed as a toy). Permission must be obtained from the Show Office prior to the Show and a copy of the appropriate Fire-arms Dealers License must be sent to the Show Office. Handling of guns by the general public must be under the strict supervision of the exhibitor. All sales must be mail order for delivery post Show. These regulations are part of the Trade stand regulations and are supplementary to any Police and Firearms licence requirements.

Fire and Safety Precautions:**IN THE EVENT OF FIRE DIAL 999 AND INFORM SOMEONE IN AUTHORITY.**

Any queries regarding safety should be made to the Associations Safety Officer, who may be contacted through the Show in the Secretary's tent and who will be onsite during the Show.

Each exhibitor must conform to precautions against fire and provide a fire risk assessment for any space allocated to them and in any stand, exhibit, tent, marquee or any other temporary or moveable structure erected or installed within such allotted space.

The Association reserves the right of inspection by one of its officials or representatives of the Marlow Fire Brigade.

Service of all tents or stands and the officials shall have full authority to order that the use of any appliances or equipment be discontinued immediately, if in their opinion they constitute a danger. All stands using bottled gas are required to have the installations checked by a qualified fitter to ensure that the apparatus is safely installed. The decision of the Association in this matter must be accepted as final.

ALL EXHIBITORS ARE REQUIRED TO SUPPLY A SUITABLE FIRE EXTINGUISHER OR EXTINGUISHERS IN THE INTEREST OF FIRE PRECAUTIONS.

- Exhibitors are advised to insure against fire as regards their own property.
- Exhibitors will realise that these precautions are necessary to comply with the Fire Safety Order 2005.
- Exhibitors must protect their staff and the general public from contact with moving components of machinery.
- All Liquid Petroleum Gas (LPG) appliances must have a current safety certificate and comply with HSE Guidance note CS6.

STATIC MACHINERY:

All static machinery should be secure and no part of a raised machine should rely solely on hydraulic pressure to keep it in the raised position. All sharp points and extended parts, particularly those at head height for all visitors, should be masked to protect the visitor from injury. Any moving exhibit should have a barrier restricting access to visitors. Signs and promotional material should be secure to prevent falling on visitors.

LITTER:

Exhibitors must have their stands and immediate adjoining avenues cleaned up at the close of the Show each day and any litter and refuse should be placed in the bins provided ready for collection by the Association's contractors. Caterers and exhibitors providing refreshments must provide their own bins for waste food.

BALLOONS:

THE DISPLAY AND HANDING OUT OF BALLOONS OF ANY KIND IS STRICTLY PROHIBITED (in the interest of animal safety).

NO SMOKING SIGNS:

Exhibitors are required by law to display a 'no smoking' sign at the entrance to their trade stand.

NOISE:

- Traders must not use any public-address equipment (PA system). No exhibitor shall call attention to his goods or allow sound to emanate from his stand in such a way to cause annoyance to other exhibitors or the public. The demonstration or use of small tools, chain saws, machines, musical instruments etc. will be permitted only in a manner approved by the Association.
- The Trade Stand Organiser is authorised by the Show Manager to stop any activity, which by reason of smoke, noise, smell or other nuisance is offensive to neighbouring exhibitors or the public.
- Recorded music may not be used on a stand unless written permission has been obtained from the Show Office prior to the Show. The exhibitor is responsible for obtaining a licence and payment of fees as levied by PPL (Phonographic Performances Ltd).
- Exhibitors wishing to use two-way radio equipment must have the appropriate licence. The Association requests that the Show Office receives lists of frequencies which are to be used at the Show at least one month prior to the event.
- Exhibitors, demonstrators or display acts wishing to use radio microphones during the Show are required to inform the Association or the Association's contractor of the frequencies they are intending to use, at least one month prior to the event. In regard to Two-way radios and Radio Microphones, the Association reserves the right to limit the number of frequencies and power should they interfere with the Association's own equipment or that of the main contractors. Any organisation using the same frequency would be asked to change frequencies or to cease using the equipment.

SECURITY:

The Association's security contractor will be on site from Wednesday 11th September to 7.00 am on Sunday 15th September 2019.

SERVICES: A limited water supply is available - please state if required.

Exhibitors should make their own arrangements for electric power. Generators must be adequately soundproofed. **The organisers reserve the right to refuse to allow the use of any electrical equipment that is deemed to be untested, unsafe, discharging fumes and too noisy.** All electrical equipment should be PAT tested before being used at the Henley Show and we advise you seek surge protection.

Please ensure that you answer the questions regarding equipment and stand details on the application form.

PASSES: Each Exhibitor will receive **2 Showground passes and 1 Vehicle pass.**

Passes will be mailed out approximately two weeks prior to the Show.

Additional showground passes can be purchased in advance at a special rate of £10.00.

N.B: No vehicles allowed on the Showground without a pass being clearly displayed in or on the windscreen.

Machinery/Motor Dealers whose vehicles constitute a part of their exhibit should indicate how many passes are required on the application form.

SHOWGROUND ENTRY:**Before the Show**

- Exhibitors may commence work on their stands on Tuesday 10th September.
- The Showground is normally open between 7.00 am to 6.00 pm. Security will be on site from Wednesday 11th September and will permit access during the aforementioned hours.
- All sites allotted to exhibitors will be clearly numbered by the Association. Marking pegs must not be removed, disturbed or obscured by exhibitors. Exhibitors who mow their own sites, or employ contractors to do so, must see that the marking pegs are replaced in the correct positions.

After the Show

- No part of the stand may be dismantled until 6.00 pm on the last day of the Show. Vehicles for the removal of stands will not be allowed to enter the Showground until 6.30 pm
- Any stand or exhibit or part remaining on site after the 2 days will be removed and disposed of by the Association. Any cost involved will be chargeable to the Exhibitor.

- **CLEARING THE SITE:** All Tentage and equipment must be cleared from the Show site no later than 12 noon on Tuesday 17th September 2019.

STANDS AND EXHIBITS MUST BE CLEARED FROM THE SHOWGROUND WITHIN 2 DAYS OF THE CLOSE OF THE SHOW.

SOUVENIR PROGRAMME: The Henley Show Souvenir Programme will list all entertainers as well as informative editorial about the Show. You'll enjoy greater prominence if you take an advertisement – contact the Show Manager for further information.

SPONSORSHIP: Would you like to sponsor an event or class at the Show? This is a valuable and rewarding way of demonstrating your support of the Show with the added benefit of having your company name listed in the Show programme as a sponsor. For further information please tick the box on the application form.

BEST TRADE STAND CUP: A Trophy is awarded to the Exhibitor who has a sound knowledge of their product or service combined with an eye-catching and well-designed stand.

Please download the Show's Health and Safety document from www.thehenleyshow.co.uk

You are required to read this document, and the Health and Safety document and comply with the requirements set out, and with any safety request from Event Safety or Stewards.