



# Penrith Agricultural Society

Secretary – Mr Andy Ryder

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## PENRITH SHOW 20<sup>th</sup> July 2024

### Rules & Regulations – Trade Stands

#### 1. Application for Space

All entries to be submitted on the appropriate entry form, along with Insurance details (see 5) and Risk assessments (see 4) by **Friday 26<sup>th</sup> April**. Entries will not be processed until all paperwork is received along with either full payment or a non-refundable deposit (see 3).

#### 2. Observance of Regulations

All exhibitors, their contractors and employees, while on the Showground, shall be subject to the rules and regulations of the Society, as interpreted by the Society, and the stewards and officials appointed by them.

#### 3. Payment

A non-refundable deposit of £5 per metre may be made to reserve a stand space and paid at time of booking. The balance must be paid by **Monday 3<sup>rd</sup> June** or the reservation will be cancelled and the space offered to another applicant. No refund of deposit will be given.

#### 4. H.S.E. Regulations/TEN's/Licenses

- The Society has its own Health and Safety Policy in place, but those exhibiting at the Show are required to send their own Current Risk Assessment with their forms. If you do not have your own Risk Assessment forms, a generic form is available from the Society for you to complete. *Applications will not be processed without a current Risk Assessment form.*
- Exhibitors are reminded to ensure that they are fully conversant with and comply with all current Health and Safety regulations, particularly with regards equipment and public safety.
- All Covid19 rules issued by GOV at the time of the show must be adhered to.
- Intoxicating liquor may not be sold without prior permission. The Exhibitor shall be responsible for obtaining such license/temporary events notice as may be needed for sale or supply of intoxicating liquor, Performing Rights Society or otherwise and for the observance of the same. Copies of all permissions must be lodged with the Secretary 7 days prior to the show.

#### 5. Hospitality

- It is the stand holder's responsibility to make sure that alcohol is not being served to minors or to persons who are already inebriated.
- The Show Committee also request that glass bottles do not leave your hospitality area as they have caused damage to vehicles in the past and are a danger to both persons and stock when left broken on the field.

#### 6. Insurance

There is no insurance cover for trade exhibitors provided by the Society; Exhibitors are responsible for their own Public and Employers Liability Insurance. Proof of which is required on application to the Show. The Society is aware that Insurance often needs renewal between application and Show Day. It is the Exhibitors responsibility to renew the said insurance and keep a copy at their stand on Show Day for inspection.

#### 7. Vehicles – Before the Show

Exhibitors using large mobile units must have them in position the day before the Show. On Show day vehicles with passes may enter the show field, but must be **removed to the car park by 9am**. The only exceptions are emergency vehicles and those which form part of an exhibit. Such vehicles must be kept

within the boundaries of the stand. A standard one vehicle pass will be issued with each stand, but more can be requested if needed. Vehicle passes do not give the driver or passenger's access to the show; they must have their own exhibitor passes to enter (see 8)

## 8. Vehicles – After the Show

Vehicles will not be allowed back onto the field until **6pm**, at this time it will **only be cars and small vans**. There is to be **NO movement of large vehicles**, trailers, equipment, agricultural machinery /vehicles before **7pm**. This is a health and safety measure. The last Main Ring event is not until 5.30pm and safety of members of the public still on the field takes priority over traders need to get home. Banksmen **MUST** be used when moving machinery, to ensure the safety of all.

## 9. Exhibitor passes

Number of passes given will depend on the price paid for the stand/unit.

£100 to £240 spent will receive - 2 passes

£241 to £420 spent will receive - 4 passes

£420 over will receive - 6 passes

*Extra passes may be purchased at a reduced price of £10 + VAT*

Exhibitor passes will be posted out to all Trade Stands who have paid in full, after 3<sup>rd</sup> June, along with details of their Stand Location.

## 10. Trading times

Trading times on Show day are between 10.00am and 5.30pm. You may trade before this time, but you must be ready at 10am and may not dismantle before 5.30pm.

## 11. Withdrawal or cancellation of space

If an exhibitor cancels their space before 3<sup>rd</sup> June, a refund will be made less the non-refundable deposit amount. Cancellation after this date will result in forfeit of all fees paid and the Society reserves the right to re-let the space. Note those who just "fail to turn up" without informing the Secretary and therefore leave an empty space on the field may not be given space in future years.

## 12. Allocation of space

- The allocation and position of space is entirely at the discretion of the Society, though every endeavor will be made to meet any request made by an exhibitor.
- Exhibitors must book in FULL metres and have sufficient space for all stays and guy ropes required for any building, tent, caravan and any vehicle necessarily forming part of the site or needed in connection therewith to be erected on the space
- The exhibitor will be allocated a site by the Society and it will be a condition of the Society's acceptance of an Exhibitor application for stand space that the Exhibitor will take and accept the site allocated, irrespective of condition or position

## 13. Set up & removal

- Exhibitors may begin to prepare their site from the Wednesday before the Show. Please note that the Society cannot accept responsibility for any lost, damage, stolen goods/vehicles etc left on the show field
- You are responsible for ensuring that your stand is appropriately presented. The Winthorn Rose Bowl to the most attractively displayed Trade stand over 9m and the D Maclean Trophy awarded to the most attractively displayed Trade Stand under 9m.
- Boundaries of sites will be marked and in no circumstances will Exhibitors be allowed to occupy a larger space than that allocated. All activity must be contained within the limits of your own stand.
- Dismantling of stands must not commence until after trading has ceased on Show day and completed by the end of the following day.
- The Exhibitor is responsible for making good their site after the Show. All rubbish to be taken away or placed in the bins/skips provided. Please do not leave bags of rubbish on your otherwise empty stand.

#### **14. Water**

Stand pipes are available on the field, clearly marked for human consumption. Exhibitors are responsible for their own containers to carry the water to their Stand.

#### **15. Electricity**

- All electrical requirements must be met by the stand holder with the use of silent generators (70db or less) that meet health and safety requirements.
- Generators must not block the walk ways.
- Please note that you are responsible for securing your own generator...a generator left unused and unsecured behind a stand at a recent show was stolen before it was needed.
- Any electrical equipment to be used on the Showground must be PAT tested. The Safety Officer will request sight of appropriate certificates. If any electrical equipment is deemed inadequate by our Safety Officer/Electrician or fails a subsequent test on the day, it must be removed from the showground and the Society will not be liable for any loss of trade caused.

#### **16. Noise**

Exhibitors must not use any loudspeaker apparatus, noisy engines or other offensive practices to cause annoyance to adjoining exhibitors. Prior permission is required should it be intended that increased sound of any sort is to be included as part of your display.

#### **17. Fire Protection**

- It is the Exhibitors responsibility to ensure that adequate fire precautions are provided, especially in the case where any heating or similar appliance is used.
- Those using LPG must comply with Health & Safety Guidance Note CS8 (small scale storage & display of LPG at retail premises).

#### **18. Behaviours**

- The behaviours of the Exhibitors and their agents/employees must at all times be exemplary and fitting for a family show.
- Exhibitors and their agents/employees are expected to comply immediately with instructions from Show Stewards/Officials.

#### **19. Cancellation or abandonment of Show**

- The Society reserves the right to cancel the Show for any reason. At least 24 hours' notice shall be given, except in the case of extreme circumstances. In certain cases there may be a need to abandon the Show after it has commenced, for example in extreme weather, or if there is a danger to life.
- In the event of a cancellation of the Show, Trade Exhibitors will be given a refund of any payments made, less a small administration fee, except where Exhibitors donate their fees.
- The Society will not be held responsible for any financial, trading or other loss of whatever kind incurred by the Exhibitor.

#### **20. Right of refusal or removal**

- Non-compliance with any of the above may result in expulsion from the Show and/or subsequent refusal of future applications.
- The Society shall have full and free right to refuse to accept any entry, to cancel any entry after been made and accepted, to refuse admission to the Show field of any proposed exhibit and/or to remove, or order to be removed, at the risk and expense of the owner thereof any exhibit which has been admitted to the Show field.
- There shall be no obligation upon the Society to make or offer any explanation or reason for any such action and the Society or Show Committee shall not incur any liability or responsibility in this matter.

#### **21. Photography**

There will be photographers on the field acting for the Show and the Press. They may take photographs of your stand, customers or staff. We may use these pictures for future advertising and they will certainly be used on Social Media after the show. Should you object to a particular photograph of your stand/staff/customers, you may contact the Secretary and ask for its removal from our Social Media.

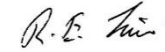
## PENRITH SHOW – GENERAL RISK ASSESSMENT FORM

ACTIVITY: **Trade Stands**

LOCATION: **Show Field**

ASSESSMENT UNDERTAKEN BY: **R E TIMMINS....**

Signed:



Date 15/01/2023

**HAZARD SEVERITY RATING**

1. NEGLIGIBLE - (remote possibility of harm)
2. MARGINAL - (slight injury, minor first aid)
3. SLIGHTLY DANGEROUS - (some injury, not too serious)
4. DANGEROUS – (serious injury or damage)
5. VERY DANGEROUS – (fatal or wide spread injuries)

**HAZARD PROBABILITY RATING**

1. IMPROBABLE – (highly unlikely to happen)
2. REMOTE – (may occur but rarely)
3. POSSIBLE – (likely to occur at some time)
4. PROBABLY - (likely to occur)
5. VERY PROBABLE - (likely to occur often)

HAZARD	WHO IS AT RISK?	EXISTING CONTROLS	HAZARD SEVERITY RATING	HAZARD PROBABILITY RATING	RISK RATING (S X P =)	ACTION TO BE TAKEN	CHECKED SHOWDAY √
Slipping/ tripping	All	Avoid guy ropes, loose matting, electricity cables and other trips	2	3	6	Check site once set up, remove/protect/mark danger	
Setting up &Lifting operations	Exhibitors Contractors	Manual handling regs (LOLER 1998)	4	2	8	Adequate number of trained staff, avoid lone working. Forklift with certified operator available on field	
Working at height	Exhibitor Contractors	Proper access arrangements Relevant Guidance notes	3	2	6	Trained staff, secured equipment, Avoid lone working	
Chemicals/substances	All	COSHH assessment by exhibitor	2	2	4	Avoid hazardous materials, carry minimum quantities	
Fumes & smoke	All	Turn off engines, locate generators with care	2	1	2	Check site once set up. Avoid smoke from cooking equipment	
Noise	All	To be kept to a minimum Dutch auctions not allowed	1	1	1	Avoid straw being used to deaden generator noise. No loud music or PA systems on stands	
Machinery	All	Adequate maintenance. Avoid moving parts unless adequately guarded, set up before 9.30am	4	3	12	Avoid moving static displays, use only experienced operators, do not carry passengers in unorthodox positions, use banksman. Drive slowly and carefully	
Livestock on stands	All	Secure fencing, adequate supervision, feed and water	3	2	6	Check secure once set up and regularly throughout show day. Comply with Defra regs	
LPG/Fire	All	Fire Safety Regs 2005 CS4 and CoP 7	3	2	6	Remove rubbish avoid ignition sources. Fire detection and control equipment to be provided by exhibitor. Clearly marked escape routes	
Food and Refreshment	All	Environmental Health Regs Storage, Preparation, Serving	4	1	4	Adequate storage, preparation and washing facilities – general cleanliness	