



Terms and Conditions for Stallholders and Exhibitors

South Downs Show 2018

Welcome to The South Downs Show and thank you for wanting to be part of it.

This document is because the law makes us put some rules in place to protect both you and the visitors that come to the show – and the animals on the showground.

Please read this document and follow the instructions – this will give you a safe time at the show.

**If you have any problems or questions please find a member of staff or go to the Show Office (9.30am – 5.30pm show days or Front gate from 7am).
If the show office is closed please telephone 07918941398 or ask security to radio us.**

Bookings and fees

1. Booking forms must be completed and returned with documents before a space is allocated
2. Payment (where relevant) must be made on application or completed by 31st July.
3. Entry passes will be sent out from August 1st, no access will be given without a pass.
4. If you are bringing animals/birds onto the showground please inform us on the booking form due to DEFRA regulations and other livestock at the showground. We may need further information from you to comply with DEFRA regarding this but will contact you separately (this excludes the need to inform us of up to 2 dogs).
5. All traders and exhibitors must complete relevant H&S documents (see below).
6. Food stands - see below re H&S.

Stands and pitches

1. All trade pitches are 'end to end'. You will be allocated a specific space that reflects your requirements on the booking form – do not forget to include your guy ropes within your space.
2. Please ensure that your stand does not extend beyond the boundaries of your allocated space.
3. If you require additional space or require side access to the stand please let us know on the booking form. We welcome interesting and interactive displays.
4. Please bring ratchet straps to secure your gazebo – many people do not prepare for even light winds. A ratchet strap is cheaper than a new gazebo.
5. Amplified 'pitching' and 'perambulating agents' are not permitted. 'Sub-letting', assignment or resale of space is not permitted.
6. Please do not extend beyond the **RED LINE** at the back of your stand – beyond this is the emergency access to protect you during fire or need for an ambulance.

Electricity supply

Please make sure you book your electricity supply on the booking form.

The supply will be provided to a post 5m from the front of your pitch on one of the sides. .

Setting up and dismantling of stands

1. The showground will be open to stallholders for the setting up of stands from:
 - i. 9am on Friday morning

- ii. 6am on Saturday morning
 - iii. 7am on Sunday to stallholders for the restocking of stands.
- 2. Stands can be dismantled from 5pm on the evening of each show day.
- 3. All stands must be set up by 9.30am on each day of the show.
- 4. All vehicle access to the showground will be stopped at 10.30pm at night (unless by special agreement with management). This is to allow the traders and staff sufficient peace to sleep and to reduce risk of injury through vehicle movement at night.

Vehicles

- 1. All vehicles to be stationary on the showground by 9.30am on the day of the show.
- 2. No vehicle may move during the show without management permission.
- 3. 5mph restriction on the showground at all times
- 4. No vehicle may leave or move on the showground until 5pm on the days of the show
- 5. When parking your vehicle next to a marquee or tent please keep the exhaust at a safe distance to reduce fire risk.
- 6. All vehicle access to the showground will be stopped at **10.30pm each night** (unless by special arrangement).
- 7. You must park within the area of your pitch (do not extend beyond the **RED LINE** at the rear of your pitch). You have been provided with 10m depth so your car has space. If your vehicles do not fit within your space you need to park them in the main car park.

Goods sold

- 1. Goods sold must be those described on the booking forms.
- 2. If there are any changes to your goods please let us know in advance.

Catering, Edible Items, Trading Standards and Health and Safety

Stallholders must be aware of and comply with any relevant trading standards, licensing and other requirements and legislation. All stands selling anything edible must provide full documentation relevant to their food category.

- 1. We require copies of the following where necessary on application please:
 - a. Alcohol licence where necessary (please contact us asap)
 - b. Hygiene certificates for Food Handlers.
 - c. Insurance certificates (see below)
 - d. Fire risk assessment
 - e. Risk assessment
 - f. Name of authority food business is registered with.
 - g. Gas certificates (private camping gas excluded)
 - h. Proof of current National Food Hygiene rating which must be 4 or 5.
 - i. Description of hand washing facilities
 - j. Documented Food Management Safety System
- 2. All stalls and catering units must be maintained in a clean, tidy and hygienic condition throughout the event. Regular monitoring must be carried out by the stallholder to ensure no hazards arise. Relevant certificates must be displayed throughout the event.

Claims, Indemnity and Insurance

1. Each stallholder shall indemnify the organisers against all liabilities, actions, costs, claims and compensations for injury or loss to any persons, or damages as a result of his/her involvement in the event.
2. Each stallholder must adequately insure to cover all his/her liabilities. This will also include carrying out a risk assessment.
3. The organisers are not liable for any theft, loss or damage to persons or property which the stallholder, their agent or staff may cause or sustain from any cause whatsoever.

Abandonment and Limitation

1. In the event of cancellation, abandonment, postponement or limitation of the event, there will be no claim against the organisers who also reserve the right to transfer the event to another venue and/or date.
2. The organisers cannot be held responsible for any loss of earnings or expenses incurred by the stallholder as the result of cancellation, abandonment or limitation of the event, the failure of electricity supply, inclement weather, incorrect or non-appearance of advertisements, removal of directional signs or any other factor.

Payments

1. All trade stands must pay in full before tickets will be issued.
2. All payments for stalls which are running on a percentage of takings shall be made by BACS/cheque no later than 6 days after the event closes.

Hazardous equipment

1. All generators or other equipment being brought onto the showground must be in a serviced State and PAT tested.
2. All petrol or other flammable substances are to be brought to the showground in containers designed for this use.
3. No fuel shall be stored within any tent – it shall be stored in a vehicle or other secure area that can be locked.
3. No electricity is supplied to traders, caterers etc, unless pre-booked with event organizers.
4. All gas (other than private camping stoves) must carry a certificate.
5. All generators must be roped off from public access. All leads shall be safely covered to prevent tripping.
6. Refuel generators when cold.

Security

1. The site Security Unit will be based beside the main gate
2. The site will be secured by a large amount of plastic fencing – no-one should be stepping over this fencing (not even staff or Traders as others will follow). If you see someone crossing the fencing let security know please and they will intervene.
3. The site will have security guards present day and night to protect all entrances and to walk the site at night
4. Please do not ask the security guards to help with your tasks, they need to remain focused and free to support an emergency or difficult situation. If you need support please come to the Show Office or ask a member of staff.
5. Please be aware that thieves may be present (as they are everywhere) and we urge you to keep your stall as secure as possible day and night

6. Although we will do our best to help with your security the organizers of this event cannot accept liability for loss or damage to stallholders' stock or belongings or equipment.

Health and your safety

1. The First Aid tent is on the south west side of the arena and will be clearly signposted.
2. If you have any form of an accident please go to the First Aid tent where there is specially trained support.
3. Fire extinguishers are available across the site.
4. If you hear the **Whistles** sound please move away from the area. If a **Claxon Horn** sounds please evacuate the show ground as quickly and calmly as possible.
5. All emergency tracks **MUST** be kept clear at all times.
6. **Drink** – Please make sure you drink lots of water (especially if the weather is hot). There is a mains tap for drinking water outside the park office on the east side of the A3.
7. Please do not smoke or cook under any form of canvas or tent material
8. Do not step over ANY fencing (plastic or otherwise). Use gateways.

Water

1. Please note that there is no mains water on the show ground
2. You **MUST** bring water containers if you need to use water
3. Water can be collected from the tap outside the main Park Office on the opposite side of the A3 – please ask at the Show Office for directions
4. When the show has opened there will be top up points on the show ground but these are not limitless.
5. Please remember that vehicles must be stationary on the show ground from 9.30am if you wish to collect water

Animals

1. **All dogs MUST be on leads** on the showground. This is for their safety and that of the general public.
2. **If any animal is seriously unwell:**
 - a. Notify the show office who will contact the vet
 - b. Keep the public away from that animal
 - c. Keep the animal safe and cool
 - d. Be calm near the animal and keep the animals owner calm
 - e. **DO NOT TOUCH THE ANIMAL UNLESS YOU ARE CONFIDENT TO DO SO.** Animals in distress bite and you are no good to the animal if you are injured.
3. **There are free poo bags** at the show office and at the main gate.
4. **Water** – Make sure your dog or other animal has access to plenty of water
5. **Shade** – Please make sure your animals have access to shade
6. **If you see an animal locked in a car without the owner there** please notify the Show Office or security immediately – even if it is not suffering (we do not want to wait until that stage before we monitor the situation and rectify it)
7. **If you see a sheep, goat, cow, pig or bird that looks unwell notify the show management as soon as possible – this is of the utmost importance due to DEFRA regulations**

Camping

1. As a trader you may camp free on evenings from 17th – 20th August 2018
2. You are welcome to stay overnight on your pitch, so long as your vehicle and tent are within the area of your pitch.
3. Please bring a torch as the showground is not lit at night
4. Please be very aware of the need to bring water containers. Mains drinking water can be collected directly from outside the offices of the Country Park on the opposite side of the A3.
5. Do not leave dogs shut in hot cars.
6. Do not dig fire pits as this is a protected landscape and the site is also used by other events – we must protect this space.
7. If you have any problems or questions please :
During the show days - find a member of staff or go to the Show Office
During the evening or night – Go to the staff camp and ask for Terena Plowright or Fiona Brogan or phone 07918941398 (Terena)
8. Please make sure dogs have water
9. No smoking, candles or cooking in tents
10. Do not park your car with the exhaust next to the tent – it may ignite it
11. Please put all camping waste in the BIG skips (not the flip top bins or rubbish bins) - thanks

Waste

- 1 All stall holders should minimise the waste produced in association with their stall.
- 2 Food containers and packaging should be recyclable and/or compostable where possible. Where possible, please use either corn starch (which looks like plastic or cardboard food and drinks holders).
- 3 Do not allow waste to pile up as it is a fire risk.
- 4 All traders please use the MAIN SKIPS (big things not the large flip top bins) so the bins can be used by the general public and we don't have to move your waste to create space.

Other

1. **Please respect the showground** – Do not dig holes or light fires as the show ground needs to be used by other organisations and we want to leave it as we found it – thank you
2. Lost Children should be taken to the Show Office. If you lose a child please go to the show office or let a member of staff know so we can get all staff to search.

Non-compliance

The organisers reserve the right to reject or cancel bookings for this event if any stallholder fails to comply with any of the aforementioned conditions or with any reasonable request made by the organisers or their staff, either verbally or in writing. The stallholder may also be asked to leave the showground immediately. In this situation there will be no claim against the organisers.

**Thank you for helping us to make this show a safe place to operate.
May we remind you that we are here to support you – please go to the Show Office.**