

# TOTNES & DISTRICT SHOW GENERAL REGULATIONS 2020

## GREAT COURT FARM, BERRY POMEROY, TOTNES

1. The Totnes Show Committee reserves the right to refuse any application without assigning a reason.
2. **Charges:** The rent paid under this Clause shall not be refundable and the trader agrees not to make any claim for repayment thereof on any account including the partial or total abandonment or postponement of the show. The frontage booked must include room required for tent, guy ropes etc. The fee paid is for space only, exhibitors must supply their own tent or covering. Gazebo/party tents are not recommended – if they are used exhibitors must ensure that they are sufficiently secured for adverse weather and covered under your own insurance and risk assessment.
3. **Traders and Auctions:** The trader shall not do or allow to be done on the Stand anything directly or indirectly detrimental to the Show or persons attending the Show. This includes the sale by MOCK AUCTION or AUCTION of goods on the stand.
4. **Catering and Foodhall:** No trader (except for the invited Caterers) shall sell or allow to be sold any drink, food, ice cream or confectionary on the stand. Exhibitors may make such arrangements regarding hospitality regarding on their own stand, providing that they do not sell any foods or drinks. **In the Foodhall you may only offer tastings and not selling of food for immediate consumption.** The Show Committee may, on breach of Clause 3 & 4, have the right to terminate the Agreement and evict the Trader from the Stand and from the Show ground without compensation of any sort, and the decision of the Chairman of the Committee shall be binding and final to both parties.
5. **Admission :** Exhibitor's Admission Tickets will be allocated as follows:  
Trade Stands: 6 mtrs frontage – 2 Admission Tickets; 9 mtrs frontage – 3 Admission Tickets; 12 mtrs frontage – 4 Admission Tickets  
Craft Marquee: 12 ft frontage – 2 Admission Tickets; 18 ft frontage - 3 Admission Tickets  
Lifestyle Pavilion: 12 ft frontage – 2 Admission Tickets; 18 ft frontage - 3 Admission Tickets  
Further Admission Tickets may be purchased at a reduced pre-paid price of £8.00 each, and should be applied for when making your applications.
6. **Car Parking:**
  - **Free car parking** is available in an adjacent field for **ALL** exhibitors.
  - **All trade exhibitors' vehicles MUST be parked in the designated car park and away the Show Site by 8.45 am.**
  - **Parking in front of or behind the Craft Marquee, Lifestyle Pavilion and Food Hall or within their immediate vicinity is strictly PROHIBITED.**
  - **All vehicle movement on the showfield after 8.45 is PROHIBITED with the exception of Official Show Vehicles. The earliest vehicle movement at the end of the Show will be 5.30pm or at the Show Manager's discretion.**
  - If the vehicle is part of the **trade display** it may be parked within the space booked, **but this must be indicated on the booking form.**
7. **Draw / Lotteries/leafleting/Games of Chance:** No draws or lotteries are to take place on the Trade Stand sites unless previously agreed by the Show Committee. No leafleting distribution around the showground or car parks is permitted. Games of Chance are prohibited.
8. **Times of Opening: All Trade Stands must be opened and be manned throughout the time the Show is open to the public (9.00 am to 5.00 pm). No dismantling to take place before 5.00pm or at the Show Manager's discretion.**
9. **Services:** Electricity: Trade exhibitors and caterers with outside sites are to make their own arrangements for electricity supply. Only **Silent generators may be used, this must be stated on the application and their operation must not interfere with other exhibitors or traders.** No generators are allowed in the Craft Marquee or Lifestyle Pavilion but electricity is available in these areas upon request on the appropriate application. Petrol generators are not permitted unless an integral part of the unit. Diesel and LPG generators are permitted.
10. **Responsibility of Exhibitors:**

**Insurance:** The Show Committee will not be responsible in any way for any articles, plant, machinery or objects of any kind exhibited at the Show ground. Where Trade Stands are erecting their own or appointing third party contractors to erect their marquee or display, the trader/exhibitor is responsible for ensuring that they appoint competent contractors. A copy of the Shows Construction Phase Plan is available on our website and contains information that will be useful to you or your contractor. Please ensure that you read this document or pass it to your contractor. The exhibitor shall assume full responsibility therefore including liability for all claims arising out of the exhibition handling or housing of such exhibits and the conduct of the Stand generally.

  - **Trade Stand exhibitors and Caterers: must have at least £5 million current Public Liability Insurance. A copy of their current PUBLIC liability insurance MUST be supplied with their Application and a current copy on their stand on the day of the show for inspection if required.**
  - **Craft and Lifestyle Exhibitors: must have at least £3 million current Public Liability Insurance. A copy of their current PUBLIC liability insurance MUST be supplied with their Application and a current copy on their stand on the day of the show for inspection if required.**

**Disclosure and Barring checks** (formally CRB): Organisations working with children on show site must ensure that their staff hold the appropriate disclosure and barring certificate and responsible for ensuring they have safeguarding policies and procedures in place.

**Environmental:** Caterers and Trade Exhibitors are reminded that they are responsible for clearing all litter, grass cuttings etc in the area of their stand at the close of the show. If excessive litter is found, the cost of removal will be invoiced to the applicant.

**Health & Safety:** All Caterers and Exhibitors are responsible for their compliance with all current Health & Safety Legislation, Regulations and Guidance. Totnes Show's suitably qualified staff will undertake H&S compliance checks of applications and on the day, but it remains the exhibitors responsibility to ensure that all aspects of their operations are fully compliant at all times. **Those that are not will be expected to comply where advised and the Show reserves the right to ask any non compliant operation to cease set up or trading immediately and leave without refund or recourse.**

**ALL CATERERS AND TRADE EXHIBITORS MUST submit a copy of their own H&S Risk Assessment with their application.** It is the responsibility of the trader/exhibitor to ensure that their risk assessments are suitable and sufficient for the activities that they will be undertaking from when they arrive on site to set up to when they dismantle their stand and leave. **No trader / exhibitor will be permitted to attend if their own "suitable and sufficient" risk assessments have not been made available with their application together with a copy of their current public liability insurance cover.**

All relevant details of health and safety related inspections, training, risk assessment and communication must also be made available (for inspection) on site on the day of the show to support any statement made.

All Caterers and Trade Exhibitors must ensure that they have suitable fire fighting equipment available and ready for use on their stand or exhibit. Caterers and Trade Exhibitors are responsible for ensuring that they have completed a fire risk assessment for their exhibit. Advice is available from H M Government Guidance on Fire Safety Risk Assessment for Open Air Events and Venues.  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/14891/fsra-open-air.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14891/fsra-open-air.pdf)

Any Gas appliances used on site must have been subject to an inspection by a competent Gas Safe Engineer – evidence of these checks may be requested by our on site safety advisors.

All Caterers and Food Traders, and stands providing hospitality must ensure that they comply with Food Safety and Food Hygiene legislation including the Consumer Information Regulations.