

Gwyl Tyddyn a Gardd Frenhinol Cymru
Royal Welsh Smallholder & Garden Festival

16th & 17th May 2009

Rheolau Stondinau / Tradestands Regulations

Disgwylir i'r arddangoswyr ddarllen y Rheolau canlynol cyn anfon eu cais. / Exhibitors are requested to read the following Regulations before making their entries.

1. **Exhibitors - Subject to Rules.** All exhibitors and their servants entering the Showground will be subject to the Orders, Rules and Regulations of the Society, and of the Stewards and Officials. Any exhibitor not complying with the reasonable orders of the Chief Executive and Officials will be expelled from the Showground. The Chief Executive and Officials are empowered to order out of the Showground any exhibitor infringing the Rules or who has obtained entry under false representation.

2. **Closing date of Entries – 15th March 2009**

3. **Application for Space.** All applications must be submitted on the appropriate entry form, which must be signed by the exhibitor or his/her representative; such signature being an acceptance of the regulations. A remittance for all charges must accompany the Application Form.

The Society reserves the right to refuse any entry whatsoever, whether received prior to the closing date for entries or not, and also reserves the right to cancel any entry which may have been accepted, without any reason being given.

4. **Description of Exhibits in Catalogue.** Each exhibitor must complete the Catalogue Description Form and will be allowed free of charge an entry in the Catalogue giving the Stand Number, Name and Address, together with up to 20 words of descriptive matter.

Exhibitors are reminded that they must comply with all relevant Trading Standards requirements, especially with regard to sales of age-restricted products. Contact Powys Trading Standards for further information if required, Tel: 01597 826049 or email trading.standards@powys.gov.uk

Catalogue description forms must be received by 15th March 2009

4a. In order to comply with Bovine Spongiform Encephalopathy Order 1996 it is essential that exhibitors in horticulture sections use no meat or bone meal products.

5. **Withdrawal or Cancellation of Space Reserved.** Where an exhibitor withdraws from the event or cancels a space reserved for him/her for any reason, all fees paid shall be forfeited, and the Society reserves the right to re-let such space.

6. **Allocation of Space.** The allocation of sites and positioning of trade stand space will be entirely at the discretion of the Society, although every endeavour will be made to meet any request made by an exhibitor regarding the position of his/her stand.

- (a) Exhibitors booking open space must apply and pay for sufficient space for all stays, guy ropes or tow bars required for any building, tent or caravan to be erected on the space.
- (b) Boundaries of sites will be marked and in no circumstances will exhibitors be allowed to occupy a larger space than that allocated to them.
- (c) The Society will not be held responsible for damage caused to sites by a third party during the event period, and will not undertake to make good such damage.
- (d) If an exhibitor does not wish to be placed adjoining any other particular exhibitor, this must be clearly stated in writing at time of making the application.

7. **Sub letting.** No exhibitor shall sub-let any portion of space allotted to him/her or move to any site other than that allocated to him/her.

8. **Times of Opening.** All tradestands must be open and be manned throughout the time the event is open to the public (**9.00 a.m. to 6.00 p.m. each day**).

9. **Stand Preparation, Admission, Delivery and Removal of Exhibits.**

- (a) Exhibitors may commence work on their stand area on and from Wednesday 13th May 2009 or earlier by arrangement with the Trade Stand Office.
 - (b) Exhibitors with large mobile units should arrange to have these in position at least three days before the event. This is especially important when it is necessary to encroach on adjoining stand space to manoeuvre the unit into position.
 - (c) A ramp is available near the Machinery Entrance for unloading machinery.
 - (d) Please note halls will be secured at 7.30pm on both Friday 15th and Saturday 16th May.
 - (e) Goods and packages cannot be received by the Society and should not be sent to the Showground unless there is a representative on the stand to receive them.
- N.B.** Where stands are positioned inside halls – Please ensure sufficient height is available for delivery vehicles entering as any damage to building structure or doorways must be paid for and will be invoiced.
- (f) **No part of a stand may be closed or dismantled until 6.00 p.m. on the 17th May 2009. Vehicles for the removal of stands will not be allowed to enter the Showground until 6.00 p.m. on the last evening, or such later time as circumstances may require.**
 - (g) **Stands and all exhibits must be cleared from the Showground by Wednesday 20th May 2009.**

10. **Catering.** Exhibitors may make such arrangements regarding catering on their own stands as they wish, provided that no exhibitor may sell any foodstuffs or beverages on his/her stand unless written permission has been obtained from the Company Secretary prior to the event. **All food served must be British in origin, Welsh wherever possible.** All exhibitors catering on their stands must have regard to The Food Safety (General Food Hygiene) Regulations 1995, The Food Safety (Temperature Control) Regulations 1995, The Food Safety Act 1990 and the Industry Guide to Good Hygiene Practice for Markets and Stalls produced by the National Association of British Market Authorities.

Food Safety

All establishments selling food and drink must be registered with their “Home Authorities” under the Food Premises (Registration) Regulations 1991 and must have due regard to the Act/Regulations/Industry Guide mentioned above.

The proprietors of all food businesses shall ensure that food handlers engaged in food businesses are supervised and instructed and/or trained in food hygiene matters.

The premises shall be so sited, designed, constructed and kept clean and maintained in good repair and condition as to avoid the risk of contaminating foodstuffs and harbouring pests.

Food must not be exposed to a risk of contamination – raw and cooked foods must be kept apart at all times. Appropriate facilities must be available to maintain adequate personal hygiene (i.e. hand washing and drying).

An adequate supply of hot and cold potable water must be available – a minimum of 9 litres of potable (drinking) water is recommended on each stall/vehicle. Sinks shall be provided for the washing of food and equipment and should be provided with hot and cold water together with suitable detergents/disinfectants.

Suitable arrangements must be made for the storage of waste – liquid and solid.

Every person working in the food handling area shall maintain a high degree of personal cleanliness.

Any person known or suspected to be suffering from any disease (e.g. diarrhoea or food poisoning) likely to be transmitted through food shall not be permitted to work in any food handling area.

The proprietor of a food business shall identify any step in the activities of that business which are critical to ensuring food safety and implement and monitor effective control measures accordingly – individual businesses are responsible for checking how the regulations apply to them.

Exhibitors are reminded that they must comply with all relevant Trading Standards requirements, especially with regard to Weights & Measures legislation i.e. the use of stamped approved measuring equipment in bars. Contact Powys Trading Standards for further information, if required, Tel 01597 826049 or email: trading.standards@powys.gov.uk

11. Sales of Alcohol

Strictly between the hours of 12.00 noon to 6.00 p.m. each Festival day – **exhibitors who intend to sell or sample alcohol must seek the Society's consent in writing by 15th March 2009**; if granted, such consent will be subject to licensing conditions.

12. Event Admission Tickets & Passes. Admission and vehicle passes will be issued to exhibitors on the following basis:-

3 - Season passes or 6 Single Day passes for the first 13.5 sq.m. of stand space booked.

1 Additional Season pass or 2 Single Day passes for each additional 20 sq.m. or part thereof.

Maximum number of Vehicle Car Park Passes per stand – 2.

Festival Period - Admission to Showground

Vehicles may be admitted to the Showground via the Livestock Entrance for the purpose of stand servicing between the hours of 6.00 p.m. Saturday 16th to 8.00am Sunday 17th

May. All exhibitors requiring this facility must obtain a Trade Servicing Pass - Deposit System - On entry the driver will be required to pay a deposit of £20.00 and will receive receipt for same.

On exit £20.00 will be refunded on production of receipt - should any vehicle not leave the showground prior to 8.00 am the deposit will be forfeited

Additional concessionary tickets for stand holders may be purchased from the Trade Stand Office.

Under no circumstances will refunds be made to exhibitors or their staff or representatives who have arrived at the entrances without admission tickets and have paid the public price to gain admission to the event.

13. **Exhibits confined to space allocated.** Exhibitors will be strictly confined to the space allotted and paid for, and the Society hopes they will assist in making the event as attractive as possible, as well as conducive to their interests.

Protests, Demonstrations, Deputations & Delegations are strictly prohibited and exhibitors must confine their activities to their trade stand area only.

14. **Placing of Exhibits.** Exhibitors will not be permitted to place exhibits, boards and placards of any description, so that any part thereof projects beyond the limits of the space allocated to them nor in such manner as to obscure unduly the signs or exhibits on an adjacent stand. All flagpoles must be erected so as to avoid fouling overhead cables. Any articles placed in contravention of this rule will be removed.

Placement of advertising banners is strictly prohibited without the prior consent of the Society Sponsorship Officer.

No stand or exhibit or part thereof may exceed 7.5 metres in height without the prior permission of the society.

15. **Danger:** Important Note: Exhibitors are warned of the danger from the distribution of high and low voltage systems throughout the Showground. Exhibitors are asked to check on the position of cables, above and below ground, prior to erecting stands, marquees, signs or flagpoles and obtain written authority of the Estate office in any instance where it is necessary to break the ground surface.

16. **Vehicle Exhibits.** Exhibitors are not allowed to demonstrate or exhibit vehicles in the Avenues during the event. Under no circumstances will this be allowed.

17. **Aircraft - Advertising.** The employment by exhibitors or their agents of aircraft of any description for the purposes of advertising is expressly prohibited in the immediate proximity of the Society's Showground and Car Parks.

18. **Litter.** Exhibitors are required to keep their stands and the portions of the avenues and alleys immediately adjoining their stands clean at all times during the event. Any litter and refuse generated should be placed in suitable receptacles and put out for collection by the Society's Contractors at the end of the event. Caterers and exhibitors providing meals and light refreshments must provide their own bins for waste food and suitable litter bins for customers' use. At the end of the event all rubbish and waste must

be suitably disposed of and the site left in a clean and tidy condition. The Society reserves the right to charge for clearance of excessive or dangerous litter.

19. **Damage.** The Society will not be responsible for any damage, breakage, loss or injury, arising from any cause either in transit, erection or during exhibition.

20. **Allotment of Space.** The Society will not be responsible for any loss or damage arising from any error in the allotment of the space in the Showground, or from any encroachment by one exhibitor on the space allotted to another.

21. **Set Up of Stands.** All exhibits must be set up by 7.00 p.m. Friday 15th May 2009. A special appeal is made to Trade Exhibitors to complete deliveries of their exhibits by midday Friday 15th May 2009. **All stands must remain open between the hours of 9.00 a.m. – 6.00p.m. on each of the event days.**

22. **Exhibitors are required to remove the whole of their exhibit by Wednesday 20th May 2009.**

Any items left on stands will remain so at the risk of the exhibitor.

23. **Excavating.** No exhibitor will be allowed to excavate in any part of his stand without permission from the Society. It is imperative that the exhibitor checks the position of underground services prior to works being carried out. The exhibitor must defray the cost of reinstating and making good. Exhibitors must reinstate the site to the Society's satisfaction within 14 days of the closing of the event. In particular:

(a) Gravel, chippings, concrete slabs, etc must be completely cleared and the area reseeded or returfed.

(b) On no account will permission be given for tents etc securing pins to be driven into tarmaced roads.

(c) All fence, post and flagpole holes must be filled and reseeded or returfed.

(d) Any damage to turf caused by the erection of temporary structures, exhibition of and/or removal of machinery/equipment or any other cause must be made good by reseeded or returfing.

The Society reserves the right to charge Tradestand Holders for making good any damage caused by excavations not having been made good. Exhibitors are responsible for ensuring that their contractors are aware of the above.

24. **Electricity.** Exhibitors requiring electricity must complete the section on the tradestand application form (enclosed) before 15th March 2009, applications received after this date may incur a surcharge.

Anyone who provides electrical apparatus for their own or anyone else's use, demonstration etc, should before it is connected to the supply, arrange for it's inspection and testing by a competent electrician and documentation should show the date of the test and the name of the person carrying out the test.

All equipment should be connected to the supply through a residual current device and all cables and connections where not protected by a weatherproof structure shall be of such construction or as necessary protected as to prevent, so far as is reasonably practical, danger arising from such exposure.

Electrical connections will only be made to installations that comply with the current IEE Regulations for the Electrical Equipment of Buildings.

Failure to comply with these Regulations may lead to the disconnection of the supply until the installation complies.

In permitting the connection of consumers wiring to its distribution system the RWAS does not accept responsibility for the Exhibitor's installation, in any respect.

Exhibitors are warned of the danger from the distribution of high and low voltage systems throughout the Showground. All Exhibitors must check with the Society's Estate Officer on the position of cables above and below ground, prior to erecting stands, marquees, signs or flagpoles.

Exhibitors must not leave their sites until such time as any electricity supply is disconnected and made safe by the Society's Electrical Contractor.

Generators – No generators will be allowed.

Please note that the caravan sites will not have electrical hook ups available.

25. Fire Precautions: Exhibitors bringing their own tentage must ensure that the said tentage has been treated with a suitable fire repellent.

26. Fire Regulations. All tradestands must have Fire Extinguishers (appropriate to their risk) sited in a prominent position and in full view.

They should be sited on exit routes, preferably near exit doors, or where they are provided for specific hazards, near to the hazards they protect. The most useful form of fire fighting equipment for general risks is the water type extinguisher or suitable alternative. One such extinguisher should be provided for each 200 square metres of floor space, according to the risk. Areas of special risk involving the use of oils, fats or electrical equipment may need carbon dioxide, dry powder or other types of extinguisher.

L.P.G Cylinders - all L.P.G Cylinders must be kept in the open air. Joints in pipework between Cylinders must be checked for leaks before use. Pipework and Cylinders must be adequately protected against damage. All storage of L.P.G. Cylinders must be in suitable and secure compounds as detailed in the Health & Safety Executive Guidance Note CS4 (The keeping of L.P.G. in Cylinders and Similar Containers). No Cylinders will be allowed within buildings.

Cylinders in use must at all times be secured against any movement that could lead to the disconnection of or leakage from connecting hoses.

The use of L.P.G. on site must be in compliance with HSE Guidance (booklet HSE 34 or Guidance Note CS6). Gas appliances must have been examined and tested by a competent person and labelled to indicate the examiner's name and the date of the examination.

27. Livestock: If you intend showing livestock on your stand, please indicate on the application form and details will be sent to you as to appropriate requirements.

28. Poultry on stands:

(a) Always handle birds with care and consideration

(b) Water must be available at **all** times whilst at the Festival, in containers which cannot be knocked over.

(c) Sick or injured birds **must not** be shown or for sale at the Festival

(d) If a bird becomes sick or injured during the festival. It must be separated.

(e) Birds must have sufficient room in the cages to stand in their natural position.

(f) Birds must only be transported and shown in suitable containers. These must be solid-sided and allow adequate ventilation for all birds. Damaged or broken crates must not be used.

(g) Birds must be protected from direct sunlight, be given adequate ventilation and be sheltered from adverse weather conditions. Do not leave birds unattended.

(h) No birds may be offered for **sale in a downy state**.

The Society Veterinary officer will inspect poultry on stands during the Festival; if at any point during the Festival he believes the above rules have been contravened remedial action will be taken against the stand holder responsible.

29. **Dogs:** Exhibitors are not encouraged to bring dogs onto the Showground, but if it is essential to do so, then the dogs must be kept on a lead at all times and the owners be in possession of the necessary equipment to clean up in the event of the dog fouling the Showground.

Exhibitors please note that dogs will not be allowed in any of the permanent buildings.

30. **Responsibility for exhibits** - The Society will not be responsible for the safe keeping of any article exhibited but will require exhibitors to take charge of their own property.

31. **Non-responsibility of Society.** While the Society reserves to itself the right of excluding any petrol or spirit it may deem unsafe, it in no way relieves the exhibitor from responsibility in the event of accident or fire. The exhibitor must conform to the regulations of the local authorities in all that relates to the transport of petrol, etc., and the precautions to be adopted against fire.

32. **Accidents:** The Society will not be responsible for any accident, fatal or otherwise, that may arise from an exhibitor reserving a tradestand or exhibition area at the event. It is a condition of entry that each exhibitor shall hold the Society blameless and indemnify it against any legal proceedings arising from such accident. This rule will also apply to any contractor employed on the Showground.

33. **External trading and distribution of handbills:** Is specifically forbidden on any area owned or supervised by the Society other than on the holders paid for Trade Stand space. This regulation includes such areas as Caravan and Car Parks, approach roads and lay-bys.

34. **Photographers:** It shall be a condition of entry to the Showground that no person shall ply for trade as a snapshot photographer or solicit trade with visitors to the Showground in any other capacity deemed by the Society's Officers to cause annoyance. Anyone who infringes this regulation may be expelled from the Showground without recompense. Video recorders used with a view to the sale of videotapes will NOT be allowed without the Society's permission.

35. **Balloons:** The selling or donating of inflated or deflated balloons is strictly forbidden. The Society does not permit balloon races to be organised from the Showground or the car parks.

36. **Catapults, Crossbows, Knives and BB Guns**

Catapults, Crossbows, Knives and BB Guns will **not** be permitted for sale to persons under the age of 16 years unless accompanied by an adult. The use of which will be strictly prohibited on the Showground. Exhibitors of such items are expected to be aware of and conversant with the Offensive Weapons Act 1996.

37. **Raffle Tickets** - Raffle tickets may only be sold with the prior written consent of the Society and strictly within the stand space confines. Stands must be registered under the Lotteries and Amusements Act 1976. Written consent must be displayed on the tradestand. Games of chance etc., will also need written consents to be displayed on the tradestands. Please note the auction or raffle of live animals is prohibited on the showground.

38. **Hot Air or Gas Filled Balloons:** The use for advertising or any other purposes is strictly forbidden without the written authority of the Society.

39. **The demonstration of moving machinery is strictly forbidden without the prior consent of the event Secretary.**

40. **Cycles:** Motorcycles, Cycles, Motor Trikes, Farm Bikes etc are not to be ridden about the Showground.

41. **Radios:** The use of private radio transmitters by traders, executives, caterers, etc, without the authority of the Society is strictly forbidden.

(a) Those who intend to use Radio Transmitters prior to and/or during the event must notify the Society in writing 30 days prior to the event, stating frequency to be used and the number of sets. This information is vital to the Society's Communications Contractor.

42. **Traders who arrive at the Showground and have not booked and paid for a site will on no account be allowed to set up and trade. Any person found to be contravening this regulation will be evicted from the Showground.**

43. **Heavy Vehicles:** Exhibitors are reminded that heavy vehicles that are not part of an Exhibit or Tradestand must not be left on the Showground or in the Exhibitors Car Park. When unloaded these vehicles must be driven to the Livestock Hill and parked in an orderly manner.

44. **Safety requirements:**
Health and Safety at Work etc. Act 1974
Safety Policy Statement

Special attention is directed to the safety requirements outlined in the regulations governing the allocation of space for machinery and other stands. The ruling of the stewards on the safety of any exhibit or part of an exhibit shall be immediate and final; but consent to the working of an exhibit shall not relieve any exhibitor of liability as laid down in the regulations.

The Society holds exhibitors wholly responsible for the observance of statutory regulations governing the safety of machinery exhibited by them. Machines and appliances are accepted for the adjudication on the understanding that they are capable of complying with Health and Safety at Work etc Act 1974 and the regulations that come under it.

Show Stand Safety:

(a) Pesticides and other substances hazardous to health should be displayed only in new and empty containers.

(b) Plant or machinery must only be operated after ensuring adequate precautions are taken to protect the operator and bystanders. Guards must be fitted; mobile machinery fenced off; static exhibits properly erected, propped, and stacked; hydraulic systems locked off or otherwise made safe.

(c) Any steam or pressure vessels or lifting appliances used/demonstrated must be examined and documented as in (b) above.

(d) All temporary structures, information boards, fences, gates, flagpoles, grandstands, viewing platforms, etc. are to be safe for their intended purpose and comply with the latest and relevant codes of practice.

(e) Petroleum product storage must be in accordance with standards laid down by the fire prevention department of the local fire brigade.

45. Responsibility of exhibitors:

The Society will not be responsible in any way for any article, plant, machinery or object of any kind exhibited on the Showground. 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. The exhibitor shall indemnify the Society against all claims, damages or expenses whatsoever in any way arising out of the presence of the exhibitor or his exhibits on the Showground. Acceptance of the foregoing provisions shall be a condition of entry.

Exhibitors are advised to insure against fire not only as regards their own property but also against third party claims.

46. Disclaimer of Liability: The Society will not be responsible for the death, injury, disease, or loss caused to any exhibitor or to his or her servant or agent, or to any animal, insect, bird or thing of whatever nature, exhibited by the said exhibitor, from whatever cause death, injury, disease or loss arises.

The exhibitor of any animal, insect, bird or thing of any nature whatever will indemnify the Society for any damage, loss, injury or disease occasioned by the said exhibitor, his servant or agent, or by the said animal, insect, bird or thing, however such damage, loss, injury or disease shall be caused.

**Trwy Orchymyn y Bwrdd Rheoli.
By Order of the Board of Management.**