

DORSET



WINTER SHOW
27TH Nov 2021

Trade Stand Information
and
Booking Guide

Show Location – Weymouth Avenue, Dorchester



General Information

1. WHAT WE NEED FROM YOU:

- All paperwork, completed in full and returned, including: Application Form, Risk Assessments and Food Safety Checklist (where applicable)
- PAYMENT

A stand cannot be booked and guaranteed until all of the above have been received.

2. WHAT DO YOU RECEIVE?

- Details of your company put on Social Media and the Show Website if you have provided us with an image and/or logo.
- Tickets, passes and a map of stand location (sent prior to the event)

3. ARRIVING AT THE SHOWGROUND:

- THE SITE IS OPEN TO TRADE STAND SETUP FROM 10:00 ON THE 26TH NOVEMBER.
- On arrival introduce yourself to the Steward at the Gate.
- No passes are required to access the site on set-up day.
- There is a Trade Stand map at each gate – check that you know where you are going.
- Drive carefully as other Trade Stands and Contractors are also moving freely around the site.
- Report any issues to the Show Secretary's office.

4. DURING THE EVENT:

- Your Stand must be open and ready for visitors by 10:00 on the day of the Show.
- Vehicles cannot enter the site after 9:00 on the morning of the event.
- All vehicles must be clear of the site by 9:30 and parked in the car park.
- Keep your site and the surrounding area tidy – and dispose of your litter in the bins provided.
- Stands must stay open until 16:00.

5. LEAVING THE SHOW:

- BREAKDOWN CANNOT START UNTIL 16:15 ON THE DAY OF THE EVENT.
- NO VEHICLES can enter the Public Areas until 16:15, please wait until a steward announces that Gates are open.
- Take all rubbish away with you.

6. CORONAVIRUS:

- The event will be run in line with the current UK Government Coronavirus legislation.
- The event organiser reserves the right to introduce any additional measures that are in the interest of public safety.
- Any trader found to be in breach of either of the above points will be asked to leave the event.

RULES & GUIDELINES

Please read these before signing your agreement at the bottom of the Trade Stand booking form.

APPLICATIONS

- Trade Stand holders are asked to carefully read the trade pack before submitting their application.
- Positioning of the Trade Stands will be at the discretion of the Show Secretary who will endeavour to offer the best available site and meet any requests made.

PAYMENTS

- Payment must be made in full to secure the booking.
- Payment can be made via cheque, credit/debit card or by BACS/electronic transfer.
- Cheques should be made payable to Dorchester Agricultural Society

STAND CANCELLATIONS

- Please confirm cancellation of a Trade Stand site in writing, to the Show Secretary.
- If cancellation is made for any reason after 6TH November, no refund will be issued.

TRADE STAND ENTRY TICKETS

- Every person working on a Trade Stand will require an admission ticket on Show day.

TRADERS PARKING

- Each Trade Stand will be issued with one complimentary vehicle pass.
- Additional passes can be purchased on your application form.

STAND NUMBERS/BOUNDARIES

- Trade Stands must not use any part of the Showground outside the boundary of their site.
- Please ensure that your marquee or exhibition contractors check the size and location of the site with a Trade Stand Steward before building any structure.
- The Trade Stand number will be clearly displayed – if in doubt, check with a Steward who will take you to the correct site.
- Your number will be issued with your tickets prior to the Show. Should you need to prepare any advertising etc in advance, please contact the Show Office to confirm your Trade Stand number.
- The Dorchester Agricultural Society reserves the right to re-position Trade Stands at any time before or during the Show, should it be necessary. If this should be the case, the Trade Stand will be advised.

ARRIVAL

- Trade Stands can access the Showground from 10:00 on the 26th November.
- Trade Stands with large mobile units requiring space to manoeuvre must book sufficient space within their Trade Stand.
- Units and Trade Stands positioned incorrectly will not be permitted to open for business until they are sited correctly.
- Trade Stands are responsible for their employees and contractors, ensure that they are competent to carry out the work required on site. Please ensure that they are given the correct tickets on show days and the correct stand number, location and size of stand.

- Please note Enforcement Officers can visit the site pre-show, and your contractors may be asked to produce their Health and Safety paperwork.
- All Exhibits must be in place and open by 10:00 on Show day.
- The Dorchester Agricultural Society reserves the right to close or re allocate any Trade Stands not occupied by 10:00 on the day of the Show.

VEHICLE ACCESS

- The vehicle gate will be manned at all times in case of an emergency.
- Trade vehicle access is from 10:00 – 18:00 on the 26th November & 06:00 – 09:00 on the 27th November.
- Please have some identity linking you to your stand pre and post show for access.
- On Show-Day vehicle access to the showground is closed between 09:00 until 16:00 for Public Safety Reasons.
- The use of quads, mopeds and bikes (or similar) is PROHIBITED.

UNLOADING

- When unloading your vehicles, please ensure you have cleared the area first and it is safe to do so.

SECURITY

- The Show will provide round the clock security from 10:00 on 26th November – 20:00 on 27th November.
- However, Trade Stands are still responsible for taking adequate security precautions on their stand as the Show cannot accept responsibility for theft or damage to stands or their goods.

BREAKDOWN

- ALL TRADESTANDS MUST REMAIN OPEN UNTIL 16:00 ON THE DAY OF THE SHOW.
- Trade vehicles for the removal of exhibits will not be permitted to move on or off the Showground until 16:15.
- Any delay in the start of vehicle movements will be in the interests of safety.

HEALTH & SAFETY PAPERWORK

- As part of your booking terms and to ensure your compliance with legislation all Trade Stands must supply a copy of their Risk Assessment and Fire Risk Assessment for the event.
- All stands supplying food must also supply a completed copy of the Food Safety Checklist.
- Please ensure that your Risk Assessment considers your Show set up, breakdown as well as Show time operations.
- It is the responsibility of the Trade Stand to ensure all staff and contractors work in accordance with the relevant Health and Safety Legislations.
- Trade Stands must ensure that any risks to the health, safety and welfare of its employees and others are minimised, and all appropriate controls are in place.
- Enforcement Agents from the Health and Safety Executive, Dorset Council and other inspectorates will be on site throughout the Show.
- **Your Risk Assessment must detail your policy and practices relating to Coronavirus.**
- The Dorchester Agricultural Society reserve the right to refuse acceptance to the Show to any Trade Stand who fails to provide a suitable Risk Assessments.

GENERAL

- Trade Stands are responsible for adequately fencing off and securing any part of their exhibit that could be dangerous to visitors, including tent pegs, guy ropes etc.
- Under no circumstances may any person climb onto the roof of any temporary structure unless competent workers and safe operating procedures and equipment are in place.
- All mechanical and hydraulic devices must be guarded and secured against dangerous or unintended operation/release. All raised components must be securely supported by mechanical means and must not rely on hydraulic pressure to remain in position.
- All loaders to tractors or equipment on tractors and other machines must be secured in a safe position.
- All steps and ramps must be firm and strong with non-slip hand rails and surfaces.
- Trade Stands containing moving parts or anything which may be considered dangerous to the public must be guarded to comply with safety regulations governing the particular display. Guards must not be removed for any purposes whilst machinery is in operation.
- Anything considered unsafe by any Trade Stand Steward may be closed down and/or removed from the Showground.

ELECTRICITY

The use of generators and sub-letting of electricity between Trade Stands is strictly **PROHIBITED** at all times.

- The Dorchester Agricultural Society cannot be held responsible for any fluctuation/loss in supply, and will not accept any claims for damage to equipment/loss of earnings caused by said fluctuations/loss of electrical supply during the Show.
- All electrical supplies from the infrastructure to the Trade Stand must be supplied by the Show's Electricians.
- The charges detailed in the booking form include the supply ON HIRE and installation from the electricity supply, a proportion of the necessary main cable, overhead/underground network, switch fuse and control equipment, together with all necessary circuit wiring and fittings and for taking down and removing at the close of the Show.
- The electricity supply will be terminated at the nearest point on the Stand to the distribution pillar.
- It is strictly understood that ONE item of equipment only is connected to each point.
- Trade Stands will be charged £50.00+VAT for each callout due to overloading or defective equipment. We reserve the right to refuse connection to supply any faulty equipment. Any work carried out on equipment to bring it to the required standard will be charged on a time plus material basis.
- Trade Stands will be held responsible for any materials which are damaged or missing at the end of the Show. Damaged or missing equipment will be charged to the Trade Stand.
- Applications for electricity supplies must be made on the booking form, and before the closing date.
- Supply of electricity should normally be available to Trade Stands from 08:00 on show day until 16:30.
- Every portable electrical appliance intended for use at this Event must display a valid PAT tested label, and appropriate certification. Power will not be connected until these tests have been carried out.

WIFI

- Wifi may be available to Trade Stands, this will be advised nearer the time of the Show.

FIRE

- In the event of a fire please dial 999 and IMMEDIATELY inform the Show Office that you have done so on 01305 264249.
- If time allows unplug electrical items and isolate gas.
- Ensure all staff are accounted for, and leave the area immediately, or as directed by the Show Officials.
- Do not try and remove items from your stand and DO NOT put yourself at risk.
- If you find a suspicious package, do not touch it but contact the Show Office immediately on 01305 264249 giving the exact location.
- Any marquee or structure large enough that the public cannot leave within 6.5m from the deepest part must have a FIRE EXIT identified. Fire Exits must be operable and accessible at all times.
- It is the responsibility of the Trade Stand to ensure that necessary fire precautions are taken and are required to supply suitable fire extinguishers for the size of Trade Stand booked, this includes small bays within marquees.
- Fire extinguishers must be located within the Trade Stand and be easily accessible, well maintained and must be on hand during build up and breakdown.
- Trade Stands planning to use Liquefied Petroleum Gas (LPG) **must** indicate this on the booking form.

GENERAL REGULATIONS

- **Alcohol** – Trade Stands are responsible for ensuring that no alcohol is obtained by anyone under the age of 18.
- **Balloons, Kites, Blimps and Chinese Lanterns** – Selling or making a gift of balloons, kites, blimps or Chinese Lanterns from your stand is strictly prohibited.
- **Charitable Collections** – Charities wishing to make appeals for contributions for their funds must obtain written permission from the Show Secretary. If permission is granted, collections must not be made outside the limits of the Trade Stand.
- **Cheap Jack Traders and Auctions** - Vendors of 'cheap jack' articles or itinerant vendors who may have gained access to the Showground will be evicted. The selling of goods by auction, shouting or behaviour that causes nuisance to visitors or exhibitors is strictly forbidden. The description of 'cheap jack' or 'nuisance' shall rest with the Show Secretary who shall have the power to remove offending Trade Stands and their goods from the Showground.
- **Coronavirus** – Traders must adhere to the current government regulations as well as any additional measures put in place by the event organiser.
Traders must detail within their Risk Assessment what measures they are taking to adhere to any Coronavirus regulation.
- **Dangerous Weapons** – The promotion and/or sale of offensive weapons such as knives, Laser Pens, catapults and BB guns is strictly forbidden. Any Trade Stand found displaying, promoting or selling such items will be removed from the Showground immediately.
- **Sale of Firearms** – All firearms must be secured with a suitable chain or other fixing through the trigger guard at all times, unless being handled for demonstration purposes. All Police & Firearms Licences must be in place and available for inspection.
- **Demonstration/Noise** – Trade Stands must not allow sound to emanate from their Stand in a way that causes annoyance to other Trade Stands or the public. Trade Stands wishing to use two-way radio equipment must inform the Show Secretary of the frequency and equipment being used. The Show reserves the right to limit the use of two-way radios on the Showground.

Trade Stands wishing to use radio-microphones during the Show must obtain advance permission from the Show Secretary, if permission is granted, you must provide the frequency to be used at least one month prior to the Show. If permitted and subsequently the sound levels are exceeded, Trade Stands must reduce output if advised by the Trade Stand Stewards. The Stewards are authorised to stop any activity offensive to neighbouring Stands or the public. However the Show Secretary's decision shall be final as to the acceptable level of noise emanating from stands. If volume is increased following the decision on an acceptable level the Show Secretary is empowered to ban the use of such equipment for the remainder of the Show.

- **Disclaimer of Liability** – The Dorchester Agricultural Society, will not be liable or responsible for any injury, loss or damage arising from any error with the allocation of space, or if a Trade Stand encroaches on the space allocated to another.

The Dorchester Agricultural Society staff or volunteers will not in any way be liable to any persons for any damage or loss to the property of such person or for any injury, however caused, fatal or otherwise, to any such person while upon the showground or car parks, or while entering or leaving the same.

Trade Stands shall be solely liable for any loss, injury or damage that may be done to, occasioned by, arising from any article or property exhibited or brought on to the Showground by or for him, and shall indemnify the Dorchester Agricultural Society on account of, or in respect of such damage caused. Trade Stands shall be held liable for the behaviour and for any misconduct or negligence of their staff or contractors and the consequence thereof.

Acceptance of the Show Regulations is a condition of entry, and it is the responsibility of Trade Stands to ensure that they comply with these regulations.

- **Dogs** – Dogs are allowed onto the Showground on non-retractable leads but are not allowed in the exhibition hall that houses the competitive classes.

Dog mess must be bagged and put in waste bins provided.

Traders must be responsible dog owners, dogs must not be locked in cars or trailers for a long period of time or left on trade stand for prolonged periods without the opportunity to exercise.

- **Exclusivity** – The Show will not grant exclusivity to any company to promote or sells goods at the Show.
- **First Aid** – In the event of any emergency, first aid is available from White Horse Medical Alternatively a Show Steward can contact them via the radio system or Show Office.
- **Food and Drinks Sales** – No one other than Official and Mobile Caterers with permission from the Show Secretary will be allowed to sell drinks or prepared/take away food for consumption on the Showground. Wine companies who are Trade Stands are permitted to give free sampling of their wines and sell and accept order by the bottle or case in accordance with the Licensing Act 2003.
- **“Food to Go Supplement”** – Any food trader selling food that can be consumed at the Show must pay the “Food to Go Supplement” of £75 at the time as booking. If you are unsure of whether you need to pay the supplement, please contact the Show Secretary before booking.
- **Force Majeure** – If an event defined hereafter as Force Majeure occurs Dorchester Agricultural Society will not be responsible for the financial consequences, or any losses, actions, claims or demands caused to, or made by a Trade Stand or their servants or agents caused by the failure of the Dorset County Show to be held on one or more days, but for the event of Force Majeure on which it would otherwise be held.

Force Majeure means for the purposes of this clause exceptionally inclement weather; flooding of the whole or any part of the Showground, or the whole or any part of the car parks associated with it; an act of God including but not limited to fire, flood, earthquake, windstorm or other natural disaster; act of foreign enemies, hostilities, (whether war be declared or not), civil war,

rebellion, revolution, insurrection, military or usurped power or confiscation, nationalisation, requisition, destruction or damage to property by, or under, the order of any government or public or local authority or imposition of government sanction embargo or similar action; law, judgement, order, decree, embargo, blockade, labour dispute, including but not limited to strike, lockout or boycott; interruption of utility service including, but not limited to electric power, gas, water or telephone service; failure of the transportation of any personnel equipment, machinery supply or material required by Dorchester Agricultural Society to run the Dorset County Show; breach of contract by any essential personnel; any other matter or cause beyond the control of the Dorchester Agricultural Society.

- **Goods/Receipts** – For all items sold by a Trade Stand with the exception of food, a receipt **must** be handed to the customer bearing their trading named, address and telephone number.
- **Hot Surfaces** – Where hot surfaces are used on Trade Stands for cooking or demonstration purposes, must be adequately guarded from the public and in particular, children.
- **Goods ordered at the Show** – Each Trade Stand must give customers placing orders at the Show, the articles exhibited by them, or others of equal quality at prices not exceeding those displayed on the Stand. All orders taken at the Show must be dispatched promptly, and where delivery time is more than six weeks after the Show, customers must be made aware of this at the time of ordering. Failure to abide by this Regulation could result in exclusion from future Shows.
- **Indemnity by the Trade Stand** – The Trade Stand will indemnify the Dorchester Agricultural Society for:

‘All claims arising out of the Trade Stand and their staff, contractors and invitees conduct at the Trade Stand generally and against all claims, demands, damages, proceedings, costs or expenses whatsoever in any way relating to, or arising out of the use of the Trade Stand’.

Any claims which may any time be made against Dorchester Agricultural Society (whether the Occupiers Liability Act 1957 or otherwise) in relation to the Trade Stand (including any claim made by any of the Trade Stand’s employees) arising wholly or in part from any Act or omission of the Trade Stand.

- **Insurance** – Trade Stands must have Employer’s Liability Insurance to satisfy Health and Safety requirements. Where a Trade Stand does not have Employer’s Liability cover, because they rely on volunteers or self-employed persons, they must have Public Liability cover. All Trade Stand holders **MUST** have a minimum of £2.5 million Public Liability Insurance cover.

Public Liability cover provides protection for claims made by visitors to the area of a Stand. This is particularly important where volunteers or self-employed persons are working for a Trade Stand since there is a strict duty of care to these persons as they are treated as employees. The Consumer Protection makes the retailer of a defective product strictly liable to any person injured by it. It is, therefore, necessary for Trade Stands to have Product Liability Cover. Trade Stands must insure his/her Stand whilst on the Showground; this includes fixtures and fittings and take out adequate third party insurance.

- **Livestock/Birds/Pet animals on stands** – Permission must be obtained from the Show Secretary if you are intending to have any livestock/birds/pet animals on your Stand. All livestock will be subject to movement control or disease-free certification, and the Trade Stand must have the appropriate documentation available for inspection on site during the Show. E.coli prevention advice/signage must be displayed.

The Showground Holding Number is 11/126/8000.

Livestock or pet animals must not be left unattended at any time, especially overnight.

Any animal showing evidence of ringworm or any disease will not be admitted to the Showground. The Veterinary Inspector can authorise the immediate removal from the

Showground of any animal which, in his opinion, is suspected of suffering from disease, or unfit or unsafe to be exhibited.

- **Observation of Regulations** – Dorchester Agricultural Society reserves the right to refuse, or cancel, any application without explanation. All applications are subject to approval. Exhibitors must undertake to carry out any alteration as requested. Failure to do so, or if the Trade Stand does not meet with approval after any such alteration, will result in immediate expulsion from the Showground.
- **Photographers** – It is a condition of entry to the Showground and Car Parks that no person shall ply for trade as a snapshot photographer or solicit trade as a photographer with visitors to the Show, or in any other capacity deemed by the Show Officials to cause a nuisance or inconvenience.
- **Pools and Spas** – If filling pools or spas and you plan to include Chlorine in the pool/spa, at the close of the Show, a neutralising agent must be added before the water is released. A record of the amounts of Chlorine placed in each pool/spa must be retained for inspection by the relevant Authorities. This is to comply with the Environmental Protection Act to avoid pollution of the water course and drainage system on the Showground.
- **Postponement or Abandonment** – Exhibitors shall not have any claim against Dorchester Agricultural Society, its Employees or any Member in respect of any loss or damage whatsoever consequent upon the Show, or any part of it failing (for whatever reason), to be held or having to be abandoned.
- **Responsible Drinking** – The Show is a Member of the Dorchester Pub Watch Scheme – it attracts visitors of all ages and works hard to uphold the four Licensing Objectives: the prevention of crime and disorder, public safety, the prevention of public nuisance and the protection of children from harm. Trade Stands must follow the rules of responsible drinking and ask the customer for valid proof of identity. It is illegal to purchase or supply alcoholic drinks by/to anyone who is under the age of 18. Anyone who appears to be intoxicated **must not** be served or given alcohol and may be asked to leave the Showground.
- **Rubbish and Recycling** – Trade Stands are required to maintain their space and surrounding area in a clean, tidy and hygienic condition at all times. Waste material **MUST NOT** be stored at the rear of the Stand. Please be aware of the fire risk when storing waste materials. Recycling bins are available across the Showground.
- **Sale of Knives** – The display of knives for sale (including knife blanks) **must be** in a locked display cabinet unless it is protected in a pre-sealed pack at the time of manufacture. Any Trade Stand displaying or selling knives must do so in accordance with current legislation and must ensure that an age verification system is enforced. All Employees must be trained and aware of the system. Suitable age restriction signage must be clearly on display. Trading Standards Officers will be at the Show, and may use under age purchasers to verify that no knives are being sold to under 18's.
- **Show Catalogue and Show Guide** – Trade Stands must complete the editorial section on the Trade Stand Booking Form to secure free entry into the Show Catalogue. The Catalogue listing will include site number company name, address, telephone number, email address, website address plus a limited number words from the editorial. The Show Guide listing will include company name and Trade Stand number. All information held and published is done in line with GDPR rules as described on the Trade Stand application form.
- **Signs and Advertising** – All Trade Stands must display a clear sign or banner bearing the name of the Company or Organisation as listed in the Booking Form. Signs/banners must not obstruct the view of the adjacent Trade Stand, or protrude into the path of vehicles or pedestrians on the avenue or walkway. If hiring a marquee, covered or shopping mall/food hall stand, signs

must be fixed in order that no damage is caused to the canvas or frames. No advertising materials may be placed elsewhere on the Showground. Distribution of 'Political Propaganda' will not be tolerated in any areas of the Showground or public car parks.

- **Sleeping** – All Exhibitors are reminded that if they intend to sleep overnight within, or behind their Trade Stand area, they must inform a Trade Stand Steward on arrival. As with all sleeping accommodation, a working battery smoke detector must be installed. The Security Contractor will be made aware of those sleeping overnight on the Showground.
- **Smoking** – Smoking is not permitted in any building, structure or marquee on the Showground.
- **Sub-Letting** – No Exhibitor shall sub-let any portion of space allotted to him.
- **Transport Safety** – All vehicles on the Showground must adhere to the 10mph maximum speed limit. All loads must be properly secured at all times. To ease traffic congestion Exhibitors are asked to remove vehicles, once unloaded, to the nearest car park. Hand held mobile phones must not be used when driving on site. All vehicles must at all times be driven by a properly licensed and insured driver. All Trade Stands & their employees must abide by the One Way System when it is in force.
- **Temporary Events Notice** – Exhibitors given permission to sell alcohol must apply for a Temporary Event Notice (TEN) from Dorset Council. A copy of the TEN must be displayed on the stand.
- **Times of Opening** – All Stands must be manned and open from 10:00 to 16:00 on the day of the Show.
- **Weather Conditions** – Exhibitors must ensure they have made suitable adequate preparation for adverse weather conditions at the Show. In the event of adverse weather conditions, it may be necessary for Show vehicles (i.e. tractors), to assist Trade Stand vehicles on to the Showground. Please DO NOT drive over any neighbouring Trade Stand sites. The Show reserves the right to restrict or refuse vehicle access to the Showground at any time to protect the ground. If weather conditions are wet, it is advisable to contact the Show Office before you leave to check if vehicle access has been restricted. It is the responsibility of the Trade Stand to ensure any structures forming part of his Stand are suitable and adequate to cope with any changing weather conditions and to adapt their Stand to ensure safety to their staff and the public at all times.

FOOD SAFETY FOR ALL TRADESTANDS SELLING AND OR SAMPLING FOOD

- All personnel handling food should wear clean and washable over-clothing and head coverings.
- All machinery used for cutting, slicing, mincing etc should be properly guarded and all staff operating such equipment should be properly trained on its use.
- All food businesses should have access to a hand basin or bowl with a supply of hot and cold water for the hygienic cleaning of hands at their Stand. Disinfectant hand cleanser and the use of regularly changed gloves will further help to ensure that food can be handled in a hygienic manner.
- A thermometer must be used to check the temperature in fridges, and it is advisable to keep written records of these checks.
- A copy of Safer Food Better Business of the Operator's Food Policy should be available for inspection on site.
- Raw and cooked meats **must be** kept separate.
- Open food must also be stored at least 90mm from the ground to protect against contamination.
- All equipment and work surfaces should be regularly cleaned and disinfected.

- All foods should be stored at the correct temperature, refrigerated if necessary, and kept covered.
- All perishable foods must be refrigerated.
- Under no circumstances are pets to be permitted on any stand/unit.
- All stands must conform to Environmental Health Office Rules and Regulations, and are encouraged to use a display consisting of back and side panels and an appropriate 'shop counter' including a "sneeze guard" if unpackaged food is on display.
- Exhibitors are responsible for provision of any flooring (if necessary), to comply with Environmental Health Office Regulations.
- The number of Stands permitted to serve 'fast food/Food to Go' (sold for immediate consumption on site); will be limited.
- Stands granted 'fast food/Food to Go' concession must have automated tills, and will be subject to audits on income, and must adhere to food and safety hygiene Rules and Regulations.
- Intoxicating liquor may not be sold or offered without prior permission from the Show Secretary.
- Stands must comply with all legislation in force at the time of the Show and, in particular current Food Hygiene (England) Regulations.
- Failure by a Stand to maintain satisfactory standards will result in immediate removal from the Showground and loss of all fees paid.