

A *Sioe Sir Ceredigion* **BERYSTWYTH** *Ceredigion County Show*



FFURFLEN GAIS STONDINAU

TRADE STAND SCHEDULE

I'w chynnal ar ○ To be held at

**Gelli Angharad
Capel Bangor
Aberystwyth**

Dydd Sadwrn, Mehefin 11eg 2011

Saturday, June 11th 2011

TRADE EXHIBIT REGULATIONS

1. All trade exhibitors must complete the attached Entry Form, and send with appropriate entry fee to the Trade Stand Secretary on or before: **20th May 2011**. (earlier please if free inclusion in the trade stand listing within the catalogue is required)
2. Exhibitors are not allowed to sub-let any portion of the space allotted to them.
3. The allocation of positions for stands rests entirely with the society, but the officials will endeavour, as far as possible, to meet any special wishes expressed by the exhibitor.
4. Exhibitors will be strictly confined to the space allotted and paid for.
5. The society will not be responsible for any damage, breakage or loss arising from any cause, either in transit or during exhibition.
6. The society will not be responsible for any accident that may arise from machinery, etc., belonging to any exhibitor.
7. No exhibitor will be allowed to excavate in any part of his stand without permission from the secretary. The cost of reinstating and making good must be defrayed by the Exhibitor.
8. Exhibitors will be allowed free tickets to the Show for themselves and assistants as follows:

Up to 9m (30ft.) frontage	2 tickets
Over 9m (30ft.) frontage	4 tickets
9. All Exhibitors to clear the Showground within Three Days after the Show.
10. Sites will not be reserved until entry fees are received.
11. Aberystwyth Agricultural Show committee give prior notice that whilst the public are present on your Trade Stand it is the direct responsibility of the Trade Stand in question to have full cover in respect of public liability cover.
12. All trade stands to be sited on the field before **8.15a.m.** on day of show. Anyone wishing to erect their stand on the Friday prior to the show should note that the gates will be closed at **8.30p.m.** by employed security.
13. The show Ground is on Farm Assured land. All dogs must be wormed and kept on a lead.

SPECIAL 'A'

A Perpetual Challenge Cup, presented by: The Aberystwyth Town Council, will be awarded for the Best Trade Exhibit.

ENTRY FORM

The Entry Fees are as follows:

- | | |
|-------------------------------------|---------|
| 1. Stand frontage 3m minimum (10ft) | £40.00 |
| 2. Stand frontage 4.5m (15ft) | £50.00 |
| 3. Stand frontage 6m (20ft) | £65.00 |
| 4. Stand frontage 7.5m (25ft) | £75.00 |
| 5. Stand frontage 9m (30ft) | £85.00 |
| 6. Stand frontage 12m (40ft) | £95.00 |
| 7. Stand frontage 15m (50ft) | £120.00 |

Anything over **15m** (50ft.) £5 per meter thereafter.

Standard depth of **7.5m** (25ft) are available

There are a limited number of 40ft depths available. Please add an extra £20 if you require a 40ft depth. Early bookings are advisable if you require 40ft depths as these will be allocated on a first come first serve basis.

Length of Frontage

Depth of Stand

Please state the products you wish to sell/display

.....

Entry Fee Enclosed

Name

Address

.....

..... Tel No.

Cheques must be made payable to: "**Aberystwyth and Ceredigion County Show**"

Please return to Trade Stand Secretary:
V. Griffiths
96, Bryncastell, Bow Street, Ceredigion SY24 5DF
☎ (01970) 820 030 after 6.00pm

PTO

Sioe Sir CEREDIGION County Show

I / we hereby apply for the above trade stand space. I the undersigned, having read the rules and regulations governing the acceptance of entries of trade exhibits at the Aberystwyth and Ceredigion County Show, and the safety policy statement, hereby give notice to exhibit at the show and agree to abide by such rules, regulations and policy.

Name

Position

Signature

Dated

Please make Cheques payable to: **"Aberystwyth and Ceredigion County Show"**

Please return to Trade Stand Secretary:

V. Griffiths
96, Bryncastell,
Bow Street,
Ceredigion
SY24 5DF

☎ **(01970) 820 030**

***Sioe Sir Aberystwyth a Sir Ceredigion
Aberystwyth and Ceredigion County Show***

SAFETY POLICY STATEMENT

The Society's General Policy is as follows:

To conduct the Society's undertaking in such a way as to ensure so far as reasonably practicable, that persons who may be affected by its activities are not exposed to risks to their Health and Safety.

To bring to the notice of all Exhibitors, Retailers, Caterers and their Agents and Employees their duty to co-operate with the Society to ensure that this Policy is effective and to offer all necessary assistance to ensure the Health and Safety at the Show of all Exhibitors and others on the Society's Showground.

It is incumbent upon those participating or attending the Show before, during and after the Show to prevent accidents and to assist the Society in their aims by preventing accidents and abiding by the instructions given by the Officials and Stewards of the Show.

To achieve these aims, appropriate risk assessments will be carried out for the individual exhibitors and the Society's activities.

Emergency Procedure

These instructions should be adhered to in the event of a major incident occurring on the Showground during Show period.

- i) The Safety Officer should be contacted immediately by public address or radio.
- ii) The Major Incident Control point will be the Secretary's Office.
- iii) First Aid sites are located on the Show Field. If required contact should be made with the nearest Paramedic personnel.
- iv) Traffic and Gate Stewards will assist Emergency vehicles to the scene of the incident.

- v) Casualty Centre has been identified as the Sponsors Pavilion
- vi) Should total evacuation of the Showground be required the Safety Officer will enlist the help of all Stewards to ensure that this is done in an orderly fashion via the Main Entrances.

Reporting of Injuries and Dangerous Occurrences (Riddor)

Any accident or incident must be reported to the Show Safety Officer immediately. The Safety Officer will investigate all incidents and liaise with the appropriate enforcing authority and show organisers. All accidents will be recorded in the Society's accident book.

Responsibilities for Health and Safety

The Society has overall responsibility for all aspects of Health and Safety and shall require everybody under its control to be familiar with regulations, codes of practice and the society's procedure for ensuring the safe working conditions on the Society's premises.

Safety Advisory Committee

The Safety Advisory Committee shall be responsible for:

- i) Providing guidance and advice on health and safety matters
- ii) Liaising with all statutory and external authorities and other appropriate organisations
- iii) Investigating and recording all accidents
- iv) Briefing and training all officials and stewards on the emergency procedure prior to show day

The Safety Officer shall co-ordinate health and safety and take charge of emergency and major incidents in the Showground.

Organisers, Trade Stand Personnel, Contractors

Organisers, Trade Stand Personnel, Contractors and their respective employees as well as Estate Owners and their Agents are responsible for ensuring that:

- i) Everything reasonably practicable is done to ensure the Health Safety and Welfare of those attending the Show.

- ii) They conduct themselves, so that they do not put themselves or anyone else at risk.
- iii) The access to and egress from the site is safe and unobstructed

Members of the Public and Competitors are equally responsible for ensuring that they do not put other persons at risk and that they co-operate with the organisers in compliance with Health and Safety legislation.

Health and Safety Arrangements

- a) Electricity. The position and routes of overhead, underground and temporary electrical cables and distribution systems will be agreed, evidence of recent examination and test certificates for electrical installations and apparatus will be obtained for showground installations and from individual exhibitors; earthing and earth leakage protection will be provided as necessary.
- b) Generators must be positioned well clear of tentage and any other flammable materials.
- c) Liquid Petroleum Gas. Trade Stand personnel and Caterers with LPG appliances should have these examined and tested by a competent person.
- d) Machinery should only be used by competent people; loaned equipment should be fully serviceable. Plant and machinery should only be operated after adequate safety precautions have been taken. Chains for towing vehicles should be of adequate strength.
- e) Animals. Routes used by Horses, Public and Vehicles will, as far as possible, be kept separate. Horses are not allowed into the Trade Stand and Catering areas. Dogs should be kept on a lead at all times and children must be supervised by an adult.
- f) Safety Information. Warning notices and signs are prominently displayed.
- g) Toilet and Washing Facilities. Adequate provision has been made for the expected number of visitors.

- h) Food Hygiene. Caterers are responsible for complying with Local Authority Environmental Health Department Legislation/Food safety act.
- l) Licensing for Alcoholic Refreshment. Licences are held for alcohol sale.

If any person attending a Show fails to comply with the reasonable requirements relating to Health and Safety at the Show, then the Society will have the right to eject that person from the Show. If Society officials fail to take adequate action where a breach comes to their notice, then they could perhaps find themselves, albeit unwillingly, in the position of condoning a breach of the regulations.

All persons attending the Show whether they be officials Competitors or Members of the Public must comply with the Health and Safety Regulations.