



SHIRE HORSE SOCIETY NATIONAL SHOW

TRADE STAND INFORMATION & REGULATIONS

WWW.SHIRE-HORSE.ORG.UK

SHIRE FARM, ROCKINGHAM CASTLE & PARK, UPPINGHAM ROAD, ROCKINGHAM,
MARKET HARBOROUGH, LEICESTERSHIRE, LE16 8TP. TELEPHONE 01536 771611
REGISTERED CHARITY NO. 210619

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Inserts:

- Trade Stand Application Form
- Risk Assessment form

Booking Guidelines

General

- By returning the completed booking form you are accepting the Society's rules and regulations as stated in this brochure and or otherwise published.
- Whichever type of stand you book, we will only provide you with 'open space' and it is your responsibility to provide marquees, carpeting, furniture, screening materials, plants etc.
- You must ensure that you request sufficient space to fit everything you need to bring.
- You are not allowed to sub-let or allow another exhibitor to have part of your stand. Any infringement could result in your stand being closed down.

Stand Number Allocation

All stands are re-numbered and returning exhibitors should note that your stand number will not necessarily be the same as the one you had previously.

All trade stands will be placed and numbers allocated prior to the event. You will be sent details of your allocation.

Payments

- Full payment should be made at the point of booking.
- In the event of a bounced cheque your reservation will be cancelled unless full payment is made with five working days from the Society being notified.

- ***Payment Options***

Cheque: Cheques should be made payable to the 'Shire Horse Society'

Telephone: Please call the office to pay by card.

Bank transfer: Your invoice will show our bank details – please use your stand name as a reference. Bank details for transfers can be found on the trade stand booking form.

Cancellations:

If you need to cancel your trade stand, please notify the Trade Stand Co-ordinator in writing. We reserve the right to re-let any space that you cancel. Refunds will apply strictly as follows:

Prior to 1st January, 50% will be refunded

Between 1st January – 28th February, 25% will be refunded

From 1st March, no refunds will be given

Tickets and Passes

Each trade stand booked will include two exhibitors passes and one trade vehicle pass. Please read this information carefully. Show tickets are non-refundable, non-transferable and not for re-sale.

Tickets issued free of charge with your stand are for your staff only and not for re-sale.

Setting up your Stand

Strict regulations are in place concerning access to and from the Showground. All trade stands must be set up and ready by 8.00am on the first day of the Show.

All trade stands are required to be off site on the Sunday evening. Trade stands will not be allowed to leave during the show unless for exceptional circumstances.

Trade stands are not permitted to break down stands until all classes have finished and the Grand Parade has taken place.

Entry Times

Unless agreed by prior arrangement access for the purposes of constructing trade stands will be from 1.00pm on the Thursday, prior to the Show. All trade stands must be set up and ready for trading by 8.00am on the first day.

Security will be on site from 9.00am on the Thursday prior to the Show. Security will remain on site until 7.00pm on the final day of the Show. Any damage or loss to either your own stand or that you may cause to another exhibitor's trade stand will be your responsibility to repair.

Whilst we provide on-site security, you are still responsible for taking adequate security precautions for your own stand. Your property is left entirely at your own risk and we would advise that valuable items are not left unsecured on the site.

Health and Safety

Risk Assessments

As part of your booking terms and to conform to Health and Safety Regulations, you must complete and return the Risk Assessment form.

You are liable should any problems arise during set up / clear down periods and over Show days. It is your responsibility to ensure your staff and contractors conform to the Health and Safety at Work Act 1974 and you should ensure that any risk to health is minimised and all necessary precautions taken.

You are responsible for ensuring that any exhibit dangerous to visitors is adequately fenced off. You are responsible to ensure that all mechanical / hydraulic devices are guarded and safely secured against. Any steps on your stand must be firm and strong, with non-slip surfaces and handrails, and placed in such a way as not to present a trip hazard. Fire exits within your marquee must have emergency exit signs above them.

In the case of children please ensure safety fences are at ground level to prevent small children from going underneath and finger traps must be avoided.

Show Regulations

1. Catering, Refreshments & Food

Trade stand applications from those selling food and drink are invited to attend in the Food Hall in the Prestwood Centre, immediately adjacent to Bingley Hall.

Disability Discrimination

Under the **Equality Act 2010**, everyone has the right to have access to your stand.

2. Employment of Children

Children under the age of 13 cannot be employed at the Show.

3. Exclusivity

The Shire Horse Society will not grant exclusivity to any company to market or sell goods at the Show, however we do reserve the right to limit the number of similar stands in order to ensure variety for our visitors.

4. Fire Extinguishers / Gas Cylinders

Every stand must be equipped with firefighting facilities, which must be easily accessible and well maintained. No exposed flame or heat source should be placed near to canvas or other combustible

material. LPG / propane / butane cylinders must be stored in a well-ventilated position in the open air, with no obstructions in the vicinity to impede ventilation.

5. General Conditions

All persons / articles entering the showground or car parks are subject to the orders, rules and regulations of the Society and any officers appointed by them have the power to eject any person infringing a regulation. In this situation, no refunds will be given for any admission charges paid. Any articles associated with an infringement may be removed, confiscated or impounded at our discretion. Your stand may be closed down if you do not conform to the Society's regulations or the direction of the Stewards.

6. Guns and Knives

The sale or display of all guns and knives, whether real, imitation weapons or toys is strictly prohibited. This also includes, but is not restricted to; bb guns, water pistols, catapults etc. any exhibitor found selling or displaying such items will be asked to withdraw them from sale or leave the showground.

7. Insurance

All stand holders must hold valid Public Liability Insurance. This cover should have a minimum of indemnity of no less than £2,000,000 in respect of any occurrence and;

- Include Products Liability Cover with a limit of indemnity of no less than £2,000,000 per annum
- Contain no inner limits of indemnity other than that above
- Include an Indemnity to Principle clause
- The policy must be kept in force at all times with a reputable insurer and premium payments kept up to date. You should inform the Society immediately if your policy is altered in any way, becomes invalid, or is cancelled / terminated
- **The insurance document must be sent with the application form.**

The Consumer Protection Act 1998 makes the retailer of a defective product strictly liable to any person injured by it. It is therefore necessary for exhibitors to hold Products Liability Cover.

Any organisation employing people must hold Employer's Liability Insurance to satisfy Health and Safety requirements, you must have this cover in place.

Exhibitors are also advised that the Society and its insurers will not be liable for theft or other losses and you are advised to ensure you have your own insurance to cover such events.

8. Liability

The Shire Horse Society reserves the right to postpone, cancel, abandon or curtail the Show if such a decision arises from circumstances outside the control of the Society.

Should we need to cancel in advance of the first day of the Show, we will refund your stand charge less a 25% administration fee. No refunds will be made for tickets that are included as part of the 'free' allocation that comes with your stand. Refunds will be made within 60 days of cancellation.

The Society will accept no liability for consequential loss or damage to any exhibitor. The decision of the Show Committee will be final and no refunds will be made in any other circumstances.

The Society will not be liable for any loss of damage arising from any error in the allocation of space, or if any exhibitor encroaches on the space allocated to another.

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

Each exhibitor will be solely liable for any loss, injury or damage that may be done to, occasioned by or arising from any article or property exhibited or brought on to the showground by or for him, and he shall indemnify the Society in respect of such damage or injury which may be so caused. As an exhibitor, you are held liable for the behaviour and for any misconduct/negligence of your staff or contractors, and the consequences thereof.

9. Sale of items likely to cause offence.

The Society reserves the right to make judgement on the sale / display of any items likely to cause offence.

10. Signs and Advertising

All signage / advertising must be kept strictly within the boundaries of your stand and must not be placed anywhere else on the showground or car parks. Banners are permitted at the ringside but the Society will erect these, and traders must bring them to the Show Office between 12pm and 5pm on Thursday, 21st March.

11. Unacceptable stands

The Society reserves the right to decline any stand it views as not being of an acceptable standard, or remove any stand it views as unacceptable. Any expenses occurred will be the responsibility of the exhibitor and no liability will be accepted by the Society.

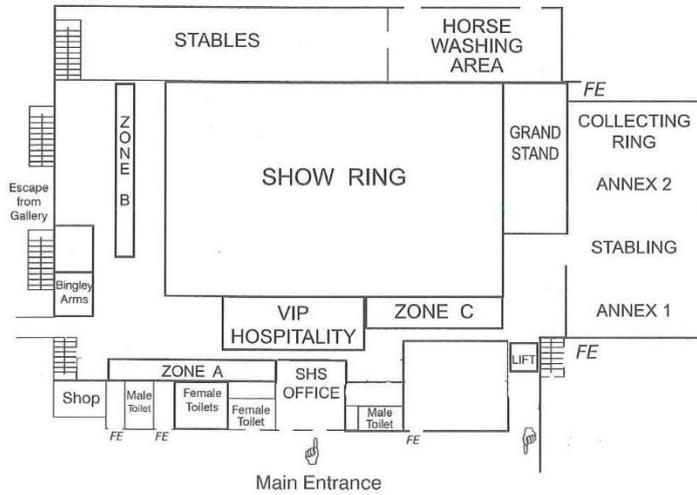
The following map of Bingley Hall is subject to amendment.

12. Early Vacation of the Site

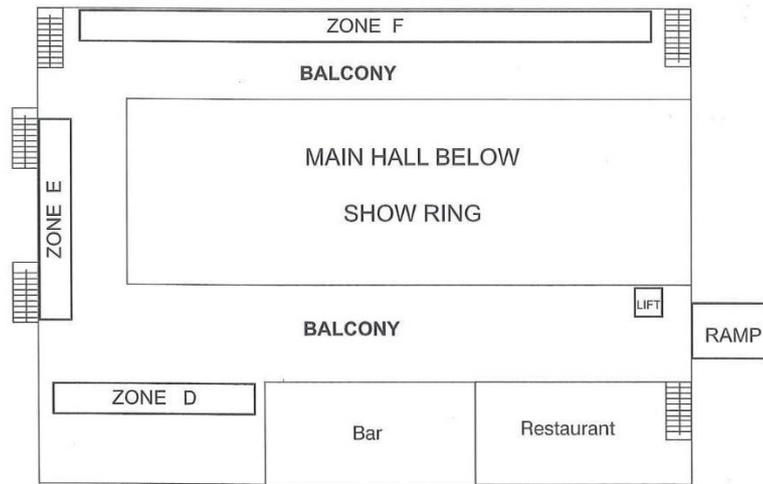
Traders are reminded that they are required to remain at the Show with their trade stand until 6pm on Sunday. Breakdown can commence thereafter.

Any trader who vacates their pitch early without permission, will be fined, £250 plus VAT.

**NATIONAL SHIRE HORSE SHOW
BINGLEY HALL GROUND FLOOR PLAN**



BINGLEY HALL FIRST FLOOR GALLERY PLAN



Plan produced by David Bouyer Pirie & Design, Stafford.

The above map shows the provisional siting of the Trade Stands, but we reserve the right to amend this. There is a ramp to the first floor gallery with a height restriction of 9ft. (2.7m) for vehicles. There is a passenger lift on the ground floor.

The above map shows the provisional siting of the trade stands, but we reserve the right to amend this. There is a ramp to the first floor gallery area with a height restriction of 9ft (2.7m) for vehicles. There is a passenger lift on the ground floor.

The Food Hall is located in the adjoining building "The Prestwood Centre."

Trade Membership

We offer Trade membership for £100 for a year. Benefits of the membership include:

- Society Newsletters
- Priority Show space at The National Show prior (bookings made prior to 1st November only).
- Logo & link to your website on the Society's website
- Please contact the office on 01536 771611 for further information.

Sponsorship Packages

The Show offers a range of sponsorship packages from just £250.00. Please do call the office for further details on 01536 771611.

Catalogue Advertising – Official Programme - A5 colour

The Society produces a catalogue for the Show. Two thousand copies are printed and distributed to the exhibitors and visitors to the Show.

Advertising opportunities will allow you to get your company and message in front of Shire horse owners, breeders, exhibitors and enthusiasts. Please call the office on 01536 771611 for advertising rates.

Useful information (Stafford)

Railway Station

Stafford Railway Station 3.6 miles from Staffordshire County Showground.

Disabled Access Step free access to all Exhibition Halls, Conference and Banqueting facilities.

Access to Bingley Hall Balcony

A passenger lift within Bingley Hall affords disabled visitors access to the balcony.

A vehicle ramp to the first floor gallery area for trade stand exhibitors' vehicles. Height restriction of approximately 9ft (2.74m)

Show Directions

The Show address is: Bingley Hall, Staffordshire County Showground, Weston Road, Stafford, ST18 0BD. All enquiries via The Shire Horse Society on 01536 771611 (prior to the Thursday before the Show).

Positioned in the heart of England, the Showground is situated on the A518 Stafford to Uttoxeter Road, some four miles from Stafford. Drivers from either the North or South using the M6 motorway should exit at junction 14 and follow the signs for the County Showground / Shire Horse Show.

Shire Horse Society contact:

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