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# SHIRE HORSE SOCIETY NATIONAL SHOW

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## TRADE STAND INFORMATION & REGULATIONS

[WWW.SHIRE-HORSE.ORG.UK](http://WWW.SHIRE-HORSE.ORG.UK)

THE OLD DAIRY, ROCKINGHAM CASTLE, MARKET HARBOROUGH,  
LEICESTERSHIRE, LE16 8TH. 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.

## **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 plotted, and numbers allocated prior to the event. You will be sent details of your allocation.

## **Payments**

- **Deposit:** Non-refundable deposit @ £50.00 plus VAT at the point of booking with full payment by 20<sup>th</sup> January 2021.
- 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 on 01536 771611

Bank transfer: The application form shows 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.

Deposits are non-refundable prior to the Show

Cancellations between 28th January and 28th February 2021, 25% will be refunded

From 1<sup>st</sup> March, no refunds will be given

### **Cancellation (Covid-19):**

In the unfortunate event the 2021 National Shire Horse Show is cancelled owing to Covid-19 the following will apply.

The Society will refund to those who have paid just the deposit, 50% of this amount (£25.00)

The Society will refund traders who have paid in full, less 50% of the original deposit requested (£25.00).

## **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 mid-day on the Friday prior to the Show. All trade stands must be set up and ready for trading by 9.00am on the first day.

Security will be on site from 9.00am on the Friday 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. 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 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 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 50% of the deposit paid (£25.00) as an 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 Friday 12<sup>th</sup> March 2021

#### **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.

### **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 1<sup>st</sup> 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.

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 Visitor Information (Newark Showground)**

### **By Car**

Located at the A1, A46 and A17 road junction in Nottinghamshire and clearly sign-posted, Nottingham, Lincoln, Leicester, Derby, Sheffield and Leeds are within an hour's drive

### **By Rail**

Newark has two rail stations: Newark North Gate (LNER provides a main-line service from London King's Cross to Edinburgh), and Newark Castle (connecting Lincoln, Nottingham, Leicester and Derby on the East Midlands line). Both are a 10-minute cab ride away.

### **By Air**

East Midlands and Doncaster Robin Hood Airports are each just 35 miles away

### **Disabled Access**

A network of tarmac roads makes moving around the showground comfortable. There is no Blue Badge Car Park. Disabled visitors may be dropped off at the nearest point to the entrance gate and then the car parked in the car park.

### **Toilet Facilities**

There are toilet blocks around the showground.

### **Show Directions**

The Show address is Newark Showground, Lincoln Road, Winthorpe, Newark, Nottinghamshire, NG24 2NY. The venue is close to the A1.



Photography courtesy of Newark Showground

### **Shire Horse Society contact:**

01536 771611

[info@shire-horse.org.uk](mailto:info@shire-horse.org.uk)

[www.shire-horse.org.uk](http://www.shire-horse.org.uk)

Vat Reg No. 120 9218 03 Registered Charity No. 210619