



## **IMPORTANT: PLEASE READ CAREFULLY**

### **ESSEX YOUNG FARMERS SHOW**

These regulations apply to all trade stands, exhibitors, sponsors, contractors, competitors & entertainers at the Essex Young Farmers Country Show. Please ensure all personnel have read and understood this document.

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#### Liability and Indemnification of the Show

1. The Show Organisers, its officers, agents, members and employees will not be responsible for, or accountable to, any person whatsoever for any damage or loss, however caused, to the property of any such person that may occur whilst on the showground or car parks or whilst entering or leaving the same.
2. The Show Organisers, its officers, agents, members and employees will not be responsible under any circumstances for any accident, loss or damage however caused, that may occur to, or be caused by any person or to or by any animal, vehicle or equipment exhibited or brought onto the showground or car parks. Each exhibitor or competitor will accept sole responsibility for any such accident, loss or damage concerning him and shall hold the Show Organisers, its officers, agents, members and employees harmless and indemnify them against any legal proceedings arising there from.
3. Each trade stand, exhibitor, contractor, competitor and entertainer must have public liability insurance cover. It is the sole responsibility of each trade stand, exhibitor, contractor, competitor and entertainer to arrange adequate insurance cover for all equipment and personnel taken onto the showground.
4. ALL PERSONNEL ENTERING THE SHOWGROUND MUST BE AWARE OF THESE REGULATIONS.

#### Stand reservations

1. All entries are accepted at the sole discretion of the Show Organisers, who have the right to decline any application and/or to restrict the number and size of trade stands.
2. The Show Organisers will attempt to comply with all requests for stand sizes, but no guarantee can be given as to the location of any particular stand.
3. Full payment MUST accompany the booking form.
4. NO SUB LETTING OF STANDS IS PERMITTED WITHOUT PRIOR APPROVAL FROM EFYFC
5. Any stands providing any kind of catering, must get prior approval from Essex Young Farmers and if approved must provide a risk assessment, a copy of suitable insurance cover and any food safety management documents as requested by the County Office.
6. All Tradestands must provide their own marquee and power as these are effectively open pitches.

7. It is a condition of our acceptance of your stand application that your company conducts its activities in accordance with all relevant health and safety, food, and environment regulations during the installation and dismantling of your stand, as well as the activities during the Show on Sunday. We, as organisers will take all reasonable steps to ensure that the health and safety of your staff are not affected by any activities on the day.

#### Stand preparation and clearance

1. The showground will be open for the reception of exhibitors' equipment from the Wednesday before the Show. Any equipment will be left at the sole risk of the exhibitor.
2. No work can be carried out on stands between the hours of 11pm and 6am.
3. On Show day, in the interest of public safety and to maintain access for emergency vehicles, we require you to refrain from dismantling your stand until 6.00pm at which time vehicles will be allowed back onto the showground. During this period of clearing up, extreme caution should be used, as there will be many people working on the showground.
4. All equipment must be removed within 48 hours after the Show. Failing this the Show Organisers will perform the removal and any necessary work will be charged to the exhibitor concerned.
5. No personnel are allowed to stay on the showground overnight without prior permission from the Show Committee.
6. All machinery and equipment used at the showground whether for stand maintenance or on static display should have all safety guards in place at all times. Standholders should take due care and attention to ensure any dangerous pointed or knifed machinery is adequately guarded and marked with any necessary warnings or fencing if necessary.

#### Rubbish

1. Standholders are required to dispose of their own rubbish, including grass cuttings in an appropriate manner. The Show Organisers accept no responsibility for standholders rubbish. Any disposal costs incurred will be charged to the offending standholder.
2. Suitable large waste bins will be present on Show day for use by the General Public.

#### Disposal of waste water

In conjunction with the Environmental Health department, **NO WASTE WATER MUST BE DISCHARGED DIRECTLY ONTO THE SHOWGROUND.** Collection tanks will be provided by Essex Young Farmers in order to avoid any pollution of the water supply.

#### Admission and vehicle passes

1. Any equipment that needs to be brought onto a stand on Sunday morning, must be in a vehicle with a showground pass. Vehicles without a Trade on Site Showground pass will be directed to the public car park.
2. Access to the showground with the relevant pass, will be permitted from 6am to 8.30am, after which no vehicles will be allowed access on the showground.

3. You must also have an entry wristband or ticket to allow access onto the Showground – these are sent in advance of the Show and any passes required over and above the complimentary allocation must be bought in advance via the County Office at the discount trade price. Anyone without passes entering the Show on Show Day will be charged at the full admission price.
4. Additional passes may be obtained from the County Office, strictly on a prepayment basis prior to Show Day.

#### Vehicles on showground

1. Unless specifically authorised by a Show Official no vehicles shall remain on the showground unless properly parked in the exhibitor's own stand space and exhibiting the appropriate pass.
2. Those vehicles that are not part of the stand must be removed from the showground by 8.30am and parked in the trade car park.
3. Vehicle speed should not exceed 5 mph at any time.

#### Duration

1. Stands must be open by 9.30 am, and must remain open until 6 pm.

#### Nuisance

1. The use of loudspeakers is prohibited and exhibitors must not create noise, smoke or smell likely to cause nuisance, damage or offence to surrounding standholders, visitors and animals.
2. Vendors of low quality trinkets, plastic toys and other articles of a "cheap jack" nature are not permitted to exhibit, and the selling of goods by auction, shouting or any annoying behaviour is forbidden.

#### Foodstuffs

1. No readily edible foodstuffs may be sold on the ground other than by an official caterer or a nominated stand who must first obtain permission from the show organisers. They will be required to comply with all relevant food and environment regulations. Exhibitors in the Festival of Food are exempt from asking for this permission as acceptance of their application is considered sufficient.

#### Fire precautions

1. All exhibitors must take proper precautions against fire, including display of notices to prohibit smoking in the vicinity of any inflammable material or inside stands.
2. All exhibitors with inflammable materials must provide fire extinguishers bearing current proof test of a type approved by the local Fire Authority.
3. Failure to comply with this regulation will result in closure of the stand.

#### Electricity

1. All Electrical Equipment used on the site must comply with Health & Safety Regulations and have a current in date Portable Appliance Test Certificate (PAT).
2. Fully competent electricians must be employed for all 240V electrical work on the showground. 110V is preferred.

3. Standholders may use generators – please ensure these are not too noisy though so as not to cause nuisance to surrounding standholders. The Show Organisers have the right to shut down any such nuisance generators.
4. No generators are permitted in the Festival of Food Hall and Rural Crafts & Shopping Tent. Standholders should notify the relevant organisers indicating the number of sockets required and provide the appropriate payment in advance. (Max of 2 per stand in the Festival of Food and one in the Rural Crafts & Shopping Hall).

#### Gas

1. All standholders must ensure their gas appliances have been examined, tested, deemed safe and recorded as such by a competent person.

#### Cancellation policy

1. **Exhibitor cancels** – cancellation of a confirmed trade space, for any reason, must be notified in writing (letter or email) to the County Office. Any cancellations received prior to the 1<sup>st</sup> of May will be entitled to a full refund less a 5% admin fee. Any notifications received on or after the 1<sup>st</sup> of May will not be entitled to a refund. Essex Young Farmers reserve the right to re-let any cancelled pitches.
2. **Essex YFC cancel** – Essex Young Farmers reserve the right to postpone or cancel the Show if the event site becomes unfit or unavailable or if it becomes impossible or impracticable to hold the event for reasons beyond their control. In these circumstances, Essex Young Farmers will offer all exhibitors a 95% refund with a 5% fee to cover admin costs. Should the Show be cancelled during the event, no refunds will apply. Essex Young Farmers will not be liable for any other costs or losses incurred by the Exhibitor.

#### Other notes

1. Any Show Official shall have the power to expel from the showground any exhibitor and/or his representatives failing to comply with these regulations. Exhibitors who do not comply with these regulations may not be allocated space in future years.
2. Any disputes arising from these regulations shall be submitted in writing to the County Office for adjudication. The decision of the Show Committee shall be final and binding for those involved.
3. All persons shall comply with Health and Safety policy and appropriate guidance. This includes the supply of any relevant information required by the Show Organisers.
4. On Show day a first aid provider will be available either at their stand or if summoned by a Show Steward via radio. On other days standholders are required to make their own arrangements. If you have qualified persons who are prepared to help others please tell us. Please notify the Show Organisers of any accidents, near misses or hazards.
5. Standholders are responsible to their own people and as such should provide arrangements for any nursing mothers, pregnant women, disabled persons, children and any other vulnerable people.

### In the case of Evacuation

1. Prior to Show Day stock handlers will ensure animals have enough food and water to survive a period without attention. On receiving instructions to evacuate do not attempt to take your animals with you. Ensure they are securely penned and leave as requested.
2. Before leaving make a quick visual check of your stall. Take note of anything unusual or out of place and inform a Steward or the Police as you are leaving.
3. If cash can easily be removed from your stall then remove it. If not, secure them and leave as requested. Do not remove vehicles unless directed to do so by Show Stewards or the Police.
4. Ensure all persons are accounted for and leave the area or Showground as directed by Show Stewards or the Police. Do not attempt to return to the Showground unless directed to do so by the Show Chairman.
5. DO NOT PANIC, WALK QUICKLY, DO NOT RUN.

