



RISK ASSESSEMENTS & TERMS OF TRADING

TERMS & CONDITIONS OF TRADING AT WEST WOODLANDS – COUNTDOWN TO CHRISTMAS!

Please read this carefully, as on signing your application form, you have agreed to comply with these terms and conditions.

APPLICATIONS

1. Application for space: All applications must be submitted on the appropriate entry form (NO PHOTOCOPIES), which must be signed by the exhibitor or his representative, such signature being an acceptance of the regulations and health and safety policy. Cheques in payment of space charges, etc. must accompany the application and should be made payable to Frome Show Society. Any application for Trade Space without CORRECT PAYMENT will not be accepted and the application will be returned.
2. The Society reserves the right to limit the number of traders offering similar products.
3. The Society reserves the right to refuse any entry whatsoever, and also reserves the right to cancel any entry which may have been accepted, without any reason being given. In the event of refusal or cancellation, the Society will not enter into correspondence on the subject.
4. The Society will not accept post-dated cheques as payment for Trade Applications, these will be returned & your application will not be valid.
5. Applicants must book the size of stand that accommodates all of their exhibition set up.
6. Only goods listed are to be sold from your stand.
7. Risk Assessment: All trade stands are required to submit a suitable and sufficient risk assessment which should include the setup, operation and break down of their site. The Society reserve the right to refuse entry to the Show if the risk assessment is not submitted or if in the opinion of the Society the risk assessment is not suitable and sufficient for purpose.
8. All trade stand applicants will receive acknowledgement of their application along with a receipt for payment received to date.

ALLOCATION OF SITES

9. The allocation of sites and positioning of Trade Stand space will be entirely at the discretion of the Society. Space allocated is for the sole use of the applicant. Exhibitors may express a preference for trade sites but positions cannot be guaranteed
10. Units are limited inside the Pavilion and allocation is on a "first come, first served" basis and no guarantee can be given that the preferred sites will be available. Traders from the previous event are given priority to rebook their same pitch until 1st November, after which time space is also given on a first come first served basis.
11. The Society reserves the right to limit the stands selling a particular product. The Society reserves the right to refuse admission or remove any exhibit that it considers unsuitable.
12. The Society reserve the right to change the location of any Trade Stand site previously allocated.

PITCH REGULATIONS

13. All exhibitors must clearly display on the stand, their Trading Name
14. Gazebos: You will be liable for any damage caused
15. Boundaries: Outside traders must ensure sufficient space must be booked to allow for guy ropes, trailer drawbar, canopies, awnings and racks of stock, which must not project over the boundary line. Traders must not use any part of the Showground outside the boundary of the allocated Trade Space.
16. Trading Standards – Exhibitors must comply with all relevant Trading Standards legislation; this involves safety, fair trading and quality. There will be representatives from the local Trading Standards department on site. The Show Organiser will encourage the consumer to forward any complaints to the Trading Standards Office.
17. Litter and waste - All litter and waste must be cleared from the allocated Trade Space, properly bagged and placed in the skips provided, failure may incur a ban from future Shows.
18. The use of Microphones, Loud Hailers, Amplifiers, Megaphones etc. is Forbidden.
19. Sub-letting: No exhibitor shall sub-let or share any portion of the space allocated to him or move to any site other than that allocated to him. Any violation of this will result in the trader being asked to leave the Showground.
20. Traders Selling Food/Drink on their stand are reminded that they must conform to the requirements of the Food Hygiene (England) Regulations 2006 (as amended), The Food Hygiene (Market, Stalls and Delivery Vehicles) Regulations 1966 (as amended), the Alcohol Licensing Act of 2003, the Health & Safety at Work etc. Act 1974, and where applicable the Fire Dangerous Substances and Explosive Atmosphere Regulations 2002 (DSEAR) and any other relevant health and safety legislation. The Food Hygiene (England) Regulations 2006 and associated legislation make

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it an offence for anyone to sell, process food for sale or offer food which is harmful to health. They also place an obligation on businesses/organizations to ensure that their activities are carried out in a hygienic way.

21. Traders are reminded that regulations apply even when the refreshments are offered free of charge. Open Trade Exhibitors are at liberty to make arrangements regarding catering on their own stands as they wish, provided that no exhibitor offers for sale any foodstuffs or beverages on his stand unless agreed with the Secretary prior to the Show. There is a strict limit on the number of catering sites in the Pavilion.

22. Traders are responsible to apply for a TENS - Temporary Events Notice if applicable from Somerset Council. Please see their website for full details and application deadlines. It is the exhibitor's responsibility to ensure the licence is in place if selling alcohol for immediate consumption or to be taken off site.

23. Electricity: You must strictly adhere to the amount of amperage requested on your application form. No extension leads are permitted, any extra sockets must be booked in advance. The fee you have paid is for the electricity supply for the Show Day only.

24. Collections and appeals: No Auctions, Raffles or Tombola are permitted without prior written permission from the Show Secretary. Charitable organisations wishing to make appeals for contributions to their funds and/or to hold any type of draw or raffle must first obtain permission from the Show Secretary and must confine their activities to the limits of their own Trade Stand. Games of chance are not permitted. No leaflets to be placed on car windscreens.

25. The Showground is a permanent pasture with some internal service tracks, access from the public highway is excellent. The Society cannot be held responsible for any damage caused to a site prior to the event. Digging on the site is strictly forbidden and holes for tent supports or displays must be back filled.

26. Setting up: You are welcome to set your stand up from Friday 6th December – please note that any electricity requested is for supply on Saturday 7th only. Gates will close at 5pm Friday 6th December and reopen at 7am Saturday 7th. If you have special requirements, please contact the Show. Your stand must be set up for trading by 9.45am on Show Day.

27. Dismantling: The Show is open to the general public from 10.00 am to 4pm.

28. A maximum speed limit of 5mph will apply at all times.

SITE REGULATIONS

29. Non-Compliance with Regulations: The Stewards have power to order the removal of any article from the Showground

30. Security: The Show will provide roaming stewards on the Showground.

31. THE SOCIETY WILL NOT ACCEPT ANY RESPONSIBILITY FOR THE LOSS OF OR DAMAGE TO GOODS OR EQUIPMENT WHILST ON THE SHOWGROUND

32. The Stewards & Officials shall have the power to remove from the Showground any exhibitor occupying unauthorised space, promoting lotteries, gaming tickets & Dutch auctions or other unfair trading, or selling articles not in accordance with description on their entry form.

GAS EQUIPMENT

33. Frome Show representatives have the right to inspect any gas installation, appliance or equipment and request documentation. All appliances used on trade stands should have an annual Gas Safe Inspection Certificate available on site.

34. A suitably qualified, competent and registered engineer must carry out installations of LPG appliances, pipe work and fittings. Grills, toasters and barbecues must have a flame suppression device fitted.

35. The transport of LPG around the showground is strictly prohibited during the opening hours of the Show.

36. The changing of LPG cylinders is strictly prohibited during the times when members of the public are allowed on to the Showground and should be carried out by a competent person.

ELECTRICITY

37. Exhibitors are reminded that all electrical equipment must have a current Portable Appliance Test (PAT), must be operated in accordance with manufacturer's instructions and appropriate Health & Safety and Environmental Health Certificates, which may be asked for by Environmental Health Officers at the Show and be available for inspection on the day. The Society's Safety Officer is empowered to carry out spot checks on all electrical appliances and if found in default, arrange for the item to be taken out of service. SILENT generators may be used as long as they cause no nuisance to other exhibitors and comply with HSE Regulations. Electricity at 240 volts, single phase is supplied to several parts of the Showground from the public supply.

Temporary low voltage distribution systems of 415 volts or less on the site will be subject to the 'Electricity at Work Regulations'.

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THIRD PARTY CONTRACTORS

38. Exhibitors are responsible for ensuring that they employ competent contractors who work in accordance with health and safety legislation. Please ensure that third party contractors are aware that enforcement officers may be present on site and that, they or the Show's Health & Safety Adviser may request copies of their risk assessments/method statements. Should you have contractors working on your pitch prior to the arrival of the designated health & safety representative of your company, please inform the Society

GENERAL

39. Awards for the Best Trade Stands. No entry form is necessary, all stands will be judged automatically.

40. Refunds: If a Trader cancels reserved space or withdraws from the show for any reason, all fees paid shall be forfeited, whether the site is re-let or not.

41. In the event of cancellation, postponement or abandonment of the Show, the Society will make refunds of the booking fee at its discretion. Traders shall not have any claim against West Woodlands – Countdown to Christmas! or any Member of the Frome and District Agricultural Society Ltd in respect of any loss or damage whatsoever consequent upon the Show or any part of it failing (for whatsoever reason) to be held or having to be abandoned.

42. The Society will not be held responsible for damage caused to sites, during the pre-show period, and will not undertake to make good such damage.

43. The Society, its servants or agents will not be in any way responsible for death, injury, disease or damage/loss to any trader/exhibitor, his employees, assistants or property of whatever nature, and it is a condition of entry that each Trader/Exhibitor shall hold the Society harmless and indemnify it with regard hereto.

44. All Traders/Exhibitors must have adequate public Liability Insurance (as detailed in application form) against loss, or damaged including the risk of Fire and a copy of the insurance must be sent to the Society, prior to the Show.

45. NO DRONES MAY BE USED DURING THE SHOW

Frome Agricultural Society Health & Safety Policy

Frome & District Agricultural Society Ltd accepts its responsibility for providing and maintaining, so far as is reasonably practicable, at all times during the setting up and running of the West Woodlands – Countdown to Christmas! - an environment which is both safe and healthy for all.

To this end, the Frome & District Agricultural Society Ltd will take all steps within its power to meet its responsibilities under the Health & Safety at Work Act 1974 and all other legal requirements for Health & Safety, and actively seeks the full co-operation of all persons involved in the show for their commitment to the same.

All Exhibitors, Traders, Contractors and all other personnel are required to comply with the Health & Safety at Work Act 1974, all its regulations and any other health and safety related legislation or guidance and act on instructions given to them by Officers or Stewards of the Society in regard to the safety of the public. Failure to do so will result in removal from the Showground with no refund of any fees paid to the Society

The Health & Safety Officer shall be responsible for the day to day running of the Health & Safety Policy and shall report directly to the Chairman & Show Secretary.

The Health & Safety Officer will:

- a) Provide guidance and advice on all matters of Health & Safety.
- b) Promote safety consciousness at all levels in conjunction with the Chairman and Show Secretary.
- c) Liaise with NHS Trusts, Fire Authority, HSE, Local Authorities and other bodies as appropriate
- d) Carry out a pre event inspection of the site.
- e) Be available during the show to monitor compliance with the show's safety requirements
- f) Investigate and record all significant accidents/incidents.

All stewards will assist with the implementation and enforcement of this policy statement and assist the Health & Safety Officer with dealing with emergencies and major accidents at the West Woodlands – Countdown to Christmas!

RISK ASSESMENTS

It is a requirement of the Management of Health & Safety at Work Regulations 1999 that employers should identify and assess and control the significant risks generated by their undertaking. In order to fulfil this obligation the Frome & District Agricultural Society Ltd will carry out and record Risk Assessments for the overall management of the show. This duty also extends to contractors and stand holders. In order therefore to fulfil this obligation all stand holders and contractors will be expected to provide a risk assessment for their particular undertaking.

This risk assessment must cover entry onto the showground and erection and dismantling of the stand.

Stand holders will be provided with a risk assessment form and guidance on completion when applying for a pitch.



FIRE PREVENTION

Traders/ Exhibitors must comply with Fire Precautions (workplace) regulations 1997 and must bring their own fire extinguishers, which are most suited to the risks, on to the showground at the time of setting up, and keep them on the stand for the duration of the show.

Fire extinguishers must be sited in prominent positions and in full view and have a label indicating that they have been inspected and deemed fit for purpose. This inspection must have been within the preceding 12 months.

The Society will provide fire extinguishers in the main marquees as well as suitably signed fire exits.

FIRST AID

Whilst the site is open to the public there will be a First Aid Treatment Centre located in the Pavilion.

It is most important that any accident should immediately be reported to the Show Manager at the Society Office, so that the proper action can be taken regarding emergency services and that it can be recorded in the Accident Book.

ANIMALS

Dogs should be kept on short leads at all times. Dogs must not be left unattended or in vehicles.

ACCIDENT REPORTING

It is important that any accident should immediately be reported to the Show Office, so that appropriate action can be taken regarding emergency services and so that it can be recorded in the Accident Book. Please contact the Show Office 01373 463600.

SMOKING

Smoking is not permitted in the Pavilion, including toilets. Smoking is also not permitted in any area where hay, straw or other bedding is stored. If smoking in any other area, please ensure that you dispose of cigarette ends safely & without causing the potential for ignition.

GENERAL HAZARDS

There is a risk from Fire throughout the Showground. All persons should be aware and attempt to reduce the risk of fire due to discarded smoking materials, use of naked flames, hot vehicle exhaust systems (including catalytic converters) or alfresco dining using barbeques or LPG gas appliances. Smoking is prohibited by law in all marquees, tents and buildings. This will be strictly enforced and anyone found breaking this regulation may be asked to leave the Showground.

EXHIBITOR RESPONSIBILITY

Health and Safety is everyone's responsibility & it is a condition of entry to the Showground that all exhibitors, traders, contractors, stewards and other persons will abide by any rules and conditions in force at the time and in addition to the Health & Safety Requirements and Risk Assessments as laid down in this policy. All persons who enter the Showground are responsible for their own Health & Safety & for that of any other person that may be affected or impacted by their actions/ omissions.