

Suffolk Show

7 & 8 June 2012



TRADESTAND BY-LAWS



All applications and correspondence to be addressed to:

Tradestand Officer, Suffolk Agricultural Association,
Trinity Park, Felixstowe Road,
Ipswich, Suffolk IP3 8UH.

Website: www.suffolkshow.co.uk

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BY-LAWS RELATING TO STAND SPACE — SUFFOLK SHOW 2012

1. Disclaimer of liability

The Association reserves to its Council the sole right of decision to postpone, cancel or abandon or curtail the Show. Where such decision arises from directive, happenings or circumstances outside the control of the Association, it shall not create liability to claim for loss or damages, nor for the refund of any fees or charges paid.

The Association, its officers or employees will not be responsible for or accountable to any person whatsoever for any damage or loss to the property of any person whatsoever or for any accident or injury fatal or otherwise or for any disease, damage or loss that may occur to any person excepting only death or personal injury arising directly from the negligence of the Association, its Council, officers or employees, whilst upon Trinity Park or car parks or whilst entering or leaving the same.

Excepting only the case of death or personal injury arising directly from the negligence of the Association, its officers or employees, the said Association, its officers or employees will not be responsible under any circumstances whatsoever for any accident, loss or damage that may occur to or be caused by any animal, article or vehicle exhibited or brought onto Trinity Park or car parks. Save as aforesaid, each exhibitor or competitor shall be held solely responsible for any accident, loss, injury or damage that may occur to or be caused by any animal, article or property exhibited or brought onto Trinity Park or car parks by the exhibitor or competitor and that exhibitor or competitor shall indemnify the Association against any damages or claims whatsoever and any legal proceedings arising. Exhibitors shall be held liable for the behaviour and for any misconduct or negligence of their employees, or contractors.

The Association shall not be liable for any loss or damage arising from any error in the appointment of space or for any encroachment by an exhibitor on the space apportioned to another.

2. Insurance

The Association insists that all exhibitors have in place their own appropriate insurance to cover all risks and liabilities and have provided us with a copy of their certificate.

3. Code of practice for safety and accident prevention

All persons, firms, exhibitors, contractors, societies etc admitted to the Association's property shall be subject to the Code of Practice prepared by the Association as required by the Health & Safety at Work Act 1974. A copy will be available on the website and will be sent with your tickets.

4. Interpretation of By-Laws

The Association reserves to itself by its Council, or with the authority of that body, the Chairman of the Executive, the sole and absolute right to interpret these or any other prescribed conditions and regulations and arbitrarily to settle and determine all matters, questions or differences in regard thereto, or otherwise arising out of or connected with or incidental to the Show. Also to refuse and to cancel any entries, and relax any conditions or regulations as the Association may deem expedient.

5. Booking forms

All entries must be submitted on the booking form, which must be signed by the exhibitor or their representative, such signature being acceptance of the Rules and By-Laws of the Association. The right is reserved, by the Association, to decline or cancel any application or booking and to restrict the number of tradestands notwithstanding acceptance of any payment and without being requested to state any reason for doing so. The allotment of space will be left to the Association, although exhibitors' preferences will be met as far as possible. Upon receipt of the tradestand booking form by the Association the exhibitor has entered a contract to take tradestand space. The exhibitor is obliged to pay all outstanding monies, whether an invoice has been issued or not, by the due date.

An exhibitor shall not sub-let or share part of the space allotted to them

6. Cancellation

Any exhibitor wishing to cancel the contract should give the earliest possible written notice to the Executive Director. No entry fees, outstanding or paid, can be returned without authority from the Council. Generally the Council use the following guidelines however, each case will have to be assessed individually - if a cancellation occurs prior to 1 March a penalty charge of 25% plus VAT will be incurred, no refund will be given if the cancellation occurs after this date. The Association reserves the right to occupy or re-let any site in respect of which notice is given.

7. Livestock/birds on tradestands

The Tradestand Officer must be notified in writing of any livestock that will be brought into Trinity Park for exhibition on a stand. All animals must be accompanied by the appropriate DEFRA movement permit and are subject to movement restrictions. No livestock will be allowed to move within the Tradestand Exhibition Area between 08.00 and 19.00, access to and from this area can be gained outside these hours.

8. Electricity

Applications must be made direct to the Suffolk Agricultural Association, using the appropriate booking form ASAP. A 25% surcharge will apply on all late applications made after 30 April 2011 and it may not be possible to accommodate all late requests. If a specific position is required for multiple supplies please contact our supplier directly. A single-phase or three-phase electricity supply is available, details on the application form.

The use of any electrical supply for which you have not paid the appropriate charge is strictly prohibited.

Wiring beyond the switch fuse will be the exhibitor's responsibility. For connection and testing, exhibitors are requested to make arrangements direct with the electrical contractor.

The Association will not be responsible for any power failures, however caused, although every effort will be made by the contractors to ensure supplies are as required by the exhibitor. Supplies will be available for use by Wednesday 6 June 2012.

R. W. Curle Electrical Engineers & Contractors, Wadd Lane, Snape, Saxmundham, Suffolk IP17 1QN. Tel: 01728 688444.

Exhibitors are not permitted to use generators

9. Water

Water standpipes can be provided to most sites; details on application form. Standpipes will be placed along the back line of the stand space. If a specific position is required for the pipe, exhibitors are asked to draw a diagram of the stand, together with measurements, within the space provided on the booking form. A water supply can also be connected to a sink unit, if provided by the exhibitor and in place by Friday 31 May 2012. Exhibitors who have tanks for water storage may request that the Association fill them as necessary.

The Association will not be responsible for any water failures, however caused, although every effort will be made by the contractors to ensure supplies are as required by the exhibitor. Exhibitors must provide their own soak-aways, but must check with our Estate Manager before doing so and ensure all Health and Safety issues are covered within their Risk Assessment.

10. Telephone/ISDN

For the installation of a temporary telephone/ ISDN lines, applications should be made direct through BT Services by dialling 0800 289016.

11. Description of exhibit in the catalogue

The Exhibitor's name and stand number will be entered in both the Show Catalogue, Programme and on the website. Exhibitors are required to provide a brief description of their exhibit or their services by email. This information will be published under a numerical list of stand holders in one of the Show publications. The Association accepts no responsibility for any misprinted information and the description **must not exceed 30 words**.

12. Risk assessments

All exhibitors must complete a risk assessment to cover the setting up, operation on the days of the Show and dismantling of their tradestand. One copy **must** be returned to the SAA office by 30 March 2012. A copy must also be available on the tradestand for the duration of the Show for inspection.

13. Fire precautions, health & safety

ALL Exhibitors must provide adequate fire fighting equipment such as fire extinguishers or at least two buckets on their stand to be kept filled with water throughout the period of the Show. Emergency exits must be provided in marquee and caravan type exhibits and be clearly marked. Exhibitors using inflammable material on their stands must take special precautions against fire and in all cases must provide fire extinguishers designed to deal with the risk involved and of a type approved by the Suffolk Fire Service. Exhibitors are requested to familiarise themselves with the Association's Code of Practice for Safety and Accident Prevention and Code of Practice for Fire Precautions in Tents and Marquees and **must** comply with *The Regulatory Reform (Fire Safety Order) 2005* and *The Smoke-free (Premises and Enforcement) Regulations 2006* requirements.

Straw must not be used as any part of an exhibit (please see Code of Practice for details).

Exhibitors are reminded that they are responsible for the observance, by themselves, their employees and their contractors, of the Health and Safety at Work Act 1974 and the relevant statutory provisions that cover all safety regulations. They must be able to provide proof (either in the form of a letter or certificate) that all marquees/tents and other structures are erected in a safe manner. **Exhibitors must be able to contact contractors in case of emergency.** These requirements will be enforced by the Government and Local Authority Inspectors.

14. Preparation of sites

Site frontages will be marked with two wooden pegs. The tradestand number (which may have changed from the time of booking, please check first) will be marked on one of the pegs by the Association during early May. Individual exhibitors should check the measurements and the exact nature of their stand space.

Stand holders must not encroach on adjoining stands or obstruct avenues when erecting their stands nor during the time the Show is open. They must ensure that the whole of their exhibit and associated structures and parts, such as marquees and especially trailers, ropes, towbars, pegs and plates, are within the measurements of their site and do not extend beyond the boundaries in any way. Please check with your contractor when hiring structures, such as marquees, for exact measurements as items such as base plates will normally extend beyond the measurements of a specified marquee (i.e. a 6m marquee will be roughly 6.3m with baseplates and would need a minimum 7m frontage to accommodate it.

If there is any doubt regarding the location or size of your site, please check with the Show Office before work commences. Preparation work on tradestand spaces may commence from 28 May 2012 or earlier by arrangement, but equipment left on tradestand areas remains at the sole risk of the exhibitor.

Due to the risk of hitting underlying cables or pipe work, any exhibitor wishing to bore or dig a hole of any depth on their stand must seek the permission of the Association prior to the commencement of any work.

Exhibitors are responsible for the control of their contractors. Grass on tradestand sites will be mown up to one week before the show, weather permitting and if access for tractor drawn mowing machinery is unobstructed. Exhibitors will be held responsible for the adequate fencing off of all exhibits and erections (including tent pegs) dangerous to Show visitors. All mechanical and hydraulic devices must be guarded and safely secured against dangerous or unintended operation.

Stands must be completely ready by the evening prior to the Show and no vehicles must be left on or near the stand on Show days unless they form an integral part of the exhibit. Vehicles will not be admitted to Trinity Park after 10.00pm the evening before the Show opens without a TSV Pass.

Exhibitors are required to maintain their stand space and surrounding area in a clean and hygienic condition. Receptacles containing dry litter will be emptied each evening if stood in front of the stand.

15. Advertising

The use of loud speakers, selling of articles by auction, the flying of balloons or kites, use of aircraft or captive balloons for advertising in the proximity of Trinity Park is strictly forbidden, due to the potential danger to livestock. **Balloons Exhibitors are not permitted to issue or sell balloons.** Exhibitors are not permitted to run raffles, games of chance, or draws, except by special permission of the Show Committee. No person shall fix notices or placards or canvas Show visitors in any part of Trinity Park or car parks other than within their own stand space or with the Show Committee's permission.

16. Photography and other methods of touting trade

It shall be a condition of admittance to Trinity Park and car parks that no person shall ply for trade as snap-shot photographer or solicit trade with visitors to the Show in any other capacity deemed by the Association's officers to cause annoyance. The Association reserves the right to expel from Trinity Park and car parks, without repayment of the admission charge, anyone who infringes this By-law.

17. Alcohol

Exhibitors are responsible to ensure that no alcoholic liquor is obtained from their stand by children or young persons. The SAA holds a premise licence for the whole of Trinity Park. Exhibitors will no longer need to apply for a personal licence.

18. Conduct of Exhibitors

Exhibitors will be held responsible for the conduct of their staff at the show. The Association reserves the right to expel from Trinity Park anyone displaying aggressive, threatening or unsociable behaviour.

19. Hospitality

Exhibitors are permitted to provide hospitality on their stands for their customers free of charge. The only exception to this being organisations with a membership who will be allowed to make a charge, but this is subject to a written application to the Association beforehand.

20. Show open

All stands and exhibitions must be kept open to the public from 08.30 until 18.00 each day, failure to do so may result in being excluded from future shows.

22. Admission and car parking

Motor cars, lorries, coaches, motor cycles and cycles admitted will be left along with contents entirely at the owner's risk. Stand holders will be held responsible for proper use of Exhibitor Badges, tickets and car park passes; these are for the bona fide employees of the exhibitor or his caterer. One free car park pass will be issued per tradestand, but additional exhibitor car passes for the forward parking areas, valid for both days of the Suffolk Show, may be purchased and can be ordered on the Tradestand additional badge/ticket order form.

The Association will continue to offer exhibitors the benefits of the Members' and Exhibitors' ringside club and an Exhibitor tie-on badge will be necessary to gain admission. Exhibitors will be sent one free exhibitor badge for each complete 3m frontage of space hired, unless otherwise stated. Such badges will be valid for both days of the Show. Admission Passes will not be required prior to the Show. Additional Exhibitor Badges (for representatives and catering staff), valid both days of the Show may be purchased and can be ordered on the Tradestand Booking Form or by using the Additional badge/ticket order form.

All tickets/passes are non-refundable and no refunds or replacements will be given in respect of any lost, forgotten or unused car passes, admission passes or member/guest badges. It is the responsibility of the person booking the stand to distribute tickets/ passes to their staff.

23. Caravan park

There are a limited number of places on the Association's Caravan Site, situated on the Bucklesham Road, opposite Trinity Park, at a cost of £40.00 for the duration of the Show. Caravans must be on site by 21.00 on the Wednesday – all caravans to be removed by the following weekend. Facilities available: tap and chemical disposal point (toilets are by Gate D; showers are available within the toilets by Gate D or the Stock Attendants in the Trinity Rooms).

24. Stand holders' vehicles

Will not be admitted to Trinity Park after 22.00 on the evening before the Show opens with out a TSV pass. Motor vehicles must not be left on stand spaces unless they form an integral part of the exhibit. If any unauthorised vehicle is found on or near a stand after 08.00 on Show days the exhibitor will be asked to move it by the Tradestand Stewards. Failure to comply will result in the Police removing the vehicle at the exhibitor's expense. Service vans and lorries must be placed in the vehicle parks provided before 08.00 and remain there until 19.00 on Show days.

25. Vehicle passes - IMPORTANT

Show Days - TSV (Tradestand Vehicle Pass)

To gain access on show days a TSV pass will be required. The cost of each TSV is £10.00 available in advance from the Show Office or on the Tradestand Booking Form. The SAA reserves the right to restrict the number of passes issued. Each person in the vehicle must have an admission badge or ticket or pay the admission charge operating at that time in order to gain entry to Trinity Park.

On Show days exhibitors requiring refreshment supplies and/or stock to be delivered to their stands must arrange for such deliveries to be completed before 08.00, these vehicles will require a TSV Pass.

No vehicles will be allowed into the Tradestand Exhibition Area between 08.00 and 19.00 and must be removed to the Bucklesham Car Park, (accessed via Gate 10). Access to Trinity Park can be gained again after 19.00.

26. Dismantling exhibits

Dismantling of tradestands and exhibits may commence at 19.00 on the last day of the Show. **Vehicles forming part of a tradestand will not be permitted to leave their stand before this time.** Any vehicles attempting to leave their stand or move off Trinity Park before 19.00 will be stopped by the Breakdown Stewards (yellow hi-vis jackets) or Security Officers and only allowed to proceed once the Senior Steward for Health & Safety has signalled that it is safe to do so. In the event of the majority of visitors having left Trinity Park before 19.00, then vehicle movements may be allowed earlier, but only at the discretion of the SAA.

Open Ground - Exhibitors must remove all their equipment within 7 days of the Show (by 15 June 2012) and any exhibitor who breaks the soil for the purpose of any exhibit must restore the same. **Any equipment/items left on site after this date will be charged £100 + VAT per week for each following week or part of, after this period.**

Luxurious Lifestyle Pavilion – Exhibitors must dismantle and remove their stands by 12 noon on Saturday 9 June 2012.

Food Hall, Suffolk Skills, Retail and Business Avenues

Exhibitors must adhere to the deadline for dismantling their stand, as outlined in the details provided with the tickets. This may be as early as close of Show on Friday 8 June 2012.

Exhibitors are required to ensure the removal of all refuse and litter from tradestand sites, giving special attention to glass, bottle tops, nails and wire, also paper left inside marquees. In the event of failing to clear and restore a site the Association will undertake the work and charge it to the exhibitor concerned.

27. VAT

The Association reserves the right to change VAT quoted on all application forms in line with any Budget amendments.

28. Parcel delivery

The Association will except delivery of **small parcels** at Entrance 1, between 9am and 5pm on show days only. Goods will be signed for as unchecked and stored within the Stewards portabin until delivered to your tradestand. All details of the delivery must be given to the Tradestands Officer prior to the show by using a Parcel Form (available from the Tradestands Office). Any parcel attempted to be delivered without a form will not be accepted. Prior to the show you must be available to collect and sign for your goods on your stand. We cannot accept responsibility of any items delivered prior to the show within our office nor on site.

29. Disability Discrimination

Under the Disability Discrimination Act 1195, everyone has the right to have access to your stand. Should you have any queries regarding this, please contact the Disability Rights Commission for advice on 0845 622 633 or email enquiry@drc-gb.org.

30. Loud Speakers and Noise

Written permission is required for anyone planning to use audio equipment (including disco music) within their stand. Any exhibitor that causes annoyance to neighbouring exhibitors or to the public with smoke, noise or smell from his stand will be asked to stop the activity. The Senior Tradestand Steward's decision is final and is empowered to ban such offensive equipment for the duration of the show.

31. Violation of By-laws

If it shall be proved to the satisfaction of the Council that an exhibitor or applicant has attempted to impose on the Association or has attempted to obtain a prize or premium by any unfair means, he shall forfeit any prize or prizes which he may have been awarded, shall be removed from the Association's land immediately and shall thenceforth, be prohibited from exhibiting.

32. Two way Radios

Exhibitors wishing to use two way radios during the show will be required to fill in a form. Available from the Tradestands Office prior to the show. The Association reserves the right to restrict the number of frequencies and the power of the equipment.