



Rules, procedures and information

for

Trade Exhibitors

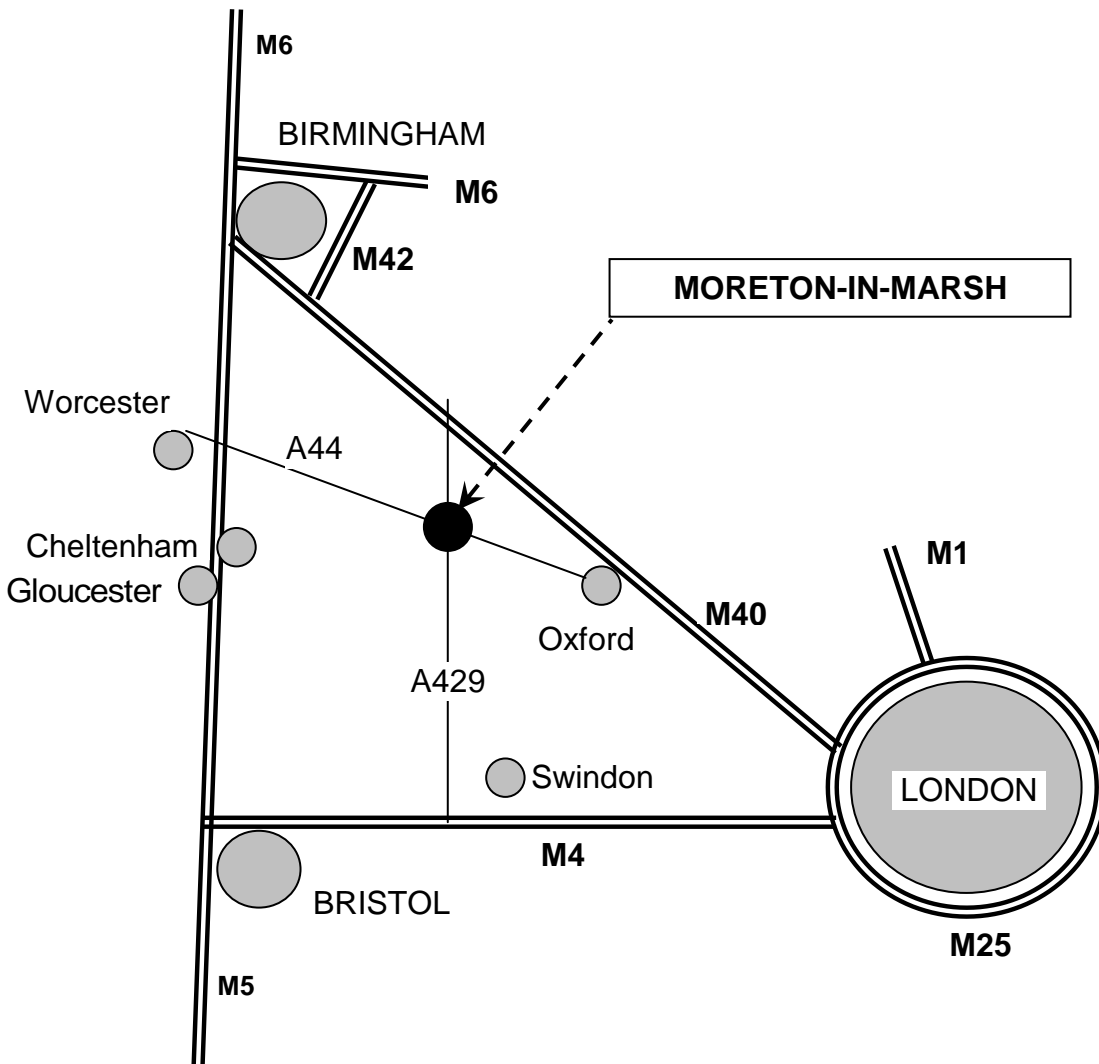
(Applications close 30th June 2012)

Moreton-in-Marsh and District Agricultural and Horse Show Society

**If you require any further information please contact us
on 01608 651908**

MORETON-IN-MARSH SHOW
A real Country Show from the heart of the Cotswolds

Gloucestershire's County Show



Moreton-in-Marsh and District Agricultural and Horse Show Society is a Company Limited by Guarantee; Registered in England No. 2397134. Reg. Charity No. 900122

Secretary, Moreton Show Society, Show Office, Oxford Street, Moreton-in-Marsh, Glos., GL56 0NA.

Tel: (01608) 651908

Fax: (01608) 651878

www.moretonshow.co.uk

GUIDANCE NOTES

1. **BOOKING.** The Showground has been divided into trading zones. Please refer to the site plan attached and indicate your first and second zone choice for stand location. The Society will do its very best to site you in one of your chosen Zones - though this cannot be guaranteed.

Full payment for your stand and extras, as indicated on the booking form, is due on application. Allocation will be made on a first come, first served basis.

2. **GRASS MOWING.** The Society can arrange for your stand to be mowed. Charges as per table.

3. **ELECTRICITY.** An electric supply can be connected for your stand – Please refer to Condition No 4, and if possible make your electrical supply booking with your stand application. Late bookings will be surcharged. Typical loadings are:

Spotlights (each)	100 watts	0.42 amps
Floodlights (each)	250 – 500 watts	0.84 – 1.26 amps
Computers (not laser printers)	250 – 500 watts	0.84 – 1.26 amps
Refrigerators	250 – 500 watts	0.84 – 1.26 amps
Kettles / Coffee Machines / Boilers	3000 watts	12.6 amps

A square pin plug has a maximum loading of 13 amps and a round pin external plug either 16 amps or 32 amps, depending on size.

4. **LOCAL SUPPLIERS.** At the time of writing, local sources of the products listed are shown below. All addresses are in Moreton-in-Marsh unless otherwise stated. Other sources may exist/become available and further information can be had from the commerce listings at www.moreton-in-marsh.co.uk. **Accommodation** may be found here, too, or from www.cotswold.gov.uk/tourism/accommodation or from the Tourist Information Office on 01608 650881.

Bottle Gas

Calor and Camping Gaz - F. Reynolds, Woodbine Farm, Evenlode Road, 01608 650592. (Will often deliver).

Esso – Marsh Service Station, Stow Road, 01608 651945

Camping Gaz – Caravan Club, Bourton Road.

Petrol/Diesel

Marsh Service Station, Stow Road, 01608 651945. NOT 24 HOURS

Paint, Small Ironmongery, Nails, Screws

Ideal Home Supplies, High Street, 01608 650754

Posts, Timber, Fencing Panels, etc.

Batsford Timber, Aston Magna (approach from A429 north of Moreton, turning west) 01608 652828

Fosseway Farm Nursery, Stow Road, 01608 651757

Chemist

A.D. Byers, High Street 01608 650306

Cut Flowers

Allium, No.1 Oxford St GL56 0LA 01608 650630

Growing Flowers, Garden Centre.

Fosseway Garden Centre, Stow Road, 01608 651757

Batsford Garden Centre, (approach from Bourton-on-the-Hill) 01386 700409

Stationery, Tape, Paper, Pens etc.

Grimes House, High Street 01608 651029

Vehicle Breakdown, including HGV and Horseboxes

R&W Recovery, Draycott 01386 700352

Supermarkets/newspaper/cigarettes

Co-op, High Street NOT 24 HOURS

Tesco Express, High Street, NOT 24 HOURS

Warners Budgens, High Street, (opposite road to showground) NOT 24 HOURS

TRADE STAND CHARGES

OPEN SPACE TRADE STANDS – 2012

TABLE OF AVAILABLE SIZES AND COSTS Excluding VAT

FRONTAGE M.	DEPTH M.	SPACE COST	GRASS MOWING COST	PASSES INCLUDED		
				8AM No.	Trade Park NO.	ADULT No.
6.00	6.00	£182.50	£46.84	1	1	3
9.00		£234.66	£50.26	1	1	3
12.00		£286.83	£53.68	1	1	4
6.00	9.00	£234.66	£50.26	1	1	3
9.00		£312.91	£55.39	1	1	4
12.00		£391.16	£60.52	1	2	6
15.00		£469.40	£65.65	1	2	7
18.00		£547.65	£70.78	2	3	9
21.00		£625.89	£75.91	2	3	10
24.00		£707.76	£81.04	2	4	12
27.00		£792.53	£86.17	2	4	14
30.00		£877.30	£91.30	2	5	15
6.00	12.00	£286.83	£53.68	1	1	4
9.00		£391.16	£60.52	1	2	6
12.00		£495.48	£67.36	2	3	8
15.00		£599.81	£74.20	2	3	10
18.00		£707.76	£81.04	2	4	12
21.00		£820.78	£87.88	2	5	14

RETAIL PAVILION & CRAFT MARQUEE – 2012

TABLE OF AVAILABLE SIZES & COSTS Excluding VAT

FRONTAGE M.	DEPTH M.	SPACE COST	PASSES INCLUDED		
			8AM No.	Trade Park No.	ADULT No.
1.50	2.75M	£79.75	1	0	3
2.00		£98.15	1	0	3
2.50		£116.55	1	0	3
3.00		£134.95	1	0	3
3.50		£153.35	1	0	4
4.00		£171.75	1	1	4
4.50		£190.15	1	1	4

'THE COUNTRY LARDER' FOOD HALL – 2012

TABLE OF AVAILABLE SIZES & COSTS Excluding VAT

FRONTAGE M.	DEPTH M	SPACE COST	PASSES INCLUDED		
			8AM No.	Trade Park No.	Adult No.
1.50	2.30M	£124.00	1	0	3
2.00		£157.00	1	0	3
2.50		£190.00	1	0	3
3.00		£223.00	1	0	3
3.50		£256.00	1	0	3
4.00		£289.00	1	0	3
4.50		£322.00	1	1	4
5.00		£355.00	1	1	4
5.50		£388.00	1	1	4
6.00		£421.00	1	1	4

CONVERSION FACTORS: LENGTH - 1 ft. = 0.305 m.; 1 m. = 3.28 ft; AREA - 1 sq. ft. = 0.093 sq. m.; 1 sq.m. = 10.76 sq.ft.

CONDITIONS governing the acceptance of entries for TRADE SPACE

1. **APPLICATIONS.** All applications for ground space for Trade Exhibits must be made via the on line booking system or on a booking form, and sent, with payment, to the Secretary. Applications close on 30th June 2012, or earlier if space is filled. There will be a surcharge of 15% + VAT. on late applications. All applications accepted will be acknowledged. The contract between the exhibitor and the society shall be made at Moreton-in-Marsh. *Data Protection Act and Human Rights Act:* information from exhibitors will be stored on computer and information about them will usually be published in the Catalogue and sometimes elsewhere; submission of an application is irrevocable consent for this. A full postal address for correspondence must be provided by every exhibitor; applications giving only a Post Office Box will not be accepted. If you wish a different address to be published in the Catalogue, please insert this in the appropriate box on the Booking Form.

2. **SITING.**

(a) To assist in allocating suitable positions PLEASE MAKE TWO ZONE CHOICES from the plan attached. The type of stand should be stated (e.g. Display Caravan, Marquee, Machinery in motion, etc.) and the nature of the exhibitor's business should be specified, as well as the activities to be carried out on the stand apart from selling, e.g. demonstrations of stated items.

(b) Sites shall be allocated in such positions and order as the Society deems fit from time to time.

(c) Without prejudice to the generality of sub clause (b) above the Society will use its best endeavours to ensure that early applicants receive priority of position.

(d) The Society reserves the right to refuse any application.

(e) Any dispute between exhibitors or between any exhibitor and the Society as to the extent or position of any site which is allocated shall be determined by the Society's Secretary or Showground Manager for the time being whose decision shall be final.

(f) Exhibitors shall be responsible for the removal of any boundary site pegs/tape.

(g) The Society does not warrant that any site is suitable or fit for any purpose.

3. **CHARGES** for TRADE STANDS are set out on the accompanying table. PAYMENT is due with applications; interest upon sums due to the Society under these rules shall be payable at the rate of 3.5% above the base rate charged by Lloyds TSB Bank Plc from time to time and shall be payable commencing upon the day of the Show or seven days after the receipt of an application form at the Society's Office, whichever shall be the earlier.

4. **ELECTRICITY.** If you require an electrical supply for your stand please complete the on-line booking or a paper copy booking form – which must be returned to the Office.

Open Space Trade Stands: There will be a charge for the laying on of a single phase supply at £200 for a 3kW of electricity and £300 for a 6kW supply to the stand - both subject to VAT.

Retail Pavilion, Craft and Food Hall will be charged for a single phase supply at £100 for 1kW, £200 for 3kW and £300 for 6kW – all subject to VAT. A 1kW supply **cannot** be used for any heating appliance.

The supply will be limited by sealed circuit breaker to the capacity booked; should the exhibitor break the seal, the supply will be cut off. Leads passing to other stands (whether from the Society's supply or an exhibitor's generator) are not permitted. Any further work required will entail further charges in respect thereof. Insufficient capacity is available to permit heating or heavy machinery. It may not be possible to accommodate applications received after 30th June 2012. Please advise at the time of booking if computer equipment is to be connected to the supply. The Society may require any metal structure on a stand where electricity is in use (whether from the Society's supply or an exhibitor's generator) to be electrically earthed and will carry out the work considered necessary free of charge. Submission of an application for a trade exhibit will constitute consent for this work to be done. No person except the Society's official electrician (or a person authorised by him or by the Secretary or Showground Manager) may alter any part of the Society's installation or switch on any part of it or start any generator connected with it.

5. **GENERATORS.** A permit is required to use a generator in connection with an **open space trade** stand between 9 am. and 6.00 pm. on Showday – **please book on-line or complete the Electricity Booking Form.** This may be withdrawn without refund of permit fee if a justifiable complaint is received. A permit costs £150.00 + VAT in advance, or £200 + VAT on Showday. Generators may not be used on or in connection with stands in either the Retail Pavilion/Craft Marquee or Food Hall.

6. **PORTABLE APPLIANCE TESTING** . Only appliances which bear a label indicating that the article has passed a portable appliance test in the twelve months preceding the Show may be used at the Show. Inspections will be made on Friday and Saturday and any appliance without a Test Certificate on revisit will be rendered unusable.

7. **GAS BOTTLES(LPG) and OTHER INFLAMMABLES:** If your stand houses a gas bottle (whether used or not) or other inflammables - this must be indicated on your booking form. Gas cylinders must not be STORED OR

USED within an enclosed space. All gas bottles in use must be fixed, caged or staked and chained securely. Please make sure that you bring your Gas Safety certificate with you to the show.

8 **FIRE EXTINGUISHERS.** Every Stand must carry fire extinguishers of a number and type appropriate to the risks as shown on their Risk Assessment, subject to a minimum of one small extinguisher.

9. **WATER** supplies cannot be provided to individual stands on Showday. Standpipes are provided in various places on the ground. No person except the Society's official plumber (or a person authorised by him or by the Secretary or Showground Manager) may alter any part of the Society's installation or turn on or off any part of it. Spa Baths, Jacuzzis, etc must be exhibited dry and may not be filled – even with water tankered in. Any exhibitor attempting to do so will be liable to instant expulsion from the ground without refund of any fees paid.

10. **TENTAGE and FURNITURE** may be booked direct through Crockers Marquee and Furniture Hire on 01332 700699 or 701171. Full contact details will be included in your trade stand pack. Exhibitors may also use the services of any contractor who is a member of the Performance Textiles Association (formerly MUTA) but for safety reasons may not use others without the consent of the Secretary; please enquire.

11. **GRASS MOWING.** The Society will arrange for the mowing of grass on **open space trade stands** (whole sites only) at the rate included in the table of costs. If you mow your own stand your grass cuttings must be removed from the exhibition site and may not be deposited in the avenues, circulation areas or boundaries of the showground.

12. **ADMISSION.** Passes for attendants will be issued on the scale included with the table of costs. Additional passes can be purchased pre-show at a reduced rate – a booking form will be sent with the confirmation of your booking.

13. **CATALOGUE.** The name, address and business telephone number of each Trade Exhibitor and a brief description of the exhibit, goods and/or service will be included free of charge in the catalogue. An email address and website may also be given free of charge. The description must not exceed 15 words. A brief description of the exhibitor's goods or services must also be given on the application form to aid with the siting of your stand.

14. **LIABILITY, SAFETY AND SECURITY.**

(a) The Society, its Officers and Servants shall not be held responsible for any accident, damage or loss that may occur to any exhibitor or his employee or to any animal or article while entering or leaving or during the period it is on the Showground. This clause does not exclude or limit in any way our liability for: (i) death or personal injury caused by our negligence; or (ii) fraud or fraudulent misrepresentation; or (iii) any breach of the obligations implied by section 12 of the Sale of Goods Act 1979 or section 2 of the Supply of Goods and Services Act 1982; or (iv) losses for which it is prohibited by section 7 of the Consumer Protection Act 1987 to limit liability.

(b) The Society cannot be held responsible for damage to any stand or loss of any exhibits or articles on the Showground.

(c) Trade exhibitors are required to effect with a reputable Insurance Company, Public and Product Liability Insurance cover commensurate to the nature of their business and may be asked to produce proof of this.

(d) The open nature of the Showground makes complete security impossible. Trade Exhibitors are responsible for making any necessary arrangements (including insurance) to safeguard their pitch and its contents while on Showground. The Society accepts no responsibility for security or for any damage to persons or property, however caused – except to the extent required by law.

(e) Overhead Electricity Cables at very high voltages cross the ground and special care must be taken to keep well clear of them as, apart from direct contact, electricity may 'flash' over several yards. Cranes, lifting or tipping equipment may not be used within 6 metres measured laterally of all overhead lines. No structure or any other object (especially metal flagpoles) shall infringe a 4 metre radial clearance from the conductors.

(f) Exhibitors are responsible for compliance with the requirements of the Health and Safety at Work Act 1974 and supporting legislation and for ensuring safe working practices are followed by themselves, their employees, agents and contractors. A **General and Fire Risk Assessment** must be provided for each stand – a form is provided for this purpose, but any similar format will be accepted, whether an original or a copy, provided that due diligence can be shown. A **Health & Safety Declaration Form** must also be completed and returned. Acceptance of these forms by the Society does not imply approval of the content. No booking can be finalized until all completed documentation is received by the Show Office.

(g) The Society reserves the right to require the immediate removal of any article or structure which, in the opinion of its Secretary, Showground Manager or Health and Safety Officer, constitutes a hazard to the safety of any person, including the exhibitor, and may remove the hazard (without liability for any damage caused) should the exhibitor upon request fail to do so within such period of time as is, in the opinion of its Secretary, Showground Manager or Health and Safety Officer, reasonable.

(h) Gas bottles must NOT be stored or used within enclosed spaces. For fire safety, all gas bottles and other inflammables must be declared on the booking form, whether or not in use or full or empty.

(i) Smoking is illegal in enclosed public spaces which include tents, exhibition vehicles and similar structures. In the event that the Society is charged with an offence as a result of an exhibitor's failure or alleged failure to prevent smoking in such a place, the exhibitor will fully indemnify the Society, without limit, against the costs of defending itself against the charge(s), irrespective of the eventual outcome.

(j) Every trade exhibitor will provide fire extinguishing appliances of a number and type appropriate to his risks as shown on his Fire Risk Assessment, subject to a minimum of one small extinguisher.

(k) The person in charge of any vehicle or container of any kind brought onto the ground by an exhibitor, his contractor, servant or agent will open same for inspection of the contents at the request of the Secretary or Showground Manager (and any person authorised in writing by them) or a Police Officer.

(l) Fire Safety within the space contractually licensed to each trade exhibitor will be the responsibility of that exhibitor whilst he/she occupies it before, during and after the Show. He/she will appoint a Responsible Person to ensure that appropriate fire safety information is provided to any employees or contractors and that appropriate fire precautions are taken.

15. **CANCELLATION.** In the event of an exhibitor notifying the Secretary/Showground Manager that he/she is unable to attend, the Society will refund the charges paid, less an administration fee of £50.00 plus VAT., provided that the space is resold by the Society to another exhibitor satisfactory to the Society. See also 21(d) below. In the event of cancellation of the booking by the Society (whether or not the Show takes place), the only compensation due to the exhibitor will be a refund of the fees paid in respect of the cancelled booking which may be subject to an administrative charge of up to 15%+ VAT. Amounts less than £5.00 total will not be repaid.

16. **RECEPTION.** The Showground will be open for the reception of exhibits on **OPEN SPACE STANDS** from Tuesday 28th August, 2012. Any exhibitor or goods arriving earlier will be turned away.

RETAIL PAVILION, CRAFT & FOOD HALL will open for the reception of exhibits from Friday, 31st August 2012.

Goods and equipment consigned to the showground with insufficient information to identify the consignee will be returned to sender. All trade stands must be completely erected and all vehicles removed from the avenues by **8.30 a.m.** on the Show Day. Any exhibitor, caterer or vehicle delivering to an exhibitor's stand arriving after **8.00 a.m.** will not be admitted to the exhibition area.

17. **CLEARANCE.** Stands may not be dismantled before 6.00 p.m. on Show Day and vehicles will not be re-admitted to the exhibition area before this time. Exhibitors shall be responsible for clearing the site by 5 p.m. on Thursday, 6th September 2012, replacing turf, filling post holes, making good any damage to ground, removing gravel, chippings, paving, straw, flowers, etc. Any work that the Society has to carry out to restore the ground will be charged to the exhibitor. Grass cuttings must be removed from the exhibitor's stand and may not be deposited in the avenues, circulation areas or site boundaries. Exhibitors failing to remove vehicles and chattels from the site before 8th September will be charged for storage at a rate of £30 per day or part thereof plus VAT.

18. **CATERING AND ALCOHOL.** Exhibitors may use the services of any caterers for the convenience of their clients, but no charges must be made for refreshments to the general public except by the Society's official caterers and concessionaires. No exhibitors of ice cream, or other refreshments may offer goods for sale (which may be deemed as catering) except by special arrangement. For example, no drinks are to be sold by the glass in the Food Hall. Exhibitors are responsible for complying with all Public Health and Food Hygiene requirements, and are reminded that the regulations apply even when the refreshments are offered free of charge. If you are offering food [beyond hot and cold drinks and pre-packed long life goods such as biscuits and crisps] to customers/guests a properly documented Food Safety Management System, including diary, a copy of your Food Hygiene Certificate and a copy of your last food safety visit report, must be available for inspection on Showday, by Local Authority Officers and/or the Society's own consultant. Catering waste water may not be discharged into soil pits or onto the surface of the ground. No person may serve a Temporary Event Notice under the Licensing Act 2003 without the prior written consent of the Society's Secretary – failure to comply with this condition will render the non-compliant person liable to pay damages to the Society of the greater of the actual loss sustained or the sum of one thousand pounds.

29. **CARAVANS and MOTORHOMES.** These may be sited within your trade space as part of your stand or in the Trade Car Park.

20. **SECURITY** For stand security purposes it may sometimes be possible to temporarily site a Caravan in the avenue outside your stand, provided no obstruction is caused and they are removed by **7.00 a.m.** on Show morning.

21. **CONDUCT.** No person shall:

- (a) offer for sale any articles, display posters or distribute any pamphlets, other than from an exhibitor's stand;
- (b) accost others or call attention to goods or services in such a manner as to cause annoyance to exhibitors or to the public;
- (c) use radio or other equipment causing interference to the Society's equipment;

- (d) sub-let any exhibitor's stand or part thereof without the prior written consent of the Secretary/Showground Manager;
- (e) make any charge for admission to an exhibitor's stand;
- (f) use any fairground equipment;
- (g) use any public address system or internal combustion engine or provide recorded or live music audible outside his stand during the hours of 9 a.m. to 6.00 p.m. on Show Day without the prior written permission of the Secretary/Showground Manager. (The Society reserves the right to withdraw such permission should a justifiable complaint be made);
- (h) exhibit any animal on a stand without the prior written permission of the Secretary/Showground Manager;
- (i) sell by auction or otherwise behave in an unsuitable manner;
- (j) distribute balloons, whether gas or air-filled (this includes the clearance period at the end of Showday);
- (k) make a charge for the supply of photographs, operate as a cheapjack or hawker, or make a charge or accept donations in respect of participation in a raffle or a game of chance;
- (l) offer for sale any firearm, shotgun, ammunition, BB gun, replica firearm, samurai or other sword or laser pen without the written consent of the Secretary/Show Manager;

Any person contravening these rules is liable to expulsion from the Showground, without refund of any fees paid.

Permission to place leaflets under the windscreen wipers of parked vehicles will only be given on payment in advance of a Licence Fee of £350.00 plus VAT.

SPECIAL CONDITIONS FOR 'THE COUNTRY LARDER' FOOD HALL

- 1.. **COOKING** - No cooking process which may result in the emission of smoke may be undertaken in the Food Hall and any cooking or heating may only take place with the prior written consent of the Secretary/Showground Manager - the Society reserves the right to withdraw such permission should a justifiable complaint be made.
2. **ALCOHOL SALES** - Moreton-in-Marsh Show Society will serve any Temporary Event Notice required in respect of sales of alcohol sales in the Food Retail Marquee. Exhibitors may not serve such notices themselves – see also Condition 18.
3. **REFRIGERATED VANS** - A limited number of parking spaces are available near to the Food Hall with a power supply at £50 per space + VAT.

TRADE EXHIBIT COMPETITIONS

The "THOMAS WELLS" Challenge Shield for large trade stands - 70 sq. m. and over.

The "AUSTIN & WASS" Challenge Shield for small trade stands - under 70 sq. m
(excluding Retail Pavilion).

The "BEIGHTON" Challenge Trophy for exhibits in the Retail Pavilion

The "PAUL BAGGOTT" Memorial Salver for exhibits in the 'The Country Larder' Food Hall

These trophies will be awarded to the trade stand exhibit
in each category showing the best style, general appearance and public appeal.
The winners will hold the Challenge Shields and Trophy until 6th September 2013

CERTIFICATES OF MERIT will be awarded for all exhibits of a high standard.

In respect of the large trade stand competition a discount of 50% will be given on a site of similar proportion at the 2013 show, subject to the conditions then in force. The winners of the small stand, Retail Pavilion & 'The Country Larder' Food Hall, will be given 100% discount on similar conditions. Judging will commence at about 10.30 a.m. on the day of the Show and all exhibits shown in the catalogue will be judged.

If you feel your business would be better represented in our

"Craft Marquee"

**Please indicate by ticking the Craft Marquee box on the booking form
and include some background information.**

**The Show Office will then contact you to discuss which of our two
retail options would best suit your business.**