

TRADE EXHIBITOR AND BANNER NOTES.

74th Annual Hodder Valley Show.

Saturday 8th September 2018

www.hoddervalleysshow.co.uk

- ❑ **APPLICATIONS-** to be made on the forms provided. It is policy to restrict competition among stand holders to what it deems reasonable. We reserve the right to refuse an application without being obliged to give reasons.
- ❑ **BANNERS-** can be displayed around the main ring. Sizes are approximately 11ft x 3ft. It is your responsibility to arrange for the banner to be put up securely and taken down on Show day.
- ❑ **CERTIFICATION.** All certificates must valid on Show day and must be available for inspection. We have been informed that Health and Safety officers will refuse entry if appropriate certificates are not available.
- ❑ **ELECTRICITY** – The society will provide rentable power by generator. All marquee exhibitors requiring power **MUST** use the supplied source. Charges are detailed on the application form.
 - ❑ **The electrical supply will be in the form of 240 volts.**
 - ❑ **All your electrical equipment must be PAT tested by an approved Electrician.** The certification must be available for inspection on Show day.
 - ❑ All plugs must be of an industrial type, suitable for your voltage requirements, be **approved to EN60309-2 standards** and have an **IP 44 splash proof rating.**
- ❑ **EQUIPMENT.** All exhibitors equipment can be inspected by Society appointed H&S officers. Anything deemed unsafe will be required not to be operated and be removed from the show ground.
- ❑ **FOOD HYGIENE CERTIFICATES.** We require all persons serving food to send a copy of a valid certificate.
- ❑ **GAS /LPG.** All traders using gas appliances should have current gas installation inspection certificates. Send a copy of a valid certificate with your application.
- ❑ **GENERATORS.**
 - ❑ **Marquee exhibitors are prohibited from supplying their own generators.**
 - ❑ Field exhibitors bringing generators must ensure that they are of the “super silent” type and they must be fitted with MCB and RCD protection and be appropriately earthed.
 - ❑ Generators should be diesel, be sufficiently fuelled before arrival on site to avoid refuelling to minimise spillage, fire and pollution risks.
 - ❑ CO2 and Foam Fire Extinguishers **must** be provided for the fire risk
 - ❑ A copy of up to date certification should be sent with your application
- ❑ **HEALTH AND SAFETY-** A document that has been prepared by the show committee is available on our website. We can post a paper copy to you if necessary. We require you to read this document and to agree to abide by its content. Please print off the Declaration and return a signed copy. We also require a completed Risk Assessment. An example of a format is included on the website.
- ❑ **INSURANCE-** It is the responsibility of stand holders to be adequately covered for liability risks. The Show can not be held liable for any loss, damage or theft. Please send a copy of your Public Liability Insurance to us.
- ❑ **PASSES** We follow a strict **no ticket no entry system.** You will automatically be sent tickets for two people when booking a stand. Please indicate when booking how many more passes you require. The number of free passes issued is at the discretion of the committee.
- ❑ **PAYMENT-** this is due with the application form. Cheques should be made payable to “**The Hodder Valley Show Ltd**”/ **BACS details :sort code 20 09 72, account no 83859231.**
- ❑ **POSITION** of individual stands cannot be guaranteed but all requests will be fully considered.
- ❑ **RENT-** See application forms for costs. Remember to allow space for a vehicle if you require it for part of your display.
- ❑ **RUBBISH** -On departure PLEASE remove all of your display and clear away rubbish leaving the site as you found it.
- ❑ **SPACE** -Includes the grass site only not any floor coverings. Roofing is only provided if you have rented space in the craft or food marquee. The space in the marquee includes rental of a 6 foot long trestle table.
- ❑ **TEMPORARY STRUCTURES-** such as tents, caravans and gazebos and banners must be adequately secured and be of a suitable condition to satisfy our Health and Safety Officers.
- ❑ **TIMES-**Stands should be set up and open for business from no later than 9 a.m. There can be no vehicle movement off the Field until at least 4.30 p.m. on Show Day. Stands can be erected on the preceding day or before opening time on the day itself.
- ❑ **VEHICLES-** All motor vehicles not forming part of the Trade Stand **MUST** be removed to the car parking area not later than 9 a.m. on Show Day. Vehicle keys cannot be left in unattended vehicles. Any vehicle that is part of the display **MUST** be locked and viewed by the public only under supervision.