

**TRADE STAND SCHEDULE**

**FOR OUTDOOR TRADE STANDS, CATERING CONCESSIONS &  
TRADE MARQUEES**

**Saturday 6th July 2019**

**Monmouthshire Showground, Redbrook Road, Monmouth NP25 4LG**



**Post or email application to:-**

**Monmouthshire Show Society Ltd,  
Mrs Liz Egerton (General Secretary)  
Treveddw Farm, Pandy, Abergavenny,  
Monmouthshire NP7 7PE  
01873 890365 / 07841 921002  
[secretary@monmouthshow.co.uk](mailto:secretary@monmouthshow.co.uk)  
[www.monmouthshow.co.uk](http://www.monmouthshow.co.uk)**

The Monmouthshire Show is a one day county rural show and visitor experience event attracting approximately 15, 000 visitors each year. Established in the 1700's and held traditionally on a Thursday, it moved to the first Saturday in July in 2017. The show offers visitors a wide variety of attractions including a countryside area with demonstrations and many other attractions for all ages. In 2017 we welcomed 303 tradestand exhibitors to the show. Our demographic is from far and wide of all ages.

### **The Monmouthshire Show's commitment to Trade Stand Exhibitors**

We promote the show throughout the year working closely with local and regional media companies. The following marketing is undertaken.

- 10,000 promotional leaflets are distributed locally and regionally via Pear Communications and through local media closer to the event.
- Banners, signs & posters are placed in strategic locations.
- Extensive social media activity including competitions.
- Regular website updates.
- The Show's website [www.monmouthshow.co.uk](http://www.monmouthshow.co.uk) has online booking facilities for visitor tickets.

### **Benefits for Trade Stand Exhibitors**

- One day trading at the Monmouthshire County Show
- Your trade stand number, contact details and your product/organisation description will be listed in our official show guide.
- An expected footfall for 2019 of 15,000 during the one day show.
- Returning tradestands also have the opportunity to secure the same pitch they were allocated in 2018 by booking and paying for their stand by 28<sup>th</sup> February 2019, after which stands will be allocated at the discretion of the Trade Stand committee
- Advertising on the website and sponsorship opportunities at Monmouthshire Show (please enquire)
- Media package includes social media updates and links, promotion on the Show's website with link (please enquire)

The Show Office team are here to offer you support and guidance throughout the application process.

**\*\*EARLYBIRD DISCOUNT FOR ALL TRADE SPACE BOOKED BEFORE 30TH APRIL\*\***

### **OUTDOOR TRADE SPACE**

Outdoor Trade Space is sold Per Metre Frontage. The space is marked out on the grass prior to your arrival at the Showground. No mains electricity is available. Silenced diesel generators are allowed. We can offer advice on local Marquee Contractors, if required.

**Agricultural** – Any Trade or Exhibitor associated with agriculture or which promotes agricultural interest, including implements and machinery. **25% Discount offered to all agricultural companies who book to attend the show.**

**Non - Agricultural** – Any exhibitors not involved or associated as above.

**Charity** – There are limited places available to Charities at a Concessionary rate. Monmouthshire Show Society award 3 free Trade Spaces to Charitable Organisations each year. If you wish to be considered for one of these places, please accompany your Application with a covering letter.

### **TRADE MARQUEES**

These offer individual stall spaces within a Marquee, ideal for small traders or new businesses. A maximum of 2 spaces per business can be booked. Tables, Chairs and Electricity are available for hire if required. These items must be booked and paid for with your application.

### **CRAFT MARQUEE -**

For genuine Craft exhibitors that hand-make their wares. Demonstrating as well as selling is encouraged. All equipment must be electrically safe, e.g., PAT tested. Show Stewards will be undertaking checks of electrical equipment during the Show.

**SHOPPING MALL -** For Small Traders. Not available to Charities. All equipment must be electrically safe, e.g., PAT tested. Show Stewards will be undertaking checks of electrical equipment during the Show.

**FOOD HALL -** For the promotion and sale of local produce. All equipment must be electrically safe, e.g., PAT tested. Appropriate Health and Safety and Environmental Health Certificates must be available for inspection by Show Stewards or Environmental Health Officers as required. Please provide your own hand -washing facility. Food Hall Exhibitors selling alcohol must arrange their own Temporary Event Licence with the Local Authority.

### **TRADE STAND COMPETITION**

All Exhibitors are asked to make every effort to ensure their stand is as attractive as it can be and in keeping with the high standards of The Monmouthshire Show. All tradestands will be judged. Exhibitors will be automatically entered into their relevant classes shown below-

#### **CLASS 1 - Trevor Bowen Memorial Challenge Trophy**

Agricultural Stands 12.5 m frontage and over

#### **CLASS 2 - W E Day Memorial Challenge Cup**

Agricultural Stands under 12.5m frontage

#### **CLASS 3 - Monmouth and District Chamber of Commerce Challenge Cup**

Non-agricultural trade stands 9.5 m frontage and over

#### **CLASS 4 - Non-agricultural trade stands under 9.5 m frontage**

#### **CLASS 5 - Food Hall**

#### **CLASS 6 - Shopping Mall**

#### **CLASSs 7 - Craft Marquee**

#### **CLASS 8 - Best Educational Exhibit**

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## **REGULATIONS GOVERNING THE ACCEPTANCE OF ENTRIES FOR ALL TRADE SPACE INCLUDING CATERING CONCESSIONS(OUTDOOR OR WITHIN THE TRADE MARQUEES)**

All Exhibitors must comply with the following conditions and regulations. The booking of any Trade Space, Outdoor or within the Trade Marquees implies acceptance of these conditions, and the Society's Safety Policy Statement.

### **1. ALLOCATION OF SITES**

Monmouthshire Show will only reserve space on receipt of a correctly completed Application Form, Risk Assessment Form and a Copy of your Public Liability Certificate, accompanied by a cheque made payable to Monmouthshire Show Society Ltd to cover the booking. A receipt will be sent via post or email as acceptance of your application. Although applications may be sent in at any time, priority will be given to exhibitors who have previously attended the 2018 Monmouthshire Show, provided their application and appropriate payment have been received by 30th April 2019. Although every endeavour will be made to try and site exhibitors as they request, annual changes to the Showground layout do not always make this commitment possible, and no guarantee can be given. Please be sympathetic that last minute changes may be necessary for reasons beyond the Society's control.

### **2. REFUSAL OF APPLICATIONS**

To avoid duplication of products on display, some Exhibitors may inevitably be rejected. Monmouthshire Show Society Ltd reserves the right to refuse any application for Trade Space whatsoever, without any reason being given. The Society further reserves the right to cancel any application, which may have been accepted without any reason being given. Any application not accepted will be returned with any fees paid (in full). Correspondence will not be entered into with regard to non-acceptance.

### **3. SHOWGROUND**

#### **3.1 Level Ground**

The Showground is permanent pasture and Monmouthshire Show Society Ltd cannot give any assurance that any sites will be on level ground. Exhibitors must accept that the ground may be uneven, either through natural causes or other conditions.

#### **3.2 Water**

There is mains water available from standpipes around the ground, but no electricity supply.

#### **3.3 Electricity**

For Outdoor Trade Space: Silenced Electrical Generators are allowed, but the responsibility for hiring a suitable generator and for ensuring it is safely installed and used is the responsibility of the Exhibitor. Show Stewards will be monitoring the use of generators throughout the Show. **Only Petrol Generators must be used.**

#### **3.4 Grass Cutting**

Requests for grass cutting should be made to the Secretary. If plots are self-cut, cuttings must be removed and disposed of in our Composting Area. (Ask Showground Stewards for details.)

### **3.5 Post Erection**

Any flagpoles or posts erected by making holes in the ground must be properly back – filled before the Exhibitor leaves the Showground. Failure to do so will result in non-acceptance at future shows.

### **4. LAYOUT OF TRADE SPACES**

All Exhibitors' Stalls or Stands must fit within the confines of the Trade Space booked. They must not encroach on, obstruct or in any way interfere with neighbouring Traders. All tents, guy ropes, stays, ropes, pegs etc. must fit within the space booked. It is essential that adequate frontage be booked to permit this, please allow 2 metres all around for this requirement. Canopies and awnings must not project over any boundary lines. Any vehicles required for storage or display must fit within the ground space booked (including tow bars). If exhibitors need to drive a Large Vehicle into their space, this requirement should be noted on their Application Form. Late attendance may mean that the booked space is not accessible for a large vehicle. Show Officers will strictly control encroaching on walkways or aisles to ensure fairness and to maintain unobstructed walkways. The name of the Company or Organisation must be clearly displayed on all Trade Stands. The Society will forward any complaints from consumers onto the Trading Standards Office. The Society trusts Exhibitors will assist in making the Showground as attractive as possible.

### **5. STATUTORY REQUIREMENTS**

It is the responsibility of Exhibitors to comply with all relevant Health & Safety, Environmental Health, Trading Standards, Trade Description, Customs & Excise Rules, Regulations, Codes of Practice and Acts of Parliament.

### **6. MONMOUTHSHIRE SHOW SOCIETY LTD SAFETY POLICY STATEMENT**

It is the Exhibitor's responsibility to comply with the Society's Safety Policy Statement. A copy of which is available to download from [www.monmouthshow.co.uk](http://www.monmouthshow.co.uk)

### **7. STAND SAFETY**

All Trade Stands must be kept in a safe condition and all precautions must be taken against accidents or fire.

- Combustible material must not accumulate inside or outside Marquees.
- All Exhibitors are required to have a suitable Fire Extinguisher within their Stand.
- Marquees must be of a fire retardant material and have sufficient exits.
- All LPG Cylinders must be kept securely and safely i.e., not inside buildings nor where they may be knocked or tampered with.
- Oil burners or lit candles are strictly prohibited.

## **8. INSURANCE**

Applications will not be accepted without a Copy of your Public Liability Certificate. Please enclose a copy of the certificate with your Application. This is the responsibility of the Exhibitor; therefore Monmouthshire Show Society Ltd will not accept responsibility for loss or damage, howsoever caused. Exhibitors are requested to ensure they have Public Liability Insurance cover of at least £5 million.

## **9. RISK ASSESSMENT**

All Exhibitors should complete the Trade Space Risk Assessment Form on the reverse of the Application Form. Please have the evidence required available on Show Day to present to Show Officials if requested.

## **10. TRADE DESCRIPTION & SUB-LETTING**

All Exhibitors should complete the Description of Products/Services section of the Application Form. This will be publicised in the Show Catalogue. Exhibitors will not be allowed to sell or demonstrate goods that are not included in this description. Any misrepresentation will result in expulsion from the Showground. Furthermore, no Exhibitor shall sub-let any portion of their space. Anyone found to be doing so will be asked to vacate the showground and will forfeit the opportunity to attend future shows. Monmouthshire Show Society Ltd shall not be liable for any loss, or damage that may be occasioned by their removal and no Trade Space fees shall be returned.

## **11. ARRIVAL, DISPLAY & REMOVAL OF EXHIBITS**

### **11.1 Arrival**

Exhibitors will receive notification of their trade space location along with their passes approximately 2 weeks prior to the show. All spaces will be marked out on the field and labelled with the location reference and the Exhibitor's name. The Showground will be open for the reception of exhibits from Thursday 5<sup>th</sup> July, at 09:00 to 19:00 & Friday 6<sup>th</sup> July, from 09:00 to 19:00. Admittance to the Showground outside these times, except by prior appointment, will be refused. Exhibitors receiving heavy machinery or articles must provide their own means of unloading and must send sufficient labour to enable them to unload and load. An Unloading Area is available for the unloading of cars and machinery. In the event of adverse weather or soft ground conditions, Show Officers have the authority to insist this area is used for unloading to prevent damage to the Showground. No vehicle on the Showground shall be driven at a speed exceeding 5mph. On Show Day only Exhibitor vehicles displaying Trader Vehicle Passes will be permitted onto the Showground between 06:00 – 9:00. If a vehicle is not to form part of the Trade Stand, it must be moved to the Trade Stand Car Park by 9:00. No Exhibitor vehicles are allowed onto the Showground after 10:00 and will be directed to the Public Car Parks. All goods arriving after this time must be carried onto the Showground.

To ensure the safety of everyone on the Showground, we are unable to allow Tradestand vehicles to drive around the Showground between 9:00 and 17:00.

### **11.2 Display**

On Show Day, all Stands must be open and all exhibits uncovered and displayed for public view by 09:00.

### **11.3 Removal**

No Stand shall be dismantled and no exhibit removed from the Showground until 17:00 on Show Day. No Vehicle required for the removal of stands or exhibits will be allowed to enter the Showground until 17:00 on Show Day. Stands must be cleared by close of business on Monday 8th July 2019.

### **11.4 Overnight Security**

Security Guards will be patrolling overnight from Thursday 4<sup>th</sup> July – Sunday 7th July 2019 7am. All exhibits and equipment remain on the Showground at the sole risk of the Exhibitor and the Show does not accept responsibility for the security of Stands. After 19:00 on Thursday, Friday, Saturday and Sunday evenings of the Show, any vehicle wishing to leave the Showground and in possession of a Vehicle Pass may request a pass out ticket for all occupants within the vehicle from the Main Gate. The number of passengers, the vehicle registration number and trade stand location number will be recorded by the security guard. Only signed out vehicles and the corresponding number of people will be permitted to re-enter the Showground and again be duly recorded by the security guard on duty.

## **12. REFUSE & WASTE**

Exhibitors will be provided with refuse bags by our waste contractors for all waste disposals. All cardboard and large packaging should be flattened and left outside your trade space for collection before the Show opens to the public. Please keep your trade space tidy. Clear all litter and refuse before you leave the showground. Any exhibitor leaving litter or waste strewn on the showground will not be offered space at future Shows.

## **13. CONDUCT ON THE SHOWGROUND**

Any Exhibitor or Exhibitor's Representative shall at all times comply with any request of the Show Officers, Stewards or Servants in the enforcement of the Rules and Regulations of Monmouthshire Show Society Ltd. Failure to do so, or any abuse directed at the Show Officers, Stewards or Servants may result in the immediate expulsion from the Showground of that Exhibitor or Exhibitor's Representative for the remainder of the day at the discretion of the Showground Managers. The display, promotion or sale of goods of an offensive or dangerous nature is forbidden. The sale of Cap Guns, BB Guns, Imitation Weapons, Knives or Explosive Devices is strictly prohibited. Any Exhibitor found displaying; promoting or selling such items will be evicted from the Showground immediately and will forfeit the opportunity to attend future shows.

## **14. DEMONSTRATIONS & ANNOYANCE**

Demonstrations of small appliances, tools, etc. will not be allowed. Behaviour that causes a nuisance to visitors or other traders is strictly forbidden. The sale of goods by Auction, Dutch Auction, Shouting, use of Radio or Amplification Equipment or other unsuitable or offensive behaviour is prohibited.



## **15. AGRICULTURAL MACHINERY**

Agricultural demonstrations for exhibition purposes will be permitted.

In the interests of safety all shafting belts, gearing, high-speed machinery and similar exhibits must be protected to comply with current Regulations and Accompanying Guidance. All petroleum or other inflammable substances must be stored in closed containers in accordance with the current Regulations and Accompanying Guidance. Exhibitors must conform to the regulations of the Local Authority with regard to transport of petrol and other inflammable substances, and precautions adopted against risk. Hydraulic and elevated equipment must be protected by the exhibitor against accidental collapse.

Exhausts from engine or fuel pipe apparatus exhibited on the Showground must be carried to a reasonable height, clear of all canvas, and shall be properly protected. The Society's Officials shall have the power to stop the running of any engine, other machine, apparatus or generator that, by reason of smoke, noise or smell, may be considered by them to be a nuisance.

## **16. LIVESTOCK, ANIMALS, BIRDS OR FISH**

No animals, birds or fish may be bought or sold by traders or the general public on Show Day; neither may they be given away as prizes. If Livestock are to form part of an exhibit, it is the responsibility of the Exhibitor to notify the Secretary and will be subject to any order made by WAG, DEFRA, the Local Authority or Health and Safety Rules.

## **17. ADVERTISING & PUBLICITY**

Balloon Races and Raffles require written permission from the Secretary and registration under the Lotteries Act 1976 is required for Raffles. No Inflatables, Kites, Gas Balloons, Balloons, Aeroplanes or Large Banners may be sold or flown from or over Exhibits without the prior permission of the Secretary. No Exhibitor or other person shall affix any placard, banner or other advertising material to any part of the Showground, other than on Trade Space for which he has paid. The sale of goods or distribution of leaflets outside of the Trade Space is prohibited (including car parks).

## **18. REFRESHMENTS & HOSPITALITY**

Exhibitors may supply refreshments free of charge to their customers, but under no circumstances may they or anyone else on their Stand be permitted to sell or receive money for refreshments (with the exception of Food Hall Exhibitors). Individuals handling food must ensure that all steps are taken to store and serve food safely and must comply with current Environmental Health and Food Safety Regulations. It is the responsibility of the Exhibitor for checking how current public health & hygiene regulations apply to them and to be aware of the Licensing Act.

## **19. CANCELLATION POLICY**

### **19.1 Exhibitor Cancellation**

Where Trade Space is granted and then cancelled by the Exhibitor, notification should be made to the Secretary in writing and refunds will apply as follows from the date of receipt of the notification:-

90 days prior to Show Day – Full Refund of Fees Paid

60 days prior to Show Day – 50% of Fees Paid

30 days prior to Show Day – No Refund will be given.

Monmouthshire Show Society Ltd reserves the right to re-let any cancelled space.

### **19.2 Event Cancellation**

Monmouthshire Show Society Ltd reserve the right to postpone, cancel, abandon or curtail the Show. Where such decision arises from circumstances beyond the Society's control, Trade Space fees will be refunded subject to a £10 administration fee. The Society will not be under any liability for loss or damage (whether direct or indirect, consequential or otherwise).

## **20. RESPONSIBILITY**

Monmouthshire Show Society Ltd, its Officers, Stewards or Servants, will not be in any way liable to any person whatsoever for any damage or loss, however caused, to the property of any such person or for injury, fatal or otherwise, to any such person, while upon the Showground, or while entering or leaving same. Monmouthshire Show Society Ltd, its Officers, Stewards or Servants, shall not be responsible for any accident, damage or loss, however caused, that may occur to any Exhibitor, his employees, or to any animal, article or property brought into the Showground, or whilst entering or leaving same. The Exhibitor shall be solely responsible for any loss, injury or damage that be done to, or occasioned by, or arising from any animal, article or property exhibited or brought into the Showground by him or her. He or she shall indemnify and hold harmless the Society from all actions, suits, expenses and claims on account of, or in respect of any damage or injury which may be so caused, or occasioned.