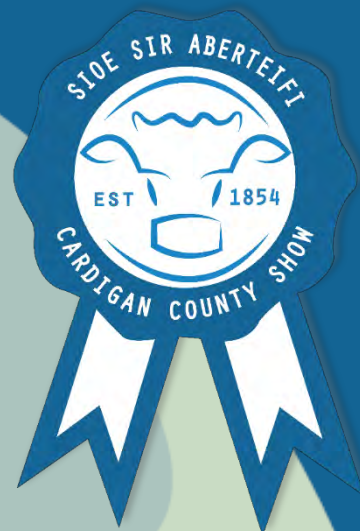


**Dydd Sadwrn  
4ydd Awst 2018**

**Saturday  
4th August 2018**



## **CRAFT TENT INFORMATION PACK**

**Show Information**  
**Terms & Conditions**  
**Health, Safety & Legal Requirements**  
**Craft Tent Application Form**  
**Risk Assessment Form**

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## Why Exhibit at Cardigan Show?

Cardigan County Show is a long established Show. 1854 was the year when Cardigan Agricultural Society was formed when a group of businessmen and gentlemen farmers from the Cardigan area met to discuss the setting up of an exhibition, therefore forming the Cardigan Agricultural Society. The first Show was held on 3<sup>rd</sup> August 1854 at The Priory, Cardigan, making this year's Show the 164<sup>th</sup>.

The annual Cardigan County Show is located at the wonderful location of Briscwm Fields overlooking Cardigan Estuary and the island attracting visitors and exhibitors from all parts of the Country, with over 100 trade stands and well in excess of 1,000 horse and livestock entries. The show has many attractions including Main Ring Attractions and Displays, Poultry, Dog Show, Dog Agility demonstrations. Other sections include Rural Crafts, Floral Art and Horticulture and Food Hall.

Many of our tradestands attend year on year, with enquiries for bookings being received earlier and earlier each year with businesses wanting to secure their attendance at the Show.

## Use of Stand Space

- Charitable or other institutions wishing to make appeals for collections or contributions to their funds must first obtain permission from the Show Office.
- Political or propaganda trade stands are not permitted. Political activity such as canvassing or handing out literature will not be tolerated.
- The Show Organisers reserve the right to decline any trader it views to be selling items they deem to be unacceptable or offensive and will request any such items be removed from sale.
- The sale of the following are strictly prohibited at the Show: fireworks, garden flares, Chinese lanterns, firearms, knives, catapults and any product that could be a nuisance or annoyance to others
- Any misrepresentation in description of goods sold in the application process in order to gain admittance will result in the exhibitor or their goods being removed from the Showground without a refund or compensation.
- Exhibitors must comply with all relevant Trading Standards legislation - safety, fair trading and quality. Trading Standards representatives do attend the show. We will encourage the consumer to forward any complaints to the Trading Standards Office.

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## Stand Information

- Applications close 1<sup>st</sup> June 2018. Stand space will only be secured upon receipt of completed Application Form, Risk Assessment and payment. The number of available spaces is limited and therefore will be booked on a first come first served basis upon receipt of all information.
- Applicant should be aware that the Society reserves the right to refuse any application, without giving any reason and reserves the right to determine the area and position of sites.
- Traders are responsible for ALL litter in the vicinity of their stand. All trade waste must be removed by the trader before and after the Show. A charge of £100 will be invoiced directly to the stand holders if the Society has to remove any trade waste after show breakdown.
- Traders should be aware that whilst the Showground generally has good network coverage, 3G/4G is not guaranteed on site and therefore we recommend that you check coverage beforehand.
- Traders staff MUST park in the FREE public car park. NO TRADESTAND vehicles whatsoever are to be parked around the main rings. All vehicles must display the vehicle pass and after unloading of equipment and stock must be parked in the public car park. All vehicles should have left the Showground by 8.30am.
- Entrance to the Showground will be available prior to Show Day to set up and from 6am on Show Day. All tradestands should be set up by 9am. Stands must remain open until 5.30pm. Access from the public car park to commence clearing the stand will not be permitted until 4.30pm.
- It is the exhibitors responsibility to ensure that any construction of marquees or any other structure complies with the regulations stated in 2015 Construction (Design and Management) rules.
- No trader shall sub-let or re-let any of the space allocated to them.
- Exhibition space will be clearly marked out on the ground or on the tables. Your stand must fit into the area you have booked and marked out by us including any vehicle guy-ropes and trailer draw-bars. Exhibitors must not arrange goods or signs that create an obstruction to other exhibitors.
- Any space allotted which is not occupied by 8am on show day shall be considered not required and the Society has the right to re-allocate the space.
- A professional approach regarding product pricing, presentation and selling manner is required from all Exhibitors.

## Livestock on Tradestands

- If livestock (including poultry) forms any part of the exhibit, prior agreement must be granted and full details must be given on the application form. Exhibitors must ensure that they comply with all current DEFRA regulations as well as those of the Show. Please contact the Show Office for further information.
- The Show Office must be sent/ given the relevant movement order and other applicable documentation. Any exhibitor (and their staff) with livestock on their stand must provide hand washing facilities. All animals and their pens must be kept in a clean condition and standards maintained for the duration of the Show.
- The holding number of the Showground is 55/305/8647

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## Health and Safety

- All traders must provide a Risk Assessment as specified in Regulation 3 of the Management of Health and Safety at Work Regulations 1999. A template is available at the back of this pack.
- All exhibitors must carry Public Liability Insurance to a minimum of £5M.
- Exhibitors are responsible for the safety and security of their stand / stock and will be responsible for all claims arising during the preparation phase, show day and de-preparation phase.
- Any Traders behaving in a threatening or intimidating manner towards showground staff, other traders or the general public will be asked to leave site and will not be allowed to trade with the Cardigan County Show in the future.
- Electricity must be pre-booked at an extra cost. Personal generators are prohibited.
- Traders are responsible for all equipment brought to the show ground. Trader must ensure equipment complies with relevant legislations and portable electrical equipment must be subject to PAT. Non-compliance may result in exclusion from the show.
- Trade stands, where the public can walk within the trade stand, must maintain exemplary housekeeping principles.
- Trade stands that operate rides must do so within the scope of relevant Health and Safety legislation. All equipment must be well maintained and copies of insurance, risk assessments and electrical testing must be demonstrated.
  - Inflatable play equipment must have a PIPA tag.
  - Fairground and amusement equipment must conform to ADIPS and operators must provide a Document of Operational Compliance
- All vehicles must be driven in an appropriate manner around the show ground. If a trade stand vehicle is parked on the showground the driver must remain near the vehicle and be available to remove vehicle in an emergency evacuation.
- Trade stand holders, contractors working or delivering on site for a trade stand must not obstruct entrances, exits, roads with unattended vehicles.
- Fire Extinguishers must be positioned by all generators. Traders must conform to precautions against fire and provide a fire risk assessment if necessary.
- There will be continuous night security patrols during the Show. However, it is the responsibility of Traders, or their agents, to safeguard their property. The Society does not accept any responsibility whatsoever for any losses.
- The show organisers accept no responsibility for any damage to vehicles or trade stands by the actions of others.
- Vehicle movement restrictions do not apply to emergency vehicles or vehicles displaying official badges.
- No exhibitor will be allowed to place his exhibits, boards or placards beyond the limits of the space allotted.
- The following points will be checked before and during the Show by our Health & Safety Team:
  - Erection and dismantling of marquee and structures
  - Transportation of goods; Electrical supply, connections and earthing
  - Working at height; Migrant workers; Fire Risk Assessment if applicable

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## Food & Drink

- Cardigan Show are fully committed to enthusiastically pursuing the high standards of the Food Hygiene Market Stalls and Delivery Vehicles Regulations, and you are advised that your vehicles and stalls and practices may be subject to inspection from the Local Authority Environmental Health Department. Should you require further advice, please consult with your Local Authority Environmental Department.
- Any exhibitor handling food items must be registered with their local authority for Food & Hygiene regulations
- Applicants should be aware that the Society reserves the right to refuse any application, without giving any reason and reserves the right to determine the area and position of sites.
- Caterers and those supplying food and drink must provide adequate bins in the vicinity of their stand
- As a Committee we will apply for a License to sell Alcohol in the food hall to cover all the stallholders,, all we ask is for a £5 contribution towards the cost from all stalls selling Alcohol (collected on the day).

## Hospitality

- Exhibitors are permitted to supply small scale hospitality free of charge to the public, however, this is strictly limited to drinks and finger foods. Your intent to provide hospitality must be noted on your application form and we reserve the right to refuse this.

## Vehicles

- There is a maximum speed limit of 5mph on the Showground at all times.
- Vehicles must be parked within the limit of their stand, otherwise they should be parked in the public free car park.
- All vehicles must display their trade stand pass with contact details on. Any trade stand vehicle not parked in the appropriate place after 8.30am will be removed.
- The Society reserves the right to restrict vehicle movement in adverse weather conditions.
- Vehicles parked in the public car park will not be allowed back onto the showground until 4.30pm for clearing.

## Cancellations

- If an exhibitor withdraws from the show or cancels the space booked, all fees paid shall be forfeited whether the site is relet or not.
- The Society will not be held responsible if, for any reason, the Show in any particular year or years is cancelled, or the period of its advertised duration curtailed. In this instance the Society shall retain all fees.
- The Society will not be liable for any loss or damage whether caused by the negligence of the Society, its servants or agents or in any other way whatsoever.

# CRAFT HALL EXHIBITOR APPLICATION FORM

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<b>Business Name:</b>	
<b>Address:</b>	<b>Address for correspondence/tickets etc</b>
<b>Contact Name:</b>	<b>Tel/Mob:</b>
<b>Website:</b>	
<b>Email:</b>	
<b>Please give a brief description of what you sell:-</b>	

**Cost £40 to include 6ft trade space which includes a 6ft table,  
two chairs and two entry passes.**

**Bookings will not be accepted without a completed Application Form, Risk Assessment, payment in full and signed Insurance Statement below.**

**I have read and agree to the Terms & Conditions included in this Pack.**

Please tick box to confirm compliance to below statement.

Signed: ..... Dated: .....

**I / we confirm that we have extant Public Liability Insurance with a minimum of £5m cover in place for the duration of the show (including preparation and de-preparation).**

**£40** Paid by:  Cheque  Online  via our Website

Payee: Cardigan County Agricultural Show  
Barclays Bank plc  
Sort Code: 20-18-41  
Account Number: 13443442

Policy No:

**NOTE: LIMITED SPACES AVAILABLE FIRST COME FIRST SERVED  
CLOSING DATE: 1<sup>ST</sup> JUNE 2018**

# Health & Safety Risk Assessment Form

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All exhibitors must complete a Risk Assessment Form and can either complete this one or use one of your own.

<b>Organisation Name:</b>				
<b>Part 1 – Before you start (tick appropriate box)</b>		Yes	No	N/A
Have you done this type of job before?				
Do you have the right equipment for the job?				
Equipment subject to PAT and in date?				
Do you have the right PPE?				
Are scaffolds and ladders inspected?				
If you have answered 'NO' to any of the above questions, take the required action.				
<b>Part 2 – Safety Assessment (tick the box if the hazard is present)</b>				
Slips, trips and falls		Confined Spaces		
Falls from Height		Dust		
Falling objects		Fumes		
Hazardous Substances		Noise		
Heat/Fire/Explosion		Vibration		
Asbestos		Electricity		
Violence		Radiation		
Food preparation / storage		Contamination		
Overturn/collapsing		Adverse Weather		
Manual Handling		Temperature		
Vehicles		Work Equipment		
Risk to you from work of others		Risk to others from your work		
Others: (Please specify)				

Circle any ticks for hazards that are deemed significant and for which there are no (or inadequate) controls.

If you have circled any hazards, Part 3 needs to be completed and additional control measures must be implemented prior to commencing work.

**Part 3 – Additional Assessment for identified risks (continue other side of form if required)**

Hazard (circled from above)	Persons that may be harmed	Additional identified control measures	Residual Risk (H, M, L)

This is a declaration that suitable control measures have been applied prior to commencement of the activity.

Responsible Person(s):	Signature(s):	Date:
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**Part 4 – End of job review**

Was there anything that could be done safer next time?	Yes	No
Has the work created new hazards?	Yes	No

Comments:

Hazard (circled from above)	Additional identified control measures	Residual Risk (H, M, L)