



The Cotswold Show and Food Festival - 2nd & 3rd July 2016

The Cotswold Show is a two day rural and family-orientated event attracting over 30,000 visitors each year. Established in 1988, the show takes place on the first weekend of July at Cirencester Park, the ancestral home of The Earl & Countess Bathurst.

The show offers visitors a wide variety of attractions including a food festival with cookery theatre, spectacular displays in the Bathurst Arena and informative and fun events in the Apsley Arena. Alongside these there are demonstrations of countryside skills with many other fun attractions and demonstrations. In 2015 we also welcomed 350 tradestand exhibitors to the event.

The majority of our visitors come from a 30 mile radius of Cirencester including Cheltenham and Gloucester, but also Oxford, Bath, Bristol and even further afield. The show's attractions appeal to all ages, particularly families. Our demographic coding is ABC1.

The Cotswold Show's commitment to Trade Stand Exhibitors

Our dedicated Press and Marketing Manager promotes the show throughout the year working closely with local, regional and national media companies. In 2014, the Show hosted the BBC Countryfile Summer Special and regularly receives regional radio coverage both before and at the event itself. The following marketing is also undertaken:

- 220,000 promotional leaflets are distributed locally and regionally (from Easter onwards) via Glide Marketing and through local media closer to the event
- Banners, signs & posters are placed in strategic locations
- Extensive social media activity including competitions
- Monthly email newsletters
- Regular website updates
- The Show's website www.cotswoldshow.co.uk has online booking facilities for visitor tickets

Benefits for Trade Stand Exhibitors

- 2 days trading at the 2016 Cotswold Show and Food Festival
- Your trade stand number, contact details and your product/organisation description will be listed in our official show guide
- An expected footfall for 2016 of 30,000 visitors over the 2 days.
- Returning tradestands also have the opportunity to secure the same pitch they were allocated in 2015 by booking and paying for their stand by 31st August 2015, after which stands will be allocated at the discretion of the Trade Stand committee
- An Enhanced **Media Package** includes social media updates and links, promotion on the Show's website with link, and a family ticket for your own PR purposes (extra cost - see application form)
- Advertising opportunities on the Cotswold Show website (extra cost, please enquire)

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



Food Festival Traders Application Form 2016

This application form is to be completed in full by traders who wish to sell food or beverage products in the dedicated food halls at the show. Please write all details in **BLOCK CAPITALS** using black ink.

The dates for the Cotswold Show are 2nd & 3rd July 2016

Name of Organisation/Business/Trading name: _____

Address: _____ Telephone: _____

_____ Mobile Phone: _____

_____ Fax Number: _____

Postcode: _____ Email: _____

Contact name: _____ Website: _____

Local authority (where your food business is registered) _____

Food hygiene rating (where Applicable) _____

Brief description (max 10 words) of your business or organisation for inclusion in the show programme:

Marquee space Width x Depth	Trade stand cost	Total cost
3m x 3m	£190	£
6m x 3m	£380	£
9m x3m	£570	£
Electricity charges (see page 3 - if you require electricity at the show):		£
Website link and social media promotion sign-up @£50.00 Please provide your Facebook & Twitter address (Yes or No)		
Conversion Factors Length: 1ft = 0.305m; 1m = 3.28ft Area: 1 sq ft = 0.093 sq m; 1 sq m = 10.76 sq ft	Sub Total	£
	VAT @ 20%	£
Note: Applications may be paid in two instalments of 50%- the first must be submitted with this form and the second must be received by 1 st April 2016. Applications received after this date must be paid for in full.	TOTAL PAYABLE	£
Payment by cheque to the 'Cotswold Country Fair Ltd' Or BACS - 'Cotswold Country Fair Ltd' Lloyds TSB Account No. 00885566 / Sort Code 309206		<i>For official use only</i>
We acknowledge receipt of the enclosed regulations and agree to abide by them. If I am using Gas I enclose a copy of my Gas Safe Certificate		
Signature of Exhibitor: Date.....		

Electricity Supply Booking Form:

To reserve an electricity supply for your trade stand you must first calculate the total power requirements that you are likely to need. We have provided some typical examples of equipment and their power requirements to help you in this task. If your power needs exceed 4000W then you must order 2x 16AMP or 1x32AMP supply to cover your needs.

QUANTITY	EQUIPMENT	TYPICAL WATTS	TOTAL WATTS
	Cash Till	100	
	Computer	150	
	Fluorescent Light	100	
	Spot Light	100	
	Flood Light	500	
	Fridge (Domestic)	300	
	Fridge(Trailer)	3000	
	Kettle	3000	
	Coffee machine	2500	
	OTHER		
	OTHER		
		TOTAL WATTS =	

TYPE OF CONNECTION	MAXIMUM WATTS	COST	TOTAL
16 AMP BLUE 240V	4000	£ 100.00	£
32 AMP BLUE 240V	8000	£ 180.00	£
		SUB TOTAL	£
		VAT @ 20%	£
		TOTAL DUE	£

TERMS & CONDITIONS

- Exhibitors are not permitted to sub-let electricity supply.
- No other generators are permitted on site.
- All electrical equipment must be covered by a current PAT certificate which must be available for inspection on request.
- Payment must be made in full prior to the event.
- IN THE EVENT OF ELECTRICAL NUISANCE TRIPPING WE WILL CONDUCT A RCCB AND CURRENT TEST (WHICH MAY BE CHARGEABLE) AND MAY LEAD TO WITHDRAWL OF YOUR ELECTRICAL SUPPLY.

If you should have any questions you may call the Cotswold Show office on: (01285) 652007 or send us an email to: Info@cotswoldshow.co.uk

GENERAL & FIRE RISK ASSESSMENTS

(PLEASE COMPLETE IN BLOCK CAPITALS)

Company/Business Name:

Address:.....

Name of Responsible Person:.....

Date Assessment Undertaken:.....

Signature of Assessor:.....

Note: All stall holders using gas must have a Gas Safe Certificate and all electrical equipment must be covered by a PAT Certificate – All necessary certificates must be included with this form.

GENERAL RISKS "No Risk" statements will not be accepted

Hazard	Person at Risk	Controls to minimise risk
e.g Slips & Trips	Employees + Public	
Crane on site? Yes/No (please circle)	Which day(s)?	

Guidelines for Trade Stand Exhibitors

You should consider what risk there is to those building up and taking down trade stands and to members of the public. Outline the steps you propose to take to minimise those risks in the table above. Feel free to copy the page if more space is needed or else create something similar. Nearly every stand will have risks associated with manual handling (un/loading goods) and trip hazards (failure to clear site) and these should be assessed. Keep it simple – complication creates confusion. The assessments MUST then be forwarded to the show office with your application for space; alternatively you may use a copy of any similar format, provided you are satisfied as to its application to your stand at this event.

“NO RISK” statements will not be accepted.

FIRE RISKS

“No Risk” statements will not be accepted

Operational Activity – please indicate which description most reflects the activities of your stand

Retail Outlet

Static Display

Demonstrations

Catering Outlet

Hazards associated with above activity:

Please tick one or more of the following if the hazards may be present on your stand during your occupation at the show site.

LPG <input type="checkbox"/>	Dry combustibles <input type="checkbox"/>	Hot surfaces <input type="checkbox"/>	Use of sharps <input type="checkbox"/>	Working at height <input type="checkbox"/>	Food preparation <input type="checkbox"/>
Highly flammable liquids <input type="checkbox"/>	Machinery <input type="checkbox"/>	Heat & ignition sources <input type="checkbox"/>	Electrical equipment <input type="checkbox"/>	Dangerous over crowding <input type="checkbox"/>	Smoking allowed (outside only) <input type="checkbox"/>

Please indicate how you intend to control the fire and other represented hazards associated with your occupation of the stand. All exhibitors are reminded that the fire controls for stands are the same as for any high street retail outlet.

During the build-up period:

During the open period:

During the break down period:

Food exhibitors at the Cotswold Show will also be subject to the Food Hygiene (England) Regulations 2006. Please review the check list below and return it with the application form. Ensure that you comply and are able to reply 'Yes' to each item. The local council may have food inspectors on site who have the authority to stop you trading if a breach is observed.

Food Safety Checklist T8

Outdoor and Mobile Catering (part 1)

Setting up your stall

We have provided the checklist below to help you identify any hazards and for you to put the necessary controls in place to make sure that the food is safe to eat. This is specifically designed for caterers and food business operators attending outdoor events. Please take your completed checklist with you to the event.

If you answer 'no' to any of these questions, then there is a potential problem which will increase risks of something going wrong. Most of these are common sense practices, which you have probably been following for years.

Food safety management		
Do you have documentation on the food safety controls you adopt to ensure the food you prepare is safe to eat?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you keep monitoring record sheets, training records, etc?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are these available for inspection on your trailer/stall?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Storage		
Are all food storage areas under cover and protected from contamination?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are they clean and free from pests?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have enough refrigeration? Does it work properly?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Food preparation and service areas		
Have you got enough proper washable floor coverings for the food preparation areas?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you got precautions to keep mud out of the stall in wet weather?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are all worktops and tables sealed or covered with an impervious, washable material?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you got enough preparation work top space?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you got enough wash hand basins? Are they supplied with hot and cold water, soap and paper towels?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you got sinks which are large enough to wash food and equipment in (including bulky items)? Are they supplied with hot and cold water?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If there is no mains drainage have you made hygienic provision for the disposal of waste water, e.g. waste pipe from sink to waste water carrier?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you got enough fresh water containers? Are they clean and have they got caps?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you got a supply of hot water reserved for washing up and hand washing?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you got adequate natural/artificial lighting, particularly for food preparation and service at night?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is all your food equipment in good repair? Are any repairs outstanding since your last event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Can you keep high risk foods stored/displayed at 8C or less?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Food Safety Checklist T8

Outdoor and Mobile Catering (part 2)

Cleaning		
Is your stall/vehicle clean? Can it be kept clean? Have you allowed time for thorough cleaning of the vehicle/stall equipment between events?	<input type="checkbox"/>	Yes <input type="checkbox"/> No
Do you have a written cleaning schedule to ensure all areas are kept clean?	<input type="checkbox"/>	Yes <input type="checkbox"/> No
Have you an ample supply of clean cloths and a 'food-safe' disinfectant/sanitiser to clean food and hand contact surfaces?	<input type="checkbox"/>	Yes <input type="checkbox"/> No
Are the cleaning chemicals stored away from food?	<input type="checkbox"/>	Yes <input type="checkbox"/> No
Contamination		
Can food be protected from contamination at all times?	<input type="checkbox"/>	Yes <input type="checkbox"/> No
Is the unit free from pests and is open food protected from flying insects?	<input type="checkbox"/>	Yes <input type="checkbox"/> No
Food waste		
Have you got proper bins with lids for food and other waste?	<input type="checkbox"/>	Yes <input type="checkbox"/> No
Do you have appropriate arrangements for the disposal of food waste and recycling?	<input type="checkbox"/>	Yes <input type="checkbox"/> No
Do you have arrangements for the collection and disposal of waste oil?	<input type="checkbox"/>	Yes <input type="checkbox"/> No
Staff		
Are all your food handlers trained, supervised or given instruction to ensure food safety?	<input type="checkbox"/>	Yes <input type="checkbox"/> No
Have you any untrained, casual staff carrying out high risk food preparation?	<input type="checkbox"/>	Yes <input type="checkbox"/> No
Do your staff display a good standard of personal hygiene and wear clean over-clothing? Have you a good supply of clean overalls/aprons?	<input type="checkbox"/>	Yes <input type="checkbox"/> No
Are your staff aware that they should not handle food if suffering from certain illnesses?	<input type="checkbox"/>	Yes <input type="checkbox"/> No
Have you a first aid box with blue waterproof plasters?	<input type="checkbox"/>	Yes <input type="checkbox"/> No

Remember that food poisoning is preventable – you can help avoid it by carrying out these checks.

Safe food practices during the event

Storage		
Is good stock rotation carried out, and are stocks within their expiry dates?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you use raw and cooked foods are they adequately separated during storage?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are high-risk foods (e.g. cooked rice) stored under refrigeration below 8°C?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Purchase		
Are you purchasing raw ingredients or food products from a reputable company?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Preparation		
Do staff always wash their hands before preparing food, and after handling raw food?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are separate utensils used for raw and cooked food, e.g. tongs, knives, etc?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you use separate chopping boards for raw and cooked food?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered 'no' to the previous question, are they properly disinfected between contact with raw and cooked foods?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cooking		
Is all frozen meat and poultry thoroughly thawed before cooking?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is all meat and poultry cooked until it is piping hot (above 70°C and the juices run clear)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are cooked and part-cooked food separated during cooking?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Reheating food		
Is all food reheated to above 75°C?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you only reheat food once?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
After cooking		
Is food cooked and served straight away?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'no' is it hot held at 63°C or above until served?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Or is the cooked food cooled to below 5°C?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Once cooked, is food protected from contact with raw food and foreign bodies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cleaning		
Do you and your staff operate a 'clean-as-you-go' procedure?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you using clean cloths and a 'food-safe' disinfectant/sanitiser to clean food contact surfaces?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Health and Safety Requirements:

We fully understand and accept the requirement, as a condition of entry into the Cotswold Show is that each exhibiting member or employee of the Company, any contractor/sub-contractor, supplier, or other party whose presence or activity is associated with our undertakings has to comply with the Health & Safety at Work Act 1974 and all other current and relevant legislation along with the Cotswold Show's rules and procedures.

We also recognise the duty at all times to ensure that the actions of any person undertaking work associated with the Company's stand(s) shall not endanger the health and safety of themselves or others at all times.

The Company has/has not a current health and safety policy - a copy can/cannot be provided upon request

Signed..... Date

(Person responsible for safety matters)

Name (block capitals)

Position within company/business

Named person responsible for safety on site

Position/job title..... Mobile No

Should it be deemed that there is insufficient understanding of the duties of exhibitors and their associates under current legislation, it is expected that the exhibitor or their agent will obtain appropriate advice and assistance from a suitably competent person/body. e.g. District Council

We confirm that the following documents are current and will remain valid for the duration of the Show:

Document Type	Policy Number	Expiry Date	Issuer
Public Liability Insurance			
Employers Liability Insurance			

DECLARATION:

We have fully evaluated our exhibit as being compliant with The Cotswold Show's requirements and have carried out a risk assessment as attached.

We confirm that our stand staff and others have been given sufficient information, instruction and training to enable them to work in a competent and safe manner.

All staff, including contractors and sub-contractors have been informed of potential risks on site.

We agree to liaise with the Show Director, Health & Safety Officer, or other personnel authorised by The Cotswold Show to ensure the health and safety of all parties who may be affected by our actions or inactions.

We accept that The Cotswold Show may suspend any activity which they consider contravenes its rules and procedures for safety and agree to take any action required of us aimed at ensuring compliance

Signed..... Position Date

SITE REGULATIONS & INFORMATION

1. SITE BOOKINGS

- a) All applications for Trade Stands must be made in writing and sent with payment to the Organisers.
- b) The Organisers reserve the right to refuse in whole or in any part any application. Acceptance or rejection of the application, in whole or part, together with the allocation site, will be notified in writing by the Organisers.
- c) Exhibitors may express a preference for Trade Stand sites, however, sites will be allocated on a first come first served basis and no guarantee can be given that the preferred sites will be available.
- d) Previous participation in The Cotswold Show does not bestow any rights to participate in The Show.
- e) Prior to the Show, the Organisers reserve the right to change the layout and the location of Trade Stands without reference to Exhibitors.
- f) The Organisers reserve the right to change the location of any Trade Stand site previously allocated.
- g) The sub-letting and/or sub-contracting of Trade Stands is strictly prohibited.
- h) Boundaries of sites will be clearly marked by the Organisers. Exhibitors are to ensure that exhibits, including all support equipment, tentage and guy ropes are contained on each defined Trade Stand site area.
- i) The Exhibitor is required to sign the Trade Stand/Food & Drink application, in agreement to being bound by these Regulations.

2. SETTING UP

Vehicle Admission

In an attempt to increase security each trade stand exhibitor will be issued with one vehicle pass to be used prior to and after the show. Vehicles without these labels may be subject to a delay at the gate.

- a) Exhibitors and their vehicles will have access to the show site on:

Thursday 30th June 2016	9.00am to 5.00pm
Friday 1 st July 2016	9.00am to 10.00pm
Saturday 2 nd July 2016	6.30am to 8.30am
Sunday 3 rd July 2016	7.30am to 8.30am

After 8.30am on the 2nd July and 3rd July there will be no access to the showground for exhibitor vehicles. If you arrive after 8.30am you must park in the public car park.

- b) Entry is solely by the presentation of a valid vehicle pass and personal wristbands, which will be dispatched by the organisers.
If you require additional wristbands above your allocation, they can be purchased in advance from the show office or at the entry gate for £22 for 2 days. If you need extra wristbands and your staff are coming in after 9:00am it might be beneficial to purchase advance public tickets from our website.
- c) Please note that exhibitors are responsible for ensuring that their staff members are in possession of the appropriate admission ticket or wrist band. Any exhibitor or their staff who do not have the appropriate pass will be charged the ordinary admission charge and this cannot be refunded by the show.

Wristband Allocation

Frontage (metres)	Number of wristbands allocated	Pre 8:30am Vehicle pass
3 – 5	2	1
6 – 9	4	1
10 and over	6	2
20 and over	8	2

If you require additional wristbands above your allocation, they can be purchased in advance from the show office or at the entry gate for £22 for 2 days.

- d) The showground will be open for construction and fitting of Trade Stands from 9.00am Thursday 30th June 2016. Any exhibitor or goods arriving earlier will be turned away unless by the express written permission of the Organiser has been obtained.
- e) Exhibitors are to ensure that they are available on site to receive all deliveries as the Organisers are unable to handle Exhibitors' equipment.
- f) Goods and equipment consigned to the Showground with insufficient information to identify the consignee will be returned to sender.
- g) Setting up of trade stands must be completed by 8.30am on Saturday 2nd July 2016. No vehicles will be allowed onto the trade stand site after this time. Any vehicles remaining on the show ground after 08:30 must form an integral part of the exhibit. THIS RULE WILL BE STRICTLY ENFORCED AND ANY VEHICLE FOUND ON THE SHOWGROUND BETWEEN 08:30 AND 18:00 IS LIABLE TO BE TOWED AWAY WITHOUT ANY FURTHER WARNING. THE SOCIETY WILL ACCEPT NO LIABILITY OR RESPONSIBILITY FOR ANY DAMAGE CAUSED.
- h) Exhibitors must remain in the immediate area of their trade stand at all times.
- i) Setting up should be done from the rear of the trade stand.
- j) AT NO STAGE SHOULD EXHIBITORS DRIVE OVER THE PEDESTRIAN WALKWAYS IN FRONT OF THE STANDS

3. ELECTRICAL, GAS AND WATER SUPPLIES

- a) The Organisers are unable to supply electricity or water to individual outside trade stands. Silent generators only are to be used and these on the condition that a nuisance is not caused to other exhibitors or the public. All stallholders must have all their electrical equipment properly certified under the Portable Appliance Testing (PAT) regulations. A sticker on a plug does not constitute adequate certification a copy of the PAT certificate must be forwarded to the show office before April 1st 2016 - Stallholders are advised that under HSE regulations, uncertified equipment cannot be used.
- b) Standpipes will be provided in various places on the Showground.
- c) All stallholders using gas must have a GAS SAFE CERTIFICATE. APPLICATIONS RECEIVED WILL NOT BE PROCESSED UNTIL A SUITABLE CERTIFICATE IS PROVIDED.

4. FLOOR FINISHES FOR HIGH RISK FOODS EG. CHEESE SELLERS AND HOT FOOD FOR CONSUMPTION ON SITE:

The food business operator must provide a suitable floor covering for their food preparation area e.g. A nonslip cleanable sheeting or similar, should be securely fixed to the ground. If you are unsure of the type of suitable flooring needed, please contact your Local Authority or consult the CIEH Guidance www.cieh.org

5. HAND WASHING FACILITIES:

Where open high-risk food is handled you must provide good hand washing facilities. These must include a basin, sink or bowl with a separate supply of hot and cold water. High Risk food is cooked and ready to eat high protein food and includes preparation of samples. This doesn't apply to food that is pre packed for retail sale.

Hot water may be supplied from an urn or flask with a tap function that has a constant supply of hot water but NOT from a kettle where hot water is not necessarily immediately available.

Small compact self-contained hand wash units that plug into an electric socket are available from outside suppliers ie. www.ev-ent.co.uk. Bowls that fold or clip away make it easy to use for the food business operator. These may be available for hire.

Consideration needs to be given to either suitable disposable cloths for hand drying or the use of washable clean cloths.

6. FOOD & DRINK EXHIBITORS & CATERERS

- a) Environmental health staff from Cotswold District Council will be on site during the show to ensure compliance with all public health laws and Food Hygiene (England) Regulations 2013.
- b) 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.
- c) No exhibitors of ice cream or other refreshments may offer goods for sale except by special arrangement.
- d) Exhibitors are responsible for complying with all Public Health requirements and Food Hygiene (England 2013) Regulations and are reminded that regulations apply even when the refreshments are offered free of charge.
- e) Disposal of waste catering water as per the Environmental Health Department of the Cotswold District Council instructions states that any waste water generated must be taken away or tipped into waste water containers provided. **Waste water must not be tipped into a soak away.**
- f) If you are offering food [beyond hot and cold drinks and pre-packed long life goods, such as biscuits and crisps] to customers, you need a properly documented Food Safety Management System, including diary, which must be available for inspection on Show day by Local Authority Officers and our own consultant. If you are unclear what this means, then contact the Food Standards Agency and obtain a copy of Safer Food, Better Business for caterers.
- g) If hot/cold food is sold for consumption on site you will need to provide a tender.

7. SITE MANAGEMENT

- a) Exhibitors are required to keep their sites and adjacent walkways tidy at all times. Rubbish is to be placed in the containers/bags provided by the Organisers. Cardboard boxes should be placed behind the trade stand for collection.
- b) Exhibitors are to ensure that their sites are staffed whilst the Show is open to the public. Exhibitors failing to comply will forfeit both site and fees paid.
- c) Trade Stand exhibits or any equipment containing moving parts must be fitted with the necessary guards to comply with standard safety regulations governing that particular exhibit.
- d) Exhibitors wishing to erect any mast or structure higher than 4 metres are to provide full details of such a requirement to the Organisers.

- e) Exhibitors are not to obstruct or allow to be obstructed any gangways or open spaces, and no sign or projection may be hung or projected over gangways or open spaces, or in any way affect neighbouring Exhibitors' displays.
- f) Exhibitors wishing to erect any sign, placard or advertisement at any location other than on their allocated site, are to obtain the written permission of the Organisers.
- g) There are no facilities for storage on the Showground.
- h) As the supply of certain services, e.g. catering and furnishings, is not within the direct control of the Organisers, the Organisers shall not incur any liability to any Exhibitor for any loss or damage if any of such services shall wholly or partly fail or cease to be available, nor shall the Exhibitor be entitled to any allowance in respect of any payments made for the participation in the Show.
- i) Vehicles are permitted on Trade Stands as long as they fit within the allocated Trade Stand space. Vehicles that do not fit within this space must be parked in the designated Exhibitor Car Parks as directed by the Organisers. Once established on site, vehicles are not to be moved on the site except to vacate the Show.

8. BANNERS

By request of the Show Directors, no banners will be placed on perimeter fencing or Arenas; if banners are discovered they will be removed and destroyed.

On site banner locations are available for £200 + VAT. Banner sites are strictly limited and applications MUST be received by 27th June 2016. Successful applicants will be allocated one official site (sites will be entirely at the discretion of the Show Director although every endeavour will be made to meet any request made by the exhibitor regarding the position of their banner). Please note that any unauthorised banners will be removed and destroyed.

9. SITE CLEARANCE

- a) No Exhibitor may cease operation before 18.00 on Sunday 3rd July 2016
- b) Sites must be cleared by no later than 16.00 on Monday 4th July 2016 unless prior written permission has been obtained from the Organisers. After this date the Organisers may have any object found removed and the cost will be charged to the Exhibitor.
- c) Exhibitors will be responsible for clearing the site of all goods, equipment, decorations, rubbish etc and replacing turf, filling post holes and making good any damage to the ground.

10. CANCELLATION

- a) In the event of an Exhibitor's cancellation from the Cotswold Show the following fees will be applied:

Cancellation received at the Show Office before 1st April 2016, refund less 50% of the full stand cost

Cancellation received at the Show Office after 1st April 2016, no refund.

- b) Notice of cancellation must be made in writing to the Organisers at the Show Office.
- c) In the event of cancellation of the Show, the Organisers shall not be under any liability whatsoever in respect of any booking or trade stand fees, expenditure or liability or loss incurred by the Exhibitors.
Exhibitors are advised to take out their own insurance for such an eventuality.

The Cotswold Show Organisers will not be obliged to refund any entrance monies should the Show not take place or be curtailed or postponed for any reason.

11. LIABILITY, SAFETY AND SECURITY

- a) All exhibitors must have Public Liability Insurance and a copy **must be sent** with the application form.
- b) The Organisers will not accept liability for any accident, damage or loss that may occur to any Exhibitor or to any animal or article while entering or leaving or during the period it is on the Showground.
- c) The Organisers will not accept liability for damage to any stand or loss of any exhibits or articles on the Showground.
- d) Exhibitors are responsible for the security of their exhibits and property at all times and are advised to insure their exhibits against such loss or damage including risk of fire.
- e) Exhibitors are responsible for the safety of all third parties in respect of their activities and especially for the safe operation of any working exhibits or displays on their stand area.
- f) Access to Trade Stands must be provided at all times to the Organisers and official safety services for inspection purposes.
- g) Exhibitors are responsible for their own security arrangements.
- h) Exhibitors will be held responsible for loss or damage or injury to property (including other exhibitions) and persons, caused by themselves, their staff or agents.
- i) Each Exhibitor participating in the Show agrees to indemnify the Organisers against all claims of whatsoever nature which may be made against the Organisers, arising out of, or in any way connected with, such Exhibitor's participation in the Show. This provision is specifically agreed by the Exhibitor to be fair and reasonable.
- j) If an application is received from any organisation, whose affairs are, for any reason, placed in the hands of a receiver, that application shall, unless otherwise agreed in writing by the Organisers, automatically become null and void even if accepted
- k) Exhibitors must comply with all UK Statutory Requirements and Regulations whilst participating in the Show.
- l) The Organisers reserve the right to refuse any entry whatsoever and also reserve the right to cancel any entry which may have been accepted without any reason being given, or decline at any stage to admit any proposed exhibit, or to order the removal of, or to remove any person or any exhibit, from the Show. Whenever under this regulation an application for space is refused, or an allocation of space is cancelled by the Organisers, or an exhibit is refused admission or removed, the fees paid for such space may at the discretion of the Organisers be refunded, and if refunded, shall be accepted by the Exhibitor or intending Exhibitor, in full satisfaction of all claims against the Organisers.
- m) Visitors entering the Show do so entirely at their own risk. No liability will be accepted by the Organisers, their staff, agents, independent contractors or sponsors for any injury (including fatal injury), illness, damage or loss whatsoever directly or indirectly occasioned to person or property whether due to negligence or otherwise howsoever subject to the provisions of the Unfair Contract Terms Act 1977.
- n) The Organisers reserve the right to refuse entry to vehicles and/or persons to the Show and/or to divert visitors to car park areas.
- o) Security Services. The Commercial Display site will be patrolled by security personnel on the nights of the 1st, 2nd & 3rd July 2016 and whilst every effort will be made to protect property, the Organisers cannot guarantee the protection of the Exhibitor's property.

12. SMOKING

The smoking ban in enclosed public spaces started on 1st July 2007. For Trade Exhibitors this means that smoking is not allowed in tents, exhibition vehicles or any other enclosed spaces. There is, however, nothing to prevent people smoking in the open air, so please ask people to step outside.

13. INSURANCE REQUIREMENTS

Contractors and Exhibitors are required to hold third party liability insurance.

14. SALES REGULATIONS

- a) Exhibitors' stands/exhibits are expected to be of a high standard appropriate to the Show.
- b) The sale of the following articles is prohibited without prior written permission from the Organisers:
 - Livestock, Balloons, Lottery, Raffle or Gaming Tickets, Soft toys ticket draw
 - Any other products as may be specified in writing to individual Exhibitors by the Organisers.
- c) The use of microphones and amplifiers to assist sales is prohibited. The Organisers reserve the right to demand the removal of any such equipment.
- d) The sale of any articles, display posters or distribution of pamphlets other than from an exhibitor's stand is forbidden
- e) Charging for admission to an Exhibitor's stand is forbidden.
- f) The use of fairground equipment is forbidden without written permission of the Organisers.
- g) The sale of articles by auction is forbidden.
- h) Animals may not be exhibited on a stand without prior written permission of the Organisers
- i) Exhibitors are requested not to play music which may constitute a nuisance.

15. IN CASE OF EMERGENCY

- a) Immediately notify any of the organisers, stewards, security personnel the HQ unit on the main arena or show information on row A.
- b) Ensure all persons are calmly moved away from the incident.
- c) Keep access ways clear for emergency service vehicles.

16. DEFINITION OF TERMS

- a) Regulations. This term is applied to all requirements laid down by the Organisers for the conduct of The Cotswold Show 2016 and/or to any further additions or amendments as may be deemed necessary by the Organisers.
- b) Organisers. This term shall mean The Cotswold Show Main Committee, their staff or agents.
- c) Exhibitor(s). This term shall include all employees, contractors, staff and agents of any company or organisation exhibiting at the Show.
- d) Trade Stand(s). This term shall include the area(s) and site(s) allocated by the Organisers to Exhibitors for the purpose of trading/exhibiting at the Show.
- e) Showground. This term shall include all land covered by the Show including access tracks, car parks, arenas and Trade Stands.

17. APPLICATION OF REGULATIONS

- a) The control of the Showground is in the hands of the Organisers whose decisions are final and binding on all Exhibitors.
- b) The Organisers shall have the right without appeal to resolve all cases which are not provided for in the Regulations.
- c) Any person or organisation failing to comply with the Regulations or directions from the Organisers may be instructed to leave the Showground and no refund of any site or other charges will be made by the Organisers.

Application completion - Check List:

Before submitting your application package, please review the following checklist. All items are required:

Name of organisation/Business _____

- Application form - All sections completed including the short description for inclusion in the show programme(max 10 words)
- Food Hygiene Rating
- Local Authority
- Cheque for payment payable to Cotswold Country Fair Ltd (50% before April 1st 2016 or 100% after this date– see page 4)
- Public Liability insurance certificate – Must be enclosed
- Health and safety fire certificate - Must be Enclosed
- General and Fire Risk Assessment – Must be enclosed
- Gas Certificates – If using Gas a safety certificate (copy) must be enclosed
- P.A.T (Portable Appliance Test) certificate – All electrical equipment must be covered by a valid certificate – Certificate enclosed
- I acknowledge that I have read and understood the terms and conditions of exhibiting at the Cotswold Show.
- Food safety check list (page 7) completed

Completed application forms should be returned to Cotswold Country Fair Ltd, Bathurst Estate Office, Cirencester Park, Cirencester Gloucestershire GL7 2BU

Signature _____

Date _____