

# HAWKESBURY HORTICULTURAL SHOW

## TERMS AND CONDITIONS FOR STALLS 2024

*Before completing the Booking Form, please read these Terms and Conditions. By indicating 'YES' on the Booking Form, you are confirming your acceptance of these Terms & Conditions of Hawkesbury Horticultural Show 2024*

### **1. Disclaimer of liability**

The Show Committee reserves the right to postpone, cancel or curtail the Show. Where such a decision arises due to circumstances outside the control of the Show, it shall not create liability to claim for loss or damages, nor for the refund of any fees or charges paid. We will update information concerning any potential problems on our website ([www.hawkesburyshow.org](http://www.hawkesburyshow.org)) and on our Face book page.

The Show shall not be liable for any loss of income or damage to stalls or property arising from any adverse weather conditions.

Each stall holder shall be held solely responsible for any accident, loss, injury or damage that may occur to, or be caused by, equipment or any article brought onto the Showground or into the free Show car park by the stall holder. Stall holders shall be held liable for the behaviour and for any misconduct or negligence of their helpers.

### **2. Stalls**

The siting of Stalls will be at the discretion of the Show Booking Secretary. No stall holder has the right to claim a particular site. No stall holder will be permitted to exchange their pitch or permit anyone else to use any part of the pitch, without prior agreement with the Show Booking Secretary. The fee paid is for space only, exhibitors must provide their own gazebo, tent or awning. The front of the stall, including tent guy ropes if used, must not extend beyond the marked 'front line'. When calculating space for your display and a vehicle, please allow sufficient space to manoeuvre the vehicle into position without interfering with adjacent sites.

Stall holder's property is left entirely at their own risk and anything of value should be secured in a locked vehicle. There is no onsite security provision in the Show ground during the day.

Exhibitors are responsible to ensure that no alcoholic liquor can be obtained from their stand, by young people below the age of 18. All exhibitors selling alcoholic liquor will need to apply for a personal license (TEN) from South Glos Council.

### **3. Pitch payment**

Pitch fees must be paid by **Friday 2<sup>nd</sup> August 2024**. Failure to pay by that date may result in the pitch being offered to someone else.

### **4. Cancellation**

Any stallholder wishing to cancel their booking should give the earliest possible notice to the Show Booking Secretary. If a cancellation occurs prior to 1 week before Showday, and another stall can be booked for that pitch, the pitch fee may be refunded at the discretion of the Show Committee. No refund will be given if the cancellation occurs within 1 week of Showday.

### **5. Vehicles and Vehicle Passes**

Every vehicle entering the Showground must have a Vehicle Pass. Lost or forgotten passes may lead to a delay in entering the Showground. Each stall is allowed 3 people to attend free of charge. If any additional helpers are required, it is the responsibility of the person in charge of the Stall to ensure that 'Extra helper passes', at £2 each, are purchased before the event and shown at the Entry Gate on Showday. There is space for ONE vehicle to be parked on each pitch during Showday. Additional helpers arriving separately must park in the free Show car park. Cars, vans or trailers, along with contents, are parked entirely at the owner's risk. Vehicles should be locked if stall holders have to leave their pitch unattended during the afternoon. Vehicle drivers must observe the 5mph speed limit on the Showground.

## **6. Booking Forms**

A request for a pitch must be submitted on the Hawkesbury Show booking form. There are boxes to sign, or tick, to confirm that the stall holder has read and accepted the Ts & Cs and to confirm that there is suitable insurance for the stall. Tables and Extra Helper passes can be booked on the same form.

## **7. Insurance**

Stall holders must have in place up to date suitable public liability insurance and are required to send a copy of that insurance document to the Booking Secretary before a pitch booking can be confirmed.

## **8. Health and Safety Risk Assessments**

***All exhibitors should complete their own risk assessment to cover the setting up, operation on the day of the Show and dismantling of their stall.*** A Risk Assessment proforma will be sent to all prospective stall holders and should be completed and returned, or a copy of the stall holder's own Risk Assessment document, to the Booking Secretary. All machinery must be protected from the general public in accordance with HSE regulations. All stall holders must give due consideration to the possibility of fire and should include this within their Risk Assessment, with suitable steps proposed to minimise that risk.

## **9. Fire Precautions**

Provision of a suitable fire extinguisher on any pitch where there is cooking with gas or an electricity generator is strongly advised. Type and size of extinguisher will depend on the risk assessment. Where gas is used to heat food or water, gas cylinders must be stood on non-combustible material that will not transmit heat and not be stood directly on the grass

All LPG cylinders should be located outside a gazebo or tent, in the open air on firm level ground and secure in the vertical position. LPG cylinders must not be situated next to the appliance and away from any heat source, waste or other combustible materials. Spare cylinders, if required, should be stored in a secure area outside.

## **10. Rubbish and Litter**

Exhibitors are required to maintain their stand space and surrounding area in a clean, hygienic condition. At the end of the day, any rubbish should be taken away and not placed in the wheelie bins, which are for the use of the visitors attending the show and not for trade waste.

## **11. Dismantling Exhibits**

Stalls must not be taken down before 5.30pm and vehicles may only leave after 6.00pm. In exceptional circumstances, if a vehicle has a need to leave early, the stallholder must have the prior agreement of the Show Booking secretary so that stewards in Hi-Vis jackets can be present to ensure safe passage through the crowd.

## **12. Noise and other nuisance**

Any exhibitor causing annoyance to neighbouring exhibitors or to the public with smoke, noise or smell from their stand will be asked to stop the activity. The Show Chairman's decision is final, and they are empowered to enforce a ban for the duration of the show.

The use of loudspeakers or loud music, the flying of drones, sales of helium balloons or sky lanterns to be released or kites for advertising by stalls on the Showground is not allowed.

## **13. Data Protection**

Information (name of stall and type of stall only) supplied by Stall holders on the booking form will be published in the FREE Show programme and also displayed on the Show website but, in accordance with our Data Protection Statement, see [www.hawkesburyshow.com](http://www.hawkesburyshow.com) personal details will not be passed onto any third parties.