

# USK SHOW

## TRADE STAND SCHEDULE

Saturday September 11<sup>th</sup> 2010  
at  
Usk Showground, Usk  
MONMOUTHSHIRE



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## **OUTDOOR TRADE STANDS**

(Entries Close: 11th JULY 2010)

Applications received **before** June 30th

Agricultural Traders and Charities	£15/metre frontage
Non Agricultural Traders	£24/metre frontage

Applications received **after** June 30th

Agricultural Traders and Charities	£18/metre frontage
Non Agricultural Traders	£26/metre frontage

**Applications must be for a minimum of 3metres, and in whole metres. Outdoor Spaces (Minimum depth 5m)**

### **Passes:**

Stands 6m frontage and under = 1 Vehicle Pass and 2 Admission Passes.

One additional Admission Pass will be allocated for every 3m extra frontage, and one additional Vehicle Pass will be allocated for every 6m extra frontage.

i.e. 12 metres frontage = 2 Vehicle passes and 4 Admission passes.

All Trade Vehicles unable to be parked within the confines of your Trade Stand , must be parked in the Trade Stand Car Parks by 9 am. on Showday. Extra Admission passes can be purchased pre-show.

**Vehicle passes are not required during build up days.**

**No movement of Trade Vehicles after 10 am on Showday**

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## **CRAFT MARQUEE, SHOPPING MALL & MADE IN MONMOUTHSHIRE**

Cost: **£60** Size: 10ft x 6ft Single Space

### **FOOD HALL**

**Sales for Home Consumption only**

Cost: **£85** Size: 10ft x 8 ft Single Space

**Fast Food : Pasties, Hot Rolls, Sweets, Ice Cream, Deserts.**

Cost: **£120** Size: 10ft x 8 ft Single Space

The Food Hall is primarily for the promotion of Food & Drink for consumption off the Showground. Preference will be given to exhibitors promoting Welsh Produce.

### **Passes**

1 Vehicle Pass and 2 Admission Passes per Single Space booked.

**Electricity, 6 ft Tables and Chairs** can be supplied to stall holders in the Shopping Mall, Craft Marquee and Food Hall, on receipt of the Application Form and payment.

**No refunds will be made for lost or forgotten passes.**

**“Risk Assessments” must be completed before acceptance.**

# USK SHOW

## **Regulations governing the acceptance of entries for Trade Space. (Trade, Charity, Craft, Shopping & Food Hall Applications)**

All Trade Exhibitors must comply with the following conditions and regulations, and the booking of any Trade Space, Charity space, space in the Food Hall, Shopping Mall or Craft Marquee implies acceptance of these conditions, and our Safety Policy Statement. No abuse should be directed at any Show Official whilst they carry out their duties.

1. Usk Farmers' Club will reserve space only on receipt of the completed Application and Risk Assessment Forms, accompanied by a cheque/cash to cover the booking. The Club will endeavour to site exhibitors who have previously attended the Show, on their chosen site if practical and possible, provided the application and appropriate payment has been received by July 11th 2010. Annual changes to the Showground layout do not always make this commitment possible, and no guarantee can be given. To avoid duplication of products on display, some Traders may inevitably be rejected.
2. Usk Farmers' Club reserves the right to reject any application for Trade Space. The Club further reserves the right to cancel any application, which may have been accepted without any reason, being given. Usk Farmers' Club Ltd shall not be liable for any loss or damage that may be occasioned by the removal of any Trader or Exhibitor. No return shall be made of any sum that may have been paid by them in respect of the Trade/ Exhibitor Space booked. All disputes should be referred to the Show Committee whose decision shall be final. Furthermore, the Organisers reserve the right of decision to postpone, cancel, abandon or curtail the Show. Where this decision arises from circumstances beyond their control, it shall not create liability to claim for loss or damages. In the event of cancellation, a £10 administration fee will be withheld from all Trade Applications.
3. Arrival and Removal of Exhibits. The Showground will be open to Traders on Thursday & Friday September 9<sup>th</sup> & 10<sup>th</sup>, from 9 am until 8 pm, and on Showday morning from 6 am until 9 am. If unoccupied by 9 am on Showday, the Club may re-let the Trade Space. All exhibits and equipment remain on the Showground at the sole risk of the Exhibitor. All stands must be open and all exhibits uncovered and displayed for public view by 9 am on Showday. No Trader to dismantle their exhibit or remove themselves from the Showground until 5.30 pm at the earliest on Showday. Exhibitors receiving heavy machinery or articles, must provide their own means of unloading. In the event of soft ground conditions, the Organisers may offer assistance to move vehicles, however, no liability will be accepted for any damage incurred.

4. All Exhibitor Stalls and Stands must be kept in a safe condition and all precautions must be taken against accidents or fire. Marquees must be of a flame proof material, and have two exits. All LPG cylinders must be kept in the open air, and in secured cages. Cylinders in use must be carefully monitored for safety. Oil burners or lit candles are strictly prohibited. All traders must be adequately covered for Public Liability, with a minimum limit of indemnity of 2m. Show Officials may request evidence of this. It is also the Exhibitor's responsibility to comply with the Clubs' Safety Policy Statement printed in the Show Catalogue and Schedules.

5. All exhibitors must carry out a Risk Assessment and return the Form to the Secretary prior to Showday.

6. All Trade Stands must have fire extinguishers appropriate to their risk. This regulation is a condition of entry and must be observed by all Trade Stand Exhibitors. Combustible material must not accumulate inside or outside Marquees.

7. Trade Stand Exhibitors proposing to use an electrical Generator or other noise producing apparatus must declare details on their Application Form. Super Silent Diesel Generators Only. This may be taken into account in the allocation of a site. Insurance details must be clearly included on the Application Form and be made available if requested by Show officials.

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

9. 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. The Clubs Officials will strictly control encroaching on walkways or aisles, to comply with H & S Guidelines.

10. Trading names must be clearly displayed on all exhibitors' stalls or stands. The Organisers will forward any complaints from consumers onto the Trading Standards Office.

No exhibitor shall sub-let the whole or part of the space allocated to them.

11. Grass Removal and Post Erection. Permission must first be obtained from the Secretary. Stand spaces may be mown, but the grass clippings must be removed. Any damage to turf caused by the erection of temporary structures must be made good by reseeding or returning.

12. All Vehicles that cannot be contained within the Trade Space booked, must park in the Trade Stand Car parks. Food Hall, Shopping Mall & Craft Exhibitors can park One vehicle near to the Marquee for unloading purposes. **There will be no movement of vehicles after 9 am.**

13. All Traders will be given a free description of their exhibit in the Show Catalogue. Exhibitors will not be allowed to sell or demonstrate goods that are not included in their Application Form, and any misrepresentation will result in the expulsion from the Showground without compensation.
14. The Sale of goods of an offensive nature or behaviour that causes a nuisance to visitors or other traders is strictly forbidden. The sale of Cap Guns, BB Guns, Imitation Weapons, Knives, or Explosive Devices is strictly prohibited. Sales by Auction, Dutch Auction, Shouting, or other unsuitable or offensive behaviour is prohibited. Radio or Amplification Equipment that causes interference with the organisers equipment is prohibited.
15. Demonstrating of small appliances, Tools etc. will not be allowed.
16. Rubbish. Cardboard will be collected late on Friday evening and early on showday. Please leave out for collection. Recycling bins are placed around the showground for plastic bottles and drinks cans.
17. Food hall exhibitors selling alcohol must arrange their own Temporary Event Licence - please ask for the appropriate grid reference.
18. Livestock and small animals may not be bought or sold by traders or the general public on Showday. If Livestock are to form part of an exhibit, it is the responsibility of the Exhibitor to notify the Secretary and also to obtain the necessary movement orders from DEFRA if appropriate.
19. Balloon Races, Raffles, Use of Inflatables, Kites, Aeroplanes or large Banners, require written permission from the Secretary, if they are to form part of Trade Displays. Registration under the Lotteries Act 1976, is required for Raffles. Distribution of leaflets outside of the Trade Stand is prohibited (including car parks).
20. Electricity. No Generators are allowed in the Food Hall, Shopping Mall or Craft Marquee. An electrical supply is available and can be booked through the Secretary. It is strictly understood that one item of equipment only is connected to each power point. The use of bayonet adapters is prohibited. All electrical and gas appliances must show proof of having been regularly tested by a competent professional.
21. Catering. Exhibitors may supply refreshments free of charge to their customers, but must comply with current Environmental Health and Food Safety Regulations. Food Hall exhibitors may give out food samples or sell food for home consumption. The Food Hall is not a Catering Area. No other Sales of Food are permitted as this contravenes the catering contracts we have with our caterers. Individuals handling food must ensure that all steps are taken to store and serve food safely. Individuals and Businesses are responsible for checking how regulations apply to them.
22. Cancellation Policy.
- 3 months prior to Showday.....Full Refund of all fees will be given.
  - 2 months prior to Showday.....50% of total fees will be refunded.
  - 1 month prior to Showday.....No refund will be given.

23. 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 entirely protected to comply with all statutory requirements and regulations. All petroleum or other inflammable substances must be stored in closed containers in accordance with the Petroleum Acts 1871 & 1879. 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 on the Stand. 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 Club's Officials shall have the power to stop any 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. Hay and grain dryers, chainsaws and other noisy machinery must not be working without specific written permission from the Secretary.

24. All Fairground rides and Sideshows must be in possession of a current Certificate of Safety issued by the Showman's Guild. Goldfish are not permitted to be given as prizes.

25. Goods and packages cannot be received by the Farmers' Club, and should not be posted to the Showground.

26. Traders are discouraged from bringing dogs to the Show. However, dogs are allowed but must be kept on a lead at all times and are not allowed into the main Marquees.

27. Photography may be carried out only by the Official Show Photographers.

28. Under the Disability Discrimination Act 1995, everyone has the right to have access to Trade Stands. Any disputes will be directed to the Disability Rights Commission on 0845 604 6610

29. Usk Farmers' Club Ltd, or its Officers 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 Car Parks or while entering or leaving same.

TRADING STANDARDS/ENVIRONMENTAL HEALTH OFFICIALS  
MAY BE IN ATTENDANCE.

**All Exhibitors are asked to make every effort to ensure their Stand/Exhibit is attractive and of a high standard.**

**All Trade Stands are Judged in the Trade Stand Competition.**

## **TRADE STAND TROPHIES.**

Two Trophies are awarded,  
plus Prize Cards

The Joan Rogers Perpetual Memorial Trophy

2009 winners

Harold R. Johns  
Usk Veterinary Centre  
Usk YFC  
James & Powell

The D.J. Cooksey Perpetual Challenge Trophy

2009 winners

Severn Fuels  
County Marquees  
Penpergwm House  
The Hall Inn

A Best Exhibitor Prize Card will be awarded in the  
Food Hall, Craft Marquee & Shopping Mall

## TRADE STANDS

Trade Stands are as popular as ever at Usk Show, so be sure to get your Application in early. Usk Show is very much a traditional Agricultural Show and has become more and more popular over the last decade, we pride ourselves on the quality of our Trade Stands. We try our best to accommodate as many as possible, although demand always exceeds the space available. Traders purchase their site by metre frontage, and the space is marked out on the grass prior to their arrival at the Showground. As no mains power is available, diesel generators are allowed. We can offer advice on local Tentage Contractors.

## CRAFT MARQUEE

The Craft Marquee is a very popular section of the Show. We have a maximum of 36 spaces available, and encourage genuine craft exhibitors who are willing to demonstrate as well as sell their wares. Applications are accepted on a first come-first serve basis. Electricity, Tables and Chairs are not included in the booking fee, but can be ordered separately.

Individual spaces are 10 ft frontage by 6 ft depth.

## SHOPPING MALL

The Shopping Mall is adjacent to the Craft Marquee and appeals to those Traders who require a small covered space, within a Marquee. This Marquee is another very popular trading area, and gets booked up very quickly. Ideal for first time exhibitors, with space sizes and conditions similar to the Craft Marquee.

## FOOD HALL

The Food Hall is always popular with the public, who are keen to see local produce, whether it be cakes, wines, meat, cheese or veg. We encourage locally produced food and drink, and remind Traders that this area is not a Catering area. Ideally, Traders should provide samples, with purchasing for home consumption. Toilet and Hand washing facilities are provided. Spaces are 10 ft frontage by 8 ft depth. You must arrange Temporary Event Licences if selling alcohol.

ALL APPLICATIONS ARE ACCEPTED ON A  
FIRST COME, FIRST SERVED BASIS.

CLOSING DATE FOR ALL APPLICATIONS. 11<sup>TH</sup> JULY 2010