

# TRADE SPACE SCHEDULE

FOR OUTDOOR TRADE STANDS & TRADE MARQUEES

SATURDAY 8<sup>th</sup> SEPTEMBER 2018  
USK SHOWGROUND, USK,  
MONMOUTHSHIRE. NP15 1DD



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With over 20,000 visitors attending every year, trading at Usk Show is an excellent opportunity to advertise, sell products, offer expertise and support the local community.

We have space for over 200 outdoor trade stands, plus over 100 stalls available in our three Trade Marquees.

### OUTDOOR TRADE SPACE

**Outdoor Trade Space is sold Per Metre Frontage. The minimum pitch frontage is 3m. No Mains Electricity is available. Silenced diesel generators are allowed.**

**Outdoor Trade Space is Sold in Four Categories:**

**AGRICULTURAL - £25 per Metre Frontage (minimum 11m depth)**

A Trader or Exhibitor associated with agriculture or which promotes agricultural interest. This includes agricultural implements and machinery.

**NON-AGRICULTURAL - £40 per Metre Frontage (minimum 10m depth)**

A Trader or Exhibitor not involved or associated with Agriculture.

**MOTOR TRADE & CARAVANS - £45 per Metre Frontage (minimum 15m depth)**

A Trader or Exhibitor of motor vehicles or caravans.

**CHARITY - £25 per Metre Frontage (minimum 10m depth)**

Limited places are available for Registered Charities.

**NB. Usk Farmers Club annually award 6 free Trade Spaces to Charitable Organisations.**

If you wish to be considered for one of these places, please accompany your Application with a covering letter before 31st May 2017.

### 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 and Tables, Chairs and Electricity are available for hire if required.

Tables, Chairs and Electricity must be booked and paid for with your Application.

***CRAFT MARQUEE - £75 (10FT FRONTAGE X 6FT DEPTH)***

For genuine Craft exhibitors that hand-make their wares. Demonstrating as well as selling is encouraged.

All equipment must be electrically safe, eg, PAT tested. Show Stewards will be undertaking checks of electrical equipment during the Show.

***SHOPPING MALL - £705(10FT FRONTAGE X 6FT DEPTH)***

For Small Traders. Not available to Charities.

All equipment must be electrically safe, eg, PAT tested. Show Stewards will be undertaking checks of electrical equipment during the Show.

***ARTISAN FOOD HALL (10FT FRONTAGE BY 8FT DEPTH) \*\*COLD FOODS ONLY\*\****

**£180 - Show Day Consumption; £120 - Take Home Consumption**

***STREET FOOD MARKET (10FT FRONTAGE BY 10FT DEPTH) \*\*HOT FOODS ONLY\*\****

**£180 - Show Day Consumption; £120 - Take Home Consumption**

For the promotion and sale of local produce. Please note, electricity not available for outdoor Street Food Market.

All equipment must be electrically safe, eg, 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.

**\*\* EARLY BOOKING IS ADVISABLE<sup>2</sup>. LATE BOOKING FEES APPLY \*\***

## READY RECKONER: TRADE SPACE CHARGES 2018

### OUTDOOR TRADE SPACE

Metres Frontage	AGRICULTURAL & CHARITY	NON-AGRICULTURAL	MOTOR TRADE & CARAVANS	TRADE PASS ALLOCATION	
				Admission Passes	Trade Vehicle Passes
3	£75	£120	£135	2	1
4	£100	£160	£180	2	1
5	£125	£200	£225	2	1
6	£150	£240	£270	2	1
7	£175	£280	£315	2	1
8	£200	£320	£360	2	1
9	£225	£360	£405	3	1
10	£250	£400	£450	3	1
11	£275	£440	£495	3	1
12	£300	£480	£540	4	2
13	£325	£520	£585	4	2
14	£350	£560	£630	4	2
15	£375	£600	£675	5	2
18	£450	£720	£810	6	3
20	£500	£800	£900	6	3
25	£625	£1000	£1125	8	4
30	£750	£1200	£1350	10	5

### TRADE MARQUEES

(2 Trade Admission Passes & 1 Vehicle Pass are Allocated per Trade Marquee Space)

		OPTIONAL EQUIPMENT TO HIRE IN MARQUEES ONLY		
	Cost per Space	6ft Trestle Table	Chair	13 amp Electrical Socket
<b>ARTISAN FOOD HALL (10ft x 8ft)                      **COLD FOODS ONLY**                      STREET FOOD MARKET (10ft x 10ft)                      **HOT FOODS ONLY**</b>				
Show Day Consumption	£180	£8	£3	£50 (only available for indoor Artisan Food Hall)
Take Home Consumption	£120	£8	£3	£50 (only available for indoor Artisan Food Hall)
<b>CRAFT MARQUEE (10ft x 6ft)</b>	£75	£8	£3	£50
<b>SHOPPING MALL (10ft x 6ft)</b>	£75	£8	£3	£50

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## REGULATIONS GOVERNING THE ACCEPTANCE OF ENTRIES FOR ALL TRADE SPACE

### OUTDOOR AND 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 Club's Safety Policy Statement.

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

Usk Farmers Club will only reserve trade space on receipt of a fully completed and signed Application and Risk Assessment Form and Full Payment. Payment can be made by cheque (made payable to Usk Farmers Club Ltd), Direct Credit or by Debit or Credit card (Contact the Show Office for details).

A receipt will be sent via post or email as acceptance of your application. Do not assume you have a reservation until this has been received.

Although applications may be sent in at any time, priority will be given to siting applicants who attended the 2017 Usk Show until 30th June 2018.

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 Club's control.

**All Applications received after 1st August 2018 will incur a £100 Late Booking Fee**

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

To avoid duplication of products on display, some Exhibitors may inevitably be rejected. Usk Farmers Club reserves the right to refuse any application for Trade Space whatsoever, without any reason being given. The Club 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 Usk Farmers Club 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.

##### **3.3 Electricity**

**For Outdoor Trade Space:** No Mains Electricity is available. Silenced diesel 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.

**For Trade Marquees:** No Generators are allowed. An electrical supply is available to hire and should be booked and paid for with your Application.

##### **3.4 Wifi**

Wifi will be available to purchase direct from our Wifi supplier at a cost of £40 per trader. Please contact them directly on [www.eventwifi.net](http://www.eventwifi.net) to purchase.

##### **3.5 Grass Cutting**

Usk Farmers Club will undertake to keep the grass on all plots cut to a reasonable length until 1st September, thereafter it becomes the responsibility of the standholder, who is also responsible for the removal of the grass cuttings from the showground. The cutting of grass after 1st September may be arranged through the Show Office. A charge will be made.

##### **3.6 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 & CDM**

The Club accepts its responsibilities under the Construction (Design and Management) Regulations (CDM) 2015 and will, in applying these Regulations, ensure that adequate welfare facilities, safety signage and security arrangements are in place from the first day of the build-up to the Show. The Club will also manage the safe build of the Trade Marquees.

Exhibitors and traders are reminded that they are sold a “space only” plot and are responsible for complying with applicable health and safety legislation, including CDM 2015, on their allocated plot, i.e. what is built, how it is built and who undertakes the works and manages the process. However, the Club will monitor all work on the Showground and will intervene as appropriate.

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 Club will forward any complaints from consumers onto the Trading Standards Office.

The Club 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. USK FARMERS CLUB SAFETY POLICY STATEMENT**

It is the Exhibitor’s responsibility to comply with the Club’s Safety Policy Statement. A copy of which is available to download from [www.uskshow.co.uk/traders.asp](http://www.uskshow.co.uk/traders.asp)

#### **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 ie, 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 Usk Farmers’ Club 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.

Usk Farmers' Club 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 6<sup>th</sup> September, at 09:00 to 19:00 & Friday 7<sup>th</sup> September, 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 - 10:00. If a vehicle is not to form part of the Trade Stand, it must be moved to the Exhibitors Car Park by 10:00. 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 Exhibitor vehicles to drive around the Showground between 10:00 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 10th September 2018.

### ***11.4 Overnight Security***

Security Guards will be patrolling overnight from Thursday 6th September - Sunday 9th September 2018. 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 disposal. 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 Usk Farmers' Club. 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 Club'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, 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.

Usk Farmers' Club reserves the right to re-let any cancelled space.

### ***19.2 Event Cancellation***

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

## **20. RESPONSIBILITY**

Usk Farmers Club, 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.

Usk Farmers Club, 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 Club 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.

## **TRADE STAND COMPETITION**

All Exhibitors are asked to make every effort to ensure their stand is attractive and in keeping with the high standards of Usk Show. Exhibitors will automatically be entered into their relevant class. All Trade Stands will be judged.

Trophies are awarded to the winning Outdoor Trade Stands, plus Prize Cards 1<sup>st</sup> - 3rd. 1<sup>st</sup> - 3<sup>rd</sup> Prize Cards are awarded in each Trade Marquee.

First prize winners are ineligible to be placed the following year.

### **2017 WINNERS**

#### ***TRADE STANDS***

##### **AGRICULTURAL TRADE STAND**

*The Joan Rogers Perpetual Memorial Trophy*

1st Abergavenny Agricultural Supplies

2nd Harold R Johns Ltd

3rd On Farm Feeds

##### **LARGE NON-AGRICULTURAL TRADE STAND**

*The D.J. Cooksey Perpetual Challenge Trophy*

1st Wypave & Landscape Centre

2nd MDP Landrovers Raglan

3rd Monmouthshire Golf Club

##### **SMALL NON-AGRICULTURAL TRADE STAND**

*Usk Farmers Club Perpetual Trophy*

1st Birchwood Leather

2nd Hughes Fresh Fruit

3rd Kitchen Garden Plant Centre

#### ***TRADE MARQUEES***

##### **FOOD HALL**

1st Cherry Tree Wales

2nd Chockshop

3rd The Crusty Pie Company

##### **CRAFT MARQUEE**

1st Penny Turner Poetry & Art

2nd Liz Knight Designs

3rd Fat White Cat Studio

##### **SHOPPING MALL**

1st Rachel's Home

2nd Fasin8 Millinery

3rd Rhiannon Art Ltd