

73<sup>rd</sup> ANNUAL HEATHFIELD & DISTRICT AGRICULTURAL SHOW

SATURDAY 23<sup>rd</sup> MAY 2020

LITTLE TOTTINGWORTH FARM, BROAD OAK, HEATHFIELD, SUSSEX

*By kind permission of the Trustees of Mr & Mrs D. W. Browning*

## TRADE STANDS INFORMATION PACK

### *Arts & Crafts Marquee*

Dear Exhibitor,

Welcome to our ARTS & CRAFTS marquee. The aim of this dedicated arena is for likeminded creative businesses to showcase and sell their hand-crafted, unique products. Heathfield Show would like to celebrate your creativity and passion for working with raw and natural materials in both traditional and modern formats. Crafters are requested to man their stands in the marquee themselves to give the public the personal touch. We encourage craft exhibitors to demonstrate their skills where possible.

Space within the arts and crafts marquee is very limited so with this in mind, we are offering priority booking to all 2019 exhibitors that book **before 31st January 2020**. All new exhibitors applications are welcome and after this date will be allocated any remaining spaces based on suitability and uniqueness. Final deadline for all applications must be received by the 30th April 2020.

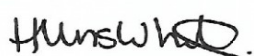
**Trade Stand information:** There is only two trade stand sizes available within the marquee 2.5m front x 2m depth and 3m front x 2m depth. All tables and display furniture **MUST** be provide by you the exhibitor. The marquee will only have natural light. If exhibitors require additional lighting electricity can be provided at an additional cost, details of which can be found within information pack. Please note there will be no flooring in the marquee.

**Passes:** Each trade stand will be allocated 2 personal passes and 1 vehicle pass. Extra adult passes are available at the advanced rate of £15.00 (inc VAT). All vehicles must be parked in the Exhibitors' Car Park.

This information pack has everything you need to know about the show and what you must do as a trade stand in order to attend and exhibit. To book your trade stand space for 2020 download the application form from our website [www.heathfieldshow.org/arts-crafts/](http://www.heathfieldshow.org/arts-crafts/) . Once completed it can be returned along with all other supporting documents, by post or email. Payment can then be sent to us using either cheque or via BACS.

Should you have any questions, please do not hesitate to contact me by phone or email. I look forward to hearing from you soon with your application for 2020.

Kind Regards



**Mrs Holly Unsworth White - Arts and Crafts Organiser**

**1 Little Tottingworth Farm Cottage, Broad Oak, Heathfield, TN21 8TH**

**MOBILE: 07795 568026 EMAIL: [arts.crafts@heathfieldshow.org](mailto:arts.crafts@heathfieldshow.org)**

**VAT Reg. No. 192 2603 71**

# Information & Regulations

## 1. PAYMENT

Cheques should be made payable to *Heathfield & District Agricultural Show Society*. Cheques will NOT be accepted after 1<sup>st</sup> May 2020 and payment after this date is via BACS ONLY. ALL payments must be received by **8<sup>th</sup> May 2020**. Trade stands not paid for by that date will be re-allocated. Refunds are at the discretion of the Society and will not be made to those cancelling after 1<sup>st</sup> May 2020. A cancellation charge of 10% will be made in all cases. No payment can be made by the Show Society in respect of any setting up costs incurred by trade stands or to any third party contractors (e.g. marquee companies) who are solely the responsibility of trade stand exhibitors.

## 2. CLOSING DATES

Priority booking will be given to 2019 Trade Stand exhibitors until 31<sup>th</sup> January 2020. Suitable new applicants will be accepted after this. The final closing date is **30<sup>th</sup> April 2020**.

## 3. DETAILS OF EXHIBITS

Please give details of the goods you propose to exhibit in no more than five words. Motor dealers please give the makes of the vehicles to be exhibited; franchise holders should note that the Showground is in the TN21 postal area.

## 4. LAYOUT OF EXHIBITS

Exhibitors must book sufficient space to contain their entire exhibit including guy ropes, caravan tow bars etc. No part of an exhibit will be allowed to project over the boundary lines allocated. Infringement of this rule could result in a penalty charge of up to £500.

## 5. PUBLIC LIABILITY INSURANCE

It is essential that all exhibitors enclose a copy of their public liability insurance certificate adequate for their stand, covering the date of the Show. We must have sight of this document by 8th May 2020 in order for you to be able to exhibit.

## 6. FOOD, DRINK & CONFECTIONERY

In order not to infringe the catering & ice cream concessions, only Exhibitors in the Food Marquee and Farmer's Market will be permitted to sell food, drink and confectionery. If any Exhibitors wish to offer refreshments to clients, please ensure that the preparations do not offend other people and conform with local Environmental Health requirements. The Food Marquee and Farmer's Market is intended primarily for the sale of foodstuffs for consumption away from the Showground.

## 7. FARMERS MARKET

Stallholders must adhere to the certified Farmer's Market FARMA rules, all goods and produce must have been grown, crafted, reared, caught, brewed, pickled, baked, smoked or processed by the smallholder or farmer. All bookings and questions relating to the Farmers Market must be made with the Farmers Market Co Ordinator, Laura Dymore on 07958 372605 or lauradym28@hotmail.co.uk

## 8. ELECTRICITY

Orders for power must be made on the enclosed application form and sent **direct to TEMPLEC Ltd** enclosing the costs indicated. Exhibitors must provide their own cable to reach from the socket at the back of their site. The Society cannot be held responsible for the standard of supply or its failure due to circumstances beyond the Society's control.

## 8. GENERATORS

Generators are **NOT** permitted on the Showground. Any queries must be addressed to the Trade Stand Secretary.

## 9. TRADE STANDS COMPETITION

All trade stands will be judged. Criteria for judging will include attractiveness, friendliness of staff, interest to the public and creative and effective use of Stand layout. A trophy will be awarded to the winner of each class. A full set of rules and information is available on our website:

[www.heathfieldshow.org/trade-stands/](http://www.heathfieldshow.org/trade-stands/)

## 10. CHARITIES

Registered charities or community organisations benefiting the people of Heathfield & District may apply for one of the specially designated stands 6m x 6m at the discounted rate of £150 + VAT which will be allocated at the discretion of the Show Council.

## 11. LARGE VEHICLES

It is important that you indicate on your application form the length and weight of any vehicles to be sited on the trade stand. Vehicles must be able to manoeuvre within the space reserved. Buses are not allowed without special permission which must be obtained in writing from the Trade Stand Secretary.

## 12. PERSONNEL PASSES

- a) Admission passes will be allocated as per the Trade Stand prices on our website.
- b) Extra adult passes are available at the advanced Rate of £15.00 (inc VAT).
- c) Dispatch of passes: The number of your Trade Stand, the vehicle labels and exhibitor passes etc. will be despatched from the first week of May to the contact person named on the application form. Do not forget to advise the trade Stand Secretary of any change of address or contact name.

## 13. TRADE STAND VEHICLES

- a) Vehicles wishing to enter the Showground must have a 'Trade Stand vehicle' label firmly affixed to their windscreen otherwise they will not be admitted.
- b) No vehicle movement on Showground, on Show day, between 8.00am - 5.30pm.
- c) Enquiries on the ground should be made to the Trade Stand Secretary situated in the BLUE office by the Main Blue gate.
- d) Access to Showground. The colour of the vehicle label denotes which entry gate should be used, i.e. blue, red or green.
- e) In the event of severe weather please observe routing signs on road side.

## 14. SHOWGROUND ACCESS HOURS.

Mon 18th – Thurs 21st May:	9am – 5pm
Fri 22nd May:	7am – 8pm
Sat 23rd May:	5am – 8am
Show closes to the public:	5.15pm

**No vehicle movement on showground between 8.00am and 5.30pm on Show day.**

## 15. MEMBERSHIP

Details can be found on our website. Please note that the Car Park labels issued to Members do not give vehicles access to the Showground.

## 16. REGULATIONS

- a) **All exhibits or articles remaining on the Showground are at the sole risk of the Exhibitor.** Security guards will be on duty continuously from 9am on Thursday 21st through to 9am Sunday 24th May.
- b) No Exhibitor shall be permitted to exhibit, sell or offer for sale any article or service except on the stand allocated to his/her company or organisation.
- c) **Balloons** are completely banned even as decorations and whether or not inflated. They can frighten livestock and cause accidents. Dangerous weapons are also banned.
- d) There is a 5 m.p.h. speed limit on the Showground.

- e) No Exhibitor shall call attention to his goods in such a manner as to cause annoyance. Hawking, shouting or behaviour causing a nuisance is forbidden. Activities likely to cause annoyance, such as karaoke etc. are not allowed. **Fly posting is also forbidden.**
- f) Permission must be obtained to exhibit live stock of any description and exhibitors must comply with DEFRA & Environmental Health regulations. Official movement orders must be complied with.
- g) Stands must be open and all exhibits displayed for public view by 8.00 a.m. and remain open until the Show closes at 5.15 p.m.
- h) If you wish to mow your site before 18th May 2020, please contact the Show Office. All grass cuttings should be removed from the Showground. A grass cutting service is available – details available from the Trade Stand Secretary and in passes packs.

## 17. ARTS & CRAFTS MARQUEE.

For more details please visit our website:- [www.heathfieldshow.org/arts-crafts/](http://www.heathfieldshow.org/arts-crafts/). Or contact **Mrs Holly Unsworth White** on 07795 568026 or email: [arts.crafts@heathfieldshow.org](mailto:arts.crafts@heathfieldshow.org)

## 18. ADVERTISEMENTS, BANNERS etc.

If you wish to display banners, placards or other advertising material on any part of the Showground apart from your own Trade Stand please apply to the Show/Sponsorship Secretary in writing or via email [secretary@heathfieldshow.org](mailto:secretary@heathfieldshow.org) as this is a chargeable service. It is desirable that the name of the Trade Stand Exhibitor be displayed on their Stand for ease of identification.

## 19. CHILDREN'S AMUSEMENTS

In order not to infringe this concession Exhibitors will not be permitted to have fairground rides, bouncy castles etc. on their stands. If you are in any doubt please consult the Trade Stand Secretary.

## 20. RADIO MICROPHONES

Exhibitors wishing to use radio microphones must inform the Show Office of the frequencies they intend to use. The Society reserves the right to limit the number of frequencies and power should they interfere with their own equipment.

## 21. REMOVAL OF EXHIBITS

- a) Trade Stands must not be dismantled or removed from the Showground before 5.30 p.m.
- b) Exhibitors must leave their stand areas clean and tidy at the end of Show Day. Trade Stands are solely responsible for their OWN rubbish and making sure it is disposed of in the provided bins and skips. Failure to do so, may lead to a penalty charge of £500.

- c) All stands must be completely cleared from the Showground by 12 noon on Saturday 30th May 2020; otherwise they will be removed at cost and risk of their owners.
- d) All sites must be left in their original state. All holes must be properly filled in. If the Society has to repair your site you will be charged accordingly.
- e) The Red Gate must not be used for clearing exhibits.

## 22. LIABILITY TO THE PUBLIC AND/OR EXHIBITORS.

- a) The Society, its officers or servants shall not be responsible to any persons whatsoever while in or upon the premises being used by the Society, or while entering or leaving the same for any damage or loss however caused to the property (including marquees) of any such person or for any injury, fatal or otherwise to any such person.
- b) Exhibitors, the Public and all Stock and Servants are subject to the Rules and Regulations or Orders of the Society. Neither the Society nor any of its Officers or Servants shall be responsible for anything that may happen from any cause or circumstance whatever to exhibitors, their servants, or any persons visiting or attending the Show, or through or to any Animal or Article exhibited at the Show, and it shall be considered a condition of entry or admission to the Ground that each person shall hold the Society harmless, and that they shall indemnify the Society against any legal proceedings arising from any such case or circumstance.

## 23. HEALTH & SAFETY AT WORK ACT and PUBLIC LIABILITY INSURANCE

- a) It is a condition of entry to the Showground that all contractors, trade exhibitors, entrants of livestock, competitors in events and vendors of food, beverages or produce comply fully with the Society's Health & Safety Policy. Copies of this document are available from the Show Secretary.
- b) **Guidance Notes for Persons Entering the Showground** (other than the general public). All exhibitors are required to read the enclosed document and complete the attached form and return it together with the completed trade stand application form.
- c) All exhibitors, vendors and competitors must comply in full with all legislation and requirements for Her Majesty's Government Acts concerning health and safety for the occupation in which they are involved.
- d) **Risk assessment forms** must be completed and available for inspection at any time. A sample form is available on request from the Trade Stand Secretary.
- e) All Trade Exhibitors should have current public liability insurance cover that is appropriate to their involvement on the Showground.
- f) The Show Society's Safety Officer and Her Majesty's Inspectorate may wish you to demonstrate compliance with these conditions on the Showground.
- g) All Trade Stand holders **MUST** have suitable fire extinguishers **ON THEIR STAND** to comply with H & S rules (Oct 2020). Failure to do so could result in eviction from Showground. Smoking is not permitted in any enclosed marquee or tent as laid down by Law

# Sponsorship & Advertising

There are some great ways to sponsor the Heathfield Show from materials and set up costs for putting on such a great show, to classes and specialist areas. There are even more ways to advertise your company, from ringside boards, to adverts in our show programme that are distributed free to everyone that comes through the gates on show day. To discuss any of these opportunities or ideas you may have, please contact our Show and Sponsorship Secretary, Nicola on the following details.

2 Grants Cottages, Brightling, Robertsbridge, East Sussex TN32 5HZ

**email: [secretary@heathfieldshow.org](mailto:secretary@heathfieldshow.org)**

Find, like & follow us on:



/heathfield.show



@Heathfieldshow

# IMPORTANT NOTICE

The Health & Safety at Work etc. Act 1974

## GUIDANCE NOTES FOR PERSONS ENTERING THE SHOWGROUND (other than members of the public)

### **Your Legal Responsibilities**

It is a condition of entry to the showground that all contractors, trade stand exhibitors, entrants of livestock, competitors in events and vendors of food, beverage and produce comply fully with the Health & Safety policy published by the Society, copies of which can be obtained from the Trade Stand Secretary. All persons listed above must also ensure that they comply fully with all the relevant requirements of current health & safety legislation. Failure to do so could result in individuals, companies or organisations being asked to withdraw their personnel from the site, at no additional cost to the Society. The Show's Health and Safety Officer and/or a member of the enforcing authority may wish to ensure your compliance with these requirements. All signs and notices on the Showground, the property of & erected by HADASS must not be tampered with or moved under any circumstances.

These guidelines are issued by the Heathfield and District Agricultural Show Society (HADASS). They are not a substitute for any verbal briefing that may be necessary and additional controls may be required for some tasks i.e. A 'Permit to Work'. Please ensure every effort is made to assist the society in their aim for zero accidents on site.

### **Public Liability Insurance**

All entrants to the show ground, other than members of the general public, must have public liability insurance that is suitable, adequate and appropriate to their level of involvement in the activities within the showground.

### **Smoking Policy**

You should be aware that to comply with the Law, smoking is only allowed outside of any tented or permanent buildings. Persons observed smoking within any enclosed spaces will be requested to extinguish their cigarette or to move outside of the enclosed space. The prohibition also applies to electronic vaping devices.

### **Site access**

Persons entering the show site are free to move around the site but must abide by all traffic management directions and the instructions of stewards and others working on behalf of HADASS. Personnel should be aware that during various periods throughout the pre- show preparations and on the show day, the volume of vehicle movements in some areas is high. In particular, personnel should be aware of the threat posed by reversing vehicles.

### **Site security**

The Heathfield Show will provide general ground security cover from midday Thursday 21st May to the morning of Sunday 24th May. However, traders are solely responsible for the security of their stand at all times.

### **Overhead hazards**

No overhead work is to be carried out without suitable safeguards being implemented. Where required, personnel will wear suitable head protection at all times and appropriate warning notices will be posted at all likely access points to the area of risk.

### **Cranes, Hoists and Lifting Tackle**

Any equipment of this type that is brought onto the premises must have a current copy of the relevant test and inspection certificate available for presentation to show society safety officer. All such equipment must comply with the legal requirements detailed in the Lifting Operations and Lifting Equipment Regulations 1998.

### **Electrical Work**

All electrical connections to the HADASS supplies must be carried out in accordance with current safety procedures outlined in the latest edition of the IEE Regulations and carried out only by the HADASS Electrical Contractor appointed. All appliances and systems used must comply fully with the Electricity at Work Regulations 1989. Evidence of suitable Portable Appliance Testing may be requested by the HADASS electrical Contractor or the show society safety officer.

### **Fire Precautions**

No bonfires or open air burning of refuse will be permitted on site without the permission (in writing) of HADASS. NB Any person discovering a fire, no matter how small, must report it immediately (See attached Fire procedure). HADASS has fire fighting equipment available, this is not to be used for any other purpose other than fire-fighting. All personnel on site should ensure they are aware of the action to take in the event of fire. ALL TRADE STANDS must have their own Fire Extinguishers on their Stand to comply with H & S legislation.

### **Permit to Work**

To control the hazardous elements of some activities HADASS operate a 'Permit to Work' system. This entails a responsible person discussing the proposed activity with those persons undertaking the task. A Permit to Work is then issued which lists the controls required to ensure the safety of all those likely to be affected by an activity, operation, etc. The Permit is issued for a specified period of time and must be returned upon completion of the task or when the time limit expires. Some activities, such as soldering, use of a cutting torch or use of a grinder, may be termed as 'Hot Work' and these activities may also require the issue of a 'Permit to Work'.

### **Machinery**

All machinery used by contractors must conform to all relevant legislation. Particular attention should be paid to: The Electricity at Work Regulations 1989; Employers Liability (Defective Equipment) Act 1969; Provision and Use of Work Equipment Regulations 1998.

### **Pressure Vessels**

Any pressure vessel brought onto site must conform with current legislation, Pressure Systems Safety Regulations 2000. Persons bringing this type of equipment onto site must be able to show the show society safety officer a current certificate of test and inspection.

### **Services Below Ground**

It is important that before any person commences any digging operations, they ascertain the position of below ground services, additional details and advice may be obtained from the show society safety officer. Persons who fail to do so will be held liable for any subsequent damage or loss arising.

### **Transport**

The entrances and exits of the HADASS show site are in constant use. All pedestrians should take extreme care, particularly during the pre-show set up days and when the area is being dismantled. Any vehicle driven within the confines of the HADASS site should take extreme caution and be aware of pedestrians at all times. The 5mph speed limits must be strictly adhered to and drivers deemed to be driving their vehicles in excess of the speed limit will be prohibited from site. To keep all vehicle movement areas safe, the parking of vehicles should be carried out in such a manner so as not to cause an obstruction. Consultation with the show society safety officer or Security personnel should take place and should result in the optimum safe access for all users of the areas. Copies of the HADASS Workplace Transport Risk Assessments can be obtained from the Show Society Safety Officer.

### **Environmental Issues – Spillages and Waste Disposal**

Spillage of hazardous substances into any drains, ditches or local water courses on site should be reported to the show society safety officer immediately. Persons using the site are responsible for the regular removal of their waste materials from the site. This must be carried out in an appropriate manner that complies with all current waste handling regulations. Persons MUST NOT deposit hazardous waste materials into any HADASS waste skips or other waste containers. The Society would strongly recommend that every effort is made to recycle all waste generated by the trade stands activities

### **COSHH**

Persons using hazardous substances must ensure that any relevant COSHH Assessments are available for inspection by the show society safety officer. No personnel working on behalf of HADASS or members of the general public should have unauthorised access to these substances. All hazardous substances brought onto site must be stored, used and disposed of in a proper and safe manner.

### **Accident Reporting**

If any person is involved in an accident that results in damage to materials, vehicles or premises, or results in an injury being suffered by themselves or other person, he/she must report the details to the show society safety officer. The individuals concerned will be expected to co-operate fully in any subsequent investigation by the show society safety officer. Refusal to make a statement at the time of an incident may prejudice any possible findings made during further investigations.

**First Aid Facilities**

Any person working on behalf of HADASS can be requested to assist in obtaining first aid from the first available location. During the day of the show first aid is available by the Blue Gate & western end of Row C from the appointed service provider. Full details will be confirmed just prior to the show date.

**Health & Safety & Licensing**

All persons working in any capacity on the Showground must adhere to the Governmental Rules & Regulations of the Health & Safety Act 1974 and the Licensing Act 2003. Any Trade Stand requiring an alcohol license must apply for their own Temporary Event Notice (TEN) from Wealden District Council.

**Use of Drones**

The HADASS do not permit the use of drones or powered radio-controlled aircraft in the air space above and surrounding the show ground. Permission may be granted to holders of the correct CAA licences, but this will be after due consideration of the areas where the drone is to be used, in relation to livestock and members of the public.

*Graham Baldwin, Alcumus HSE. 07779 456402*