



SCHEDULE OF RULES AND REGULATIONS FOR TRADE STAND HOLDERS AND EXHIBITORS AT THE DIVERSITY FESTIVAL AT ROTHERHAM SHOW

These are the regulations for exhibitors at Rotherham Show as developed by the organisers of the Show, Rotherham Council, with additions by the Rotherham Cultural Group (RCG) for the Diversity Festival ground. The RCG agrees to abide by these regulations and requires all exhibitors at the Diversity Festival to also conform to these regulations regardless of whether a fee has been paid by the exhibitor, unless specific arrangements have been arranged through the RCG. Completion of a booking form for a stall at the Diversity Festival indicates your acceptance of these regulations.

1. APPLICATION FOR SPACE

All applications must be submitted on the appropriate form, which must be signed by the exhibitor or their representative; such signature being an acceptance of the regulations. A remittance for all charges must accompany the Application Form. The RCG or RMBC reserves the right to refuse any application whatsoever, whether received prior to the closing date for entries or not, and also reserves the right to cancel any application which may have been accepted, without any reason being given.

2. APPLICATION FORMS

Application forms must be completed and returned to the RCG by the closing date for applications, together with all fees payable.

3 TELEPHONE AND EMAIL RESERVATIONS

Reservation of space by telephone or email will only be accepted so long as confirmation of the booking and full remittance of any charges is received within 48 hours. After this time the booking will be regarded as null and void.

4. LATE APPLICATIONS

Applications received after the closing date 13th August will be considered subject to space being available and are subject to a £5.00 administration fee.

5. TIMES OF OPENING

All stalls and stands must be open and staffed throughout the time the Show is open to the public (Saturday 10.00 am to 6.00 pm, Sunday 10.00 am to 6.00 pm), to be in line with other Rotherham Show exhibitors.

6. ALLOCATION OF SITES

The allocation of sites and positioning of trade stand space within the Diversity Festival Ground will be entirely at the discretion of the RCG although every endeavour will be made to meet any request made by an exhibitor regarding the position of their stand.

(b) The sites for stalls and stands within the Diversity Festival Ground will be allocated and identified by the RCG and exhibitors should not move their site without first obtaining permission from the RCG or its representatives.

7. SUB-LETTING

No exhibitor shall sub-let or part with possession of any portion of space allotted to them or remove to any site within the Festival other than that allocated them unless by prior arrangement with the RCG or its representatives. Exhibitors are not permitted to relocate to any area outside of the Diversity Festival Ground (as indicated on the site plan) unless by prior arrangement with the Council.

8. 9. WITHDRAWAL OR CANCELLATION OF SPACE RESERVED

Where an exhibitor withdraws from the show or cancels the space reserved by them for any reason, so long as they inform the RCG, in writing, not less than three weeks prior to the Show, their fee less 30% shall be refunded. Otherwise all fees shall be forfeited and the RCG reserves the right to re-let such space.

10. STAND PREPARATION, ADMISSION, DELIVERY AND REMOVAL OF EXHIBITS

- (a) Exhibitors may commence work on their stall one day prior to opening of the show.
- (b) All sites must be occupied by 9.00 am on both days of the event and must be ready for the public by 10.00 am
- (c) Exhibitors with large mobile units should endeavour to have these in position the day prior to the opening of the show.
- (d) No part of a stand may be closed or dismantled before 6.00 pm on the last day of the event. Vehicles for the removal of stands will not be allowed to enter the showground until 6.00 p.m. on the last day of the event, or such later time as circumstances may require.
- (e) Health and Safety at Work Act 1974: All exhibitors must organise their stand and staff in accordance with the Health and Safety at Work Act 1974.
- (f) Hazards: Any hazards identified over the weekend of the show should be reported immediately to the Show Event Control staff who will take action to remedy the problem.

11. ADMISSION OF VEHICLES

During the Event: All vehicles must be removed from the showground and placed in the appropriate exhibitors car park by 9.00 am on both days of the event, unless they form part of the exhibitor's stand and as such have been included in the space booked and paid for. No vehicles are permitted to move around the showground while the show is open to the public. Each stand will be provided with one pass for the trade car park.

13. SERVICES

(a) Electricity is only available in one marquee. Special requirements should be discussed with the RCG's representatives. Price on application.

PLEASE NOTE

All electrical connections must conform to electrical safety standards. It is imperative that any electrical equipment or appliances which you may connect to an electrical supply, as ordered by yourselves, are in good condition and do not contravene any of the aforesaid electrical safety regulations.

(b) Water is available free of charge from the point indicated on the site plan.

(c) Telephones: Event Control Staff have access to mobile telephones that can be used for emergencies only.

14. FIRE PROTECTION

(a) Exhibitors wishing to use heating or any other flammable appliance must make sure that these appliances are at a safe distance from any other combustible materials and that satisfactory safety precautions have been taken to prevent the spread of fire. Cooking appliances will only be allowed on the showground with written agreement by the Rotherham Show Organisers.

(b) The Council reserves the right of inspection by one of its officials or a representative of the fire service of all tents or stands and the officials shall have full authority to order that the use of any appliances or equipment be discontinued immediately if in their opinion they constitute a danger, without the Council incurring or being liable for any loss or damage which may be occasioned by the discontinuance. The decision of the Council in this matter must be accepted as final. ANY EXHIBITORS USING FLAMMABLE MATERIALS MUST SUPPLY A SUITABLE FIRE EXTINGUISHER OR EXTINGUISHERS IN THE INTEREST OF FIRE PRECAUTIONS.

(c) Exhibitors are required to insure against fire, not only as regards their own property, but also against third party claims.

15. CATERING

The sale of any foodstuffs not specified on the tender document will be subject to further negotiation of fees or complete removal on inspection by the Council's representatives.

Exhibitors may make arrangements regarding catering for their own staff on their own stands as they wish, provided that no exhibitors sell any foodstuffs or beverages on their stands (this includes free promotional giveaways) unless they have tendered for and been granted a catering concession by the Council's representatives prior to the Show.

Exhibitors catering on their stands must conform to the requirements of the Food Safety Act 1990 and legislation currently in force.

16. LITTER, ETC.

Exhibitors must have their stands and immediate adjoining avenues cleaned up at the close of the event each day and any litter and refuse must be bagged & stacked and placed as near to tarmac paths as possible ready for collection by the Council.

17. SIGNS

- (a) All stands and/or sites allotted to exhibitors will be clearly identified by the RCG.
- (b) Trade stand signs and exhibits must not be erected or placed in such a way that they overshadow or obscure any neighbouring stand or adjacent stand or any name thereon.
- (c) Signs must be so fixed that no damage is caused to any canvas. Under no circumstances must nails, staples or wire be driven through any canvas.

18. DAMAGE TO CANVAS

Any exhibitor damaging any canvas in any way will be liable to reimburse the Council for the cost of repair or replacement. The RCG will take out insurance against the possibility of accidental damage but exhibitors will be liable if they are negligent or intentionally cause damage

19. COLLECTIONS, APPEALS AND RAFFLES

- (a) Charitable or other institutions wishing to make appeals for contributions to their funds and/or hold any type of raffle or draw must first obtain permission from the Council's representatives, through the RCG, and in the latter case submitting a sample of any ticket to be used plus full details of such proposed activity.
- (b) Applicants shall be responsible for obtaining all necessary statutory licenses.

20. ADVERTISEMENTS

No exhibitor or other person shall be allowed to affix any placard or advertisement to any part of the Council's plant or premise, or to any marquee, stage or other structure hired or purchased for the event by the RCG unless permission in writing, to do so has been obtained from the Council's and/or RCG's representatives, nor will any person be allowed to distribute handbills or display advertisements except on his own stand, unless permission has been given in writing by the Council, or by the RCG if the literature remains within the Festival ground.

21. NOISE

Exhibitors must not use any public address equipment. Where a generator is used this should be of the modern type, well muffled so as not to emit noise or noxious fumes to cause annoyance to adjoining exhibitors and the public at large.

Exhibitors wishing to use public address equipment of any sort must consult fully with the Council's and the RCG's representatives and obtain written sanction prior to the show. No sanction will be given on the show days.

22. SPACE LIMITATIONS

No exhibitor, whether a Charitable Organisation or otherwise, may carry on any activity outside the limits of their own stand, without first obtaining permission from the Council's representatives or the RCG's representatives if the activity is within the Festival ground.

23. ANIMALS

In any case where animals, birds or insects form part of any display or any stand or site, exhibitors must ensure that adequate and suitable arrangements are made for proper housing (with details submitted before the show), feeding and watering of such animals, birds and insects and the removal of any excreta therefrom as may be necessary with the requirements of any Veterinary Officer. All animals, birds or insects should be free from infection.

24. SECURITY

A professional security company will police the whole site from 5.00 p.m. to 6.00 a.m. each night for one week prior to the event, during the event and for two nights, or until all marquees have been removed from the site, after the event. Exhibitors should, however, supplement this facility by the use of their own security arrangements.

25. INSURANCE

The showground is covered by the Council's Insurance for public liability only. Any exhibitor with items of equipment or goods of value should cover them with their own insurance against damage or loss.

Disclaimer of Liability

In this clause the term Exhibitor shall include persons taking part in any competition, or display arranged by the Council and the owner of any animal, plant, machinery or other thing involved in any such competition or display or otherwise exhibited on the showground. Save for death or personal injury caused by the neglect of the Council, its servants or agents, the Council will not be responsible for death, injury, disease, damage or loss caused to any exhibitor or to his or her servant or agent or to any animal, article, plant, machinery or thing of whatever cause, death, injury, disease, damage or loss arises. (Save as aforesaid). The exhibitor shall indemnify the Council against all claims, damages and expenses whatsoever in any way arising out of the presence of the exhibitor, his servants, agents, ground and shall assume full responsibility therefore. Exhibitors are advised to insure against fire and other appropriate risk not only as regards their own property but also against any third party claim.

It shall be a condition of the acceptance by them of any site, or space, that exhibitors shall indemnify the Council against all actions, claims, damages or loss whether to persons or

property arising out of or by reason of any animal, bird, insect, article, plant, machinery or apparatus of any kind whatsoever exhibited or brought on their stand or site or used in connection with or demonstrate or display any such exhibit or any appurtenance thereof or any handling or management or control thereof.

Acceptance of the foregoing provisions shall be a condition of application.

26. NON-COMPLIANCE WITH REGULATIONS

The Council's representatives have power to order the removal of any article from the ground or to close the stand of any exhibitor who does not conform to the regulations of the Council or the directions of its officers and, if necessary, to expel such exhibitor or their representatives from the showground. In addition the RCG reserves the right to close the stand or exhibition of any exhibitor who could be deemed to bring the Diversity Festival into disrepute, which does not support the aims of the Diversity Festival or which may cause offence to audiences and participants. No return shall be made to the exhibitor of any sums of money which may have been paid by him for rents and charges.

27. OBSERVANCE OF REGULATIONS

All exhibitors, their contractors and employees, whilst on the showground, shall be subject to the rules and regulations of the Council, as interpreted by the Council, and its representatives.

28. UNAUTHORISED TRADERS

The Council's representatives shall have power to remove from the showground any exhibitor whose articles are not in accordance with the description given on the entry form or any itinerant vendor who may have gained admission to the ground.

No mock or other auction whether involving tests of skill or not shall be permitted to take place.

All goods sold must be clearly exhibited to the public before sale and clearly described on the appropriate section of the application form. Exhibitors are permitted to demonstrate their goods in reasonable manner. The definition of 'reasonable manner' shall rest with the Council.

29. WEATHER CONDITIONS

In the event of extreme weather conditions which result in the Showground becoming inoperative the Council reserves the right to cancel the event even at short notice.