Cymdeithas Amaethyddol Frenhinol Cymru

Royal Welsh Agricultural Society

Noddwr / Patron: Her Majesty The Queen
Llywydd / President: Mr Seimon V B Thomas FRAgS

Sioe Frenhinol Cymru

Royal Welsh Show

20 - 23 Gorffennaf / July 2020

Atodlen a Rheolau

Pabell Garddwriaeth
Sioe Frenhinol Cymru

Schedule and Regulations

Horticulture Marquee
Royal Welsh Show

CAFC RWAS

Ceisiadau olaf
Closing date

14 Chwefror / February 2020

Application forms will be considered by the Horticulture Committee on 5 March 2020
We will inform you by 16 March 2020 if your application has been successful

Manylion cyswllt
Contact details

Mrs Amanda Burton
Royal Welsh Agricultural Society
Llanelwedd
Builth Wells
Powys
LD2 3SY

Tel: 01982 554409
E-mail: hort@rwas.co.uk
www.rwas.co.uk

Nodwch os gwelwch yn dda / Please note:-

- **Rule 8 - Trade exhibitors are requested to state on the entry form the number of vehicles being brought to the event. Such vehicles must be parked in their allocated parking area near the Horticulture Marquee and use the special passes provided. Exhibitors must not park in a site not specifically allocated to them. Security check parking authorisations and can clamp/remove offending vehicles.**
- **Rule 12 – a judging criteria recording form has been introduced for the competitive tradestands.**
- **Rule 14 & 17 – the judging will commence at 7.30am on the first day of the Show, therefore all exhibits must be staged prior to 7.30am on Monday 20 July.**
- **Rule 27 – ref. trade exhibitors being permitted to enter exhibits in the Amateur section.**
- **Rule 28 – the Society will pay all prize money via BACS payment.**

Y BABELL GARDDWRIAETH YN AGORED /
HORTICULTURE MARQUEE OPEN:

First Day (See Rule 17)	10.30am-7.00pm
Second Day	9.00am-7.00pm
Third Day	9.00am-7.00pm
Fourth Day	9.00am-5.00pm

ON THURSDAY 23 JULY THE AMATUER SECTION WILL CLOSE AT 5 P.M. AND THE PROFESSIONAL SECTION WILL BE ALLOWED TO START "SELLING OFF" AT 4 P.M.

FREE ADMISSION - ALL DAYS

2020 Royal Welsh Show 20 – 23 July

The Horticulture Marquee is a prominent and well-established feature of the Royal Welsh Show, an event which attracts over 200,000 attendees over the four days in July.

The 125m x 25m marquee is conveniently located for exhibitors alongside the main A470 with its own access from the road to the Horticulture compound. It houses the professional and amateur sections including floral art with an integrated layout between the sections to stimulate wider visitor circulation. The presence of the Welsh National Honey Show, a refreshment area, and stage for talks and presentations all add to the appeal of the marquee.

In 2019 the Professional Trade section received £5,250 in prize money. For 2020 the value of the prize medal awards will remain at its current competitive level enhanced by the fact that the charge for selling tables will be waived for the competitive categories only. The list below gives you an idea of the exhibitors we attracted in 2019:

Trade Exhibits

Bonllwyn Garden Centre
Driftwood Bonsai
Garside Cacti
Hewitt-Cooper Carnivorous Plants
Lockyer (Fuchsias)
Môn Cacti
No. 21 Flowers
Wood & Clay
Ivor Mace Carnations

Public & National Bodies (Competitive)

National Sweet Pea Society (Welsh Region)
National Vegetable Society

Public & National Bodies (Non-competitive)

Animal & Plant Health Agency
Brit Growers
National Botanic Garden of Wales
National Garden Scheme
Neath Port Talbot College Group
Tyfu Cymru
Welsh Historic Gardens Trust

Trade & Other (Non-competitive)

Blodau'r Bedol
Jonathan's Flowers
Mr D'Arcy's Heritage Fruit Trees
Wye Lavender of Rhayader

The RWAS Horticulture Committee is keen to fulfil the charity's objectives by providing a platform for this section, and allocates a substantial budget to ensure this objective is achieved.

We sincerely hope you will apply to join us for the 2020 Show.

Caron W Evans
RWAS Head of Administration

SWYDDOGION / OFFICIALS

Cadeirydd y Pwyllgor a Chyfarwyddwr Cynorthwyol Anrhydeddus / Chairman of the Committee and Assistant Honorary Director:
Dr F M SLATER FRAgS

Prif Stiward Adrannol / Chief Sectional Steward:
MR GARETH DAVIES

Pennaeth Gweinyddiaeth / Head of Administration
MS CARON EVANS

BEIRNIAID / JUDGES:
Mr Richard Godard-Key

GWOBRAU / PRIZES:

(a)	Large Gold Medal Diplomas and Cash, value of	**£500.00**	**each**
(b)	Gold Medal Diplomas and Cash, value of	**£350.00**	**each**
(c)	Silver Gilt Medal Diplomas and Cash, value of	**£225.00**	**each**
(d)	Silver Medal Diplomas and Cash, value of	**£160.00**	**each**

Total Prize Money awarded to traders in 2019: £5,250

Please note rule 21.
The Gredington Perpetual Challenge Trophy, kindly presented by The Lord Kenyon, will be awarded for the most meritorious exhibit.
The Carmarthen Horticultural Society's Perpetual Trophy (from 2020) will be awarded for the second most meritorious exhibit
The Clay Perpetual Challenge Cup, kindly presented by Messrs Clay & Son, Stratford, will be awarded for the Best Display of Roses.
The Plas Power Perpetual Challenge Trophy, kindly presented by Mrs G E FitzHugh OBE, will be awarded to the most meritorious Non-trade Exhibit/Display.

ADRANNAU / SECTIONS:

A: Trade Exhibits (Competitive)
B: Public and National Bodies (Competitive)
C: Public and National Bodies (Non-Competitive)
D: Trade & Other (Non-Competitive)

WHAT IS THE HEA?

HEA stands for the Horticultural Exhibitors' Association, an organisation which was set up in 1946 to protect and advance the interests of nurserymen, seedsmen, bulb growers, garden architects and horticultural sundriesmen who exhibit at horticultural and agricultural shows in the UK. Since its inception the HEA has sought to promote excellence in quality, both of exhibits and sale items.

Today the HEA also includes a category of membership for show organisers, thereby ensuring that all involved in the UK's flower shows are working together to make the visitor's day out a thoroughly enjoyable experience. If you would like any more information about the HEA, please just ask any exhibitor displaying the logo, or contact heasecretary1@gmail.com

RHEOLAU A THELERAU CYFFREDINOL
RULES AND GENERAL CONDITIONS

ADRANNAU PROFFESIYNOL / PROFESSIONAL SECTIONS

1. Receipt of applications for space will be acknowledged by the Society but will not be dealt with finally until the closing date for entries. The Assistant Honorary Director, through the Chief Sectional Steward, will then determine the area in the Marquee to be allotted to each exhibitor, and shall have the power to reject any entry or allot less space than that applied for.

2. The Society will arrange for staging to be provided free of charge provided it is of the standard type and dimensions illustrated on the entry form. Should an exhibitor wish staging to be modified in any way he/she will be invoiced for the additional costs involved. **Exhibitors can also provide their own staging, as long as details and an image is sent with the application form and approval granted.**

3. **IMPORTANT: SELLING TABLES:**
   <u>Please note</u> – Standholders are encouraged to take a 4.5 m frontage (or at least 6.75 sq m area) in which case they may apply for up to 2 selling tables. Smaller displays will be limited to one selling table.
   Where a selling table has been requested exhibitors may sell **products directly connected with their main exhibit.** Such tables shall have a suitable background and have the front and side screened from table top to ground level. Any additional stock for sale shall be kept behind such background or screening. Sales from the selling tables may take place throughout the period of the Show. The second selling table must be placed to the side or rear of the first selling table (i.e. so as not to increase the frontage in line with the exhibit). Selling tables are 1.8m by 68cm deep.
   All stands to be manned at all times during the period the Marquee is open.
   The sale of the exhibition and reserve produce at 4.00 pm on Thursday, 23 July will be conducted in a manner deemed suitable by the Chief Sectional Steward.
   N.B. Rule 3 shall not apply to exhibits by Public and National Bodies.

4. No part of the main exhibit may be removed before 4.00pm on Thursday 23 July. Prize money will be withheld for not complying with this regulation.

5. Any exhibitor who find's themselves absolutely unable to stage an exhibit entered must give notice not later than midday, Monday 15 June 2020. Letters giving such notice must be addressed to the Head of Administration, Royal Welsh Agricultural Society Ltd, Llanelwedd, Builth Wells, Powys LD2 3SY. Any exhibitor failing to notify the Head of Administration (as above) of their withdrawal shall reimburse the Society at the rate of the contractor's cost of the staging applied for.

6. A standard backrail at 2.1m will be provided for all exhibits and the back cloth should be provided by the standholders.
   <u>Island sites</u> – a maximum size of 6m x 6m will apply and no structures higher than 2m will be allowed without prior permission from the Assistant Honorary Director.

7. Exhibitors are issued with 2 x 4 Day Exhibitor tickets (or 8 single day tickets), any tickets over and above will have to be applied for and considered on merit.

8. Exhibitors are issued with one Compound Car Park Pass per stand and can apply for up to 2 Trader Car Park Pass and Servicing Vehicle Pass. Such vehicles must be parked in their allocated parking area near the Horticulture Marquee and use the special passes provided. **Exhibitors must not park in a site not specifically allocated to them.**

Those vehicles not allocated an official parking space within the Horticulture Compound during the four days of the Show, must be moved to the public car parks. Vehicles without space allocation may be removed by Show Security.

9. Only correct official Society badges shall enable an exhibitor entry to the Showground.

10. A copy of these Rules have been lodged with the Horticultural Exhibitors Association.

11. Trade Double Entries: Double entries will only be permitted if space allows.

12. The judges will base their marks on the following system:-

Competitive Tradestands Judging Criteria – Points Form

	Excellent (4)	Very Good (3)	Good (2)	Satisfactory (1)	Poor (0)
a. Plants Colour & Texture Quality Health (pests & disease) Nomenclature Association & relevance					
b. Overall Impression Impact (inc creativity/theatre) Unity, balance & scale Design, colour & texture Finish – pots, edging, labels					
c. Scale of Endeavour Levels of difficulty in creating display Props Difficulty in growing plants Creativity					

Award	No Award	Silver	Silver Gilt	Gold	Large Gold
Points	(0-2)	(3-5)	(6-7)	(8-10)	(11-12)

POB ADRAN - ALL SECTIONS

13. CLOSING DATE FOR ENTRIES 14 February 2020.

14. The Horticultural Marquee will be open for staging from noon on **Saturday 18 July 2020.** It is requested that exhibits be delivered and staged no later than **Sunday 19 July,** and in any event all Exhibits must be in the Marquee and staged before judging commences at 7.30 am on **Monday 20 July 2020.**

15. The Marquee will be illuminated overnight on **Saturday 18 July 2020** in order that exhibitors may stage and prepare their exhibits during the hours of darkness.

16. Exhibitors are requested to make all necessary renewals of cut blooms prior to 9.00am on any day after the first day of the Show.

17. Judging will commence at 7.30 am prompt on **Monday 20 July.**
Any exhibit not properly staged at this time may be disqualified. The Marquee will be cleared during judging and no one but Judges and Officials will be allowed entry until the judging is completed. The Marquee will be open to the GENERAL PUBLIC from 10.30am.

18. **The Judges decision shall be final.**

19. **A protest must be made in writing and handed to the Assistant Honorary Director – Horticulture, within half an hour of becoming aware of the outcome of judging, together with a deposit of £25 which will be refunded if the protest is upheld. Initially the protestor should, if possible, address the matter with the judge(s). If unresolved, the written protest will be considered by the Protest Committee.**

20. No responsibility will be accepted by the Society for loss or damage to exhibits (or any portion thereof) or personal belongings before, during, or after the exhibition, nor will the Society be responsible for the loss of any plant, flower or receptacle in transit to or from or on the Showground.

21. Challenge Cups and Trophies – The Society will no longer be distributing Challenge Cups and Trophies; they will be placed on display permanently on site in a purpose built Trophy Room. Winning exhibitors will be provided with a framed certificate. **These certificates will be presented at the Presentation of Awards on Monday 20 July 2020.**

22. The Society reserves to itself, by its Board of Directors, the sole and absolute right to interpret these or any other prescribed conditions and regulations or prize sheets, and to settle and determine all matters, questions of differences in regard thereto, or otherwise arising out of or connected with or incidental to the Show as it sees fit.

23. The Marquee will be stewarded until 10pm on Sunday 19 July 2020, after which time emergency contact can be made via the Medical Centre on 01982 551057 or Show Control on 01982 551270. Security staff are contactable at the Machinery Entrance 24 hours a day.

24. Horticulture Exhibitors are not allowed to bring their dogs into the Horticulture Marquee nor compound area without the appropriate permit from the main office. Restrictions apply to dog permit holders.

25. The Society reserves the right not to allocate space to exhibitors who in the opinion of the Horticulture Committee have previously shown exhibits of inferior quality.

26. In order to comply with Bovine Spongiform Encephalopathy Order 1996 it is essential that no meat or bonemeal products are used in the Horticulture section.

27. Trade exhibitors are permitted to enter in the Amateur Section but **NOT** in those classes of plants in which feature on their stands.

28. The Society's preferred method of paying out prize money is via BACS and exhibitors are requested to complete the relevant details on the first page of the application form. Prize money will be paid within an eight week period after the Show (except in cases of protest).

29. The Royal Welsh Agricultural Society is committed to protecting your personal data and processing it only in accordance with legal requirements. For more details you should request a copy of our GDPR policy. We process your personal data as it is necessary for the performance of our contract with you to facilitate your entry to the Show. We will not transfer your data outside of the EEA (European Economic Area) and will not share your data with third parties. However, please note your company details are included in the official Show Catalogue which is available for anybody to purchase. Results will also be circulated with members of the Press and published on our website. We retain your data in accordance with our retention schedule to simplify future applications. You have various rights in the data we hold including rectification and objecting to processing.

********** PLEASE PULL OUT THIS SECTION AND RETURN ALONG WITH ANY PAYMENT **********

CYMDEITHAS AMAETHYDDOL FRENHINOL CYMRU CYF
THE ROYAL WELSH AGRICULTURAL SOCIETY LTD

Noddwr / Patron: Her Majesty The Queen

FFURFLEN GAIS Y BABELL GARDDWRIAETH SIOE FRENHINOL CYMRU /

HORTICULTURE MARQUEE APPLICATION FORM ROYAL WELSH SHOW

20 –23 GORFFENNAF / JULY 2020

CEISIADAU OLAF / CLOSING DATE FOR ENTRIES: 14 CHWEFROR / FEBRUARY 2020
NODER / NOTE: No application is valid unless payment is received by 14 February 2020 (where applicable).
Cheques should be made payable to 'The Royal Welsh Agricultural Society Ltd'

Arddangoswr (Cwmni) / Exhibitor (Company): _____

Person i gysylltu â / Person to contact: _____

Cyfeiriad / Address: _____

_____

_____

Côd Post / Post Code: _____ Teliffôn / Telephone: _____ Ffôn Symudol / Mobile: _____

Ebost / Email: _____ Cofrestriad Cerbyd / Vehicle Registration: _____

ALL CORRESPONDENCE WILL BE SENT TO THE ABOVE ADDRESS

I/We hereby apply for space in the Horticulture Marquee and agree to abide by the 2020 Tradestand Rules and Regulations and Safety Statement Policy of the Royal Welsh Agricultural Society Ltd (available on www.rwas.wales) which I/we have read and will pass onto those of our contractors and staff attending the Show. I agree to display clean stock.

Signed:_____ **Capacity:** _____

Date: _____

Are you a member of the Horticultural Exhibitors Association? _____

Please Note: Your tradestand is not confirmed until we have forwarded a letter of acceptance to you.

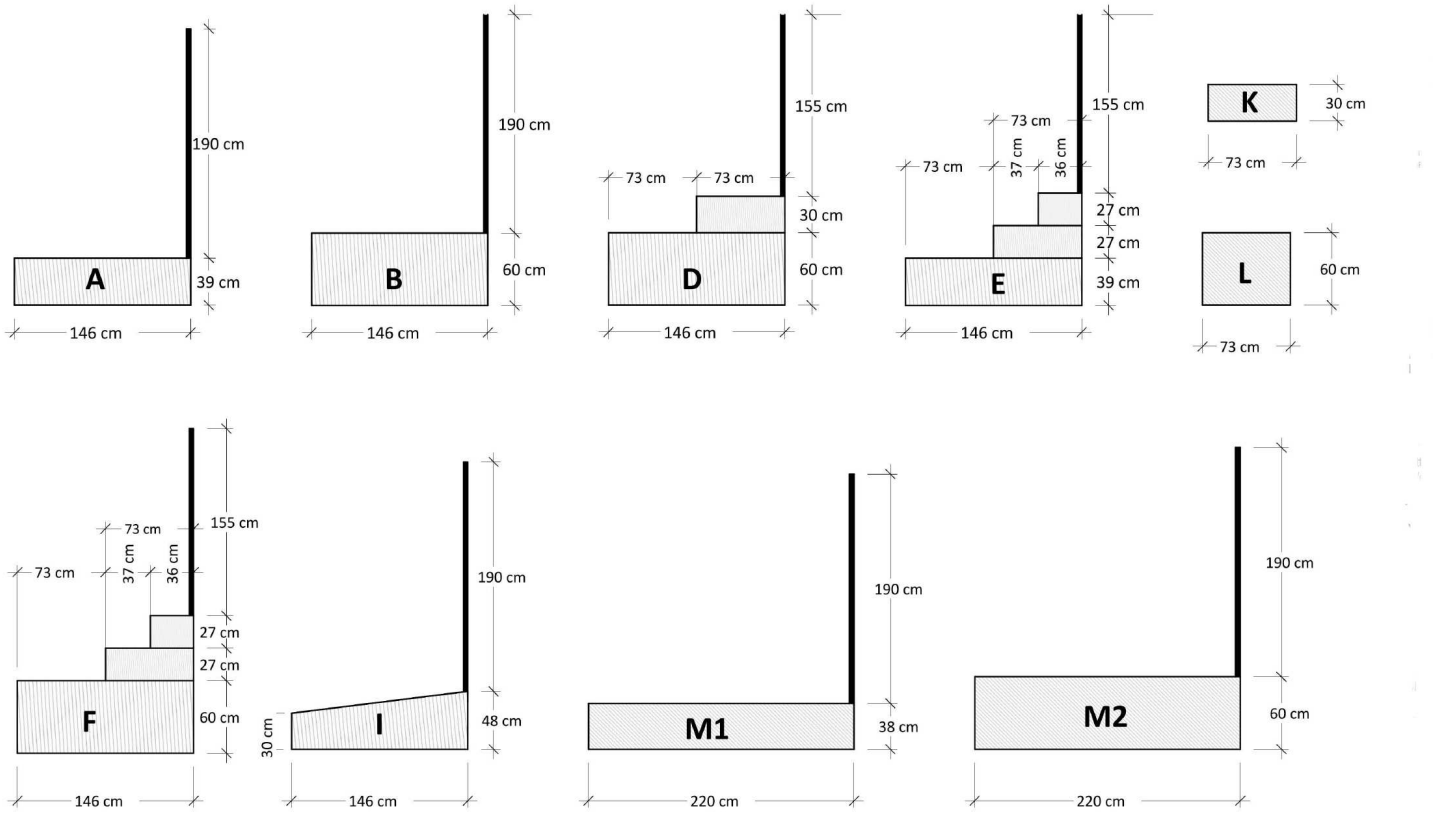
STAGING

The Society will provide various types of staging, as detailed below. **ANY MODIFICATIONS REQUIRED BY EXHIBITORS CAN BE CARRIED OUT BUT THE ADDITIONAL COST MUST BE BORNE BY THE EXHIBITOR. PERMISSION MUST BE SOUGHT FROM THE SOCIETY INITIALLY.**

Standard Flower Show staging types available from stock:

NOTE:	Staging can only be supplied in multiples of 1.5m, commencing at 3m min (e.g. 3m, 4.5m, 6m, 7.5m, 9m etc). Types A and B can be doubled up to give 2.9m depth. Staging K and L can be used to increase depth of other types.
BACKRAIL:	A backrail up to 2.1m will be provided unless otherwise requested. Comprises supports and one top bar. Additional bars to be subject to additional costs.
EDGEBOARD:	Edgeboards are 125mm high, customers to state clearly whether FRONT only, FRONT AND SIDES or ALL ROUND needed when ordering.
TRESTLE TABLES:	1.8m long and 68cm wide for use as selling tables.

Flower tiering at the Royal Welsh Show (subject to change)



Exhibitors can also provide their own staging, as long as details and an image are sent with the application form and approval granted.

Any exhibitor providing their own staging will not have to pay for their first selling table.

Platform Decking 1.5m & 3m lengths
Edge boards 1.25m high

For Standard back rail heights above platform (see individual shapes)

(Please note additional heights are available on request)

COMPETITIVE SECTION - Trade Exhibits and Public & National Bodies

1. CATALOGUE DESCRIPTION
Catalogue descriptions – each exhibitor must complete a catalogue description which is entered in the official Show Catalogue. and website. **Brief description of proposed exhibit:**

☐ A. TRADE EXHIBITS (COMPETITIVE)
B. PUBLIC & NATIONAL BODIES (COMPETITIVE)
*Indicate which Section you are exhibiting in

_____

_____

List the 3 most important plant types which you are exhibiting in order of importance:
(1) _____ (2) _____ (3) _____

2. MEASUREMENTS
Full details and measurements of tabling or tiering desired. If no tabling or tiering required state **'NONE'**. If staging is to bear unusually heavy weight please specify. (Please see rule 2 as to measurements also see diagrams on the adjacent page and indicate below which tiering required).

a. Size of tradestand: ☐

b. Type of staging: (A,B,C,D,E etc - see previous page) ☐

c. Providing own staging ☐ *** details and photograph required**

d. Site required: **Background** ☐ **Island Site** ☐ **max. 6m x 6m**
(Please Tick Box) **(if available)**

3. EDGEBOARD - Please provide details of any required.

FRONT ONLY: _____ **SIDES ONLY:** _____ **ALL ROUND:** _____

	NO.	TOTAL COST
4. SELLING TABLES – Please indicate if selling tables are required:		
5. OTHER REQUIREMENTS:		
i. Electricity including connection and energy charges:		
13 amp Single Socket outlet up to 500w **£76.80 (inc. VAT)**		
ii. Roping (Please Tick Box) **YES** ☐ **NO** ☐		

NON - COMPETITIVE SECTION - Public & National Bodies and Trade & Other

1. CATALOGUE DESCRIPTION
Catalogue descriptions – each exhibitor must complete a catalogue description which is entered in the official Show Catalogue. and website. **Brief description of proposed exhibit:**

☐ C. PUBLIC & NATIONAL BODIES (NON COMPETITIVE)
D. TRADE & OTHER (NON COMPETITIVE)
*Indicate which Section you are exhibiting in

_____

_____

	NO.	TOTAL COST
2. REQUIREMENTS: **i. Size of tradestand:** ☐		
ii. Electricity including connection and energy charges: 13 amp Single Socket outlet up to 500w **£76.80 (inc. VAT)**		
3. TABLES **Public & National Bodies** – no. of tables required (Charitable Organisations - charge may not apply – please supply Charity Number)		
Trade & Other – no. of tables required - £50 per table - £100 for 3m x 3m		

TOCYNNAU A PHASIAU
TICKETS AND PASSES

TICKETS & PASSES		No. Required	Total Cost
Pre-Show Personnel (one pass needed per person)			
Show Period Free Issue Tickets	2 x four-day Badges 8 x one-day Tickets		
VEHICLE PASSES		**No. Required**	**Total Cost**
Pre-Show Vehicle (one pass needed per vehicle)			
Horticulture Compound Vehicle pass	(1 per exhibitor only)	1	
Trade Car Park Pass (North 1)	maximum of 2		
Servicing Vehicle Pass	maximum of 2		
CARAVAN PASS (please state size of caravan)			

Please Note:

Vehicles left on the showground will be removed.
No entry onto the showground between: 8.00am and 8.30pm Monday-Wednesday
8.00am and 8.00pm Thursday

Those vehicles not allocated an official plot within the Horticulture Compound or North 1 Car Park during the four days of the Show, would have to be moved to the public car parks.

NODER OS GWELWCH YN DDA / PLEASE NOTE

Ambell dro gofynnir i'r Gymdeithas enwi arddangoswyr i'w cyfweld gan y wasg neu'r cyfryngau. A allech chi nodi os gwelwch yn dda a ydych yn fodlon i'ch gwybodaeth cysylltu gael ei rhyddhau i'r wasg i'r diben hwn ☐ ac os ydych yn medru siarad Cymraeg ☐

The Society is requested on occasion to identify exhibitors to be interviewed by the press or media. Can you please indicate whether you are happy for your contact information to be released to the press for this purpose ☐ and whether you are Welsh speaking ☐

ARIAN GWOBRWYO I'W DALU DRWY BACS ~ PRIZE MONEY TO BE PAID VIA BACS

MANYLION BANC (Ni fydd arian gwobrwyo'n cael ei ddyfarnu os na chaiff yr adran hon ei chwblhau)
BANK DETAILS (Prize money will not be awarded if this section is not completed)

Enw'r Cyfrif ~ A/C Name _____ **Cyfeiriad Ebost ~ Email Address** _____

Côd Didol y Gangen
Branch Sort Code ☐☐ - ☐☐ - ☐☐

Rhif y Cyfrif Banc/Gymdeithas Adeiladu
Bank/Building Society A/C Number ☐☐☐☐☐☐☐☐

Cymdeithas Amaethyddol Frenhinol Cymru

Royal Welsh Agricultural Society

Have you considered exhibiting at one of our other events?

Gŵyl Tyddyn a Chefn Gwlad	16 - 17 Mai 2020 15 – 16 Mai 2021
Smallholding and Countryside Festival	16 - 17 May 2020 15 – 16 May 2021
Sioe Frenhinol Cymru	20-23 Gorffennaf 2020 19-22 Gorffennaf 2021
Royal Welsh Show	20-23 July 2020 19-22 July 2021
Ffair Aeaf Frenhinol Cymru	30 Tach – 1 Rhag 2020 29-30 Tachwedd 2021
Royal Welsh Winter Fair	30 Nov – 1 Dec 2020 29-30 November 2021

CAFC RWAS

cafc.cymru rwas.wales

PLEASE DETACH AND RETURN

Risk Assessment Form – Royal Welsh Show 2020

Please answer the questions below by placing a circle around your response. This form has to be completed by all stands and returned with your application form.
Also note that some questions ask you to provide evidence of your answers. This does not have to be sent with your risk assessment, but must be available on your stand throughout your attendance at the Show.

Company: _____

Contact Name: _____ Tel: _____

Address: _____

Postcode: _____ Email: _____

A. Insurance			
Do you hold Public Liability Insurance to cover your attendance at the Show? (**Copies of which must be available for inspection during the Show**).	Yes	No	N/A
B. Reducing the risk of fire			
Has any portable electrical equipment been portable appliance (PAT) tested by a competent person in the last year? (**Evidence may be requested**).	Yes	No	N/A
Have you identified ignition / heat sources and ensured that these are kept away from all flammable / combustible materials?	Yes	No	N/A
Are you aware that petrol generators are not permitted on the Showground?	Yes	No	N/A
C. Gas and gas appliances (including your caravan if located on the Showground)			
Do you have an inspection / gas safety certificate, from someone who is Gas Safe Registered, for the appliances and pipework and are all hose connections made with "crimped" fastenings rather than jubilee clips? (**Evidence may be requested**).	Yes	No	N/A
Will the LPG cylinders be kept outdoors, secured in the upright position and out of the reach of the general public?	Yes	No	N/A
Will appliances be fixed securely on a firm, non-combustible heat insulating base and surrounded by shields of similar material on three sides?	Yes	No	N/A
Will the LPG cylinders be located away from entrances, emergency exits and circulation areas?	Yes	No	N/A
Will the LPG cylinders be easily accessible for isolation in case of an emergency?	Yes	No	N/A
Do you ensure that gas supplies are isolated at the cylinder, as well as the appliance, when the apparatus in not in use?	Yes	No	N/A
Will you ensure that only those cylinders in use / likely to be used are kept at your stand / unit?	Yes	No	N/A
Are staff appropriately trained in the safe use of LPG present at the stand / unit at all times?	Yes	No	N/A
D. Fire detection, preventing fire spread and fire fighting (including your caravan if located on the Showground)			
If staff sleep in / near the stand / unit, is there a working smoke detector and a clear exit route maintained?	Yes	No	N/A

Have you identified combustible materials that could promote the spread of fire beyond the initial ignition point and reduced the chance of them being involved in an accident, e.g. paper, cardboard, bottled LPG?	Yes	No	N/A
Will you have sufficient bins for refuse or suitable arrangements to prevent an accumulation of refuse?	Yes	No	N/A
Are the structure, roofing, walls, linings and fittings of your stand / unit flame retardant? (**Evidence may be requested**).	Yes	No	N/A
Do you have appropriate fire extinguishers / fire blankets available that have been tested within the last year? (**Evidence may be requested**).	Yes	No	N/A
Are staff within the stand / unit familiar with the basic operating instructions for the fire extinguishers / fire blanket?	Yes	No	N/A
E. Emergency escape			
Will staff be aware of what to do in the event of a fire, how to raise the alarm, evacuate the stand / unit and the exit locations?	Yes	No	N/A
Do you ensure your stand / unit never becomes overcrowded to guarantee the safe escape of occupants in the event of a fire?	Yes	No	N/A
Will adequate exits be provided for the number of occupants within the stand / unit? (Are staff and customers able to evacuate easily if the normal exit was blocked due to fire?)	Yes	No	N/A
Will the available exits be unobstructed and unlocked at all times the stand / unit is in use?	Yes	No	N/A
Where necessary, will there be sufficient directional signs indicating the appropriate escape route and do they comply with current regulations?	Yes	No	N/A
If normal lighting failed, would the occupants be able to make a safe exit? (Consider daylight, streetlights, back up lighting, torches).	Yes	No	N/A
F. Other risks			
Are you aware that you must **not** stock or sell certain items, as listed under banned items in the Tradestand Regulations?	Yes	No	N/A
Have you completed a risk assessment covering the set-up, use and take-down of your Tradestand, e.g. the use of banksmen alongside large vehicles, certification for lifting equipment, management of slips, trips and falls etc. (**Evidence may be requested**).	Yes	No	N/A
Do you have procedures to ensure that no equipment, e.g. telehandlers or flagpoles, comes into contact with the overhead power lines on some parts of the Showground (the Tradestand Officer will be able to advise if your stand is close to overhead power lines).	Yes	No	N/A
Do you intend to break the ground surface, dig or excavate such that you might contact underground services, e.g. underground cables or pipework. If "yes" a Permit To Work will be forwarded to you.	Yes	No	N/A

I/We hereby agree to have all the above mentioned documentation available on our stand for inspection, and will ensure that our contractors and staff attending the Show are aware of this requirement.

Signed: _____ Print Name: _____ Date: _____