

How To Book

Once you have decided on the best option for your business complete the enclosed booking form and remember we are on hand for any queries or to advise you on what might suit your needs.

Ten Tips for Making Your Booking:

1. **First Come First Served** - Stands are allocated on a first come first served basis so book early to get a great spot
2. **Size Matters** – have you booked enough to include all your tow bars, guy ropes and vehicles?
3. **People Power** – make sure you have enough passes for all your staff, check the complimentary allocation before adding any extras
4. **Plan Ahead** – help us to manage the Showground during the set up and let us know your planned arrival time to set up the stand, you can always alter this nearer the time.
5. **Think Green** – before booking power consider your needs and if they can be met another way? Kettles can be very power thirsty – a thermos flask or camping stove is a much cheaper option!
6. **Be Loud & Proud** – once you've booked let everyone know you are coming, get it on your Facebook Page, Twitter, in your newsletters and on your website, maximising exposure before and after the Show.
7. **Be Sure To Insure** – all traders need their own Public Liability Insurance in place to trade at the Show, try the Market Traders Association for good value cover.
8. **Stay Safe** – risk assessments are not hard once you get started and if you need help just give us a shout.
9. **If In Doubt Ask!** – we are here to help and we've done this a few times before so to make things run smoothly for you please give us a shout with any queries large or small and we will be delighted to help you.
10. **Think Big** – with so much to see and do at the Show make sure your stand is big enough and bold enough to grab people's attention.

Important Notes

Staff Passes

Every person who needs to access your stand over the days of the Show will need an admission pass. You are allocated a complimentary number of passes depending on the size of your stand. Please see the booking form for more details. You can order additional passes on your booking form or at our website at the usual pre-show rate. Please note that nearer to the Show ticket prices increase and Show day prices are at maximum rate. Passes are not transferrable so cannot be passed between staff on the same day. Your complimentary passes and any ordered on your booking form will be despatched from the Show Office four weeks prior to the Show.

Vehicle Passes & Parking

All vehicles accessing the Showground during set up or on Show days will be required to display a valid Vehicle Pass. All stands will be issued with a complimentary allocation of Show Vehicle Passes (valid for Pre Show and Show Days) and Pre Show Vehicle Passes (valid only during set up). Additional Pre Show Vehicle Passes are available free of charge, on request, additional Show Vehicle Passes are £20 + VAT each.

Vehicles displaying a Show Vehicle Pass may be parked on your site if they remain within your boundaries otherwise they will be directed to the Traders Car Park. Vehicles without passes can be parked in the Public Car Park free of charge.

Caravans

If you have booked a site big enough to accommodate your caravan you can leave it on the site as long as it is behind your stand. Otherwise you can book a space in our Camping Field for just £20+VAT for the weekend. Loos and showers will be available in our clubhouse.

Setting Up

- ✓ Open Space traders may access the site for setting up every day during the week before the Show from 8am to 6pm. All other traders can access the site for setting up from the Thursday before the Show. Setting up on Saturday morning is possible between 6am and 8am only.
- ✓ Mobile units that require manoeuvring into position are advised to arrive early and/or book sufficient space to do so.
- ✓ Please report to the Tradestand Office on arrival and one of our Stewards will help you locate your stand before you start setting up.
- ✓ Please note stands that have been incorrectly positioned will not be permitted to open for business until they are sited correctly.
- ✓ All exhibitors are responsible for their contractors and for ensuring that they are competent to carry out the work required on site. Please ensure they are given the correct passes to gain entry onto the Showground, the correct stand number, location and stand.
- ✓ We recommend that contractors report to the Show office or Tradestand office on arrival.
- ✓ Please note that enforcement officers can visit the site pre show and your contractors may be asked to produce their health & safety paperwork.

- ✓ Please do not drive across other Exhibitors trade stand sites, or park in a manner that blocks access roads.
- ✓ Ensure that your marquee/structure fits within the area of your site.

Unloading

- ✓ **Forklift** – should you require a forklift to assist with unloading please go to the Tradestand Office on arrival. The Showground team will assist when available, depending on demand there may be a delay. Always ensure that your area is clear of public/others when loading and unloading your vehicle.

Security

- ✓ The Show will provide 24-hour security on the main gate from the Wednesday prior to the Show until midday on the Monday after the Show, plus roaming security on the Showground during the course of the Show.
- ✓ **However, exhibitors are still responsible for taking adequate security precautions on their stand, including after close of show.**
- ✓ Overnight security will be allocated to the Shopping Mall and Food Halls on Friday and Saturday night from 6.30pm to 8am.

Grass cutting

- ✓ The showground team (weather permitting) will cut the grass regularly until the beginning of July. During July exhibitors are responsible for cutting and the removal of grass cuttings. Please do not leave grass cuttings on your site, the neighbouring site or elsewhere on the Showground, please take them to the allocated grass cuttings heap.

Opening Times & Vehicle Movements

- ✓ **All Trade Stands must remain open until close of Show at 6.00pm both days**
- ✓ Trade vehicles for the removal of stands will not be permitted to move from internal positions or enter the Showground until 6.00pm, subject to number of visitors on site. Full information will be given with the exhibitors passes.
- ✓ On the last day of the Show, do not attempt to move your vehicle until after the official closing time. Any delay will be due to the fact that it is not deemed safe to start vehicle movement.

Agricultural Trade Eligibility

- ✓ To be eligible for the Agricultural Trade rates you must be doing 75% of more of your business within the agricultural sector.

Water

- ✓ Standpipes are available throughout the Showground. Water may be drawn from these pipes but connection of hose pipes is strictly restricted. Water supplies direct to your stand may be available on request.

HEALTH & SAFETY / FIRE

Risk Assessments

- ✓ **As part of your booking terms and to ensure compliance with Health and Safety legislations, exhibitors MUST complete and return the general risk assessment and fire assessment form enclosed with their booking form. Please ensure that your risk assessments consider Show set-up and breakdown as well as exhibiting at the Show. All forms must be returned.**
- ✓ **The Yeovil Show CIC reserve the right to refuse acceptance to the Show to any exhibitor who fails to provide a suitable risk assessment.**
- ✓ **It is the responsibility of the exhibitor to ensure all staff and contractors work in accordance with the relevant Health and Safety legislations, the Exhibitor must ensure that any risk to health, safety and welfare of its employees and others is minimised and all appropriate controls are in place.**
- ✓ **Enforcement agents from the HSE, Local Authority and other inspectorates will be on site before and during the Show.**

General

- ✓ Exhibitors are responsible for adequately fencing off/securing of any part of their stand that could be dangerous to visitors (including tent pegs, ropes etc).
- ✓ Under no circumstances may Exhibitors/contractors climb onto the roof of a temporary structure unless a documented risk assessment and safe system of work are in place and available on site. All workers working at height must be competent to do so. Please note that enforcement officers do visit the site during set up and breakdown and they will act on poor working practices.
- ✓ All mechanical and hydraulic devices on static machinery must be guarded and safety secured against dangerous or unintended operation/release. All raised components must be securely supported by mechanical means and **must not** rely on hydraulic pressure to remain in position.
- ✓ Only smokeless fuels may be used on site.
- ✓ All steps and disability ramps must be firm and strong with non slip hand rails and surfaces and must be within the confines of the boundary of your site.
- ✓ All exhibits containing moving parts or anything, which may be dangerous to the public, must be guarded to comply with safety regulations governing the particular exhibit. Guards must not be removed for any purposes whilst machinery is in operation.

Public Food Safety (Food Halls / Public Catering)

- ✓ All personnel handling food should be appropriately trained and wear clean over clothing and head coverings as appropriate.
- ✓ All machinery used for cutting, slicing, mincing etc should be properly guarded and all staff operating such equipment should be properly trained in its use.
- ✓ **All Food vendors are reminded that it is their legal responsibility to ensure that food is prepared, cooked and served safely at all times and that their staff are suitably trained, managed and monitored to ensure that high standards of food safety are maintained.**

- ✓ Separate facilities must also be available for the hygienic cleaning of equipment and surfaces.
- ✓ All food businesses must comply with current Food Safety Legislation applicable to their business.
- ✓ Food businesses should familiarise themselves with the Food Standards Agency Guidance on E.coli Controls in their business www.food.gov.uk/multimedia/pdfs/publication/ecolifactsheet0211.pdf
- ✓ A copy of Safer Food Better Business or the operator's food policy should be available for inspection on site.
- ✓ Open food must also be stored at least 90mm from the ground to protect against contamination.
- ✓ Under no circumstances are pets to be permitted on any stand/unit.

Fire/Bomb

- ✓ **In the event of a fire please dial 999 and subsequently inform the Show Office that you have done so on 01935 432567** – If time allows un-plug electrical items and isolate gas. Ensure all staff are accounted for. Do not try and remove items from your stand. Leave the area immediately, or as directed by the Show Officials.
- ✓ If you find a suspicious package, do not touch it, contact the Show Office (01935 432567) immediately giving the location.
- ✓ Please complete the fire safety check list and fire risk assessment provided with your application.
- ✓ Any exhibitor's marquee or structure large enough that the public cannot leave within 6.5m from the deepest part, must have a FIRE EXIT identified by the BS or Euro FIRE EXIT sign of a suitable size.
- ✓ Fire exits must be unobstructed and accessible at all times.
- ✓ Exhibitors vehicles, caravans or anything associated with one of these will not be allowed to remain in such a position as to impede the flow of people through, or dispersal of persons from any FIRE EXIT.
- ✓ **It is the responsibility of the exhibitor to ensure that necessary fire precautions are taken. Current Fire Safety standards MUST be applied to ensure that the exhibitor's site has adequate fire precautions.**
- ✓ **Information on fire safety at Open Air Events is available from www.communities.gov.uk/fire.** All exhibitors are required to supply suitable fire extinguisher(s) for the size of stand booked, this includes small bays within the large feature marquees (please also see requirements under LPG if applicable). Fire extinguishers must be located within the stand and be easily accessible, well maintained and must be on hand during build and breakdown of stand and all staff instructed in their use.

Liquefied Petroleum Gas (LPG)

The following conditions are to be observed regarding the use of Liquefied Petroleum Gas (LPG) cylinders and appliances:

- ✓ All cylinders are to be located outside the structure in the open air on firm, level ground and secured firmly in the vertical position away from any unauthorised

interference. Please locate cylinders so that they can be accessed by the emergency services if required.

- ✓ Only cylinders incorporating pressure relief valves may be used. All fittings and threads used must be clean and undamaged and only the correct connectors and regulators for the equipment must be used. Please ensure that you take competent advice to ensure that you are using the correct connection.
- ✓ All cylinders are to be located away from entrances, emergency exits and circulation areas of the Exhibitor's vehicles or any other stand or tent and sited at least 1metre from any ventilation openings. A physical barrier e.g. cage must be used as a physical barrier around LPG cylinders.
- ✓ All cylinders on stands may not exceed one day's supply. Cylinders can be ordered for delivery to individual stands, before 8am and after 6pm each day. The main supply from the cylinder for all high-pressure equipment is to be in screwed, galvanised tubing; outlets may be in high-pressure flexible tubing.
- ✓ It is preferred that fixed piping be used where practicable. However, if flexible tubing is used it is to be in good condition and suitable for its purpose, e.g. to a recognised British Standard (BS3212) and where appropriate to be provided with mechanical protection to minimize damage.
- ✓ **Wherever possible crimped clips should be used. Anyone responsible for connecting or changing LPG cylinders must be competent to do so.**
- ✓ When not required, gas supplies are to be isolated at the cylinder as well as at the appliance.
- ✓ Replacement cylinders for portable gas appliances are to be fitted in the open air, well away from sources of ignition. Tools must never be used to turn cylinder valves on or off.
- ✓ Appropriate firefighting equipment is to be readily available and in this respect the advice of the Yeovil Show's Health and Safety Steward should be sought. Where LPG is in use a minimum of 1 x 5kg dry powder extinguisher must be made available for every 2 cylinders in use.
- ✓ Combustible materials are to be kept well away from gas cylinders and appliances.
- ✓ The connection of appliances to the LPG gas supply should be carried out by a competent person, a trained member of staff who can recognise if the connection is faulty or damaged is acceptable. Exhibitors are responsible for carrying out a daily inspection on their gas equipment and supply. Exhibitors are responsible for ensuring that their staff know what to do in the event of a suspected gas leak.
- ✓ Please ensure that all risk assessments supplied by the Exhibitor include the use of gas equipment.
- ✓ In an appliance where the flame cannot be seen, the appliance should have a flame supervision device (fsd) fitted e.g. barbecues, grills, ovens etc.
- ✓ Please ensure that all gas appliances coming on to the Show ground must hold an annual gas safety inspection certificate carried out by a registered and competent Gas Safety Engineer. The Show reserve the right to audit this documentation and it should be available on request. **For further information, contact your Environmental Health Officer or Health and Safety Executive**

SHOW REGULATIONS

1. **Exhibitors must not conduct any business beyond the boundary lines of the trade stand site booked, this includes:**
 - 1.1. **Handing out promotional leaflets/products in the avenues/ roads around the showground or car parks**
 - 1.2. **Placing signs/boards/advertising materials anywhere on the showground.**
 - 1.3. **Encroaching into the avenues/roads to encourage visitors onto their stand, or making charitable collections.**
 - 1.4. **Exhibitors must not sub-let or share part of their trade stand space booked unless pre-authorized with the Event Director.**

Any infringement of the above will result in your trade stand being closed down by the Event Director.

General (All exhibitors)

2. **Alcohol** – Exhibitors are responsible for ensuring that no alcohol is obtained by anyone under the age of 18.
3. **Balloons** – Selling or making a gift of balloons from your exhibit is strictly prohibited throughout the Showground and car parks.
4. **Bogus Advertisers** – **WARNING** Please note, there are a variety of scams circulating amongst various Shows targeting Tradestand exhibitors, offering advertising on behalf of the Show, which **HAVE NOT BEEN AUTHORISED**. If in doubt, please contact the Show Office before agreeing to take any advertising space.
5. **Charitable Collections** – Charities wishing to make appeals for contributions to their funds must obtain permission from the Event Director. If permission is granted, collections must not be made outside the limits of the exhibitor's stands.
6. **Dangerous weapons** – The promotion and/or sale of offensive or dangerous weapons or toys such as guns, peashooters, laser guns/pens, catapults and BB guns is strictly forbidden. Any exhibitor found displaying, promoting or selling such items will be removed from the Showground immediately and will not be invited to exhibit at future Yeovil Shows.
7. **Demonstrations / Noise** – Exhibitors must not allow sound to emanate from stands in a way as to cause annoyance to other exhibitors or the public. Exhibitors wishing to use two-way radio equipment must inform the Event Director of the frequency and equipment being used. The Yeovil Show reserves the right to limit the use of two-way radios on site. Exhibitors wishing to use radio microphones during the Show must obtain permission from the Event Director and if permission is granted, provide the frequency to be used at least one month prior to the commencement of the Show.
8. **Excessive noise levels** – Exhibitors must reduce output if advised by the Tradestand Stewards. The Stewards are authorised to stop any activity offensive to neighbouring exhibitors or the public. **However, the Tradestand Director's decision shall be final as to the acceptable level of noise emanating from stands. If the volume is increased following the decision on an acceptable level, the Tradestand Director is empowered to ban the use of such equipment for the remainder of the Show.**
9. **Disclaimer of Liability** – The Yeovil Show CIC and Yeovil Agricultural Society will not be liable or responsible for any injury, loss or damage arising from any error in the allocation

of space or if an exhibitor encroaches on the space allocated to another. The YS or YAS, staff or volunteers will not be in any way liable to any persons for any damage or loss to the property of such person or for any injury, however caused, fatal or otherwise, to any such person while upon the Yeovil Showground or car parks or while entering or leaving the same. Exhibitors shall be solely liable for any loss, injury or damage that may be done to, occasioned by arising from any article or property exhibited or brought on to the Showground by or for him, and shall indemnify the Yeovil Show and Yeovil Agricultural Society on account of or in respect of such damage or injury which may be so caused. Exhibitors shall be held liable for the behaviour and for any misconduct or negligence of their staff or contractors and the consequences thereof. Acceptance of the Show Regulations is a condition of entry and it is the responsibility of exhibitors to ensure that they understand and comply with these regulations.

10. **Dogs** – Dogs are allowed onto the Showground on short non-retractable leads, but may be restricted in some areas of the Showground. Assistance dogs are exempt. Under no circumstances leave your dog in your vehicle in hot weather. It is highly likely to be removed and all associated costs will be levied against you.
11. **Exclusivity** – The Yeovil Show will not grant exclusivity to any company to promote or sell goods at the Show.
12. **First Aid** – is available from The Medical Centre on both Show Days. Full operating times will be issued with passes. For an emergency out of hours, please call 999, or visit the A & E Department at Yeovil District Hospital, Yeovil, Somerset, BA21 4AT.
13. **Force majeure** – If an event defined hereafter as Force Majeure occurs the Yeovil Show CIC will not be responsible for the financial consequences or any losses or any actions claims or demands caused to or made by an exhibitor or their servants or agents caused by the failure of the Yeovil Show to be held on one or both of the days but for the event of Force Majeure on which it would otherwise to be held. Force Majeure means for the purposes of this clause exceptionally inclement weather; flooding of the whole or any part of the Yeovil Showground or the whole or any part of the car parks associated with it ; an act of God including but not limited to fire, flood, earthquake, windstorm or other natural disaster; act of any sovereign including but not limited to war, invasion, act of foreign enemies, hostilities (whether war be declared or not), civil war, rebellion, revolution, insurrection, military or usurped power or confiscation, nationalisation, requisition, destruction or damage to property by or under the order of any government or public or local authority or imposition of government sanction embargo or similar action; law, judgment, order, decree, embargo, blockade, labour dispute including but not limited to strike, lockout or boycott; interruption or failure of utility service including but not limited to electric power, gas, water or telephone service; failure of the transportation of any personnel equipment, machinery supply or material required by YS to run the Yeovil Show ; breach of contract by any essential personnel; any other matter or cause beyond the control of Yeovil Show CIC.
14. **Generators** – Generators are **not permitted** on site without the express permission of the Event Director. Electricity supplies are available to most stands and must be applied for at least four weeks prior to the Show.
15. **Goods/Receipts** – For all items sold by an Exhibitor with the exception of food, a receipt must be handed to the customer bearing the exhibitors trading name, address and telephone number.

16. **Hot Surfaces** – Where hot surfaces are used on tradestands for cooking or demonstration purposes these must be fully guarded from the public and in particular children.
17. **Indemnity by the Exhibitor** – The exhibitor will indemnify the Yeovil Show CIC for: All claims arising out of the exhibit and the exhibitor's Show staff, Contractors and invitees conduct at the trade stand generally and against all claims, demands, damages, proceedings, costs or expenses whatsoever in any way relating to or arising out of use of the trade stand by the exhibitor. Any claims which may at any time be made against the Show (whether under the Occupiers Liability Act 1957 or otherwise) in relation to the trade stand (including any claim made by any of the exhibitors' employees) arising wholly or in part from any act or omission of the Exhibitor.
18. **Insurance** – Exhibitors must have Employer's Liability Insurance to satisfy Health and Safety requirements. Where an exhibitor does not have Employer's Liability cover, because they rely on volunteers or self-employed persons, they must have Public Liability cover. All trade stand holders **MUST** have a minimum of £5million public liability insurance cover. Public Liability cover provides protection for claims made by visitors to the area of an exhibitor's stand. This is particularly important where volunteers or self-employed persons are working for an exhibitor since there is a strict duty of care to these persons as they are treated as employees. The Consumer Protection Act came into force in 1988 and makes the retailer of a defective product strictly liable to any person injured by it. It is, therefore, necessary for exhibitors to have Product Liability cover. Exhibitors must insure his/her exhibit whilst on the Showground. This includes fixtures and fittings. Take out adequate third party insurance in respect of the exhibitor's use and possession of the trade stand.
19. **Livestock on Stands** – Permission must be obtained from the Event Director if you are intending to have any livestock or pet animals on your stand. All livestock will be subject to movement control or disease-free certification and the exhibitor must have the appropriate documentation available on site during the Show. E.coli prevention advice/signage must be displayed. Livestock or pet animals must not be left unattended at any time, especially overnight. Any animal showing evidence of ringworm or any disease will not be admitted to the Showground. The Veterinary Inspector can authorise the immediate removal from the Showground of any animal which, in his opinion, is suspected of suffering from disease or is unfit or unsafe to be exhibited. Horses will be subject to the conditions of entry as stated in the equine schedule.
20. **Opening Hours – Trade Stands opening hours are between 9am - 6.00pm on BOTH days. Trade stands must remain open and fully staffed between these times.**
21. **Observance of Regulations** – The Board of Directors of the Yeovil Show reserve the right to refuse or cancel any application without explanation. All applications are received subject to approval. Exhibitors must undertake to carry out any alteration as requested. Failure to do so, or if the tradestand does not meet with approval after any such alteration, will result in immediate expulsion from the Showground.
22. **Pools and Spas** – If filling pools or spas and if you plan to include Chlorine in the pool/spa, at close of Show, a neutralizing agent must be added before the water is released. A record of the amounts of Chlorine placed in each pool/spa need to be retained for inspection by the relevant authorities. This is to comply to the Environmental Protection Act to avoid pollution of the water course and drainage system on the Showground.

23. **Postponement or Abandonment** –Exhibitors shall not have any claim against the Yeovil Show in respect of any loss or damage whatsoever consequent upon the Show or any part of it failing (for whatever reason) to be held or having to be abandoned.
24. **Responsible Drinking** – The Show Will attract visitors of all ages and must uphold the four Licensing objectives – The prevention of Crime and Disorder, Public safety, the prevention of public nuisance and the protection of children from harm. All Exhibitors must follow the following golden rules of responsible drinking. Use the challenge 25 campaign applied at the bars on the Showground. (Please ask the customer for valid proof if you think they are under 25). Purchasing/supplying alcoholic drinks by/to anyone under the age of 18 is illegal. Anyone who appears to be intoxicated must not be served or given alcohol and may be asked to leave the Showground. It is illegal for children under 18 to knowingly consume alcohol. Rules of the Show only allow the use of plastic or toughened glass.
25. **Rubbish & Recycling** – Exhibitors are required to maintain their stand space and surrounding area in a clean, tidy and hygienic condition at all times. **Waste material must not be stored at the rear of the stand.** Please be aware of the fire risk when storing waste materials. Recycling bins are available across the Showground. **PLEASE HELP US TO ACHIEVE ZERO TO LANDFILL and KEEP THE SHOWGROUND TIDY**
26. **Sale of Knives** – The display of knives for sale (including knife blanks) must be in a locked display cabinet unless protected in a pre-sealed pack at the time of manufacture. Any tradestand displaying or selling knives must do so in accordance with current legislation and must ensure that an age verification system is enforced. All employees must be trained and aware of the system. Suitable age restrictions signage must be clearly on display. Trading Standards officers will be at the Show and may use under age test purchasers to verify that the non-sale of knives to under 18's is being enforced.
27. **Show Guide** – Exhibitors must complete the editorial section on the tradestand booking form to secure a free entry in the Show Guide. The description will include company name, town, telephone number, e-mail address and website.
28. **Signs and Advertising** – All exhibitors must provide a clear sign or banner bearing the name of the firm or organisation as listed in the Show Guide. Signs/banners must not obstruct the view of the adjacent trade stand or protrude into the path of vehicles or pedestrians on the roads and avenues. If hiring a marquee, covered or shopping avenue bay, signs must be fixed so that no damage is caused to the canvas or frames. No advertising materials may be placed elsewhere on the Showground. Distribution of 'Political Propaganda' will not be tolerated in any areas of the Showground or public car parks.
29. **Sleeping** – All tradestand exhibitors are reminded that if they intend to sleep overnight within or behind their trade stand area, they are required to complete the relevant section on the Emergency and Overnight security form, so that the relevant authorities can be notified in the event of an emergency. As with all sleeping accommodation, a working battery smoke detector must be installed. The Show security contractor will be made aware of those sleeping overnight on the Showground.
30. **Smoking** – smoking (including the use of electronic cigarettes) is not permitted in any building, structure or marquee on the Showground.
31. **Transport Safety** – All vehicles on the Showground must adhere to the stated maximum speed limit. All loads must be properly secured at all times. To ease traffic congestion exhibitors are requested to **remove vehicles, once unloaded** to the nearest car park.

Please be aware that hand held mobile phones must not be used when driving on site. All vehicles must at all times be driven by a properly licensed and fully insured driver.

32. **Temporary Events Notice** – Exhibitors given permission intending to sell alcohol must apply for a Temporary Events Notice (TEN) from South Somerset District Council. Application forms can be downloaded from www.southsomerset.gov.uk (by accessing the licensing pages). A copy of the TEN must be displayed on the stand/unit.
33. **Weather conditions** – Exhibitors must ensure they have made adequate preparation to allow for adverse weather conditions at the Show. In the event of adverse weather, it may be necessary for Show vehicles (i.e. tractors) to assist with exhibitor vehicles on the Showground. Please **DO NOT** drive over any neighbouring tradestand space. The Show reserves the right to restrict or refuse vehicle access to the Showground at any time to protect the ground.

FOOD & DRINK

34. All stands must conform to Food Safety and Food Hygiene legislation and are encouraged to use a display consisting of back and side walls and an appropriate 'shop counter'.
35. Exhibitors are responsible for the provision of any flooring (if necessary) to comply to Food Safety and Food Hygiene legislation.
36. Exhibitors with cooking facilities on their stand **MUST** provide and use a suitable extractor fan.
37. Exhibitors can set up their stands from the Thursday prior to the Show between the times of 8am and 6pm.
38. The number of exhibitors permitted to serve 'fast food' (sold for immediate consumption on site) will be at the discretion of the Event Director.
39. A copy of Safer Food Better Business or operator's food policy should be available for inspection on site.
40. Exhibitors granted catering concessions must have automated tills, and will be subject to audit on income and must adhere to food and safety hygiene rules and regulations.
41. For Fire Safety purposes, the use of LPG gas cylinders in the Food Halls is strictly limited to those with documented approval from the Event Director for its use.
42. Intoxicating liquor may not be sold or offered without prior permission from the Event Director.
43. Maximum measured amount permitted to be sold is 10 fl oz
44. Exhibitors must comply with all legislation in force at the time of the Show and, in particular, the Food Hygiene (England) Regulations 2006. For more information, please contact the Environmental Health Service, South Somerset District Council, Brympton Way, Yeovil, BA20 2HT. **Telephone:** 01935 462462. Failure by Exhibitors to maintain satisfactory standards will result in immediate removal from the Showground and loss of all monies paid.
45. Correct dress code must be adhered to at all times.
46. **The use of UHT milk is not permitted.**
47. The highest standard of hygiene, quality and modern presentation are required at all times and any failure to comply with current legislation (particularly Food Safety / Health and Safety at work) will lead to the caterer's immediate removal from the Show.
48. A copy of Safer Food Better Business or the operator's food policy should be available for inspection on site.
49. Caterers are alone responsible for complying with food safety legislation regarding the handling of foodstuff and must show due diligence where food safety issues are

concerned i.e. prevention of cross contamination, correct food temperature and handling of food.

50. Caterers must apply for electric on the relevant forms and return them by the due date. Please note there will be standpipes in the vicinity of all the food halls and courts. **The use of generators is not permitted.**

Public Catering

51. All catering units must be fully stocked and operational during the Show opening hours 9am to 6.00pm. Pre-show and 'out of hours' catering on Show days is not permitted unless previously agreed with the Event Director.
52. Deliveries for restocking must abide by the deposit system.
53. The Event Director reserves the right to adjust the allocation and location of catering sites, wherever possible this will be done in consultation with the caterer.
54. Caterers will use the selling prices as per the acceptance of tender
55. Units must be kept within the site boundary as allocated on the acceptance of tender letter. Site boundaries include tow bars, refrigerated vehicles, etc, and required space for chairs and tables.
56. Please note portion size as well as maximum core prices for food and drink are regulated by the Yeovil Show and must be adhered to.
57. Each unit must be equipped with an electronic till. Daily sales figures may be subject to audit.
58. Deposit payment of 50% of the tender figure must be paid by the last day of March. Deposit payments are non-refundable under any circumstances. An additional post-dated cheque for a further 50% must accompany this payment. This will only be cashed if the caterer fails to submit their sales figures by the due date. **Failure to meet the initial payment deadline could result in the Public Catering Concession being withdrawn and offered elsewhere.**
59. Total sales must be submitted in writing by July 30th of the relevant year and accompanied by a breakdown of total daily sales (net of vat) and any Show issued vouchers. A VAT sales invoice/statement will be issued; once final figures have been agreed.
60. Caterers must provide suitable litter bins and ensure frequent and adequate disposal of all rubbish. All sites must be cleared of litter each evening.
61. Full Recycling details will be provided with the passes.
62. Caterers are responsible for ensuring that the site allocated is cleared / re-instated and equipment removed within 2 days of the end of the Show.
63. Caterers selling or promoting alcohol are reminded that they must have a Temporary Events Notice (TEN) which must be displayed at the Show.
64. Exhibitors must comply with all legislation in force at the time of the Show and, in particular, the Food Hygiene (England) Regulations 2006. For more information, please contact the Environmental Health Service, South Somerset District Council, Brympton Way, Yeovil, BA20 2HT. **Telephone: 01935 462462. All public and corporate caterers, and exhibitors within the Food Halls are required to abide by the regulations set out in the whole of this booklet. Environmental Health Officers will be in site during the Show**

USEFUL INFORMATION

Show Office 01935 432567

Showground Address Yeovil Showground
Barwick
Yeovil
Somerset
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