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## **Rules & Regulations**

### **Attendance Figures**

**Royal Welsh Smallholding & Countryside Festival – 21,000**

**Royal Welsh Show– 200,000**

**Royal Welsh Winter Fair – 31,000**

Exhibitors who exhibited the previous year will automatically be given the opportunity to rebook the same space for the current year, and have until the closing date to do so. Potential new exhibitors should not assume they have been sold a stand until they have received confirmation by way of written invoice/receipt for the space booked.

Exhibitors are requested to read the following before making their application.

#### **Privacy Policy & Data Protection Policy**

Information from application forms will be stored by the RWAS and the company name, website and telephone number details of the trade stand will be published in the official show catalogue and website.

Privacy is important to us; we will not sell, rent or give your name, address, email address to anyone without prior explicit consent.

The Society's Data Protection Policy and Privacy Notice can be found on our website [www.rwas.wales](http://www.rwas.wales).

## **Step 1 – Making an Application**

### **Closing date of Entries –**

**Royal Welsh Smallholding & Countryside Festival -**

**1 February New Companies 1 March**

**Royal Welsh Show – 1 March**

**Royal Welsh Winter Fair – 1 October**

No Signed Application = No Space Reserved.

All applicants must complete the enclosed application form paying particular notice to the following:

- All applications must be signed.
- A completed Risk Assessment must accompany the application.
- New exhibitors must include photos of their stand.
- A payment for the amount due.
- A copy of your current public liability insurance.

- When making your application please ensure that sufficient space is booked to include caravans, tow bars, guy ropes etc. Please note no stand will be allowed to occupy more space than paid for.

If an exhibitor does not wish to be placed adjoining any other particular exhibitor, this must be clearly stated in writing at time of making the application.

The Society reserves the right to refuse any entry whatsoever, whether received prior to the closing date for entries or not, and also reserves the right to cancel any entry which may have been accepted, without any reason being given.

**IMPORTANT:** Exhibitors having shown the previous year and wishing to retain the same site for the current year must return their application by the closing date. Failure to do so will mean that new applicants will be offered the space you occupied.

**1.1 Allocation of Space:** The allocation of sites and positioning of trade stand space will be entirely at the discretion of the Society, although every endeavour will be made to meet any request made by an exhibitor regarding the position of his/her stand.

### 1.2 Address Details

Main Address – This address will appear in the Show Catalogue or website and all invoices unless instructed otherwise.

Correspondence Address – Ticket, passes and general correspondence will be sent to this address.

Invoice Address – If you require a different address for invoices please complete the section on the application, stating the address.

### 1.3 Livestock / Poultry on Stands

If livestock of any description are to form part of an exhibit, it is the responsibility of the exhibitor to obtain any necessary movement orders and abide by the regulations of the Welsh Government or other appropriate authority, and to comply with any regulations which may be in force at the time of departure to or at the showground. It is an offence for an exhibitor to bring livestock to the event when restrictions are in force. The following action is required to be taken by exhibitors when livestock forms part of their exhibit:

#### Cattle, Sheep and Pigs

- Animals exhibited on a tradestand cannot be exhibited within the competitive classes.
- All livestock entered within the Society's classification **must** be housed in the appropriate lines and not on the tradestand.
- Guidelines are in operation and regulations apply to animals housed on tradestands as to cattle health and sheep and goat health schemes and the comfortable housing of animals on stands - details of which may be obtained from the Tradestand Officer.
- Any necessary movement permits from the appropriate authority to be obtained.
- All cattle must be halter led.
- Tradestands with cattle or sheep **MUST** not arrive until the following times:
  - **Festival:** between 4pm – 7pm the Friday before the event and 7am – 8am the morning of the event.
  - **Show:** after 12 noon on the Saturday prior to the Show.
  - **Winter Fair:**
    - Cattle - 9.00 am – 2.00 pm Sunday prior to the event
    - Sheep - 9.00 am – 2.00 pm Sunday Prior to the event.
- Sheep Breed Societies: please note the MV status at the following events:

- Spring Festival all sheep should be Non-MV Accredited.
- Show: all sheep can be either MV or Non-MV Accredited.
- Winter Fair all sheep should be Non-MV Accredited.

Please ensure that the relevant movement documents accompany the sheep to the showground.

h) Poultry on stands:

Following numerous complaints about the ages of ducklings and conditions of their care a **ban has been introduced on both the sale and display of ducklings**.

All poultry **MUST** be kept in clean **DRY** conditions and the use of untreated shavings is advised.

Guidelines as to the care of the poultry after sale **MUST** be handed out to each and every person buying birds to take home. Exhibitors will be asked to show their own guidelines to Society Stewards at the commencement of the event.

Failure to comply with any of the above points will lead to non-invitation at future events. Please also make note of the following points:

- Always handle birds with care and consideration
- Water must be available at **all** times whilst at the event, in containers which cannot be knocked over.
- Sick or injured birds **must not** be shown or for sale at the event.
- If a bird becomes sick or injured during the event; it must be separated.
- Birds must have plenty of bedding and should not be placed on a concrete floor.
- Birds must have sufficient room in the cages to stand in their natural position.
- Birds must only be transported and shown in suitable containers. These must be solid-sided and allow adequate ventilation for all birds. Damaged or broken crates must not be used.
- Birds must be protected from direct sunlight, be given adequate ventilation and be sheltered from adverse weather conditions. Do not leave birds unattended.

The Society Veterinary Officer and Poultry Inspection Steward will inspect poultry on stands during the event; if at any point during the event they believe the above rules have been contravened remedial action will be taken against the stand holder responsible.

No livestock will be allowed on stands within Exhibition Hall 1 and the South Glamorgan Exhibition Hall with the exception of poultry.

**1.4 Demonstrators - unless it is stated on submission of the Application Form for Tradestand space - No demonstrations will be allowed.**

**1.5 Protests, Deputations & Delegations** - strictly prohibited and exhibitors must confine their activities to their trade stand area only.

**1.6 Public Liability Insurance**

Please note that all exhibitors should hold current Public Liability Insurance, and ensure a copy is available for inspection on your stand during the event.

**1.7 Insurance** - Exhibitors must insure against fire, theft and other appropriate risks, not only as regards their property, but also against third party claims.

**1.8 Signature**

No application will be valid unless the application form is signed and dated.

## **1.9 Tradestand Rates – Please see the enclosed application form**

### **1.10 Allocation of Sites**

The allocation of sites and positioning of trade stand space will be entirely at the discretion of the Society, although every endeavour will be made to meet any request made by an exhibitor regarding the position of his/her stand.

- a) Exhibitors booking open space must apply and pay for sufficient space for all stays, guy ropes and tow bars/hitches required for any building, tent or caravan to be erected on the space.
- b) Boundaries of sites will be marked and in no circumstances will exhibitors be allowed to move marking out plates or occupy a larger space than that allocated to them. Under no circumstance will any part of the stand be permitted to overhang the roadways or front line (where marked).
- c) The Society will not be held responsible for damage caused to sites by a third party during the show build up period, and will not undertake to make good such damage.
- d) Exhibitors are responsible for the space behind their tradestand and must conduct themselves so as to avoid causing risk, especially fire risk, or nuisance. Society Stewards and local fire officers patrol the event, including the space behind tradestands, to ensure any risks are properly managed and to ensure exhibitors are not causing nuisance.
- e) If an exhibitor does not wish to be placed adjoining any other particular exhibitor, this must be clearly stated in writing at time of making the application.
- f) Exhibitors wishing to occupy the same site as occupied in the previous year must return the pre-printed application form to the Tradestand Office no later than the closing date of entries, after which the site will be offered to other exhibitors.
- g) Exhibitors may not display on the stands the names of any other firm or firms, other than their local agents or distributors, except in cases of exhibits which have been sold, when the names of the purchasers may be displayed and also in cases of exhibits not manufactured by the exhibitors.
- i) Vehicle Exhibits. Exhibitors are not allowed to demonstrate vehicles in the avenues during the event. Under no circumstances will this be allowed.
- j) Excess Space. Any Exhibitor who, without the Society's authority, occupies any area at the event, other than that allocated to him, shall on demand pay for such excess space, at the rate of double the fees or charges, which are applicable for that particular space. If required, the exhibitor shall withdraw to his allocated space and also be liable for expenses or loss, incurred by any exhibitor(s) deprived of any part of their allocated space.
- k) Stands must be set up for the duration of the event and on no account should they leave before the event has ended. Failure to adhere to this regulation will result in a total ban from Society events.

### **1.11 Goods Displayed**

Exhibitors goods displayed must be in accordance with the description given on the entry form and catalogue. Vendors of 'cheap jack' articles or itinerant vendors who may have gained admission to the ground will be removed. The sale of goods of an offensive nature or the selling of goods by auction, or behaviour that causes a nuisance to visitors or exhibitors is strictly forbidden. The sale of stink bombs, silly string, laser pens and other items likely to offend persons visiting the show is strictly prohibited. The definition 'cheap jack', 'nuisance' and 'offensive nature' shall rest with the Society's Stewards and Officials who shall have the power to remove offending exhibitors and their goods from the Showground. All goods must be clearly exhibited to the public before sale.

### **1.12 Banned Items**

#### **a) Aircraft - Advertising**

Exhibitors or their agents, are prohibited to employ aircraft of any description, for the purpose of advertising over the Society's Showground and Car Parks

b) **Balloons** -The selling or donating of inflated or deflated balloons is forbidden. Such items frighten livestock. The Society will not permit balloon races to be organised from the Showground or Car Parks.

c) **Hot air or gas filled balloons.** The use for advertising or any other purposes is strictly forbidden.

d) **Cap Guns, BB Guns, BB Gun ammunition, Laser Pens and Explosive Devices**  
The sale of cap guns, bb guns, bb gun ammunition, laser pens and explosive devices is forbidden.

e) **Cycles, Motorcycles, Scooters etc.**

The riding of motorcycles, cycles, motor trikes, farm bikes and children's Scooters etc on the showground, caravan parks, car parks or livestock hill is prohibited.

f) **External Trading and Distribution of Handbills**

External trading and the distribution of handbills on any area owned or supervised by the Society other than on the holders paid for tradestand space is not allowed. This regulation includes such areas as caravan and car parks, approach roads, lay-bys.

g) **Protests, Demonstrations, Deputations,** Delegations and canvassing of members of the Public other than within the confines of the exhibitors stand space.

h) **Raffles of live animals** is prohibited on the showground.

i) **Chinese Air Lanterns –** The sale of Chinese air lanterns is prohibited.

j) **Lit Candles, Gel Burners** is strictly forbidden within Society buildings and marquees.

### 1.13 Knives – sale of

The sale of knives will not be permitted for sale to persons under the age of 18 years unless accompanied by an adult. Exhibitors of such items are expected to be aware of and conversant with the Criminal Justice Act 1988.

Knives and similar objects must only be displayed in locked cabinets.

### 1.14 Excavating

Exhibitors are advised that there are underground services on the Showground, including underground electricity cables. Exhibitors must carefully consider safer alternatives to excavating for flagpoles, signs, etc. when planning their tradestand. Where an exhibitor wishes to excavate, the Society will provide appropriate information to assist the exhibitor plan their tradestand, including any excavation work. The responsibility for safe digging rests with the exhibitor. More information is provided in paragraph 2.5.

### 1.15 Electricity

Exhibitors requiring electricity must complete and return their application before the date stated. **Applications received after the closing date will incur surcharges.**

Anyone who provides electrical apparatus for their own or anyone else's use, demonstration, etc. should before it is connected to the supply, arrange for its inspection and testing by a competent electrician and documentation should show the date of the test and the name of the person carrying out the test. All equipment should be connected to the supply through a residual current device and all cables and connections where not protected by a weatherproof structure shall be of such construction or as necessary protected as to prevent, so far as is reasonably practical, danger arising from such exposure.

Electrical connections will only be made to installations which comply with the current IEE Regulations for the Electrical Equipment of Buildings.

Failure to comply with these Regulations may lead to the disconnection of the supply until the installation complies.

In permitting the connection of consumers wiring to its distribution system the Royal Welsh Agricultural Society does not accept responsibility for the exhibitors' installations, in any respect.

Exhibitors must not leave their sites until such time as any electricity supply is disconnected and made safe by the Society's Electrical Contractor.

**Generators - No generators will be allowed where an adequate mains electricity supply is available & then diesel generators only with the Society's written permission.**



## Conditions for the Supply of Electrical Energy & Fittings on Hire

- Supply 240 volts Single Phase, 415 volts Three Phase 50 cycles Alternating Current (AC).
- The charges detailed on the price list include for the supply **on hire** and installation from the electricity power supply, a proportion of the necessary mains cable, overhead/underground network, switch fuse and control gear, together with all necessary circuit wiring and fittings and for taking down and removing at the close of the event.
- The Electricity Supply will be terminated at the nearest point on the stand to the distribution pillar. Exhibitors requiring a different termination point should give details on a separate paper and attach it to the application.
- It is strictly understood that **one** item of equipment only is connected to each point. **The use of bayonet adaptors is prohibited.**
- All exhibitors will be held responsible for any materials, etc. which are damaged or missing at the end of the event and **it is the responsibility of the exhibitor to ensure that equipment is returned in good order.**
- Applications for the supply must be received by us **not later than the date stated on the order form**, after which date no guarantee will be given that the work will be carried out, but if it is carried out the cost will be as price list plus the surcharge for modifications to our supply network.
- We reserve the right to refuse to connect to the supply any faulty equipment. Any work carried out on equipment to bring it to the required standard will be charged on a time and material basis.
- **The use of personal generating sets is strictly prohibited other than for the purpose of demonstration.**
- Supply of electricity should normally be available to most stands from mid-day on the day prior to the event commencing until the official closure of the event. However, should this not be possible for whatever reason this company cannot be held responsible and will not accept any claims for loss of earnings or otherwise.
- Refunds for cancellations will only be given if notice of cancellation is received by the Tradestand Office prior to three weeks before the event.
- Any portable electrical appliance over 12 months old, intended for use at this event must display a valid PAT tested certificate, otherwise power will not be connected.
- Exhibitors who have hired boilers and fridges please contact Mr Pip Samuel when you arrive on site to arrange delivery.

### 1.16 Water

Water will be laid on in various areas, but exhibitors desiring a supply on their stands during the Royal Welsh Show must complete the section on the application form. Please see the application form for the charges.

For the Spring Festival & Winter Fair please contact the Tradestand Officer to discuss supplies

Please note we do **NOT** offer further plumbing services. No Exhibitor is permitted to connect his or her own stands to the water supply.

**Any exhibitor found connected to a water or electric supply without this having been ordered through the Society, will be charged triple the stated amount for the services.**

### 1.17 Caravans

A special pass must be obtained (**for all caravans**) and it must be clearly stated on the application form if this is to be sited within the paid area allocated to the stand. Caravans not sited within the paid area must be sited in the External Caravan Park. **No caravans will be allowed to be sited outside the paid area of stand.**

Please see the application form for services and charges for caravans.

Exhibitors are strongly advised to have a working smoke detector and portable fire extinguisher in their caravan

### **1.18 Tickets & Passes – NO tickets or Passes = NO ENTRY!**

If you are not totally sure of the number of tickets you require please note the totals can be altered at a later date. Please note all persons on the showground must have the correct tickets and passes in their possession as spot checks will be made.

#### **Definition**

##### **Pre-Event Period (Set Up Passes)**

Festival – 1 day prior to the event.

Royal Welsh Show – 7 days prior to the event.

Winter Fair – 3 days prior to the event

##### **Event Period**

Festival Period – Midnight Friday until 6pm Sunday

Show Period - midnight Sunday until 8.00pm Thursday

Winter Fair Period midnight Sunday until 6pm Tuesday

NB All stickers must be affixed to vehicle windscreens (and caravan windows where applicable) - failure to comply will mean no entry to the Showground.

#### **(a) Pre Event Passes (Set Up Passes)**

A pre-event vehicle pass and personnel pass will be required for entry to the showground. Pre event vehicle passes **must** be affixed to the vehicle windscreen.

#### **(b) Free Exhibitor Forward Car Park Tickets**

A forward area will be allocated to trade exhibitor's cars. Exhibitors will be issued with forward area car park passes. Due to limitations in the parks we can only issue a limited number of passes, all other staff over and above the allocation will have to park in the public park. All parking is free of charge.

#### **(c) Exhibitors Complimentary Admission Tickets**

#### **Definition:**

An event admission badge will allow entry for one person for the following days:

Festival – 2 days

Royal Welsh Show – 4 days

Winter Fair – 2 Days

Event admission badges will be issued for the sole use of the Exhibitor or any member of his/her show staff on the following basis:

Areas up to 37.5 sq. metres – 3 x event badges.

Areas up to 75 sq. metres - 4 x event badges.

Areas up to 112.5 sq. metres – 5 x event badges.

Areas up to 150 sq. metres - 6 x event badges.

Areas up to 187.5 sq. metres - 7 x event badges.

Areas up to 225 sq. metres - 8 x event badges.

Areas up to 262.5 sq. metres - 9 x event badges.

Areas up to 300 sq. metres - 10 x event badges.

Areas up to 337.5 sq. metres - 11 x event badges.

Areas up to 375 sq. metres - 12 x event badges (maximum issue)

Each admission badge may be exchanged for day tickets if preferred.

Exhibitors who are staying on site and wish to exit the Showground after closing time must have an event badge to allow re-entry. Day tickets only admit for one day only

#### **(d) Additional Admission Tickets**

Exhibitors requiring additional tickets for staff manning their stand may purchase at the appropriate reduced rate please see either the application form or the additional ticket order form.

**(e) Admission Refunds**

Under no circumstances will refunds be made to exhibitors or their staff or representatives who have arrived at the entrances without admission tickets and have paid the public price to gain admission to the Showground.

**(f) Trade Servicing Pass - Deposit System**

Exhibitors who need to bring a vehicle onto the showground during the event will require a Trade Servicing Pass. Please see the pass for times and the deposit charge.

No vehicle will be admitted unless the correct pass is shown. A charge will be made for each admission which will be refunded provided the vehicle leaves the Showground within the time stated.

**(g) Dog Permits**

**Festival – Dogs Allowed - no permit required.**

Exhibitors are not encouraged to bring dogs onto the Showground, but if it is essential to do so, then the dogs must be kept on a lead at all times and the owners be in possession of the necessary equipment to clean up in the event of the dog fouling the Showground.

**Royal Welsh Show – Dogs Allowed with Permit**

Exhibitors parked within the showground who have dogs on their stand for security purposes must apply for a Society dog permit. Please indicate the number of permits required on the application form.

**Winter Fair – Dogs Allowed with Permit.**

Exhibitors parked within the showground who have dogs on their stand for security purposes must apply for a Society dog permit. Please indicate the number of permits required on the application form.

Exhibitors must not exercise their dogs in public areas during the event operating hours. Dogs must only be exercised out of event hours either in the caravan area or behind the tradestands. Please remember to clean up after your dog.

**Exhibitors please note that dogs will not be allowed in any of the permanent buildings.**

**1.19 Description of Exhibits**

Each exhibitor must complete the Catalogue Description on the application form and will be allowed free of charge an entry in the various publications or website giving the Stand Number, Name, and Address together with up to 30 words of descriptive matter. Any misrepresentation in catalogue entries to gain admittance will result in the expulsion from the Showground without compensation. Exhibitors will not be allowed to sell or demonstrate goods which have not been included in their catalogue description unless prior permission is granted.

It is essential that you complete this section.

Exhibitors are reminded that they must comply with all relevant Trading Standards requirements, especially with regard to sales of age-restricted products.

**1.20 Recovery of Fees and Charges**

All fees and charges shall be recoverable by the Society and until payment is made, persons owing them shall be debarred from exhibiting at future events of the Society. **Passes will not be sent until full payment has been received.**

**1.21 Written Permissions:**

**a) Moving Machines/Equipment**

Moving machines and equipment may be demonstrated with prior written consent from the Society subject to same causing no interference or annoyance to neighbouring Stands. Simulators on stands must have the Society's approval.

**b) Photographers**

It shall be a condition of entry to the Showground that no person shall ply for trade as a snapshot photographer or solicit trade with visitors to the Showground in any other capacity deemed by the Society's Officers to cause annoyance. Anyone who infringes this regulation may be expelled from the Showground without recompense.

**c) The taking of video films for commercial or personal gain is not permitted without the written authority of the Society.**

**d) Private Security Guards**

Exhibitors who intend to have their own uniformed night security guards in stands must notify the Society in writing at least 30 days prior to the show, stating Stand No., number and names of persons employed, hours to be worked, and if guard dogs are used.

**e) Radios**

The use of private radio transmitters by Exhibitors, Executives, Caterers, etc., without the authority of the Society is strictly forbidden.

All those who intend to use Radio Transmitters prior to and/or during the event must notify the Society in writing 60 days prior to the event, stating frequency to be used and the number of sets. This information is vital to the Society's Communications Contractor.

**f) Raffle Tickets**

Raffle tickets may only be sold with the prior written consent of the Society and strictly within the stand space confines. Stands must be registered under the Lotteries and Amusements Act 1976. Written consent must be displayed on the tradestand. Games of Chance etc. will also need written consent to be displayed on the tradestand. Please note the raffle of live animals is prohibited on the showground.

**g) Use of Audio Equipment**

Where audio equipment is used or live music played as part of an exhibition - permission must be first obtained from the Tradestand Officer. The Tradestand Stewards have the power to prohibit the use of radios and other sound reproduction devices, which in their opinion creates a level of noise that is unacceptable to visitors or other exhibitors.

**h) Catapults & Crossbows**

Catapults and crossbows will **not** be permitted for sale unless written permission has been gained from the Society. The said items will not be permitted for sale to persons under the age of 18 years unless accompanied by an adult, the use of which will be strictly prohibited on the Showground. Exhibitors of such items are expected to be aware of and conversant with the Crossbows Act 1987.

**i) Sale of Firearms, Shotguns, Air Pistols etc.**

Special authorisation must be obtained from the Chief Executive, RWAS and Dyfed-Powys Police Authority. In the event of a firearm being sold such items must be sold in a sleeve or appropriate cover.

**j) Sales of Alcohol:– Exhibitors who intend to sell or sample alcohol must seek the Society's consent in writing.** if granted, such consent will be subject to licensing conditions and may be operational under the Society premises event license or you will have to apply for a TEN (Temporary Event Notice).

**k) Barbecues**

**Barbecues** - BBQ's can only be used for personal use after the close of the Event. **Portable disposable Barbecues are not allowed.** Please be considerate to your neighbours when lighting and using a BBQ. A suitable and approved fire extinguisher must be available at all times when using a BBQ.

**1.22 Public Entertainment Licences**

Where dancing, music or any other public entertainment of a like kind is provided, unless it is subsidiary or incidental to some other entertainment provided on the stand exhibitors must inform the Society in writing.

**1.23 Public Performances of Copyright Music and use of Audio Equipment**

Exhibitors wishing to play copyright music on their stand by means of TV, video, slide/tape presentation, record/tape/CD player or even live are reminded that it is necessary to obtain a licence from the Performing Rights Society or/and PPL (formerly Phonographic Performance

Limited). All exhibitors are responsible for obtaining their own licence from Performing Rights Society or PPL.

#### **1.24 Tables, Chairs and Marquees**

It is the exhibitor's responsibility to provide their own chairs, tables and marquees.

#### **1.25 Wifi**

Exhibitors requiring a Wifi connection please see the enclosed order form.

#### **1.26 Insurance**

Exhibitors must insure against fire, theft and other appropriate risks, not only as regards their property, but also against third party claims.

#### **1.27 Health and Safety**

Exhibitors and their employees must abide by the Society's General Statement on Health and Safety which is available on the Society's website.

**1.28 Cancellation of Space Reserved** – If you need to cancel your trade stand, please notify the Tradestand Officer in writing. The Society reserves the right to re-let any cancelled space. Refunds will apply as follows:

- 90 days prior to the event – 90% will be refunded.
- 60 days prior to the event - 75% will be refunded.
- 30 days prior to the event – no refund will be given.

**Non-Occupation.** Any exhibitor unable to occupy the space hired for any reason whatsoever is required to give the earliest possible notice to the Society. The Society retains the right to occupy or re-let any site in respect of which notice is given or which may remain unoccupied at 9.00 a.m on the first day of the event. The original hirer will not be entitled to any refund of fees paid.

**1.29 Sub-Letting** – or allowing another exhibitor to occupy part of your stand/building is forbidden. Any stand or building found to be infringing this rule will be asked to close down and cease trading.

**1.30 Preferred & Sole Suppliers** – The Society have two preferred contractors for the supply of both mineral water and catering supplies, these being:

**Sole Supplier - Radnor Hills Mineral Water Co Ltd**, Heartsease, Knighton, Powys, LD7 1LU. Pricing policy applies.

Tel: 01547 530220. Email: sales@radnorhills.co.uk email: www.radnorhills.co.uk

Contact: Chris Sanders

**Preferred Supplier - Castell Howell Foods Ltd**, Cross Hands Food Park, Cross Hands, Llanelli, Carmarthenshire, SA14 6RZ. Tel: 01269 846060 email: enquiries@chfoods.co.uk

Contact: Kathryn Evans

**1.31 VAT & Companies from outside the UK.** – VAT will be charged at the current rate as per ruling from our VAT office. With your right to trade in the UK standard rates have to be charged. As a Society we have opted to tax on exempt land and all invoices generated will have an element of VAT.

## **Step 2 - Stand Build Up**

The Society accepts its responsibilities under the Construction (Design and Management) Regulations (CDM) 2015 and will, in applying these Regulations, ensure that adequate welfare facilities, safety signage and general security arrangements are in place during the build-up of the Event. Exhibitors are reminded that they are sold a "space only" plot and are responsible for complying with applicable health and safety legislation, including CDM 2015, on their allocated plot, i.e. what is built, how it is built and who undertakes the works and manages the process. However, the Society will monitor all work on the Showground and

will intervene as appropriate.

### **2.1 Commencement of Work**

Exhibitors may commence work on their stand area one week prior to the event or earlier by arrangement with the Tradestand Office.

### **2.2 Stand Set-up - Completion**

All exhibitors must set up their stands by 12am on **the day prior, the eve of the event**. A special appeal is made to trade exhibitors, if possible, to complete deliveries of their exhibits by **midday the day prior**, in order to give society staff time to clear exhibition areas of litter and general stand build waste.

A ramp is available near the Machinery Entrance for unloading machinery.

Goods and packages cannot be received by the Society and should not be sent to the Showground unless there is a representative on the stand to receive them.

N.B. Where stands are positioned inside halls – Please ensure sufficient height is available for delivery vehicles entering as any damage to building structure or doorways must be paid for and will be invoiced.

**No part of a stand may be closed or dismantled until end of the event. Vehicles for the removal of stands will not be allowed to enter the Showground until the time specified, or such later time as circumstances may require.**

**Stands infringing this rule will be not asked to exhibit the following year.**

**Stands and all exhibits must be cleared from the Showground within seven days of the close of the event.**

### **2.3 Society Security**

There will be general security and CCTV in operation during the event. Whilst every effort is made to ensure the security of the site, it is ultimately the responsibility of the exhibitors to ensure the security of their individual stands.

### **2.4 Radios**

All those who intend to use Radio Transmitters prior to and/or during the event must notify the Society in writing 60 days prior to the Show, stating frequency to be used and the number of sets. This information is vital to the Society's Communications Contractor.

### **2.5 Excavating**

Exhibitors are encouraged to seek safer alternatives to penetrating the ground / excavating on the Showground because of the underground services which are present, including underground electricity cables. Those exhibitors who wish to excavate must contact the Tradestand Office for a map indicating the location of the underground services. Exhibitors must use this information to ensure that any ground penetration is undertaken in accordance with the Health and Safety Executive guidance, *HSG47 Avoiding danger from underground services*. As a minimum, we believe that this will require you to scan the tradestand and adopt safe digging techniques.

### **2.6 Overhead & Underground Electricity Cables**

Exhibitors are warned of the danger of overhead and underground supply cables. Flagpoles and other tall structures must be erected or placed away from any electricity or telephone wires. Copies of the underground service plans are available from either the main HQ or the Stewards Office.

### **2.7 Machinery Ramp**

A ramp is available for unloading.

### **2.8 Fork Lift**

No facilities for unloading will be provided by the Society until one week prior to the event, when a fork lift truck will be available.

## **2.9 Delivery to Stands**

Stand holders are discouraged if possible not to have deliveries sent to the showground. Please note that NO courier will be allowed onto the showground once the event is open to the public. Stand holders who require a delivery to be made must ensure their mobile number is either on the package or the delivery note so that you can be contacted to arrange collection from the gate. Please note that collection can only be made on foot. For heavy items please arrange delivery either prior to the event or before the event is open to the public. Also please make sure that the stand name is clearly marked on the deliveries, year on year we have courier companies arriving at the Showground Office with no indication of who the delivery is for.

Goods and packages cannot be received by the Society and should not be sent to the Showground unless there is a representative on the stand to receive them.

Please note the ban on vehicular movement during the times the event is open to the public (except for emergency, services and other essential vehicles). Also please note the 5 mph speed limit on the Showground which must be adhered to. Your co-operation in helping to enforce this would be much appreciated.

## **2.10 Grass Mowing**

The Exhibitor or Contractor should place grass cuttings in plastic sacks at the roadside in front of their stand for collection on the days prior to the event. The mowing of tradestand areas by the Society ceases two weeks prior to the event. If you require your grass cut after this date, please contact either Mr Terry Conti on 07866 327 565 or Mr Rob Hobbs on 07815 299 092.

## **2.11 Height of Stands**

**No stand or part thereof, or exhibit, may exceed 7.5 meters in height without the prior permission of the Society.**

## **2.12 Mobile Units**

Exhibitors with large mobile units should arrange to have these in position at least five days before the event. This is especially important when it is necessary to encroach on adjoining stand space to manoeuvre the unit into position. No articulated units may be sited during the hours of darkness.

## **2.13 Litter**

Exhibitors are required to keep their stands and the other portions of the avenues and alleys immediately adjoining their stands clean at all times during the show. Any litter and refuse generated should be placed in suitable receptacles and put out for collection by the Society's Contractors at the end of each event day. Caterers and exhibitors providing meals and light refreshments must provide their own bins for waste food and suitable litter bins for customers use. At the end of the event all rubbish and waste must be suitably disposed of and the site left in a clean and tidy condition. The Society reserves the right to charge for clearance of excessive or dangerous litter. Please ensure that any contractors employed by you are aware that all materials used must be cleared from the site at the end of the event and no materials such as nails, screws, timber etc remain on site. Please ensure that you adhere to the waste guidelines for the separation of waste from the Society's waste contractor.

## **2.14 Fire Extinguishers**

**All tradestands must have fire extinguisher(s) appropriate to their risk.**

They should be sited on exit routes, preferably near exit doors, or where they are provided for specific risks, near to the hazards they protect. The most useful form of fire fighting equipment for general risks is the water type extinguisher or suitable alternative. One such extinguisher should be provided for each 50 square metres of floor space, according to the risk. Areas of special risk involving the use of oils, fats or electrical equipment may need

carbon dioxide, dry powder or other types of extinguisher. **This regulation is a condition of entry and must be observed by all exhibitors.** The Fire Officer will inspect each trade stand to ensure that fire precautions have been carried out correctly. Stands not having the required extinguishers will be in breach of the Society's regulations and may be closed down until such times as suitable fire fighting equipment is provided.

### **2.15 Fire Safety in Marquees**

Exhibitors using marquees must ensure that they have been manufactured or treated so as to reduce the flame spread hazard. Marquees constructed of fabrics which comply with British Standard 7157 or British Standard 5438 will be considered acceptable. Exhibitors proposing to use structures that do not meet either of these standards must contact Mid & West Wales Fire Brigade.

All marquees intended to accommodate more than 50 people must be provided with a minimum of two exits. Where marquees are likely to accommodate more than 150 people, lay out drawings must be forwarded to Mid & West Wales Fire and Rescue Service, Fire Service Headquarters, Lime Grove Avenue, Carmarthen, SA31 1SP. Tel: 03706 060699

### **2.16 Flammable Liquids and Gases**

All LPG cylinders must be kept in the open air. Joints in pipework between cylinders and appliances must be checked for leaks before use. Pipework and cylinders must be adequately protected against damage. The transport, storage and use of LPG cylinders on site must be in compliance with HSE and UKLGP guidance. Cylinders in use must at all times be secured against any movement which could lead to the disconnection of or leakage from connecting hoses. Gas appliances must have been examined and tested by a competent person and labelled to indicate the examiners name and the date of the examination.

**Petrol. In line with the Fire Safety Order 2005, the Risk Assessment will identify that petrol generators/compressors can be replaced with diesel generators/compressors. Accordingly petrol generators /compressors are not allowed and diesel generators/compressors will only be allowed where an adequate mains electricity supply is not available and then only with the Society's written permission.**

**Generators (diesel only) where allowed, must not be refuelled whilst the engine is running. The Fire Officer or Society's Safety Officer will check these requirements during the course of his inspection and failure to comply with this Regulation will result in the offending trade stand being refused permission to remain open.**

### **2.17 Low Flying Aircraft**

**Important Note:** Exhibitors are warned of the danger of low flying aircraft. Whilst the Society has obtained assurances from the authorities, no responsibility is accepted by the Society in this connection.

### **2.18 Parking heavy trailers on avenues with stabilising legs.**

Before parking heavy trailers on the avenues with stabilising legs to unload, please check the location with the Society's Estates Officer. Some areas have underground drainage pipes that are near to the surface thus causing trailers to sink into the avenue and become unstable and in extreme cases may cause the trailer to tip.

### **2.19 Livestock For Stands**

Tradestands with cattle or sheep **MUST** not arrive until the following times:

- **Festival:** between 4pm – 7pm the Friday before the event and 7am – 8am the morning of the event.
- **Show:** after 12 noon on the Saturday prior to the Show.
- **Winter Fair:**
  - Cattle - 9.00 am – 2.00 pm Sunday prior to the event
  - Sheep - 9.00 am – 2.00 pm Sunday Prior to the event.

Sheep Breed Societies: please note the MV status at the following events:

- Spring Festival all sheep should be Non-MV Accredited.



- Show: all sheep can be either MV or Non-MV Accredited.
- Winter Fair all sheep should be Non-MV Accredited.

Please ensure that the relevant movement documents accompany the sheep to the showground.

## **2.20 Heavy Vehicles**

Exhibitors are reminded that heavy vehicles that are not part of an exhibit or tradestand must not be left on the Showground or in the exhibitors Car Park. When unloaded these vehicles must be parked in the area indicated by the security staff at the vehicle entrance gate.

# **Step 3 – Stand Operation during the Event**

## **3.1 Times of Opening**

Stands must be set up for the duration of the event and on no account should leave before the event has ended. Failure to adhere to this regulation will result in a total ban from Society events.

**Festival** - Sat 9am – 6pm and Sun 9am – 6pm. The Food & Drink Quarter will remain open until 9pm. Vehicle restrictions will apply in this area only.

**Show** - Mon – Thursday 8.30am – 7pm daily

**Winter Fair** - Mon 8.30am – 7.30pm and Tues 8.30am – 6pm

## **3.2 Vehicle Movement**

Event Days – Due to health and safety issues raised there will be no vehicle movement allowed during the opening times of the event, see the above events opening times.

## **3.3 Fly-Pitchers**

Exhibitors who arrive at the Showground and have not booked and paid for a site will on no account be allowed to set up and trade. Any person found to be contravening this regulation will be evicted from the Showground.

## **3.4 Maximum Speed Limit 5mph**

There is a maximum speed limit of 5mph across the whole Showground.

## **3.5 Barbecues**

**Barbecues** - BBQ's can only be used for personal use after the close of the Event. **Portable disposable Barbecues are not allowed.** Please be considerate to your neighbours when lighting and using a BBQ. A suitable and approved fire extinguisher must be available at all times when using a BBQ.

## **3.6 Placing of Exhibits – outside boundaries.**

Exhibitors will not be permitted to place exhibits, sandwich boards and placards of any description beyond the front line, so that any part thereof projects onto the avenues. Stands found going over the limits of the shedding or space allotted to them and obscuring unduly the signs or exhibits on an adjacent stand will have the articles removed.

All flagpoles must be erected so as to avoid fouling overhead cables. Any articles placed in contravention of this rule will be removed.

Placement of advertising banners is strictly prohibited without the prior consent of the Sponsorship Officer.

No stand or exhibit or part thereof may exceed 7.5m (25ft) in height without the prior permission of the Society.

## **3.7 Delivery to Stands**

Stand holders are discouraged if possible not to have deliveries sent to the showground. Please note that NO courier will be allowed onto the showground once the event is open to the public. Stand holders who require a delivery to be made must ensure their mobile number is either on the package or the delivery note so that you can be contacted to arrange collection from the gate. Please note that collection can only be made on foot. For heavy items please arrange delivery either prior to the event or before the event is open to the public. Also please make sure that the stand name is clearly marked on the deliveries, year on year we have courier companies arriving at the Showground Office with no indication of who the delivery is for.

Goods and packages cannot be received by the Society and should not be sent to the Showground unless there is a representative on the stand to receive them.

Please note the ban on vehicular movement during the times the event is open to the public (except for emergency services and other essential vehicles). Also please note the 5 mph speed limit on the Showground which must be adhered to. Your co-operation in helping to enforce this would be much appreciated.

### **3.8 Awards for Tradestands**

#### **Royal Welsh Show:**

- The Bevington Gibbins Trophy for the Best Tradestand displaying Agricultural Machinery.
- Royal Welsh Award of Merit for the best Agricultural Tradestand not displaying Agricultural Machinery.
- Royal Welsh Award of Merit for the best Commercial Tradestand - Non Agricultural Section.
- Royal Welsh Award of Merit for the best Exhibit of Educational and Instructional value.
- Royal Welsh Award of Merit for new innovation that shows the most potential for improving agriculture in Wales.
- The Dr. Alban Davies Trophy for the New Machine, Implement or Device which is likely to be of most benefit to Welsh farming.

Only stands erected by 6 p.m. on Sunday prior to the show will be eligible to compete for the best Trade Stand Trophy. Tradestands will be judged automatically without written application.

#### **Winter Fair**

- Best Agricultural Tradestand.
- Best Non Agricultural Tradestand.
- Best overall stand within Shopping Pavilions 1, 2, 3 & The Gift Hall.
- The Royal Welsh Winter Fair Award to the best overall tradestand exhibit.

Trade Stands will be judged automatically without written application.

Judging will commence at 9.00 am, on the Monday of Fair, The presentation of awards will take place later on that day on the winning stands.

### **3.9 Litter**

Exhibitors are required to keep their stands and the other portions of the avenues and alleys immediately adjoining their stands clean at all times during the event. Any litter and refuse generated should be placed in suitable receptacles and put out for collection by the Society's contractors at the end of each event day. Caterers and exhibitors providing meals and light refreshments must provide their own bins for waste food and suitable litter bins for customers use. At the end of the event all rubbish and waste must be suitably disposed of and the site left in a clean and tidy condition. The Society reserves the right to charge for clearance of excessive litter. Please ensure that you adhere to the waste guidelines for the separation of waste from the Society's waste contractor.

### **3.10 Catering on stands**

No exhibitor can provide food or drink without the prior agreement of the Society.

Caterers can only be approved by the Society to provide food or drink on the Showground if they have a minimum Food Hygiene Rating of 3 at all times.

A Food Operator with a Rating of 3 or above, but proposing to trade differently to that stated on the Food Standards Agency's website must seek prior permission from the Society. For example, if the business type stated on the FSA website is 'Retailer' for the operation but they intend to 'cater' on site.

The Rating must be on view to their customers at all times.

If the Rating drops below 3, the Food Operator must inform the Society at the earliest opportunity.

The Food Operator must provide easily accessible hand washing facilities at all times, which must be a tapped supply of hot and cold water, or water at a suitably controlled temperature.

Caterers must seek prior agreement from the Society for any products of animal origin they sell that is not Welsh in origin.

Caterers must keep the following documents available to view at all times when on the Showground. Evidence:

- Of their specific food safety controls at the Showground e.g. an up to date Safer Food Better Business pack or other HACCP system. In particular, it must state their controls for guarding against E.coli and for managing water hygiene (sanitizing containers, pipework, hose pipes and fill points)
- Of up to date hygiene training for those being employed during the event.
- To show that they have complied any recent inspection reports – either from a local authority or from an Officer representing the Society.
- Significant findings from their Showground specific risk assessments, making sure documentary evidence is kept on the unit showing the control measures for fire and gas safety
- of their current Public and Employer's liability insurance

Exhibitors are responsible for making sure that no alcohol is obtained by anyone under 18 years of age.

Only biodegradable cups, plates and cutlery can be used.

Failure to comply with any of these items mentioned above could result in the Society's Officers stopping the catering operation.

### **3.11 Event Stand Safety**

**The Society's Safety Stewards will visit stands and advise on aspects of Health and Safety.**

- a) Pesticides and other substances hazardous to health. Tradestand exhibitors should display only new, empty containers.
- b) Plant or Machinery must only be operated after ensuring adequate precautions are taken to protect the operator and bystanders. Guards must be fitted; mobile machinery fenced off; static exhibits properly erected, propped, stacked; hydraulic systems locked off or otherwise made safe.
- c) Any steam or pressure vessels or lifting appliances used/demonstrated must have been examined and tested by a competent person and labelled to indicate the examiners name and date of examination.
- d) All temporary structures, information boards, fences, gates, flagpoles, grandstands, viewing platforms, etc. are to be safe for their intended purpose and comply with the latest and relevant codes of practice. Exhibitors must give regard to

the stability of their exhibits and ensure that they cannot under reasonable circumstances be knocked over.

e) Petroleum product storage must be in accordance with standards laid down by the fire prevention department of the local fire brigade.

### 3.12 Trading Standards

Exhibitors must comply with all relevant **Trading Standards** legislation. This involves some 70 Acts of Parliament in the areas of metrology, safety, fair trading and quality. Specific issues of advice are provided:-

- a) Display notices indicating the name and address of organisation (where applicable under the Business Names Act)
- b) Age Restricted Sales – Ensure that you have a system to ensure controlled products are not sold to underage children.
- c) Counterfeit Products – Exhibitors must verify that any products on sale or in possession for sale do not breach copyright legislation.
- d) Road Traffic – Any vehicle bringing material to the event must not exceed permitted weights.

For further information contact your local Trading Standards Department alternatively you can contact Powys Trading Standards on (01597) 826049, or e-mail [trading.standards@powys.gov.uk](mailto:trading.standards@powys.gov.uk)

### 3.13 Water – Stand pipes and the use of caterers fill hoses.

The proprietors of mobile units must thoroughly disinfect all internal water pipework and any water storage containers used by the business, immediately before the event. Records must be made available on the unit to demonstrate when this task was last completed, and ideally stating the method of disinfection.

## Step 4 – Breakdown

### 4.1 Breakdown Traffic.

#### Festival

No part of a stand may be closed or dismantled until 6.00pm on Sunday (the last day of the festival). Vehicles for the removal of stands will not be allowed to enter the Showground until 6.00pm on the last evening, or such later time as circumstances may require.

Exhibitors are required to remove the whole of their exhibit within 5 days of the event closing. **Any company infringing this regulation may incur a surcharge.**

Any items left on stands will remain so at the risk of the exhibitor.

#### Show

Breakdown commences from 8pm on Thursday (last day of the show). No stand to be dismantled or vehicles allowed onto the avenues until after 8pm. Please note the show is open to the public until 8pm and avenues must be kept clear for the movement of emergency vehicles and for public safety reasons.

Please be patient at breakdown, be aware that it took over a week for all stands to set up. Do not anticipate that at 8pm on the last day of the show that you will all be able to leave at once.

#### Time of Dismantling - removal of stands, Thursday (last day of the show)

No part of a stand in the South Glamorgan Exhibition Hall, Food Hall or outside space may be closed or dismantled until 8.00 pm on the last day of the Show, the following vehicle movements will apply:

8.00 pm - 9.30 pm vehicles exit only.

9.30 pm - 10.00 pm entry for vehicles under 7.5 tons via Entrance D.

10.00 pm onwards - entry for large vehicles via Entrance D.

## **No admission to Showground with vehicles prior to 9.30 pm.**

Exhibitors are required to remove the whole of their exhibit within 7 days of the event closing. **Any company infringing this regulation may incur a surcharge.**  
Any items left on stands will remain so at the risk of the exhibitor.

### **Winter Fair**

No part of a stand may be closed or dismantled until 6pm on the last day, or until the auction is complete, whichever is the later. Vehicles for the removal of stands will not be allowed to enter the Showground until 6pm on the last evening, or such later time as circumstances may require.

Exhibitors are required to remove the whole of their exhibit within 5 days of the event closing. **Any company infringing this regulation may incur a surcharge.**  
Any items left on stands will remain so at the risk of the exhibitor.

### **4.2 Stand de-rig waste**

Please ensure that any contractors employed by you are aware that all materials used must be cleared from the site at the end of the events and no materials such as nails, screws, timber etc remain on site.

## **Section 5 – Other Information**

### **5.1 Observance of Regulations**

All exhibitors, their contractors and employees, while on the Showground, shall be subject to the Rules and Regulations of the Society, as interpreted by the Society, and their Stewards and Officials appointed by them. The Stewards have power to order the removal of any article from the Showground, or to close the Stand of any Exhibitor who does not conform to the regulations of the Society or the directions of the Stewards or Officials, and if necessary, to expel such exhibitors or his/her representatives from the Showground.

### **5.2 Responsibility of Exhibitors**

The Exhibitor shall assume full responsibility including liability for all claims arising out of the exhibition, handling or housing of any animal, article, plant machinery or object of any kind exhibited on the Showground and the conduct of the Stand generally. The Exhibitor shall indemnify the Society against all claims, damages or expenses whatsoever in any way arising out of the presence of the Exhibitor or his/her exhibits on the Showground. Acceptance of the foregoing provisions shall be a condition of entry.

Exhibitors are advised to insure against fire not only as regards their own property but also against third party claims.

Responsibility for exhibits: The Society will not be responsible for the safe keeping of any article exhibited but will require exhibitors to take charge of their own property.

### **5.3 Public Liability Insurance**

Please note that all exhibitors should hold current Public Liability Insurance, and ensure a copy is available for inspection on your stand during the event.

### **5.4 Allotment of Space**

The Society will not be responsible for any loss or damage arising from any error in the allotment of the space in the Showground, or from any encroachment by one exhibitor on the space allotted to another.

### **5.5 Accidents**

The Society will not be responsible for any accident, fatal or otherwise, that may arise from an exhibitor reserving a tradestand or exhibition area at the event. It is a condition of entry

that each exhibitor shall hold the Society blameless and indemnify it against any legal proceedings arising from such accident. This rule will also apply to any contractor employed on the Showground.

### **5.6 Non-Responsibility of Society**

While the Society reserves to itself the right of excluding any petrol or spirit it may deem unsafe, it in no way relieves the exhibitor from responsibility in the event of accident or fire. The exhibitor must conform to the regulations of the local authorities in all that relates to the transport of petrol, etc. and the precautions to be adopted against fire.

### **5.7 Safety Requirements**

#### **Health & Safety at Work etc. Act 1974.**

Special attention is directed to the safety requirements outlined in the regulations governing the allocation of space for machinery and other stands. The ruling of the Steward on the safety of any exhibit or part of an exhibit shall be immediate and final; but consent to the working of an exhibit shall not relieve any exhibitor of liability as laid down in the regulations.

The Society holds exhibitors wholly responsible for the observance of statutory regulations governing the safety of machinery exhibited by them. Machines and appliances are accepted for the adjudication on the understanding that they are capable of complying with Health and Safety at Work etc. Act 1974 and the regulations which come under it.

### **5.8 Transport Safety**

Under the Health & Safety at Work Act 1974, we have a duty to ensure so far as is reasonably practicable the Health, Safety and Welfare of our staff and others using our Showground.

To enable us to achieve a safer working environment for all users of the Showground we would ask for your co-operation, by instructing all your staff to follow the guidelines listed below:-

- a) The Showground operates a 5mph maximum speed limit. This must be adhered to at all times.
- b) Wherever possible all vehicles should drive on and off the stand space. If reversing is necessary a signalman (banksman) must be positioned to the rear of the vehicle. Audible or visual reversing alarms should also be fitted. (Please note staff undertaking the signalman's role must have sufficient knowledge and experience to undertake the task safely).
- c) Always ensure that when unloading takes place members of the public/other exhibitors are kept well clear of the area.
- d) For all vehicle movement, loads must be secured at all times.
- e) When unloading is complete please remove all vehicles to the parking areas provided.

### **5.9 Disclaimer of Liability**

In this clause the term Exhibitor shall include persons taking part in any competition or display arranged by the Society, 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 negligence of the Society, its servants or agents, the Society will not be responsible for death, injury, disease or 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 nature brought onto the Showground by the said Exhibitor from whatever cause death, injury, disease, damage or loss arises.

### **5.10 Damage**

The Society will not be responsible for any damage, breakage, loss or injury, arising from any cause either in transit, erection or during exhibition.

The Society will not be responsible in any way for any animal, article, plant machinery, or object of any kind exhibited on the Showground or for damage caused to sites during the pre-show period and will not undertake to make good such damage.

**By Order of the Society's Board of Directors**

