

# Sioe Frenhinol Cymru

## Royal Welsh Show

22 - 25 Gorffennaf / July 2019

Atodlen a Rheolau

Pabell Garddwriaeth  
Sioe Frenhinol Cymru

Schedule and Regulations

Horticulture Marquee  
Royal Welsh Show



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## Ceisiadau olaf Closing date

14 Chwefror / February 2019

Application forms will be considered by the Horticulture Committee on 7 March 2019  
Confirmation of space:- 15 March 2019

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## Manylion cyswllt Contact details

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

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

### Nodwch os gwelwch yn dda / Please note:-

- **Rule 8 - Trade exhibitors are requested to state on the entry form the number of vehicles being brought to the event. Such vehicles must be parked in their allocated parking area near the Horticulture Marquee and use the special passes provided. Exhibitors must not park in a site not specifically allocated to them.**
- **Rule 12 - a judging criteria recording form has been introduced for the competitive tradestands.**
- **Rule 14 & 17 - the judging will now commence at 7.30am on the first day of the show, therefore all exhibits must be staged prior to 7.30am on Monday 22 July.**
- **Rule 27 - ref. trade exhibitors being permitted to enter in the Amateur section.**
- **Rule 28 - the Society will pay all prize money via BACS payment.**

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**Y BABELL GARDDWRIAETH YN AGORED /  
HORTICULTURE MARQUEE OPEN:**

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

**ON THURSDAY 25 JULY THE AMATUER SECTION WILL CLOSE AT 5 P.M. AND THE  
PROFESSIONAL SECTION WILL BE ALLOWED TO START "SELLING OFF" AT 4 P.M.**

**FREE ADMISSION - ALL DAYS**  
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## 2019 Royal Welsh Show 22 – 25 July

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

The 125m x 25m marquee features professional and amateur exhibits along with a tea bar and 'On Stage' talk and demonstration programme.

In 2015 the Horticulture Committee redesigned the internal layout to intermingle the professional and amateur sections placing the programme stage and refreshments centre stage; the children's classes were also increased and all are well received.

The Welsh National Honey Show featured in the marquee in 2017 for the first time, and added another element to the area. All involved agreed that this was a very successful addition, and is now an integral part of the marquee.

£5,400 was awarded in prize money to the Professional section in 2018 and the amateur section attracted over 850 exhibits. The following twenty four stands were staged in the marquee and were a mixture of competitive and non-competitive exhibits:-

### **Trade Exhibits**

- Bonllwyn Garden Centre
- Chrysanthemums Direct
- Garside Cacti
- Hewitt-Cooper Carnivorous Plants
- Fosters Exotic & Unusual Plants
- No. 21 Flowers
- Observatory Bonsai Nursery
- Pheasant Acre Plants
- Toon Cottage Garden Plants
- Wessex Nurseries
- Wood & Clay

### **Public & National Bodies (Competitive)**

- National Sweet Pea Society (Welsh Region)
- National Vegetable Society

### **Public & National Bodies (Non-competitive)**

- Animal & Plant Health Agency
- Brit Growers
- Lantra Wales
- National Botanic Garden of Wales
- National Garden Scheme
- Welsh Historic Gardens Trust

### **Trade (Non-competitive)**

- Bee Hive Man
- Blodau'r Bedol
- Jonathan's Flowers
- Wye Lavender of Rhayader

### **External Stands**

- Dinos 4 Hire & Chase the Stars

The RWAS Horticulture Committee is keen to fulfil the charity's objectives by providing a platform for this section, and allocates a substantial budget to ensure a prominent stage is set for these exhibits.

We sincerely hope you will apply to join us in 2019.

Caron W Evans  
RWAS Head of Administration

## SWYDDOGION / OFFICIALS

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

**Prif Stiward Adrannol / Chief Sectional Steward:**  
MR GARETH DAVIES

**Pennaeth Gweinyddiaeth / Head of Administration**  
MS CARON EVANS

**BEIRNIAID / JUDGES:**  
Mr Chris Arnold, Coventry  
Mr Robin Pearce, Worcester

### GWOBRAU / PRIZES:

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

**Total Prize Money awarded to traders in 2018: £5,400**

**Please note rule 21.**

**The Gredington Perpetual Challenge Trophy**, kindly presented by The Lord Kenyon, will be awarded for the most meritorious exhibit.

**The Clay Perpetual Challenge Cup**, kindly presented by Messrs Clay & Son, Stratford, will be awarded for the Best Display of Roses.

**The Carmarthen Horticultural Society's Perpetual Trophy** will be awarded for the most meritorious exhibit – 6m or less in length or 3m x 3m Island Sites.

**The Plas Power Perpetual Challenge Trophy**, kindly presented by Mrs G E FitzHugh OBE, will be awarded to the most meritorious Non-trade Exhibit/Display.

## ADRANNAU / SECTIONS:

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

**WHAT IS THE**



**HEA?**

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

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

**RHEOLAU A THELERAU CYFFREDINOL  
RULES AND GENERAL CONDITIONS**

**ADRANNAU PROFFESIYNOL / PROFESSIONAL SECTIONS**

1. Receipt of applications for space will be acknowledged by the Society but will not be dealt with finally until the closing date for entries. The Assistant Honorary Director, through the Chief Sectional Steward, will then determine the area in the Marquee to be allotted to each exhibitor, and shall have the power to reject any entry or allot less space than that applied for.
2. The Society will arrange for staging to be provided of the standard type and dimensions illustrated on the entry form. Should an exhibitor wish staging to be modified in any way he/she will be invoiced for the additional costs involved. **Exhibitors can also provide their own staging, as long as details and an image is sent with the application form and approval granted. Any exhibitor providing their own staging will not have to pay for their first selling table.**
3. **IMPORTANT: SELLING TABLES:**  
**Please note – Standholders are encouraged to take a 4.5 m frontage (or at least 6.75 sq m area) in which case they may apply for up to 2 selling tables. Smaller displays will be limited to one selling table. Please Note :- there is a differential between the cost of selling tables for H.E.A members (please refer to the application form).** Where a selling table has been requested exhibitors may sell products directly connected with their main exhibit. Such tables shall have a suitable background and have the front and side screened from table top to ground level. Any additional stock for sale shall be kept behind such background or screening. Sales from the selling tables may take place throughout the period of the Show. Any additional table must be placed to the side or rear of the selling table (i.e. so as not to increase the frontage in line with the exhibit). Selling tables are 1.8m by 68cm deep.  
**All stands to be manned at all times during the period the Marquee is open.**  
The sale of the exhibition and reserve produce at 4.00 pm on Thursday, 25 July will be conducted in a manner deemed suitable by the Chief Sectional Steward.  
**N.B.** Rule 3 shall not apply to exhibits by Public and National Bodies.
4. No part of the main exhibit may be removed before 4.00pm on Thursday 25 July. Prize money will be withheld for not complying with this regulation.
5. Any exhibitor who find's themselves absolutely unable to stage an exhibit entered must give notice not later than midday, Monday 17 June 2019. Letters giving such notice must be addressed to the Head of Administration, Royal Welsh Agricultural Society Ltd, Llanelwedd, Builth Wells, Powys LD2 3SY. Any exhibitor failing to notify the Head of Administration (as above) of their withdrawal shall reimburse the Society at the rate of £10.00 per metre run of the space applied for and reserved.
6. A standard backrail at 2.1m will be provided for all exhibits and the back cloth should be provided by the standholders.  
For those competitive Trade exhibitors located next to each other, a continuous wooden rail will be provided to link stands together.  
**Island sites – a maximum size of 6m x 6m will apply and no structures higher than 2m will be allowed without prior permission from the Assistant Honorary Director.**
7. Trade exhibitors are requested to state on the entry form the number of tickets required. Normally a maximum of 3 x 4 Day Exhibitor tickets are issued, any tickets over and above will have to be applied for and considered on merit.

8. Trade Exhibitors are requested to state on the entry form the number of vehicles being brought to the event. Such vehicles must be parked in their allocated parking area near the Horticulture Marquee and use the special passes provided. **Exhibitors must not park in a site not specifically allocated to them.**  
Those vehicles not allocated an official parking space within the Horticulture Compound during the four days of the Show, would have to be moved to the public car parks.
9. Only official Society badges shall enable an exhibitor entry to the Showground.
10. A copy of these Rules have been lodged with the Horticultural Exhibitors Association.
11. Trade Double Entries: Double entries will only be permitted if space allows.
12. The judges will base their marks on the following system:-

### Competitive Tradestands Judging Criteria – Points Form

	Excellent (4)	Very Good (3)	Good (2)	Satisfactory (1)	Poor (0)
<b>a. Plants</b> Colour & Texture Quality Health (pests & disease) Nomenclature Association & relevance					
<b>b. Overall Impression</b> Impact (inc creativity/theatre) Unity, balance & scale Design, colour & texture Finish – pots, edging, labels					
<b>c. Scale of Endeavour</b> Levels of difficulty in creating display Props Difficulty in growing plants Creativity					
<b>Award</b>	<b>No Award</b>	<b>Silver</b>	<b>Silver Gilt</b>	<b>Gold</b>	<b>Large Gold</b>
<b>Points</b>	<b>(0-2)</b>	<b>(3-5)</b>	<b>(6-7)</b>	<b>(8-10)</b>	<b>(11-12)</b>

### POB ADRAN - ALL SECTIONS

13. **CLOSING DATE FOR ENTRIES 14 February 2019.**
14. The Horticultural Marquee will be open for staging from noon on **Saturday 20 July 2019**. It is requested that exhibits be delivered and staged no later than **Sunday 21 July**, and in any event all Exhibits must be in the Marquee and staged before judging commences at 7.30 am on **Monday 22 July 2019**.
15. The Marquee will be illuminated overnight on **Saturday 20 July 2019** in order that exhibitors may stage and prepare their exhibits during the hours of darkness.
16. Exhibitors are requested to make all necessary renewals of cut blooms prior to 9.00am on any day after the first day of the Show.
17. Judging will commence at 7.30 am prompt on **Monday 22 July**.  
Any exhibit not properly staged at this time may be disqualified. The Marquee will be cleared during judging and no one but Judges and Officials will be allowed entry until the judging is completed. The Marquee will be open to the GENERAL PUBLIC from 10.30am. **Horticulture Exhibitor badge-holders will be permitted into the Marquee at any time other than during judging.**

18. **The Judges decision shall be final.**
19. **A protest must be made in writing and handed to the Assistant Honorary Director – Horticulture, within half an hour of becoming aware of the outcome of judging, together with a deposit of £25 which will be refunded if the protest is upheld. Initially the protestor should, if possible, address the matter with the judge(s). If unresolved, the written protest will be considered by the Protest Committee.**
20. No responsibility will be accepted by the Society for loss or damage to exhibits (or any portion thereof) or personal belongings before, during, or after the exhibition, nor will the Society be responsible for the loss of any plant, flower or receptacle in transit to or from or on the Showground.
21. **Challenge Cups and Trophies – The Society will no longer be distributing Challenge Cups and Trophies; they will be placed on display permanently on site in a purpose built Trophy Room. Winning exhibitors will be provided with a framed certificate. **These certificates will be presented at the Presentation of Awards on Thursday 25 July 2019.****
22. The Society reserves to itself, by its Board of Directors, the sole and absolute right to interpret these or any other prescribed conditions and regulations or prize sheets, and to settle and determine all matters, questions of differences in regard thereto, or otherwise arising out of or connected with or incidental to the Show as it sees fit.
23. The Marquee will be stewarded until 10pm on Sunday 21 July 2019, after which time emergency contact can be made via the Medical Centre on 01982 551057 or Show Control on 01982 551270. Security staff are contactable at the Machinery Entrance 24 hours a day.
24. Horticulture Exhibitors are not allowed to bring their dogs into the Horticulture Marquee nor compound area without the appropriate permit from the main office. Restrictions apply to dog permit holders.
25. The Society reserves the right not to allocate space to exhibitors who in the opinion of the Horticulture Committee have previously shown exhibits of inferior quality.
26. In order to comply with Bovine Spongiform Encephalopathy Order 1996 it is essential that no meat or bonemeal products are used in the Horticulture section.
27. Trade exhibitors are permitted to enter in the Amateur Section but **NOT** in those classes of plants in which feature on their stands.
28. The Society's preferred method of paying out prize money is via BACS and exhibitors are requested to complete the relevant details on the first page of the application form. Prize money will be paid within an eight week period after the Show (except in cases of protest).
29. The Royal Welsh Agricultural Society is committed to protecting your personal data and processing it only in accordance with legal requirements. For more details you should request a copy of our GDPR policy. We process your personal data as it is necessary for the performance of our contract with you to facilitate your entry to the Show. We will not transfer your data outside of the EEA (European Economic Area) and will not share your data with third parties. However, please note your company details are included in the official Show Catalogue which is available for anybody to purchase. Results will also be circulated with members of the Press and published on our website. We retain your data in accordance with our retention schedule to simplify future applications. You have various rights in the data we hold including rectification and objecting to processing.

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PLEASE PULL OUT THIS SECTION  
AND RETURN ALONG WITH ANY PAYMENT

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CYMDEITHAS AMAETHYDDOL FRENHINOL CYMRU CYF  
THE ROYAL WELSH AGRICULTURAL SOCIETY LTD



Noddwr / Patron: Her Majesty The Queen

FFURFLEN GAIS Y BABELL GARDDWRIAETH  
SIOE FRENHINOL CYMRU /  
HORTICULTURE MARQUEE APPLICATION FORM  
ROYAL WELSH SHOW

22 -25 GORFFENNAF / JULY 2019

**CEISIADAU OLAF / CLOSING DATE FOR ENTRIES: 14 CHWEFWROR / FEBRUARY 2019**

**NODER / NOTE:** No application is valid unless payment is received by 14 February 2019.

Cheques should be made payable to 'The Royal Welsh Agricultural Society Ltd'

Arddangoswr / Exhibitor: \_\_\_\_\_

Cwmni / Company: \_\_\_\_\_

Cyfeiriad / Address: \_\_\_\_\_

Côd Post / Post Code: \_\_\_\_\_ Teliffôn / Telephone: \_\_\_\_\_ Ffôn Symudol / Mobile: \_\_\_\_\_

Ebost / Email: \_\_\_\_\_ Cofrestrriad Cerbyd / Vehicle Registration: \_\_\_\_\_

Person i gysylltu â / Person to contact: \_\_\_\_\_

**ALL CORRESPONDENCE WILL BE SENT TO THE ABOVE ADDRESS**

I/We hereby apply for space in the Professional Horticulture Section and agree to abide by the 2019 Tradestand Rules and Regulations and Safety Statement Policy of the Royal Welsh Agricultural Society Ltd (available on www.rwas.wales) which I/we have read and will pass onto those of our contractors and staff attending the Show. I agree to display clean stock.

Signed: \_\_\_\_\_ Capacity: \_\_\_\_\_

Date: \_\_\_\_\_

Are you a member of the Horticultural Exhibitors Association? \_\_\_\_\_

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

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

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

Enw'r Cyfrif ~ A/C Name \_\_\_\_\_ Cyfeiriad Ebost ~ Email Address \_\_\_\_\_

Côd Didol y Gangen   -   -   Rhif y Cyfrif Banc/Gymdeithas Adeiladu             
Branch Sort Code Bank/Building Society A/C Number



# STAGING

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

Standard Flower Show staging types available from stock:

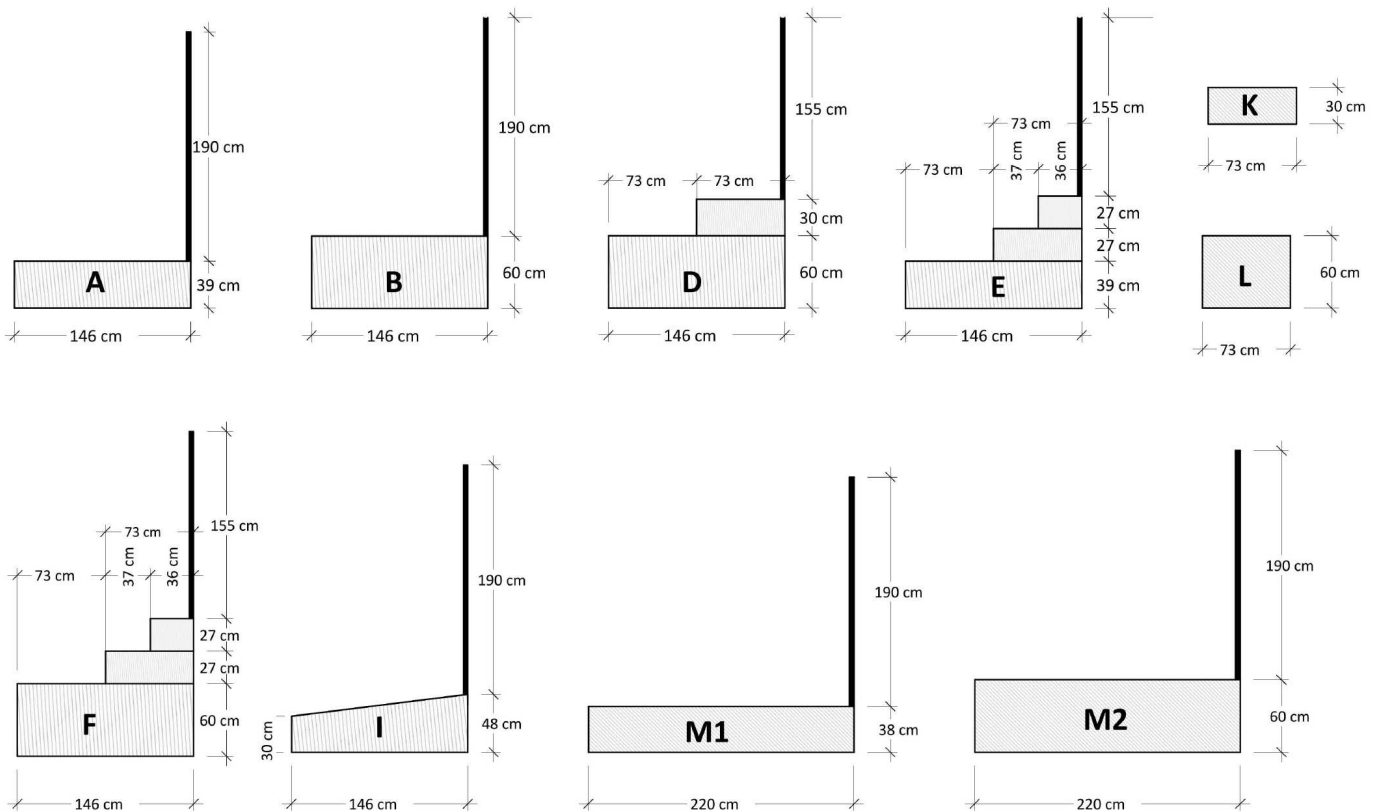
**NOTE:** Staging can only be supplied in multiples of 1.5m, commencing at 3m min (e.g. 3m, 4.5m, 6m, 7.5m, 9m etc). Types A and B can be doubled up to give 2.9m depth. Staging K and L can be used to increase depth of other types.

**BACKRAIL:** A backrail up to 2.1m will be provided unless otherwise requested. Comprises supports and one top bar. Additional bars to be subject to additional costs.

**EDGEBOARD:** Edgeboards are 125mm high, customers to state clearly whether FRONT only, FRONT AND SIDES or ALL ROUND needed when ordering.

**TRESTLE TABLES:** 1.8m long and 68cm wide for use as selling tables.

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



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

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

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

For Standard back rail heights above platform (see individual shapes)  
(Please note additional heights are available on request)

**1. CATALOGUE DESCRIPTION**

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

- A. TRADE EXHIBITS (COMPETITIVE)
- B. PUBLIC & NATIONAL BODIES (COMPETITIVE)
- C. PUBLIC & NATIONAL BODIES (NON COMPETITIVE)
- D. TRADE (NON COMPETITIVE)

\*Indicate which Section you are exhibiting in

List the 3 most important plant types which you are exhibiting in order of importance:

- (1) \_\_\_\_\_ (2) \_\_\_\_\_  
 (3) \_\_\_\_\_

**2. MEASUREMENTS**

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

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

(Please note regulations for back cloth between adjacent stands (Rule 6). No background of staging or cloth may exceed 2.1m from the ground on the sides or ends of tent).

- c. Providing own staging  \* details and photograph required

**Section C & D (Public & National Bodies and Trade)**

Size of tradestand:

**3. EDGEBOARD - Please provide details of any required.**

**COMMENTS:**

- FRONT ONLY: \_\_\_\_\_  
 SIDES ONLY: \_\_\_\_\_  
 ALL ROUND: \_\_\_\_\_

4. Site required: (Please Tick Box)

Background

Island Site (if available)

max. 6m x 6m

5. **SELLING TABLES** – Please indicate if selling tables are required:  
 £45 (inc. VAT) for Horticultural Exhibitors Association Members  
 £55 (inc. VAT) for Non-Members

**NO.      TOTAL COST**

Additional table: (Refer to Rule 3)  
 £40 (inc. VAT) for Horticultural Exhibitors Association Members  
 £50 (inc. VAT) for Non HEA Members

First Table: FREE (with own staging – Competitive Trade Exhibitors Only)

Public & National Bodies – Non Competitive: no. of tables required

Trade – Non Competitive: no. of tables required - £50 per table  
 - £100 for 3m x 3m

**6. OTHER REQUIREMENTS:**

i. Electricity including connection and energy charges:

13 amp Single Socket outlet up to 500w    £76.80 (inc. VAT)

13 amp Single Socket outlet up to 1000w    £90.00 (inc. VAT)

ii. Roping (Please Tick Box)      YES     NO

**TOCYNNAU A PHASIAU  
TICKETS AND PASSES**

**PRE SHOW:** No. of Personnel .....

No. of Vehicles .....

**SHOW PERIOD:** - (SEE REGULATION 7 )

No. of 4 day season tickets ..... or No. of any single day tickets .....  
(maximum of 3 x 4-day ticket) (maximum of 12 single day tickets)

**SHOW PERIOD – VEHICLE PARKING:**

Compound Car Park Pass ..... (Limit of 1)

No. of Trader Car Park Passes (North 1) ..... (Limit of 2)

No. of Servicing Vehicle Passes .....

(Allows vehicle on to the showground between 8.30pm and 7.30am.)

**CARAVAN PASS** YES / NO Please specify type and size of caravan:

.....

Vehicles left on the showground will be removed.

No entry onto the showground between: 8.00am and 8.30pm Monday-Wednesday  
8.00am and 8.00pm Thursday

Please Note:

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

**NODER OS GWELWCH YN DDA / PLEASE NOTE**

Ambell dro gofynnir i'r Gymdeithas enwi arddangoswyr i'w cyfweld gan y wasg neu'r cyfryngau.

A allech chi nodi os gwelwch yn dda a ydych yn fodlon i'ch gwybodaeth cysylltu gael ei rhyddhau i'r wasg i'r diben hwn  ac os ydych yn medru siarad Cymraeg

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

**UNRHYW NODIADAU YCHWANEGOL /  
ANY ADDITIONAL NOTES**

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Cymdeithas  
Amaethyddol  
Frenhinol  
Cymru

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Royal  
Welsh  
Agricultural  
Society

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Gŵyl Tyddyn a Chefn Gwlad

18 - 19 Mai 2019

16 – 17 Mai 2020

Smallholding and Countryside Festival

18 -19 May 2019

16 – 17 May 2020

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Sioe Frenhinol Cymru

22-25 Gorffennaf 2019

20-23 Gorffennaf 2020

Royal Welsh Show

22-25 July 2019

20-23 July 2020

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Ffair Aeaf Frenhinol Cymru

25-26 Tachwedd 2019

30 Tach – 1 Rhag 2020

Royal Welsh Winter Fair

25-26 November 2019

30 Nov – 1 Dec 2020

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PLEASE DETACH AND RETURN

## Risk Assessment Form – Royal Welsh Show 2019

Please answer the questions below by placing a circle around your response. This form has to be completed by all stands and returned with your application form.

Also note that some questions ask you to provide evidence of your answers. This does not have to be sent with your risk assessment, but must be available on your stand throughout your attendance at the Show.

Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Tel: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Email: \_\_\_\_\_

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

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

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

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_