

Cymdeithas
Amaethyddol
Frenhinol
Cymru

Royal
Welsh
Agricultural
Society

Sioe Frenhinol Cymru Ffurflen Stondinau Masnach Royal Welsh Show Tradestand Forms

Noddwr / Patron Her Majesty The Queen

18 – 21
Gorffennaf / July 2016



Ceisiadau olaf

Closing dates

Application forms

1 Mawrth / March 2016

Catalogue entries

31 Mawrth / March 2016

Electric Orders

30 Mehefin / June 2016

Reduced rate ticket sales

5 Gorffennaf / July 2016

Manylion cyswllt

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Gwobrau i Stondinau Masnach

Awards for Tradestands

- 🏆 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 6pm on Sunday 17 July 2016 will be eligible to compete for the best Tradestand Trophy.

Trade Stands will be judged automatically without written application.

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Rules & Regulations

2015 Attendance Figure – 242,726

Exhibitors who attended the 2015 Show will automatically be given the opportunity to rebook the same space for 2016, and have until 1 March 2016 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.

Step 1 – Making an Application

Closing Date for Entries – 1 March 2016

No Signed Application - No Stand Space Reserved

Areas reserved must include allowance for guy ropes, tow bars, caravans, vehicles etc. No caravans to be sited outside the reserved area.

Rates (for the four days): Agricultural machinery, agricultural services and sundries, breed societies, forestry - £8.20 per square metre. All other stands - £19.40 per square metre (all prices net of VAT). Areas in excess 110 sq metres at half normal rates (i.e. first 110 sq. metres at full rate, the rest at half rate)

Minimum frontage 3.10m, and a minimum depth of 7.5m on all avenues except 16.75m on the automotive avenue, and 15m on avenues E ,F & G.

IMPORTANT: Exhibitors having shown in 2015 and wishing to retain the same site in 2016 must advise the Tradestand Office in accordance with Regulation 1.9 (e) as soon as possible.

1.1 Application for Space

All applications must be submitted on the appropriate entry form, which must be **signed** by the exhibitor or his/her representative; such signature being an acceptance of the regulations. A remittance for all charges must accompany the application form, plus current photos of your stand.

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.

1.2 Closing Date of Entries – 1 March 2016. Applications returning from last year may be subject to a surcharge of 15% if received after the closing date.

1.3 Address Details

Main Address – This address will appear in the Show Catalogue 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.

1.4 Exhibition of Livestock 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 order and 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 Show. It is an offence for an exhibitor to bring livestock to the Show 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

- a) Animals exhibited on a tradestand cannot be exhibited within the Show classes.
- b) 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.
- c) Any necessary movement permits from the appropriate authority to be obtained.
- d) All cattle must be halter led.
- e) Tradestands with stock **MUST** not arrive until after 12 noon on the Saturday prior to the Show.

Poultry

- a) That the provision of the Fowlpest (Infected areas Restrictions) Order of 1956 as amended by the Fowlpest (Infected Areas Restrictions) Amendment Order, 1958, are complied with.
 - b) That the local authority of your area is contacted and confirmation received that the movement to the Show is permitted.
- All livestock entered within the Society's classification **must** be housed in the appropriate lines and not on the Exhibition Tradestand.

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

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 Signature

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

1.8 Tradestand Rates

Agricultural, Breed, Forestry - £8.20 per square metre + VAT

All Other - £19.40 per square metre + VAT

All prices are per event and NOT a daily rate.

1.9 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) 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.
- e) Exhibitors wishing to occupy the same site as occupied in 2015 must return the pre printed application form to the Tradestand Office no later than 1 March 2016, after which date the site will be offered to other exhibitors.
- f) 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.
- g) Vehicle Exhibits. Exhibitors are not allowed to demonstrate vehicles in the avenues during the Show. Under no circumstances will this be allowed.
- h) Excess Space. Any Exhibitor who, without the Society's authority, occupies any area at the Show, 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.

i) Stands must be set up for the duration of the Show 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.

j) Minimum Stand size 3.10 metres frontage by 7.5 metres depths on most avenues, stands on the automotive avenue must book a minimum depth of 16.75 metres and stands on avenues E, F & G must book a minimum depth of 15 metres.

1.10 Goods Displayed

Exhibitors goods displayed must be in accordance with the description given in 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.

1.11 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) 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.

d) Cycles, Motorcycles etc.

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

e) 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.

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

g) **Raffle's of live animals** is prohibited on the showground.

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

1.12 Excavating

Exhibitors please be aware of the danger from the distribution of high and low voltage systems throughout the Showground. Exhibitors prior to erecting stands, marquees, signs or flagpoles are responsible for scanning the area and deciding upon an appropriate course of action, e.g. safe digging techniques, permit to work system, etc.

1.13 Electricity

Exhibitors requiring electricity must complete and return their application before 30 June. **Applications received after June 30, 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 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 Show.
- 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 Show 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 show commencing until the official closure of the show. 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 the deadline date of the 30 June 2015.
- Any portable electrical appliance over 12 months old, intended for use at this event must display a valid PATS tested certificate, otherwise power will not be connected.
- Appliance Hire Period - From Monday 20 July 2015 to 8pm 23 July 2015.
- Exhibitors who have hired boilers and fridges please contact Mr Pip Samuel when you arrive on site to arrange delivery.

1.14 Water

Water will be laid on in all the main avenues, but exhibitors desiring a supply on their stands must complete the section on the application form. A charge of £95.00 plus VAT will be made for each standpipe. 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.

1.15 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.**

Charges: Caravans for trade exhibitors - £110.00 plus VAT when used as accommodation. Caravans used for office accommodation (to be housed within the tradestand area booked) - free of charge. If sited on External Caravan Park - Fee £208.00 plus VAT (includes electrical hook-up), Caravan Park opens 9.00 a.m. Saturday 18 July (No Entry after 10 p.m.). **Only one External Caravan Park location can be booked per stand.**

1.16 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.

Definitions

- Pre-Show Period - 7.00 a.m. Monday 11 July until midnight Sunday 17 July.
- Show Period - midnight Sunday 18 July until 8.00 p.m. Thursday 21 July.
- Post-Show Period - from 8.00 p.m. onwards Thursday, 21 July

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 Show Passes

A pre-show period vehicle pass and workers permit will be required for entry to the Showground and will be required to be shown from 7.00 a.m. on Monday 11 July to midnight Sunday 17 July. Pre show vehicle passes **must** be affixed to the vehicle windscreen.

(b) Free Exhibitor Car Park Tickets (North 1 Car Park)

A forward area of the North 1 Car Park will be allocated to trade exhibitor's cars. Cars must be parked before 9.00 a.m. each show day after which any available space will be offered to the General Public. Exhibitors will be issued with forward area car park passes. Due to limitations in this park 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.

All cars not forming part of an exhibit must be removed from the Showground and parked in the North 1 car park and Lorries parked in the reserved area at Wern Fawr Farm.

(c) Exhibitors Complimentary Admission Tickets

Four day admission tickets 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 - Three x 4-day tickets.
- Areas up to 75 sq. metres - Four x 4-day tickets.
- Areas up to 112.5 sq. metres – Five x 4-day tickets.
- Areas up to 150 sq. metres - Six x 4-day tickets.
- Areas up to 187.5 sq. metres - Seven x 4-day tickets.
- Areas up to 225 sq. metres - Eight x 4-day tickets.
- Areas up to 262.5 sq. metres - Nine x 4-day tickets.
- Areas up to 300 sq. metres - Ten x 4-day tickets.
- Areas up to 337.5 sq. metres - Eleven x 4-day tickets.
- Areas up to 375 sq. metres - Twelve x 4-day tickets (maximum issue)

Each four day ticket may be exchanged for four single day tickets if preferred.

Exhibitors who are staying on site and wish to exit the Showground after closing time must have a four day badge to allow re-entry. Day tickets only admit for one day only between the hours of 7am – 8pm.

(d) Additional Admission Tickets

Exhibitors requiring additional tickets for staff manning their stand may purchase at the appropriate reduced rate.

N.B. No reduced rate tickets will be available for purchase from the Tradestand Office after the 4 July 2016.

(e) Trade Servicing Pass - Deposit System

Exhibitors who need a Vehicle Servicing Pass for their stands during the show will be admitted to the Showground at 8.30pm each show day but vehicles must leave the ground by 8.00 a.m. the following morning. No vehicle will be admitted unless the correct pass is

shown. A charge of £30 will be made for each admission which will be refunded provided the vehicle leaves the Showground within the time stated.

(f) Dog Permits

With the exception of guide dogs, no dogs will be permitted to enter the showground.

Exhibitors parked within the showground who have dogs on their stand for security purposes must apply for a society permit.

Exhibitors must not exercise their dogs in public areas during the hour's 8am - 8.30pm show days. Dogs must only be exercised out of Show hours either in the caravan area or behind the tradestands. Please remember to clean up after your dog.

Please note that NO dogs are allowed in the Livestock (cattle, pigs and goats) Building, Royal Welsh Exhibition Centre, Horse Lines, Collecting Rings, Fur and Feather Pavilion, South Glamorgan Exhibition Hall, Grandstand, Members Pavilion or any of the Society's dining halls.

1.17 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.

1.18 Description of Exhibits in Catalogue

Each exhibitor must complete the Catalogue Description Form and will be allowed free of charge an entry in the Show Catalogue giving the Stand Number, Name, and Address together with up to 30 words of descriptive matter. £6.00 + VAT will be charged for every additional line or part of a line (a line will constitute ten words and/or figures). 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. Catalogue descriptions received after 31st March may not be included in the Show Catalogue.

1.19 Recovery of Fines, Fees and Charges

All fines, fees and charges shall be recoverable by the Society and until payment is made, persons owing them shall be debarred from exhibiting at future Shows of the Society.

Passes will not be sent until full payment has been received.

1.20 Written Permissions

The following are all forbidden from the Showground unless prior written permission is received from the Society.

a) **Dogs**

No dogs will be allowed on the showground unless a dog permit is obtained.

b) **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 unless described as such on the application form.

c) **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. **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 Show 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.

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 16 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 Offensive Weapons Act 1996.

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

Where applies, strictly between the hours of 9.00 a.m. to 8.00 p.m. each Show day – The sales of alcohol will be subject to licensing conditions from the local authority.

k) Fires & Barbecues

No exhibitor may light a fire or barbecue for any purpose whatsoever unless he has the authority of the Chief Executive to do so. All authorised fires and barbecues must be put out at the time of closing of the Showground each day. No disposable barbecues allowed.

1.21 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.

1.22 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.

All exhibitors are responsible for obtaining their own licence from the Licensing Liaison Officer, Performing Rights Society giving the necessary details of your participation at the Show, as early as possible, but not later than 15th May.

1.23 Tables, Chairs and Marquees

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

1.24 Wifi

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

1.25 Insurance

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

1.26 Health and Safety

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

1.27 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:

- Prior to April 30 – 90% will be refunded.
- From May 1 to June 30 75% will be refunded.
- From 1 July onwards – 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 Show. The original hirer will not be entitled to any refund of fees paid.

1.28 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.

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

Radnor Hills Mineral Water Co Ltd, Heartsease, Knighton, Powys, LD7 1LU. Tel: 01547 530220. Email: sales@radnorhills.co.uk email: www.radnorhills.co.uk

Contact: Chris Sanders

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

1.30 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

2.1 Commencement of Work

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

2.2 Stand Set Up - Completion

All exhibitors must set up their stands in the Showground by 7pm on **Sunday 17 July, the eve of the Show**. A special appeal is made to trade exhibitors, if possible, to complete deliveries of their exhibits by **midday 17 July**, in order to give the Show authorities time to clear the avenues. No admission after 10pm on Sunday 17 July.

2.3 Society Security

Security will be in operation from 7am Monday 11 July until midday Saturday 23 July.

2.4 Radios

All those who intend to use Radio Transmitters prior to and/or during the Show 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

a) Exhibitors prior to erecting stands, marquees, signs or flagpoles are responsible for scanning the area and deciding upon an appropriate course of action, e.g. safe digging techniques, permit to work system, etc..

b) Flower beds must be reinstated by removing all peat/sand and reseeded or re-turfed.

c) All fence, post and flag pole holes must be filled and reseeded or re-turfed.

d) Any damage to turf caused by the erection of temporary structures, exhibition of and/or removal of machinery/equipment or any other cause must be made good by reseeded or re-turfing.

The Society reserves the right to charge exhibitors for making good any damage caused by excavations not having been made good. Exhibitors are responsible for ensuring that their contractors are aware of the above.

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.

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 Monday prior to the Show, when a fork lift truck will be available.

2.9 Delivery to Stands

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.

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 Show. The mowing of tradestand areas by the Society ceases two weeks prior to the Show. If you require your grass cut after this date, please contact either Mr Terry Conti on 078866 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 one week before the Show. 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 show 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 Show 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 Show 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. All storage of L.P.G. Cylinders must be in suitable and secure compounds as detailed in the Health & Safety Executive Guidance note CS4 (The keeping of L.P.G. in Cylinders and Similar Containers).

Cylinders in use must at all times be secured against any movement which could lead to the disconnection of or leakage from connecting hoses.

The use of L.P.G. on site must be in compliance with HSE Guidance (booklet HSE 34 or Guidance Note CS6). 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 The Fire Precautions (Workplace) (Amendment) Regulations 1999, 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 Exhibitors

Livestock will only be allowed onto the Showground from 12 noon Saturday 18 July, via the Livestock Entrance. Contact the Tradestand Office for appropriate stock passes. All cattle must be halter led.

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 driven to Wern Fawr Farm and parked in an orderly manner.

2.21 Machinery Entrance

The Society reserves the right to close the Machinery Entrance gate at 12 noon on Sunday 20 July, and therefore cannot guarantee that exhibitors will be able to make any deliveries on the showground after that time.

Step 3 – Stand Operation during the Event

3.1 Times of Opening

All tradestands must be only open to the public between the hours 8.30 a.m. to 8 p.m. daily. No stand will be allowed to trade prior to Show days.

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

3.2 Vehicle Movement

Show Days – Due to health and safety issues raised with the Society by the enforcing authority, there will be no vehicle movement allowed between the hours of 8.00am – 8.30pm Monday 18 July to Wednesday 20 July and 8.00am – 8pm on Thursday 21 July

3.3 Maximum Speed Limit 5mph

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

3.4 Fires & Barbecues

No exhibitor may light a fire or barbecue for any purpose whatsoever unless he has the authority of the Chief Executive to do so. All authorised fires and barbecues must be put out at the time of closing of the Showground each day. No disposable barbecues allowed.

3.5 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.

3.6 Deliveries

Please note Couriers with deliveries for exhibitors will NOT be allowed onto the Showground between the hours 8.00am - 8pm each Show day.

3.7 Awards for Tradestands

- a) The Bevington Gibbins Trophy for the Best Tradestand displaying Agricultural Machinery.
- b) Royal Welsh Award of Merit for the best Agricultural Tradestand not displaying Agricultural Machinery.
- c) Royal Welsh Award of Merit for the best Commercial Tradestand - Non Agricultural Section.
- d) Royal Welsh Award of Merit for the best Exhibit of Educational and Instructional value.
- e) Royal Welsh Award of Merit for new innovation that shows the most potential for improving agriculture in Wales.
- f) 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 19 July will be eligible to compete for the best Trade Stand Trophy. Tradestands will be judged automatically without written application.

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 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 show 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 Show 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 you adhere to the waste guidelines for the separation of waste from the Society's waste contractor.

3.10 Catering on stands

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

No food or drink to be sold unless either a concession is paid or by prior agreement with the Society.

3.11 Food Safety

All establishments selling food and drink must be registered with their Home Authorities under the current Food Premises (Registration) Regulations.

The proprietors of all food businesses shall ensure that food handlers engaged in food businesses are supervised and instructed and/or trained in food hygiene matters.

The premises shall be so sited, designed, constructed and kept clean and maintained in good repair and condition as to avoid the risk of contaminating foodstuffs and harbouring pests.

Food must not be exposed to a risk of contamination – raw and cooked foods must be kept apart at all times. Appropriate facilities must be available to maintain adequate personal hygiene (i.e. hand washing and drying).

An adequate supply of hot and cold potable water must be available – a minimum of 9 litres of potable (drinking) water is recommended on each stall/vehicle. Sinks shall be provided for the washing of food and equipment and should be provided with hot and cold water together with suitable detergents/disinfectants.

Suitable arrangements must be made for the storage of waste – liquid and solid.

Every person working in the food handling area shall maintain a high degree of personal cleanliness.

Any person known or suspected to be suffering from any disease (e.g. diarrhoea or food poisoning) likely to be transmitted through food shall not be permitted to work in any food handling area.

The proprietor of a food business shall identify any step in the activities of that business which are critical to ensuring food safety and implement and monitor effective control measures accordingly – individual businesses are responsible for checking how the regulations apply to them.

3.12 Show 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. Trade stand 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.

All caterers must:

1. Where applicable, adhere to guidance stipulated in the document - CIEH National Guidance For Outdoor and Mobile Catering
http://www.cieh.org/policy/guidance_outdoor_mobile_catering.html
2. Achieve a National Food Hygiene Rating Score of at least 3 at all times.
3. Keep documentary evidence on site at all times to show that they have complied with any Environmental Health legal (and where possible their advisory) requirements, as prescribed by a local authority EHO or an EHO from RWAS Ltd.
4. Have on site, the following specific 2014 RWAS operational documents:
 - o Controls for food safety (HACCP or documented food safety management 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)
 - o Health & Safety policy
 - o Significant findings from their risk assessments when trading at the RWAS. In particular their findings from their fire risk assessment must demonstrate their:
 - a) Compliance with the Gas Safety (Installation and Use) Regulations 1998.

- b) Emergency evacuation procedures.
- c) Keep a copy of their current Public and Employer's liability insurance on site at all times.
- d) Comply with the advice of the RWAS Ltd EHOs and Safety Advisors at all times.
- e) Ensure that only biodegradable cups, plates and cutlery are used, where appropriate.

3.13 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 Show 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

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

The proprietors of all food businesses shall ensure that the fill ends of hose pipes must be kept off the floor at all times. A system of monitoring and regular sanitizing should be implemented.

Step 4 – Breakdown

4.1 Breakdown-Traffic.

Breakdown commences from 8pm Thursday 21 July. 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.

4.2 Time of Dismantling - removal of stands, Thursday 21 July

No part of a stand in the South Glamorgan Exhibition Hall, Food Hall, Green Pavilion 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.

4.3 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 Show and no materials such as nails, screws, timber etc remain on site.

4.4 Removal of Stands from the Showground

Stands and all exhibits must be cleared from the showground by the 27 July 2016. **Any company infringing this regulation may incur a surcharge.**

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.

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 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.

5.6 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.

5.7 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.

5.8 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.

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



With 100 years experience, let us supply you with Marquees, free-standing Pavilions and Aluminium Halls as we do for the Royal Welsh Agricultural Society



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