



Penrith Agricultural Society

Secretary – Mr Andy Ryder

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PENRITH SHOW 20th July 2024

Rules & Regulations – Food Hall and Rural Crafts Marquee Units

1. Application for Space

All entries to be submitted on the appropriate entry form, along with Insurance details (see 5) and Risk assessments (see 4) by **Friday 22nd March**. Entries will not be processed until all paperwork is received along with either full payment or a non-refundable deposit (see 3)

2. Observance of Regulations

All Food and Craft 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 the stewards and officials appointed by them.

3. Payment

A non-refundable deposit of £10 per unit may be made to reserve a stand space and paid at time of booking. The balance must be paid by **Monday 3rd June** or the reservation will be cancelled and the space offered to another applicant. No refund of deposit will be given.

4. H.S.E. Regulations/TEN's/Licenses

- The Society has its own Health and Safety Policy in place, but those exhibiting at the Show are required to send their own Current Risk Assessment with their forms. If you do not have your own Risk Assessment forms, a generic form is available from the Society for you to complete. *Applications will not be processed without a current Risk Assessment form.*
- Food and Craft Exhibitors are reminded to ensure that they are fully conversant with and comply with all current Health and Safety regulations, particularly with regards equipment and public safety.
- All Covid19 rules issued by GOV at the time of the show must be adhered to.
- Intoxicating liquor may not be sold without prior permission. The Exhibitor shall be responsible for obtaining such license/temporary events notice as may be needed for sale or supply of intoxicating liquor, Performing Rights Society or otherwise and for the observance of the same.
- Copies of all permissions must be lodged with the Secretary 7 days prior to the show.

5. Insurance

There is no insurance cover for craft exhibitors provided by the Society; Food and Craft Exhibitors are responsible for their own Public and Employers (where applicable) Liability Insurance. Proof of which is required on application to the Show. The Society is aware that Insurance often needs renewal between application and Show Day. It is the Exhibitors responsibility to renew the said insurance and keep a copy at their stand on Show Day for inspection.

6. Vehicles – Before the Show

On Show day vehicles with passes may enter the show field, but must be **removed to the car park by 9am**. The only exceptions are emergency vehicles and those which form part of an exhibit. Such vehicles must be kept within the boundaries of the stand. A standard one vehicle pass will be issued with each stand, but more can be requested if needed. Vehicle passes do not give the driver or passenger's access to the show; they must have their own exhibitor passes to enter (see 8).

7. Vehicles – After the Show

Vehicles will not be allowed back onto the field until **6pm**, at this time it will **only be cars and small vans**. This is a health and safety measure. The last Main Ring event is not until 5.30pm and safety of members of the public still on the field takes priority over a traders wish to get home.

8. Exhibitor passes

Number of passes given will depend on units booked

One – Two Units will receive - 2 passes

Three Units & over will receive - 4 passes

Extra passes may be purchased at a reduced price of £10 + vat

Exhibitor passes will be posted out to all Exhibitors who have paid in full, after 3rd June.

9. Trading times

Trading times on Show day are between 10.00am and 5.30pm. You may trade before this time, but you must be ready at 10am and may not dismantle before 5.30pm.

10. Withdrawal or cancellation of space

If a Food or Craft Exhibitor cancels their space before 3rd June, a refund will be made, less the non-refundable deposit amount. Cancellation after this date will result in forfeit of all fees paid and the Society reserves the right to re-let the space. Note those who just “*fail to turn up*” without informing the Secretary and therefore leave an empty space in the marquee may not be given space in future years.

11. Allocation of space

- The allocation and position of space is entirely at the discretion of the Society, though every endeavor will be made to meet any request made by an exhibitor.
- Food and Craft Exhibitors will be allocated a position in their respective marquees by the Society and it will be a condition of the Society’s acceptance of an Exhibitor application for stand space that the Exhibitor will take and accept the site allocated, irrespective of condition or position.

12. Set up & removal

- Food and Craft Exhibitors may begin to prepare their units from the Friday before the Show. Please note that the Society cannot accept responsibility for any lost, damage, stolen goods/vehicles etc left on the show field
- You are responsible for ensuring that your stall is appropriately presented. There is a rosette and small prize for the best presented
- Boundaries of sites will be marked and in no circumstances will Exhibitors be allowed to occupy a larger space than that allocated to them. All activity must be contained within the limits of your own stand.
- Dismantling of stands must not commence until after trading has ceased on Show day.
- The Exhibitor is responsible for making good their site after the Show. All rubbish to be taken away or placed in the bins/skips provided.

13. Water

Stand pipes are available on the field. Exhibitors are responsible for their own containers to carry the water to their Stand.

14. Electricity

- No Generators are allowed in the marquees. If you require electricity, you must apply for a unit with electricity when you apply for your stand.
- Any electrical equipment to be used on the Showground must be PAT tested. The Safety Officer will request sight of appropriate certificates. If any electrical equipment is deemed inadequate by our Safety Officer/Electrician or fails a subsequent test on the day, it must be removed from the showground and the Society will not be liable for any loss of trade caused.

15. Signage

Please note that exhibitors must restrict their signage to their allocated trading space. Only marquee sponsors may advertise outside the marquees.

16. Noise

Exhibitors must not use any loudspeaker apparatus, noisy engines or other offensive practices to cause annoyance to adjoining exhibitors. Prior permission is required should it be intended that increased sound of any sort is to be included as part of your display.

17. Fire Protection

- Fire extinguishers are placed in the Marquee for Show day. Make yourself aware of their locations when you arrive.
- No LPG allowed in the Marquee.

18. Behaviours

- The behaviours of the Exhibitors and their agents/employees must at all times be exemplary and fitting for a family show.
- Exhibitors and their agents/employees are expected to comply immediately with instructions from Show Stewards/Officials.

19. Cancellation or abandonment of Show

- The Society reserves the right to cancel the Show for any reason. At least 24 hours' notice shall be given, except in the case of extreme circumstances. In certain cases there may be a need to abandon the Show after it has commenced, for example in extreme weather, or if there is a danger to life.
- In the event of a cancellation of the Show, Food and Craft Exhibitors will be given a refund of any payments made, less a small administration fee, except where Exhibitors donate their fees.
- The Society will not be held responsible for any financial, trading or other loss of whatever kind incurred by the Exhibitor.

20. Right of refusal or removal

- Non-compliance with any of the above may result in expulsion from the Show and/or subsequent refusal of future applications.
- The Society shall have full and free right to refuse to accept any entry, to cancel any entry after been made and accepted, to refuse admission to the Show field of any proposed exhibit and/or to remove, or order to be removed, at the risk and expense of the owner thereof any exhibit which has been admitted to the Show field.
- There shall be no obligation upon the Society to make or offer any explanation or reason for any such action and the Society or Show Committee shall not incur any liability or responsibility in this matter.

21. Photography

There will be photographers on the field acting for the Show and the Press. They may take photographs of your stand, customers or staff. We may use these pictures for future advertising and they will certainly be used on Social Media after the show. Should you object to a particular photograph of your stand/staff/customers, you may contact the Secretary and ask for its removal from our Social Media.

PENRITH SHOW – GENERAL RISK ASSESSMENT FORM

ACTIVITY: **FOOD HALL**

LOCATION: **FOOD HALL**

ASSESSMENT UNDERTAKEN BY: **RICHARD UTTING**

Signed: *Richard Utting*

Date: **15 /01/2023**

HAZARD SEVERITY RATING 1. NEGLIGIBLE - (remote possibility of harm) 2. MARGINAL - (slight injury, minor first aid) 3. SLIGHTLY DANGEROUS - (some injury, not too serious) 4. DANGEROUS – (serious injury or damage) 5. VERY DANGEROUS – (fatal or wide spread injures)	HAZARD PROBABILITY RATING 1.) IMPROBABLE – (highly unlikely to happen) 2. REMOTE – (may occur but rarely) 3. POSSIBLE – (likely to occur at some time) 4. PROBABLE - (likely to occur) 5. VERT PROBABLE - (likely to occur often)	HAZARD SEVERITY RATING	HAZARD PROBABILITY RATING	HAZARD SEVERITY RATING	HAZARD PROBABILITY RATING	RISK RATING (S X P =)	ACTION TO BE TAKEN	CHECKED SHOWDAY ✓
Erection & removal of marquees	Contractors	Contractors own Risk assessment. No known site hazards in areas where marquees erected.					Committee not present – Under Contractors control	
Tripping	All persons	Avoid guy ropes, loose electricity cables and other trips	2	2	4	4	Check site once set up, remove/protect/mark danger	
Erection of tables & trestles	Contractors & volunteers	Due care. Work as team to avoid lifting injuries	2	3	6	6		
Erection of Exhibit Protection Screen	Committee & volunteers	Use hand held post knocker to drive in posts	2	3	6	6		
Falls injuries due to Congestion	Public	Clear entrance & exit signs One way only. Surges of people very unlikely. Level surface.	1	1	1	1		
Fire	Public, stewards	Little combustible materials, No naked flames, no smoking. Fire extinguishers, clearly marked exits	4	1	4	4		
Electric Shock	Demonstrator, Public	Skilled demonstrator. Check working area for stability & trip hazards. Public seated at agreed safe distance.	3	2	6	6	Ensure first aid kit at demonstration area. First aid within 20m at show first aid post.	
Electric Shock	Exhibitors, public	Fixed 13 amp supply installed by qualified electrician. Exhibitors to test own equipment regularly.	4	1	4	4		
Food Poisoning	Public	Mains water supply available and tested prior to show. Exhibitors to have Food Hygiene Qualifications. Refrigeration.	2	2	4	4		

PENRITH SHOW – GENERAL RISK ASSESSMENT FORM

ACTIVITY: **CRAFT TENT**

LOCATION: **CRAFT TENT**

ASSESSMENT UNDERTAKEN BY: **RICHARD UTTING**

Signed: *Richard Utting*

Date: **15/01/2023**

HAZARD SEVERITY RATING 1. NEGLIGIBLE - (remote possibility of harm) 2. MARGINAL - (slight injury, minor first aid) 3. SLIGHTLY DANGEROUS - (some injury, not too serious) 4. DANGEROUS – (serious injury or damage) 5. VERY DANGEROUS – (fatal or wide spread injures)	HAZARD PROBABILITY RATING 1.) IMPROBABLE – (highly unlikely to happen) 2. REMOTE – (may occur but rarely) 3. POSSIBLE – (likely to occur at some time) 4. PROBABLE - (likely to occur) 5. VERY PROBABLE - (likely to occur often)	HAZARD SEVERITY RATING	HAZARD PROBABILITY RATING	RISK RATING (S X P =)	ACTION TO BE TAKEN	CHECKED SHOWDAY ✓	
HAZARD	WHO IS AT RISK?	EXISTING CONTROLS	HAZARD SEVERITY RATING	HAZARD PROBABILITY RATING	RISK RATING (S X P =)	ACTION TO BE TAKEN	CHECKED SHOWDAY ✓
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Tripping	All persons	Avoid guy ropes, loose maiting, electricity cables and other trips	2	2	4	Check site once set up, remove/protect/mark danger	
Erection of Exhibit Protection Screen	Committee & volunteers	Use hand held post knocker to drive in posts	2	3	6		
Falls injuries due to Congestion	Public	Clear entrance & exit signs One way only. Surges of people very unlikely. Level surface.	1	1	1		
Fire	Public, stewards	Little combustible materials, No naked flames, no smoking. Fire extinguishers, clearly marked exits	4	1	4		
Electric Shock	Exhibitors, public	Fixed 13 amp supply installed by qualified electrician. Exhibitors to test own equipment regularly	4	1	4		