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# Rules & Regulations

## 2011 Attendance Figure – 227,513

Exhibitors who attended the 2011 Show will automatically be given the opportunity to rebook the same space for 2012, and have until 1 February 2012 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 February 2012

#### No Signed Application - No Stand Space Reserved

#### 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 February 2012.** Applications returning from last year will 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 instruct on a separate sheet, 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 from the Ministry of Agriculture 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, please complete details of your insurer on the application form.

**1.7 Signature**

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

**1.8 Tradestand Rates**

**Agricultural, Breed, Forestry - £7.50 per square metre + VAT**

**All Other - £18.28 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 2011 must return the application to the Tradestand Office no later than 1 February 2012, 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 depth. Stands on the automotive avenue must book a minimum depth of 16.75 metres depth and stands on avenues E, F & G must book a minimum depth of 15 metres.

**1.10 'Cheap Jack' - Traders and Auctions**

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, 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 Permit to Work**

**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 warned that a Permit to Work must be completed and returned by no later than 11 June 2012.**

### **1.13 Electricity**

Exhibitors requiring electricity must complete and return their application before 22 June. **Applications received after June 22, 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.**

### **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 £160.00 plus VAT (includes electrical hook-up), Caravan Park opens 9.00 a.m. Saturday 21 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.

#### **Definitions**

- Pre-Show Period - 7.00 a.m. Thursday 19 July until midnight Sunday 22 July.
- Show Period - midnight Sunday 23 July until 8.00 p.m. Thursday 26 July.
- Post-Show Period - from 8.00 p.m. onwards Thursday, 26 July

**NB** All stickers must be affixed to vehicle windscreens (and caravan window 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 Thursday 19 July to midnight Sunday 22 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 **two** forward area car park passes per stand. Due to limitations on parking, passes will be strictly controlled.

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 appropriate reserved area.

#### **(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:

Tradestand area up to 37.5 sq. metres - Three 4-day admission tickets.

For each additional 37.5 sq. metres - One 4-day ticket.

Up to a maximum of twelve 4 day tickets per stand. Each four day ticket may be exchanged for four single day tickets if preferred.

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

Exhibitors requiring additional tickets for staff manning their stand may purchase at the appropriate reduced rate - maximum number allowed being 12 season tickets or 48 day tickets. Guest tickets may be purchased at the appropriate guest ticket rate.

**N.B. No reduced rate tickets will be available for purchase from the Tradestand Office after the 9 July 2012.**

#### **(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.

### **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 31<sup>st</sup> 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 issued.

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.

**Dog Permit application forms will be sent out with tickets four weeks prior to the event.**

#### **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 – **exhibitors who intend to sell or sample alcohol must seek the Society's consent in writing by 30<sup>th</sup> May 2012**; if granted, such consent 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, 29/33 Berners Street, London, W1P 4AA 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 Telephones**

Exhibitors requiring a telephone should apply direct to British Telecom.

**1.25 Insurance**

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

**1.26 Health and Safety**

The Society's General Statement on Health and Safety is available from the tradestand office and all Exhibitors and their employees must abide by its content.

**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.
- Between May 1 – 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

## 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 Trade Stand Office.

### 2.2 Stand Set Up - Completion

All exhibitors must set up their stands in the Showground by 7pm on **Sunday 22 July, the eve of the Show**. A special appeal is made to trade exhibitors to complete deliveries of their exhibits by **midday 22 July**, in order to give the Show authorities time to clear the avenues. No admission after 10pm on Sunday 22 July.

### 2.3 Society Security

Security will be in operation from 7am Thursday 19 July until midday Sunday 29 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) If you intend to excavate, mechanical or hand dig, drive poles or pins into the ground a **Permit to Work** must be submitted to the society no later than the 11 June 2012.

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

c) All fence, post and flag pole holes must be filled and reseeded or 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 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 at least 3 metres from any telegraph pole and at least 7 metres clear of any electricity or telephone wires.

## **2.7 Machinery Ramp**

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

## **2.8 Fork Lift**

No facilities for unloading will be provided by the Society until Thursday prior to the Show, when a fork lift truck will be available at the machinery entrance.

## **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 Dale Whittington on 07890 950 570 or Mr Rob Hobbs on 07815 299 092.

## **2.11 Height of Stands**

**No stand or part thereof, or exhibit, may exceed 7.6 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.

## **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 200 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 Brigade, Garth Road, Builth Wells, Powys, LD2 3AR as soon as possible.

## **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 after 12 noon Saturday 21 July, via the Livestock Entrance. Contact the Tradestand Office for appropriate stock passes.

## **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 the appropriate reserved area 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 22 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 open and be manned throughout the time the Show is open to the public (8.30 a.m. to 8 p.m. daily).**

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 23 July to Wednesday 25 July and 8.00am – 8pm on Thursday 26 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, boards and placards of any description, so that any part thereof projects beyond the limits of the shedding or space allotted to them nor in such manner as to obscure unduly the signs or exhibits on an adjacent stand. Any articles placed in contravention of this rule will be 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 Trade Stand displaying Agricultural Machinery.
- b) Royal Welsh Award of Merit for the best Agricultural Trade Stand not displaying Agricultural Machinery.
- c) Royal Welsh Award of Merit for the best Commercial Trade Stand - 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 22 July will be eligible to compete for the best Trade Stand Trophy. Trade Stands will be judged automatically without written application.

### **3.8 Vehicles and Wheel Clamps**

Wheel Clamps will be used on illegally parked vehicles on the Showground.

### **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.

### **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.

### **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](mailto: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 26 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 26 July**

No part of a stand 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 30 July 2012. **Any company infringing this regulation will 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, please complete details of your insurer on the application form.

#### **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.

**Trwy Orchymyn y Bwrdd Rheoli y Gymdaithes  
By Order of the Society's Board of Management**

# Section 6 - Safety Policy Statement

Acceptance of an Exhibitor's Application Form shall be subject to the Exhibitor's agreement to read and adhere to this statement.

## Contents

1. Safety Policy
2. Personnel responsible for health and safety
3. Arrangements for health and safety
4. Emergency Procedure

In this document "the Society" means the Royal Welsh Agricultural Society Limited, and the expression "Exhibitor" shall include exhibitors, retailers, caterers and their agents and employees.

### 1. Safety Policy

**1.1** It is The Royal Welsh Agricultural Society's general policy that an environment is created and maintained at all events which is both safe and healthy for the benefit of all members, participants and spectators. The prevention of all accidents, particularly those involving personal injury or damage to equipment and property is recognised as being essential.

**1.2** The Society will conduct its undertaking in such a way as to ensure, so far as is reasonably practicable, that persons who may be affected by its activities are not exposed to risks to their health and safety.

**1.3** The Society will bring to the notice of all exhibitors, retailers, caterers and their agents and employees their duty to co-operate with the Society to ensure that this policy is effective, and to offer all necessary assistance to ensure the health and safety of all persons at all times.

**1.4** The Royal Welsh Agricultural Society's Health and Safety Policy Statement commits the Society to the implementation of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1992 (plus any amendments as from time to time may occur), and actively seeks the co-operation of all members, participants, exhibitors and the public for their commitment to the same.

**1.5** The Society will revise this Safety Policy Statement, as required by section 2(3) of the Health and Safety at Work Act 1974 as often as may be appropriate.

D. Walters OBE, BSc (Hons), FRAgS, Chief Executive

### 2. Personnel Responsible For Health And Safety

#### 2.1 Chief Executive

The Chief Executive shall have overall responsibility for all aspects of health and safety and shall require everybody under his control to be familiar with the regulations, codes of practice and the Society's procedures for ensuring the safe working conditions on the Society's premises.

#### 2.2 Chief Safety Steward

The Chief Safety Steward shall supervise the day to day running of the Health and Safety Policy and shall report directly to the Chief Executive.

#### **The Chief Safety Steward shall be responsible for:-**

**2.2.1** Providing guidance and advice on Health and Safety matters;

**2.2.2** Promoting safety consciousness at all levels within the Health and Safety training programmes;

**2.2.3** Liaising with all persons, medical, Fire Authority, HSE, Local Authorities and other appropriate departments;

**2.2.4** To advise on accident prevention techniques and investigate and record all accidents and provide statistics for Directors and the Health and Safety Committee.

### **2.3 Company Secretary**

The Company Secretary shall be responsible for the supervision of the Health and Safety Policy within the office and administration buildings and report to the Chief Safety Steward.

### **2.4 Estate Manager**

The Estate Manager shall be responsible for the supervision of the Health and Safety Policy within the showground and estate premises and report to the Chief Safety Steward.

### **2.5 Supervisors**

The Supervisor who is responsible for the work of another employee has the duty to see that safe methods of working are adopted in his/her own area of work, that practical regulations and codes of practice are observed and that the employee doing the work is aware of these and that methods provided to avoid hazard to safety are used at all times.

### **2.6 Health and Safety Committee**

A Health and Safety Committee has been established and shall consist of the Honorary Show Director, Assistant Honorary Director - Administration, Chief Safety Steward, Chief Executive, Company Secretary and Estate Manager. Assistant Honorary Directors and Chief Stewards will be called upon as and when required.

### **2.7 Assistant Honorary Directors and Chief Stewards**

These will assist with the implementation and enforcement of this Policy Statement, and take charge in dealing with emergencies and major incidents at the Royal Welsh Show, the Royal Welsh Agricultural Winter Fair, and the Royal Welsh Smallholder and Garden Festival.

### **2.8 Responsibility of Exhibitors**

All exhibitors must take reasonable care for the health and safety of themselves and all other persons who may be affected by their acts or omissions.

No exhibitor may misuse, fail to use or recklessly interfere with any equipment provided by the Society in the interests of health and safety under statutory obligations or otherwise.

All exhibitors should note the Management of Health and Safety at Work Regulations 1992, which requires co-operation and co-ordination between all exhibitors and The Royal Welsh Agricultural Society relating requirements to carry out adequate risk assessments covering the work to be carried out, to implement any procedures as required by the above legislation and also inform all those concerned of these assessments and procedures.

Any irresponsible conduct or abuse of Health and Safety legislation by exhibitors in relation to their exhibits or towards any of the Society's Stewards or other persons will be dealt with as defined in the current Livestock Bye-Laws and Trade Stand Regulations.

## **3. Arrangements For Health And Safety**

### **3.1 Housekeeping**

Good "housekeeping" is an essential feature of the Health and Safety Policy. Exhibition areas must be kept clean and tidy, with all rubbish and discarded materials placed in the waste receptacles provided. Proper attention must be paid to hygiene. All floors, steps, stairs, passages and gangways shall be kept free from obstruction and clean, so far as is reasonably practicable.

### **3.2 Safeguarding of Machinery**

All machinery exhibits must be inspected by competent persons.

Any plant, machinery or equipment used prior to, during or after the event must only be operated by an adult who is fully trained in its safe use. Use by inexperienced or untrained persons is not permitted.

Passengers must not be carried on vehicles or machines unless they are designed or adapted for that purpose. Any use of such equipment by persons under 16 years of age is prohibited.

Plant or machinery must only be operated after ensuring adequate precautions are taken to protect the operator, and bystanders. Working space around machines must be kept clear. Guards must be fitted, mobile machines fenced off, static exhibits properly erected, propped, stacked, and all hydraulic systems locked off or otherwise made safe. All plant and machinery must comply with the "Provision and Use of Work Equipment Regulations 1992."

Guidance on standards to be achieved in respect of machinery safety is contained in BS 5304 - 1988 "Safety of Machinery" and any other relevant guidance issued by the HSE.

All static exhibits must be erected in a way that ensures they do not present a risk to any person during the event (including erection and dismantling).

All electrical tools used outside must be 110v or be battery type. All extension leads of a flexible wire type and connections to plugs and sockets must be inspected before use.

All portable electrical equipment used must comply with the Electricity at Work Regulations 1989. 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 residual current devices (RCD) and all cables and connections where not protected by a weatherproof structure shall be of such construction or protected to prevent, so far as is reasonably practicable, danger arising from such exposure.

Socket outlets must not be overloaded and extension leads must not be used indiscriminately.

Steam/Water Pressure Cleaners should be used with a circulating current earth monitoring device or a residual current device (RCD) (sometimes called an ELCB). These devices should be fitted at the mains supply point, where they should be protected from splashes or deposits by a waterproof cover.

Power washers must be used in accordance with the manufacturers' instructions with particular reference to the dangers of electrocution - see guidance note PM 29 'Electrical Hazards from Steam/Water Pressure Cleaners'.

Sockets for pressure washers will be 3 pin, 16 amp, 240 volt plug to BS 4343.

Chain saws or similar tools or equipment shall only be used by a person who is qualified and all the required protective safety equipment must be worn at all times.

### 3.3. Protective Clothing

The correct protective clothing/equipment must be worn at all times when participants or exhibitors are engaged on any activity for which protective clothing/equipment is required, e.g. any person using a chain saw must wear the relevant protective clothing at all times.

All such protective clothing/equipment must comply with the requirements of the Personal Protective Equipment at Work Regulations 1992.

## 3.4 Accidents

**3.4.1** In the event of any accident, the Society should be informed immediately. The Chief Safety Steward will be responsible for investigating the accident and taking all necessary action, in order to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

**3.4.2** Accident books are kept in the First Aid Centres which are clearly identified on the site, and details of all accidents must be recorded as soon as possible after the incident.

**3.4.3** First aid is available at all First Aid Centres.

## 3.5 Fire Precautions

In accordance with legislation all persons are further prohibited from smoking in any enclosed or partly enclosed buildings, tents or structures on the showground.

Smoking is prohibited in and around all the Society's permanent buildings, tents or shedding for exhibits or forage, estate yard, LPG compound/storage and diesel tanks.

Cigarettes, matches etc. must be extinguished before discarding safely in suitable receptacles.

Fire risk assessments are to be completed as required under the Fire Safety Order 2005. All tradestands, catering outlets and areas not directly under the control of the Society will be responsible for the completion of their own assessments.

Exhibitors bringing their own tentage must ensure that it has been treated with a suitable fire retardant and in the case of large marquees, a plan showing all fire exits must be submitted to the Society for approval by Powys Fire Services.

All tradestands and caravans must have fire extinguisher(s) sited in a prominent position and in full view. These appliances should be held at the following rate:- 250 to 500 sq.ft.-one; 500 to 1000 sq.ft. -two; for each additional 1000 or part of, a further appliance is required.

The most suitable fire extinguisher is a 5-kilo dry powder type, which in the case of most fires, will contain the outbreak until the arrival of the fire brigade.

The provision of fire extinguishers is a condition of entry and must be observed by all tradestand holders. The Fire Officer and Chief Safety Officer will inspect each tradestand to ensure that all fire precautions have been carried out correctly.

### **3.6 Fire/Emergency Procedure**

**3.6.1** In the event of a fire, telephone 999 and report to the RWAS HQ.

**3.6.2** Switch off all electrical equipment and machinery.

**3.6.3** Evacuate the building in question by the nearest fire exit. Do not stop to collect personal effects.

**3.6.4** Do not re-enter the area until express permission has been given by the Senior Fire or Police Officer.

**3.6.5** Please note the Assistant Honorary Directors/Chief Stewards will take charge of operations until the arrival of the Fire Brigade.

### **3.7. Livestock Bye-Laws and Tradestand Regulations**

Attention is drawn to the current Royal Welsh Agricultural Society Livestock Bye-Laws and Trade Stand Regulations which must be read by every exhibitor of Livestock/Tradestands. Particular attention is drawn to the following matters:-

#### **3.7.1 Hard Hats**

Anyone riding a horse, pony or donkey must wear a hat to British Standard specification and of a standard approved by the governing body of their respective horse or pony Society, Association or discipline and under whose rules they are exhibiting or competing. This hat must be worn at all times.

#### **3.7.2 Cooking & Sleeping**

No cooking will be allowed in the stock lines and sleeping in the lines will only be allowed on the approval of the Assistant Honorary Director concerned.

#### **3.7.3 Cycles**

No motorcycles, motor scooters or cycles, of any kind, may be taken on to the showground. ATVs, mules and buggies cannot be operated on the showground without authorisation. In addition all operators must have received the appropriate training and are strongly advised to wear appropriate headgear when use of such vehicles is authorised.

#### **3.7.4 Dogs**

With the exception of guide dogs, no visitors will be permitted to enter the showground with dogs. This rule does not apply to the Royal Welsh Smallholder & Garden Festival.

Trade and livestock exhibitors parked within the showground who have dogs for security purposes must apply for a Society permit. Exhibitors must not exercise their dogs in public areas.

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

#### **3.7.5 Cattle on Parade**

In the interests of safety, there should be no UNAUTHORISED movement of animals during the Show period.

All cattle will be required to be paraded as directed by the Stewards. Stock attendants shall wear white coats or appropriate Society dress at judging and parades. Exhibitors must ensure

that sufficient stockmen are available to lead all first, second and third prize winning animals for cattle parades. All handlers must be a minimum of 14 years old on the first day of the Show for the judging of all cattle classes and for the main ring parades. In the interests of safety, all bulls (male cattle not castrated by 10 months of age) must be controlled at all times on the showground through one of the following handling methods:-

- a) Two people, one using a bull pole attached to the bull's nose ring and the other using a rope or chain attached to the halter or head chain via the nose ring.
- b) Two people both using ropes or chains, one rope or chain attached to a halter, the other either attached directly to the nose ring or via the nose ring to the halter.
- c) One person using a bull pole attached to the bull's nose ring and a rope or chain attached to a halter, or head chain via the nose ring, with a competent person standing by able to assist in the control of the bull, if necessary.
- d) One person using a rope or chain attached to a halter with a second rope or chain attached directly to the nose ring or via the nose ring to the halter, with a competent person standing by able to assist in the control of the bull, if necessary.

### **3.7.6 Spray Dipping of Sheep**

The use of any substance containing toxic chemicals, (including sheep dips to prepare sheep for showing,) whilst on the showground is strictly forbidden. Any defaulter will be asked to leave the showground and entry will be refused in the following year.

### **3.7.7 Low Flying Aircraft**

Exhibitors are warned of the danger posed by low flying aircraft. Whilst the Society has obtained assurances from the relevant authorities, no responsibility is accepted by the Society in this regard.

### **3.7.8 Electrical Distribution System**

Exhibitors are also warned of the danger from the distribution of high or low voltage systems throughout the showground. Exhibitors are asked to check on the position of all cables, above and below ground, prior to erecting stands, marquees, signs or flagpoles. Permission must be sought before any work commences.

### **3.7.9 Vehicle Exhibits**

Exhibitors are not allowed to demonstrate or exhibit any vehicles in the avenues during the show.

### **3.7.10 Fixing Signs**

No signs may be erected in the space in front of the "machinery-in-motion" stands.

### **3.7.11 Excavation**

No exhibitor will be allowed to excavate in any part of his/her stand without written permission from the Society. It is imperative that the exhibitor checks the position of underground services. Prior to any excavation works being carried out, permission must be sought from the Society.

All fence, post and flag pole holes must be filled and reseeded or returfed by the exhibitor.

### **3.7.12 Contractors**

Exhibitors are responsible for ensuring that their contractors are aware and follow all relevant Health and Safety Legislation together with the Society's Health and Safety Policy.

### **3.7.13 Electricity**

Only Royal Welsh Agricultural Society approved electricians should be used. Electrical connections will only be made to installations which comply with current I.E.E.

Regulations for electrical equipment in 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 Society does not accept responsibility for the exhibitor's installation.

All portable electrical equipment used must comply with the Electricity at Work Regulations and before any such electrical equipment is used, exhibitors should 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 (RCD) and all cables and connections where not protected by a waterproof structure shall be of such construction or protected to prevent, so far as is reasonably practicable, danger arising from such exposure.

Exhibitors must not leave their sites until such time as any electricity supply is disconnected and made safe.

Generators: These are not allowed without the permission of the Society and when given, only diesel generators will be permitted.

### **3.7.14 Fires and Barbecues**

No exhibitor may light a fire for any purpose whatsoever unless he has the authority of the Society to do so. All authorised fires must be put out at the time of closing of the showground each day.

### **3.7.15 Liquid Petroleum Gas (LPG)**

All exhibitors, tradestands, caterers, retailers, etc, who use LPG must comply with the Guidance Notes referred to below, in respect of the storage and use of any LPG containers that they bring onto the site. Any full or empty cylinders not in current use must be kept in an adequate store as described in the guidance referred to below and not on the stand, exhibit or in the caterers' kitchens.

If there is temporary or permanent storage of LPG on the site then this storage must comply with HSE Guidance Note HS(G) 4 "The storage of LPG at fixed installations" for bulk storage, or with HSE Guidance Note CS4 "The keeping of LPG in cylinders and similar containers" for other types of storage. All use of LPG on site should be in accordance with HSE Guidance Note CS6 "The storage and use of LPG on construction sites".

Exhibitors, caterers, etc, are required by the terms of their contract of agreement made between them and the Royal Welsh Agricultural Society Ltd to ensure that all their gas appliances have been recently examined and tested by a competent person and labelled to indicate the examiner's name and date of examination. Exhibitors should be aware that the Society will not allow any appliances to be used until this has been done.

### **3.7.16 Catering**

No exhibitor may sell any foodstuffs or beverages on his/her stand unless written permission has been obtained from the Company Secretary prior to the Show.

All static/mobile caterers must ensure that they comply with all relevant Food Hygiene Regulations:-

The Food Hygiene (General) Regulations 1970.  
The Food Hygiene (Markets, Stalls and Delivery Vehicles) Regulations 1966.

The Food Safety Act 1990.  
The Food Labelling Regulations 1984.  
The Health and Safety at Work Act 1974.

All caterers should be aware that inspectors of the Local Council Environmental Health Department may make inspections prior to and during events, to ensure that "food operators" understand and comply with the relevant legislation.

All establishments selling food and/or drink must comply with the above Food Hygiene Regulations.

Guidance on Health and Safety in Kitchens and Food Preparation Areas HS(G)55 is available from:-

HMSO - 0870 600 5522

Caterers should obtain a copy and follow the guidance therein.

### **3.7.17 Safety Requirements - Health and Safety at Work Act 1974**

Special attention should be given 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 adjudication on the understanding that they are capable of complying with the Health and Safety at Work Act 1974 and the regulations which are implemented under it.

#### **3.7.18 Show Stand Safety**

- a) Tradestand exhibitors should display only pesticides and other substances hazardous to health in new empty containers.
- b) Any steam or pressure vessels or lifting appliances used/demonstrated must be examined and documented; this also applies to electrical and gas appliances.
- c) All temporary structures, information boards, fences, gates, flagpoles, grandstands, viewing platforms etc, must be safe for the 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.

- d) Petroleum product storage must be in accordance with standards laid down by the fire prevention department of Powys Fire Service.

### **3.7.19 Risk Assessments**

Risk assessments will be undertaken by the Society to cover staff, exhibitions and the public. These risk assessments will cover chemicals used, jobs and tasks undertaken, crowd control, and evacuation procedures.

Tradestands and exhibitors with displays/working equipment are expected to provide the Society with their own risk assessments covering their operations.

## **4. Emergency Procedure**

Emergencies and Major Incidents at the  
Royal Welsh Show, Royal Welsh Agricultural Winter Fair and  
Royal Welsh Smallholder and Garden Festival

**4.1** These instructions should be adhered to in the event of a major incident occurring on the showground during Show/Fair/Festival period, especially in the event of it causing or threatening death or injury to people.

**4.2** The Assistant Honorary Directors or Chief Stewards should remain in charge, certainly in the early stages. They would need to make early decisions until command was centralised. An atmosphere as near to normality as possible should be created.

**4.3** If the incident occurred in or near a particular section the Assistant Honorary Director/Chief Steward concerned should immediately contact Radio Control by radio (stating RED ALERT/EMERGENCY and giving location only). In the absence of the Chief Steward, the Senior Steward should take charge.

**4.4** In the event of a situation requiring emergency procedures, the Major Incident Plan would be activated.

The Major Incident Panel would comprise:-

- o RWAS Representatives Honorary Show Director
- o Assistant Honorary Director - Administration - Royal Welsh Show & Winter Fair
- o Chief Executive
- o Company Secretary
- o Estate Manager
- o Chief Safety Steward
- o Police
- o Fire Service
- o Ambulance Service
- o County Emergency Planning Manager

**4.5** The Police would appoint the Incident Control Officer.

**4.6** A Major Incident Control point would be designated at the three events.

**4.7** Traffic and gate stewards should assist emergency vehicles to the scene of the incident. All unnecessary vehicles should be directed to the car parks.

**4.8** Casualty centres have been identified as follows:-  
Vice Presidents' and Governors' Pavilion (Royal Welsh Show only)  
Military Changing Marquee (Royal Welsh Show only)  
Hafod a Hendre (Stockmen's Pavilion)  
First Aid Centre

**4.9** Should total evacuation of the showground be required, then Chief Stewards/Senior Stewards should enlist the help of all stewards to ensure that it was done in an orderly fashion via the pedestrian entrances A, B, C, D, E, F, vehicle entrance, entrance to N12, gates at rear of stables and gate leading to N2 car park.

**4.10** The Press would be invited to congregate in the Press Centre. The Police would appoint a Press Officer who would liaise with the Press at the Press Centre. No one else should comment to the Press, unless authorised by the Honorary Show Director.

By Order of The Board of Management