SITE REGULATIONS & INFORMATION – Cotswold Show 2027

PLEASE NOTE:

Heras fencing will surround the entire site. Exhibitors will only be able to exit the site after 6pm on Saturday & 5pm on Sunday when the Heras fencing is open. Driving on site between the hours of 9am- 6pm on Saturday & 9am 5pm on Sunday is strictly prohibited by Health and Safety regulations.

There will be no access to the Showground for exhibitor vehicles after 8.30am on 3rd & 4th July 2027; all vehicles arriving after this time will have to park in the public car park.

1. SITE BOOKINGS

a) All applications for Trade Stands must be filled in on-line where possible and sent with payment to the Organisers.

b) The Organisers reserve the right to refuse in whole or in any part any application. Acceptance or rejection of the application, in whole or part, together with the allocation site, will be notified in writing by the Organisers.

c) Exhibitors may express a preference for Trade Stand sites; however, sites will be allocated on a first come first served basis and no guarantee can be given that the preferred sites will be available.

d) Previous participation in The Cotswold Show does not bestow any rights to participate in the Show.

e) Prior to the Show, the Organisers reserve the right to change the layout and the location of Trade Stands without reference to Exhibitors.

f) The Organisers reserve the right to change the location of any Trade Stand site previously allocated.

g) The sub-letting and/or sub-contracting of Trade Stands is strictly prohibited.

h) Boundaries of sites will be clearly marked by the Organisers. Exhibitors are to ensure that exhibits, including all support equipment, tentage and guy ropes are contained on each defined Trade Stand site area.

i) The Exhibitor is required to sign the Trade Stand/Food & Drink application, in agreement to being bound by these Regulations.

2. SETTING UP

<u>Vehicle Admission</u>

To increase security, each trade stand exhibitor will be issued with a vehicle pass at the trade stand entrance. These must be displayed clearly in vehicles. Any without these passes may be subject to a delay at the gate.

a) Exhibitors and their vehicles will have access to the show site on:

Thursday 1st July 2027	9.00am to 5.00pm
Friday 2nd July 2027	9.00am to 5.30pm

Saturday 3rd July 2027 6.30am to 8.30am
Sunday 4th July 2027 7.30am to 8.30am

After 8.30am on the 3rd & 4th July there will be no access to the Showground for exhibitor vehicles. If you arrive after 8.30am you must park in the public car park.

b) Entry is solely by personal wristbands, which will be allocated to you at the Exhibitors gate.

If you require additional wristbands above your allocation, they can be purchased in advance from the Show office or at the trade entry gate for £22 for 2 days. If you need extra wristbands and your staff are coming in after 9:00am for one day only, it might be beneficial to purchase advance public tickets from our website. www.cotswoldshow.co.uk

Wristband Allocation

Frontage (metres)	Number of wristbands allocated
3 – 5	2
6 – 9	4
10 and over	6
20 and over	8

c) Please note that exhibitors are responsible for ensuring that their staff members are in possession of the appropriate admission ticket or wrist band. Any exhibitor or their staff who do not have the appropriate pass will be charged the ordinary admission charge and this cannot be refunded by the Show.

The showground will be open for construction and fitting of Trade Stands from 9.00am Thursday 1st July 2027. Any Exhibitor or goods arriving earlier will be turned away unless the express written permission of the Organiser has been obtained.

d) Exhibitors are to ensure that they are available on site to receive all deliveries as the Organisers are unable to handle Exhibitors' equipment.

e) Goods and equipment consigned to the Showground with insufficient information to identify the consignee will be returned to sender.

f) Setting up of Trade Stands must be completed by 8.30am on Saturday 3rd July 2027. No vehicles will be allowed onto the trade stand site after this time. Any vehicles remaining on the show ground after 08:30 must form an integral part of the exhibit or be parked in Exhibitor parking. THIS RULE WILL BE STRICTLY ENFORCED AND ANY VEHICLE FOUND ON THE SHOWGROUND BETWEEN 08:30 AND 18:00 IS LIABLE TO BE TOWED AWAY WITHOUT ANY FURTHER WARNING. THE SOCIETY WILL ACCEPT NO LIABILITY OR RESPONSIBILITY FOR ANY DAMAGE CAUSED.

g) Exhibitors must remain in the immediate area of their Trade Stand at all times.

h) Setting up should be done from the rear of the trade stand.

i) AT NO STAGE SHOULD EXHIBITORS DRIVE OVER THE PEDESTRIAN WALKWAYS IN FRONT OF THE STANDS

3. ELECTRICAL, GAS AND WATER SUPPLIES

a) Electricity will be available to hire in all Trade stand areas. **PORTABLE GENERATORS WILL NOT BE ALLOWED ON SITE** If you require power, please complete the Electricity form on the website in the Trader section and send it directly to: spc_events@live.co.uk**.** All stallholders must have all their electrical equipment properly certified under the Portable Appliance Testing (PAT) regulations Stallholders are advised that under HSE regulations, uncertified equipment cannot be used.

b) Standpipes will be provided in various places on the Showground.

c) All stallholders using gas must have a GAS SAFETY CERTIFICATE. APPLICATIONS RECEIVED WILL NOT BE PROCESSED UNTIL A SUITABLE CERTIFICATE IS PROVIDED.

4. FLOOR FINISHES FOR HIGH RISK FOODS EG. CHEESE SELLERS AND HOT FOOD FOR CONSUMPTION ON SITE:

The food business operator must provide a suitable floor covering for their food preparation area e.g. A nonslip cleanable sheeting or similar, should be securely fixed to the ground. If you are unsure of the type of suitable flooring needed, please contact your Local Authority or consult the CIEH Guidance www.cieh.org

5. HAND WASHING FACILITIES:

Where open high-risk food is handled you must provide good hand washing facilities. These must include a basin, sink or bowl with a separate supply of hot and cold water. High Risk food is cooked and ready to eat high protein food and includes preparation of samples. This doesn't apply to food that is prepacked for retail sale.

Hot water may be supplied from an urn or flask with a tap function that has a constant supply of hot water but NOT from a kettle where hot water is not necessarily immediately available.

Small compact self-contained hand wash units that plug into an electric socket are available from outside suppliers ie. www.event.co.uk . Bowls that fold or clip away make it easy to use for the food business operator. These may be available for hire.

Consideration needs to be given to either suitable disposable cloths for hand drying or the use of washable clean cloths.

6. FOOD & DRINK EXHIBITORS & CATERERS

a) Environmental Health staff from Cotswold District Council will be on site during the show to ensure compliance with all Public Health Laws and Food Hygiene (England) Regulations 2013.

b) Exhibitors may use the services of any caterers for the convenience of their clients, but no charges must be made for refreshments to the general public.

c) No exhibitors of ice cream or other refreshments may offer goods for sale except by special arrangement.

d) Exhibitors are responsible for complying with all Public Health requirements and Food Hygiene (England 2013) Regulations and are reminded that regulations apply even when the refreshments are offered free of charge.

e) Disposal of waste catering water as per the Environmental Health Department of the Cotswold District Council instructions states that any wastewater generated must be taken away or tipped into wastewater containers provided. **Waste water must not be tipped into a soak away.**

f) If you are offering food [beyond hot and cold drinks and pre-packed long-life goods, such as biscuits and crisps] to customers, you need a properly documented Food Safety Management System, including dairy, which must be available for inspection on Show Day by Local Authority Officers and our own consultant. If you are unclear what this means, then contact the Food Standards Agency and obtain a copy of Safer Food, Better Business for caterers.

g) If hot/cold food is sold for consumption on site, you will need to have approval from the Show organisers and provide a tender.

h) All food stalls must carry a list of Food Allergens contained in their product and make it available for the public to see at all times.

i) Any Exhibitor selling alcohol that is not located within the Food Hall will need to have their own TEN License obtained with Cotswold District Council. It is the Exhibitors' own responsibility to ensure this is in place before the Show.

7. SITE MANAGEMENT

a) Exhibitors are required to keep their sites and adjacent walkways tidy at all times. Rubbish is to be placed in the containers/bags provided by the Organisers. Cardboard boxes should be placed behind the trade stand for collection.

b) Exhibitors are to ensure that their sites are staffed whilst the Show is open to the public. Exhibitors failing to comply will forfeit both site and fees paid.

c) Trade Stand exhibits or any equipment containing moving parts must be fitted with the necessary guards to comply with standard safety regulations governing that particular exhibit.

d) Exhibitors wishing to erect any mast or structure higher than 4 metres are to provide full details of such a requirement to the Organisers.

e) Exhibitors are not to obstruct any gangways or open spaces, and no sign or projection may be hung over gangways or open spaces, or in any way affect neighbouring Exhibitors' displays, and be a hazard to the public.

f) Exhibitors wishing to erect any sign, placard or advertisement at any location other than on their allocated site, are to obtain the written permission of the Organisers.

g) There are no facilities for storage on the Showground.

h) As the supply of certain services, e.g. catering and furnishings, is not within the direct control of the Organisers, the Organisers shall not incur any liability to any Exhibitor for any loss or damage if any of such services shall wholly or partly fail or cease to be available, nor shall the Exhibitor be entitled to any allowance in respect of any payments made for the participation in the Show.

i) Vehicles are permitted on Trade Stands as long as they fit within the allocated Trade Stand space. Vehicles that do not fit within this space must be parked in the designated Exhibitor Car Parks as directed by the Organisers. Once established on site, vehicles are not to be moved on the site except to vacate the Show after hours.

8. BANNERS

By request of the Show Directors, no banners will be placed on perimeter fencing or Arenas; if banners are discovered they will be removed.

On site banner locations are available for £200 + VAT. Banner sites are strictly limited, and applications MUST be received by Friday 25th June 2027. Successful applicants will be allocated one official site (sites will be entirely at the discretion of the Show Director although every endeavour will be made to meet any request made by the Exhibitor regarding the position of their banner). Please note that any unauthorised banners will be removed.

9. SITE CLEARANCE

a) Heras fencing will surround the entire site. Exhibitors will only be able to exit the site after 6pm on Saturday and 5pm on Sunday when the Heras fencing is open. Driving on site between the hours of 9am- 6pm on Saturday & 9am- 5pm on Sunday is strictly prohibited by Health and Safety regulations.

b) There will be no access to the showground for exhibitor vehicles after 8.30am on the 3rd & 4th July; all vehicles arriving after this time will have to park in the public car park.

c) No Exhibitor may cease operation before 5PM on Sunday 4th July 2027

d) Sites must be cleared by no later than 4PM on Monday 5th July 2027 unless prior written permission has been obtained from the Organisers. After this date the Organisers may have any object found removed and the cost will be charged to the Exhibitor.

e) Exhibitors will be responsible for clearing the site of all goods, equipment, decorations, rubbish etc and replacing turf, filling post holes and making good any damage to the ground.

10. PAYMENT & CANCELLATION

a) In the event of an Exhibitor's cancellation from the Cotswold Show the following fees will be applied:

Cancellation received at the Show Office before 1st April 2027, refund less 50% of the full stand cost if already paid full pitch fee

Cancellation received at the Show Office after 1st April 2027, no refund.

b) Notice of cancellation must be made in writing to the Organisers at the Show Office.

c) In the event of cancellation of the Show due to COVID, the Organisers will refund 100% of the fees paid.

The Cotswold Show Organisers will not be obliged to refund any entrance monies should the Show not take place or be curtailed or postponed for any reason.

11. LIABILITY, SAFETY AND SECURITY

a) All Exhibitors must have Public Liability Insurance and a copy **must be sent** with the application form.

b) Any Exhibitor selling alcohol that is not located within the Food Hall will need to have their own TEN License obtained with Cotswold District Council. It is the Exhibitors' own responsibility to ensure this is in place before the Show.

c) The Organisers will not accept liability for any accident, damage or loss that may occur to any Exhibitor/animal or article while on the Showground.

d) Exhibitors are responsible for the security of their exhibits and property at all times and are advised to insure their exhibits against such loss or damage including risk of fire.

e) Exhibitors are responsible for the safety of all third parties in respect of their activities and especially for the safe operation of any working exhibits or displays on their stand area.

f) Access to Trade Stands must be provided at all times to the Organisers and Official Safety Services for inspection purposes.

g) Exhibitors are responsible for their own security arrangements.

h) Exhibitors will be held responsible for loss/damage or injury to property (including other exhibitions) and persons, which has been caused by themselves, their staff or agents.

i) Each Exhibitor participating in the Show agrees to indemnify the Organisers against all claims of whatsoever nature which may be made against the Organisers, arising out of, or in any way connected with, such Exhibitor's participation in the Show. This provision is specifically agreed by the Exhibitor to be fair and reasonable.

j) If an application is received from any organisation, whose affairs are, for any reason, placed in the hands of a receiver, that application shall, unless otherwise agreed in writing by the Organisers, automatically become null and void even if accepted

k) Exhibitors must comply with all UK Statutory Requirements and Regulations whilst participating in the Show.

l) The Organisers reserve the right to refuse entry and also reserve the right to cancel any entry which may have been accepted without any reason being given or decline at any stage to admit any proposed exhibit, or to order the removal of, or to remove any person or any exhibit, from the Show. Whenever, under this regulation an application for space is refused, or an allocation of space is cancelled by the Organisers, or an exhibit is refused admission or removed, the fees paid for such space may at the discretion of the Organisers be refunded, and if refunded, shall be accepted by the Exhibitor or intending Exhibitor, in full satisfaction of all claims against the Organisers.

m) Visitors entering the Show do so entirely at their own risk. No liability will be accepted by the Organisers, their staff, agents, independent contractors, or Sponsors for any injury (including fatal injury), illness, damage or loss whatsoever directly or indirectly occasioned to person or property whether due to negligence or otherwise howsoever subject to the provisions of the Unfair Contract Terms Act 1977.

n) The Organisers reserve the right to refuse entry to vehicles and/or persons to the Show and/or to divert visitors to car park areas.

o) Security Services. The Commercial Display site will be patrolled by security personnel on the nights of the 1st July till 4th July 2027 at 5pm and whilst every effort will be made to protect property, the Organisers cannot guarantee the protection of the Exhibitor's property.

12. SMOKING

The smoking ban in enclosed public spaces started on 1st July 2007. For Trade Exhibitors this means that smoking is not allowed in tents, exhibition vehicles or any other enclosed spaces. There is, however, nothing to prevent people smoking in the open air, so please ask people to step outside.

13. INSURANCE REQUIREMENTS

Contractors and Exhibitors are required to hold third party liability insurance and Employers Liability insurance (where appropriate) Policy numbers, or copies of must be forwarded to the Show Office on info@cotswoldshow.co.uk

14. SALES REGULATIONS

a) Exhibitors' stands/exhibits are expected to be of a high standard appropriate to the Show.

b) The sale of the following articles is prohibited without prior written permission from the Organisers:

- Livestock, Balloons, Lottery, Raffle or Gaming Tickets, Soft toys ticket draw
- any other products as may be specified in writing to individual Exhibitors by the Organisers.

c) The use of microphones and amplifiers to assist sales is prohibited. The Organisers reserve the right to demand the removal of any such equipment.

d) The sale of any articles, display posters or distribution of pamphlets other than from an exhibitor's stand is forbidden

e) Charging for admission to an Exhibitor's stand is forbidden.

f) The use of fairground equipment is forbidden without written permission of the Organisers.

g) The sale of articles by auction is forbidden.

h) Animals may not be exhibited on a stand without prior written permission of the Organisers

i) Exhibitors are requested not to play music which may constitute a nuisance.

j) Any Exhibitor selling alcohol that is not located within the Food Hall will need to have their own TEN License obtained with Cotswold District Council. It is the Exhibitors' own responsibility to ensure this is in place before the Show.

15. IN CASE OF EMERGENCY

a) Immediately notify any of the organisers, stewards, security personnel, the HQ unit on the Main Arena or Show information on row A.

b) Ensure all persons are calmly moved away from the incident.

c) Keep access ways clear for emergency service vehicles.

16. DEFINITION OF TERMS

a) Regulations. This term is applied to all requirements laid down by the Organisers for the conduct of The Cotswold Show 2027 and/or to any further additions or amendments as may be deemed necessary by the Organisers.

b) Organisers. This term shall mean The Cotswold Show Main Committee, their staff or agents.

c) Exhibitor(s). This term shall include all employees, contractors, staff and agents of any company or organisation exhibiting at the Show.

d) Trade Stand(s). This term shall include the area(s) and site(s) allocated by the Organisers to Exhibitors for the purpose of trading/exhibiting at the Show.

e) Showground. This term shall include all land covered by the Show including access tracks, car parks, arenas and Trade Stands.

17. APPLICATION OF REGULATIONS

a) The control of the Showground is in the hands of the Organisers whose decisions are final and binding on all Exhibitors.

b) The Organisers shall have the right without appeal to resolve all cases which are not provided for in the Regulations.

c) Any person or organisation failing to comply with the Regulations or directions from the Organisers may be instructed to leave the Showground and no refund of any site or other charges will be made by the Organisers.