



## AYLSHAM AGRICULTURAL SHOW ASSOCIATION

### **Booking Guidelines and Terms and Conditions 2018**

Health and Safety Officer, and Safeguarding Officer:

Rob Lewis - Email: [healthandsafety@theaylshamshow.co.uk](mailto:healthandsafety@theaylshamshow.co.uk)

**These Booking Guidelines/etc and all relevant Entry/Application Forms and Schedules/Brochures/Leaflets are also on the Show Website and can be viewed or downloaded.**

[www.theaylshamshow.co.uk](http://www.theaylshamshow.co.uk)

In order to maintain the high standard of the Show and to provide an attractive and well laid out Showground, Aylsham Agricultural Show Association Limited (The Association) require and insist upon the following:

Any person who fails to comply with these terms and conditions will be liable to forfeit their fees and expulsion from the Showground.

**Regarding future shows, The Association is examining the following procedures to make sure that they are robust and efficient, and if so, a charge to cover these services may be made from 2019 onwards:**

\*\* Provision of electrics in designated areas of the Showground thereby removing the need for most Exhibitors to bring their own generators.

\*\* Provision of WIFI facilities to enable Exhibitors to use Credit Card and Other Facilities.

**\*\* The Association (A Member of ASAO) will ensure compliance with the new GDPR Regulations, and further details may be added in due course.**

### **General Admission Rules for All**

1. No one can conduct any business or solicit money on the showground unless they are a confirmed trade/pitch exhibitor. No business, including the distribution of leaflets etc, can take place on the car parks at any time.
2. All persons/articles entering the showground or car parks are subject to the orders, rules and regulations of The Association and any of the officers appointed by them who have the power to eject any person infringing a regulation. In this situation, no refunds will be given for any admission charges paid.
3. The Association would ask everybody to be vigilant with any suspicious movements or packages seen on the Showground. If in doubt please speak to any Steward or the Police.

4. Any articles associated with an infringement may be removed, confiscated or impounded at our discretion. Your stand may be closed down and/or you may not be invited to exhibit at future shows if you do not conform to The Association's regulations or the directions of the Stewards. No refunds will be given.
5. The Association reserves the absolute right to refuse any entry without stating the reason for doing so and also reserves the absolute right to alter the time and/or sequence of events or showing class at their discretion.
6. The Association of the Show have taken reasonable precautions to ensure the health and safety of everyone present. For these measures to be effective everyone must take all reasonable precautions to avoid and prevent accidents occurring and must obey the instructions of The Association, Officials and Stewards.
7. Anyone causing a disturbance or any bad behaviour throughout the show is liable to be disqualified from trading, exhibiting or competing in the show. All competitors are reminded that verbal attacks on Judges, Stewards or other volunteers will not be tolerated and will result in disqualification.
8. Any exhibitor, competitor or member without the correct pass will be charged the normal admission fee.
9. National Trust Peat Free Policy: Exhibitors will not be able to offer for sale any bags of peat, and all potted plants, whether for sale or display, are to be potted in bark or other peat free alternatives.

### **Trade Stand/Pitches**

10. It is not possible to provide a plan of the Showground prior to the event and the allocation of stand space will be made at the discretion of The Association. Every effort will be made to meet the specific wishes of exhibitors with regards to position without causing unfairness to others. Space reserved must include measurements for guy ropes and signs. Marquees display equipment, signs and ropes etc. must not encroach on to the avenues or adjoining pitches.
11. All sites will be clearly numbered and a site plan located at the Show Office, located beside the main entrance onto the Showground. The pitch number and measurements should be checked on arrival. If there are any errors, please check with the Show Office before erection commences. Stand number plates must not be removed.
12. Access is allowed from the Wednesday prior to the Show between the period 8.00am and 6.00pm, but the right is reserved to restrict or refuse vehicle to the Showground at any time. Stand Holders will not have entry to their pitch outside of these times other than on the Sunday prior to the Show. For those wishing to camp overnight before Show Day, please obtain prior permission from David Hitcham - Administration and Finance.
13. All stands and display areas must be fully erected and operational by 8.00am on Show Day.
14. The Association will cut the grass sometime during the week prior to the show, weather conditions permitting, after which date it is the exhibitor's responsibility to attend to any further grass cuttings that may be required on their stand.
15. The Association and the National Trust must approve of any necessary excavations or breaking of ground before digging commences. Exhibitors will need to verify that there are no private water supply pipes in the vicinity of the planned excavations. Excavations, broken or damaged grass must be made good by the exhibitors to the full satisfaction of The Association and National Trust within one week of the Show. In the event of any failure to comply with this regulation The Association will undertake this work and charge the expense to the exhibitor.
16. Some stands may back onto treed areas. No parking or display is permitted underneath the tree cover and the plots are located to avoid the need for this.
17. No Exhibitor is permitted to sub-let part or the entire stand without the prior written consent of The Association.
18. If any Exhibitor cancels the space reserved for him for any reason, no refund will be given unless The Association can re-let the space.

### **Trade Stand/Pitch Health and Safety**

19. Exhibitors attention is drawn to requirements of the Health and Safety Acts 1974 and subsequent implemented regulations with regards to their duties in connection with their work activities towards personnel employed on their stands, visitors and towards members of the general public.
20. Every exhibitor will be required to provide a Risk Assessment and if appropriate, a Work Method Statement for high risk activities, such as cranes by Friday 10th August 2018, for the Health and Safety Steward to assess them. A Risk Assessment form for 2018 based on the HSE's risk assessment and policy template is available to complete if you don't already have a comprehensive risk assessment of your own. Please remember that there is no such thing as "no risk", especially where vulnerable groups such as children or the elderly are concerned.
21. Every stand must also be risk assessed for fire safety and if identified as appropriate, equipped with firefighting facilities which must be accessible and maintained in a functional condition. Any stand which has LPG will be deemed as requiring firefighting facilities. No exposed flame or heat source should be placed near to canvas or combustible material.
22. Petrol based generators are not allowed under any circumstances.

### **Vehicles**

23. To ensure an attractive Showground free from traffic it is a condition of acceptance that all exhibitors motor vehicles must be removed to Trade Stand Car Park by 9.00am and not retained adjacent to their stands. Exceptions will be made where the vehicle is to form part of an exhibit and specifically parked within the area of a pitch for the storage of stock, or where the Association has given prior permission.
24. Please note that for safety reasons on Show Day no traffic will be permitted to move onto the Showground after 9.00am, except with the prior approval of food deliveries. Unless the show is formally closed early due to bad weather, vehicles will not be permitted to leave the Showground until 5.00pm.

### **Trade Stand/Pitch Insurance**

25. All trade stand holders MUST hold valid Public Liability Insurance. This cover should have a limit of indemnity of no less than £2,000,000 in respect of any one occurrence and:
  - include Products Liability Cover with a limit of indemnity of no less than £2,000,000 per annum.
  - contain no inner limits of indemnity other than that above.
  - include an Indemnity to Principal clause.
  - does not contain excesses above £1000 under any section.
  - the policy must be kept in force at all times with a reputable insurer and premium payments kept up to date.
26. You should inform The Association immediately if your policy is altered in any way, becomes invalid, or is cancelled/terminated.
27. The Consumer Protection Act 1988 makes the retailer of a defective product strictly liable to any person injured by it. It is therefore necessary for exhibitors to hold Products Liability Cover.
28. Any firm or organisation employing people must hold Employer's Liability Insurance to satisfy Health & Safety requirements. If you do not have this cover, perhaps because you rely on volunteers or self-employed persons, then you must hold Public Liability Insurance.

### **Trade Stand Liability**

29. The Association will not be held liable with exhibitors:
  - for any loss or damage arising from errors in the allocation of space, or if an exhibitor encroaches on the space allocated to another.
  - to any persons for any damage or loss to the property of any such person or for any injury, however caused, fatal or otherwise, to any such person while upon The Association's showground or car parks or while entering or leaving the same.
  - for consequential loss/damage to any exhibitor.

30. Exhibitors accept liability for:

- any loss, injury or damage that may be done to, occasioned by or arising from any article or property exhibited or brought on to the showground by or for you, and you shall indemnify The Association in respect of such damage or injury which may be so caused
- the behaviour and for any misconduct/negligence of themselves, staff or contractors, and the consequences thereof.

### **Security**

31. Security guards will patrol the Showground on the Friday, Saturday and Sunday nights prior to the Show and on the Monday night of the Show. However, you are responsible for taking adequate security precautions on your stand. Exhibitors are advised that The Association and its insurers will not be liable for theft or other losses.

### **First Aid and Other Emergencies**

32. On Sunday and Bank Holiday Monday, first aid provision is provided. Should you need first aid, please contact a Judge/Steward or alternatively go to the first aid points located beside the main horse show ring or adjacent to the trees near Blickling lake. For first aid before or after this time, please visit the show office at the trade entrance gate.
33. If other emergency services are required, please contact 999 and then notify a judge/steward after, irrespective of whether fire or police are on site.

### **Services**

34. With the exception of the Food and Farming Area and the Members Enclosure, there is no electricity supply on the showground. Exhibitors are requested to use silent run diesel power as petrol generators are not allowed, which must comply with all health and safety, electrical safety and environmental requirements/regulations. Generators are not allowed to be used inside the livestock marquees.
35. All generators must be clearly identified on the health and safety risk assessment and may be liable for inspection by The Association's Health and Safety Officer. Exhibitors must ensure that the generators do not cause a nuisance to neighbouring stand holders.
36. There are several, marked and widely spaced, standpipes on the Showground, available to exhibitors. Where marked as drinking water, these standpipes will have been tested prior to the Show.

### **Food Safety/Catering**

37. Exhibitors may provide refreshments on their stand for their trade stand customers, free of charge. You can also offer small free taster samples of food/drink as a sales aid for products that are primarily sold for customers to take home to consume. The sale of any food/drink, packaged or otherwise, in a form that is readily consumable is strictly prohibited as contravening the catering contract with concessionaires.
38. Any concessionaire stand providing catering will ensure compliance with all current food safety legislation prior to arriving at the showground and will have relevant food safety management records available for inspection by the Health and Safety Steward or Broadland District Council, if requested. Every concessionaire stand providing catering must indemnify The Association against any proceedings that may be brought against them.
39. The Showground does hold a premises licence for the sale of alcohol and regulated entertainment which operates between 9am and 8pm on Bank Holiday Monday show day. If you are proposing to offer/sell alcohol or provide regulated entertainment, you must obtain written permission from: David Hitcham - Show Administration and Finance, prior to Friday 10th August 2017. To obtain written permission, you will need to provide written details on your Application Form/Risk Assessment, and how you will comply with the 4 licencing objectives.

### **Dogs**

40. Well behaved dogs are permitted at the show, but unless part of a display, must be kept on leads and any fouling cleared up. Dog poo bins will be available and marked on the Showground. Please, if the weather is hot, do not leave dogs unattended in vehicles to overheat.

## Livestock on Stands

41. The Association MUST be notified if you are having any livestock/animals on your stand. All livestock/animals subject to movement control and disease-free certification must be accompanied by the appropriate documentation. The Show's holding number is 28/141/8023. Bio-security forms will be forwarded and must be completed and returned to Association office prior to the Show.  
NB: Bio-security measures are in place on the Showground and must be adhered to at all times.

## Child Protection/Lost Children

42. Children under the age of 13 cannot be employed at the Show. If you intend to employ any child aged between 13-16, you should familiarise yourself with the local byelaws set by Norfolk County Council from the Children and Families section on their website [www.norfolk.gov.uk](http://www.norfolk.gov.uk) Please then download and complete an "Employers Notification Form, Employment of School Children Bye-Laws" form (section entitled *Children in employment and entertainment*). Where children between the age of 13 and 16 are employed, your health and safety risk assessment will identify additional risk and mitigation measures which may be relevant to the young persons. Please also be aware that The Association has its own Child and Vulnerable Adults (Safeguarding) Protection Policy which you should familiarise yourself with. This can also be found on the Show Website. **The designated location for lost children is the Administration and Finance Marquees, adjacent to the Main Ring on the western side. If lost children are found, please contact a steward immediately.**

## Disability Discrimination

43. Under the Disability Discrimination Act 1995, everyone has the right to have access to your stand. Should you have any queries regarding this, please refer to the Equality Advisory & Support Service: 0808 800 0082 or [www.equalityadvisoryservice.com/app/home](http://www.equalityadvisoryservice.com/app/home)

In order for The Association to comply with its responsibility for the disabled persons, we do subject to weather provide a free buggy transportation service between the main gate and the main ring.

## Balloons

44. Due to the number of livestock/horses on the showground you are not allowed to sell or give away balloons. You may have balloons as part of your stand display, but these must be firmly secured to avoid accidental release.

## Charity Collections

45. Any charity wishing to make appeals for funds, run raffles etc, or any other company wishing to raise funds on behalf of a charity must first obtain permission from David Hitcham - Show Administration and Finance. Permission is normally only granted if the appeal is staged within a meaningful display about the charity's objectives. Where permission is given, collections can only be made within the boundary lines of your stand space. The Association may require these funds to pass through the Show Accounts and would be distributed back, where able, on the Show Charity Presentation Evening.

## Unacceptable Stands/Sale of Offensive Items

46. The Association reserves the right to decline any stand it views as not being of an acceptable standard, or remove any stand it views as unacceptable. Any expense occurred will be the responsibility of the exhibitor and no liability will be accepted by The Association.
47. The Association also reserves the right to make judgement on the sale/display of any items likely to cause offence. If necessary, the trade stand steward will instruct the withdrawal of such goods from your stand.

## Cups and Trophies

48. All cups and trophies are perpetual and must be returned in good order to the relevant Livestock Head Steward, prior to the following year's Aylsham Show. Winners are responsible for the engraving, good condition and safe return of all cups and trophies. There is a Cups and Trophies Marquee located next to the Administration and Finance Marquees, adjacent to the Main Ring.

## **Livestock/Equine General Rules**

49. All livestock subject to movement control and disease-free certification must be accompanied by the appropriate documentation. The Show's holding number is 28/141/8023. Bio-security forms will be forwarded and must be completed and returned to the Association Office prior to the Show.  
NB: Bio-security measures are in place on the Showground and must be adhered to at all times.
50. The closing date for Entries is Saturday 18th August 2018. Any entries received after this date will be considered late entries, and if accepted by the relevant Head Steward, would be subject to the Late Entry Fee as per the relevant Schedule. Any entries accepted by the relevant Head Steward on Show Day itself, will also be subject to the Late Entry Fee.
51. Entries will not be accepted without the appropriate fee and correct membership information. Entry fees are NOT refundable except in British Show jumping Classes under Rule 79(3). All telephone cancellations must be confirmed in writing, and emails will be accepted.
52. The Association reserves the right to the following:
  - a. The right to cancel any class with less than 3 entries.
  - b. To alter the timings, which are approximate, of any class
  - c. To limited numbers in any class.
  - d. To amalgamate or split any class.
  - e. To reduce the number of prizes awarded in any class.
  - f. To have any livestock/animal examined by The Association's Honorary Veterinary Surgeon.
  - g. Once a class has been entered, a refund may not be given.
53. Any Exhibitor Numbers will be issued on the day of the show, and these are to be collected from the relevant Livestock Steward Marquee.
54. Only Authorised Officials and Competitors/Handlers are allowed in the relevant Showing Rings.
55. Owners enter their livestock/equines at their own risk and it is a condition of every entry that no liability of any kind attaches itself to British Show Jumping, Ponies(UK), The Association or The National Trust.
56. Any Exhibitor bringing livestock/equines onto the showground labouring under an infectious or contagious disease shall be liable to a fine of up to £2500.00 and will also be liable for any subsequent costs which may be incurred by The Association, National Trust or their tenant farmer.
57. Any animal not under control or in any way constituting a danger shall be removed from a show ring or showground at the request of the Judge, Steward or any other Official.
58. Livestock without prior permission, will not be permitted on to the Showground before the Show Day.
59. Covered penning and limited straw will be provided in the livestock areas.
60. Livestock are requested to not leave the Showground on Show Day until after 5.00pm, unless prior permission is given by the Livestock Head Stewards, or the Show is closed early because of bad weather. It is hoped that Prize Winners will take part in the Grand Parade in the Main Ring. Timings will be available on Show Day.

## **Specific Equine Regulations**

61. Entries may be limited in each class. Substitution or nomination entries will not be accepted, except substitutions will be allowed in accordance with British Show jumping Rule 79(3). Prizes may be limited under British Show jumping Rule 76(6)
62. Entries close by Saturday 18th August 2018. See Clause 47 above. NB: No Late Entry fee will be charged for Fun Classes. Persons without passes will be charged at the entrance gate and only Competitors or Handlers will have the entry fee refunded.
63. NO CARS will be permitted in the Horse Box Park unless displaying a RED Vehicle Pass. The Vehicle pass will be sent out with all entries. The Vehicle Pass must be displayed and entitles entry to the Showground by the Driver and one other adult. NB: NO PASSES ARE REQUIRED FOR THE SUNDAY SHOWJUMPING ONLY.
64. All British Show jumping Competitions will be limited to 60 starters and prizes may be limited in accordance with Rule No 76(6).
65. The Judge's decision is final. Objections must be lodged together with sum of £30 (£100 for British Show jumping) on the day of the competition at the Show Secretary's Marquee.

66. Hard hats and safety harness, to BS EN1 384 ASTM F 1163 or PAS015 or higher must be worn by ALL competitors and correctly secured whilst mounted anywhere on the Showground.
67. No horses/ponies to be left unattended tied to lorries or trailers.
68. No member shall allow a stallion for which he/she is responsible as owner, lessee authorised agent or rider to attend a show compete or prepare to compete, in any showjumping competition without taking adequate precaution to ensure other horse/ponies, competitors and member of the public are not put at risk of injury. Rule 82(21).
69. Any juniors who have not attained their 14th birthday before 1st January of the current year may not lead stallions/colts. All rules appertaining to stallions are as per the Ponies (UK) Rule Book.
70. An amateur rider is a rider who for showing purposes HAS NOT engaged in the training programme for rider/horses/ponies/livery/buying/selling or dealing of horses/ponies as a means of deriving a source of income since the 1st August 2017. It is expected that exhibitors will enter into the true spirit of the competition. The Head Steward reserves the right in her absolute discretion to refuse and exhibitor's entry should there be in contravention of this rule in the Head Steward's considered opinion.
71. Judges may require horses or ponies to be measured. The Organisers also retain the right to ask for proof of age for ponies/horses in young stock classes. Please insure you have your horse/ponies passport with you.
72. Evidence of age may be asked for in children's classes.
73. There is a charge of £3 per rider as a contribution towards the cost of first aid cover.

#### **Ponies (UK) affiliation number 16/A16/7603**

74. Qualifications will be verified by the Show Secretary when the results are sent in to the P (UK) office. For more information on P (UK) call 01487 830278 or visit [www.poniesuk.org](http://www.poniesuk.org). 1st 2nd and 3rd place horses/ponies will qualify for P(UK) Winter Classic 2018 and P(UK) Supreme Championship 2018. Competitors in qualifying positions who are not current members of P(UK) must become a member before time of entry. Qualification cards will be awarded in the ring.

#### **Specific Cattle Regulations**

75. All Cattle exhibited at the Show would normally be from Herds entered in the register of Attested Herds at the date of the Show. A Segregation Policy may operate at the Show from 2018.
76. Exhibitors whose herd's attested status is withdrawn after the date of entry may reclaim their entry fees, if need be.
77. Confirmation of health status of all animals must be shown on entry form.

#### **Specific Sheep Regulations**

78. The Show will be licensed by the Norfolk County Council under Article 16 (3) of the Sheep Scab Order 1977.
79. Entries from MAEDI/VISNA (MV) accredited flocks will be penned in separate shedding in accordance with the information declared on the entry form by the Exhibitor. A pre-entry permit is required, obtainable from SAC, PO Box 604, Milton Keynes. The Association cannot accept responsibility for any exhibitor who loses his health status when attending the Show.
80. Every sheep shall be entered, or eligible for entry, in the Pedigree Flock Book of its Breed in this Country. Proof of entry to be furnished to the Secretary if so required.
81. All sheep shall be marked for identification and/or shown in accordance with the rules of their respective Breed Society.

### **Specific Goats Regulations**

82. The show is open for CAE tested Negative goats. Current CAE certificate to be submitted with Show Entry Form.
83. The goat classes are held under the Rules and Regulations of the British Goat Society. All exhibits must be registered with the British Goat Society as in the ownership and in the name of the exhibitor, the registered name and number being quoted on the entry form (also kidding date for goats in milk).
84. GOATS WHICH ARE PREGNANT OR HAVE KIDDED IN THE PREVIOUS 30 DAYS MAY NOT BE BROUGHT TO THE SHOW.