



Friday 11th & Saturday 12th August

TRADER'S
HANDBOOK
incl. Terms & Conditions
2023



Shropshire Horticultural Society
Quarry Lodge, Shrewsbury SY1 1RN

Call 01743 234054 | office@shrewsburyflowershow.org.uk
or visit shrewsburyflowershow.org.uk



SHREWSBURY FLOWER SHOW

TRADER'S HANDBOOK incl. Terms & Conditions 2023

Please Note: The decision of the Society in any matter is final

- **SHOW OPENING TIMES**

Gates open at 08:30hrs for Members and from 10:00hrs for Day Ticket holders. The Show closes at approximately 22:00hrs following the Firework Finale.

To enable the Shropshire Horticultural Society to comply with its various statutory and regulatory obligations, the Society reserves the right to delay and/or refuse entry to the Show in order to meet its obligations, on the grounds of safety, licensing or any other unforeseen circumstances.

- **HOW TO FIND US**

Vehicular entry into the Showground will be either via the Welsh Bridge (Victoria Quay Gate - postcode: SY1 1HH "The Armoury") or under Kingsland Bridge via St Julian's Friars Car Park (postcode: SY1 1XL) for smaller vehicles under 3.00m height from the Tuesday prior to the Show.

- **ALLOCATION OF SITES**

The allocation and positioning of trade stand sites is at the discretion of the Society.

- i) Traders may indicate up to three preferred positions (see application form). Please note that some trade stand sites may have been re-numbered and as such the previous year's site number may have changed.
- ii) Whilst every endeavour will be made to meet trader requirements no guarantee will be given. Every site must have a notice provided by the trader clearly displaying the Company's details (name, address, contact numbers etc.). This must not be obscured during the Show.
- iii) If a trader does not wish to be placed next to a specific type of trader, this must be clearly stated in writing at the time of application. We do not provide exclusivity to traders.
- iv) All relevant documentation requested in the application form should accompany the completed application form or be submitted to the office no later than two weeks prior to the Show.
- v) If the trader's valid Public Liability Certificate (minimum of £5 millions) with the Brokers covering letter, completed Risk Assessment and completed Construction Design & Management Pro Forma have not been submitted Trader Admission badges will not be issued and the trader will be refused entry to the Showground and no refund will be given.
- vi) Failure to submit all documentation & completed forms to the Office by no later than the Monday before Show day will result in the trader being refused entry to the Showground and no refund will be given.

- **TRADERS SUB-LETTING THEIR ALLOCATED SITES**

Traders sub-letting any site they booked must provide the Office with the following information on submitting the Trade Application Form or no later than 4 weeks prior to the Show:

- Name of Company/Trader
- Products/Services they are providing
- Telephone Number & Vehicle Registration
- Relevant Health & Safety Certification in line with Government Regulations

If this information is not provided to the Office by the Monday prior to the Show then they **will be refused entry** to the Showground, no refund will be given and the trader sub-letting the site may not be offered a site at future Shows.

- **PROGRAMME ENTRIES**

Traders are listed in the official Show programme and on the website. Traders are asked to complete a brief description on the Trade Application Form. If a trader wishes to place an advert in the programme **artwork and payment must be received by 1st May at the latest.**

- **PAYMENT**

Full payment is due within 30 days of the invoice date.

- i) If, after 7 days of the due date, the remaining balance is outstanding, the Society reserves the right to re-sell without further notice, and reserves the right to not give any refunds of payments already made.
- ii) Bookings made after the 15th June will require the full payment within 7 days, and no cheque payments are allowed if payment is made less than 3 weeks before the Show, and from 27th July only card payments over the phone will be acceptable.
- iii) If a trader cancels a trade stand site 10% of the total amount will still be payable, or retained, as non-refundable deposit to cover administration charges. After the 1st July no refunds will be given.
- iv) Payment can be made by BACS, debit/credit card or cheque on receipt of an invoice. Traders' admission badges will not be sent out unless full payment has been received, which may result in entry to the Showground being refused on Show days.

- **CANCELLATION OF SITE BOOKING**

Cancellation of a trade stand site must be submitted in writing to the Trade Site Events Administrator, no later than 30 days prior to the Show. 10% of the total amount will be retained as a non-refundable deposit to cover administration charges. Verbal cancellations will not be accepted. Any requests for refunds will be at the discretion of the Society. **If no notification of cancellation is received the trader will be responsible for payment in full for the unoccupied stand. This is non-negotiable.**

- **TRADE STANDS CONTROL CENTRE**

Located on Riverside opposite Five Ways junction where Quarry and Victoria Avenues meet (see Trade Stand Site Map). This will be staffed from the Tuesday before the Show should traders have any queries or issues needing attention when setting up or during the two days of the Show.

- **THE SHOWGROUND**

The Quarry park, where the Show takes place, is open to the public, and any items left in the Park are the responsibility of the trader.

- i) There will be security patrols during the two weeks prior to the Show but this security cover is for The Quarry park as a whole.
- ii) If a trader wishes to ensure there is specific security cover for their stand they must make their own arrangements with the Society's appointed security company prior to the Show.
- iii) From 00:01 hrs Friday until the end of the firework finale on Saturday evening The Quarry park is closed to the public.
- iv) Setting-up etc. is available from 08:00 hrs the Monday morning prior to the Show.
- v) Traders arriving on the Tuesday prior to the Show must report to the Trade Stands Control Centre, where a Committee Member/Steward will be on duty, and will help with any queries. If you arrive on the Monday you will, however, need to report to the Trade Site Events Administrator who is in the Office at Quarry Lodge.
- vi) Any trader wishing to commence their set up before the Monday of Show week must obtain prior written permission from the Society.

- vii) Current Security Industry Regulations prohibit multiple security companies operating on one site. Any security provided to a trader/exhibitor on site must be arranged with the Society's security contractor.
- viii) The Showground has uneven ground and much of the area is on an incline, so please be aware of this when setting up your site. Flooring is not provided by the Society and is, therefore, the responsibility of the trader to ensure their flooring requirements are met by themselves and/or their own marquee contractors.
- ix) Any marquees, gazebos or similar must be erected with neighbouring open-sited traders in mind, and must not obscure the other sites.
- x) The use of heavy-duty vehicles, equipment and any stock deliveries should be completed by the Tuesday evening before the Show.

• **STAFFING AND MAINTENANCE OF TRADE STAND.**

Traders are required to arrange for their stands to be staffed throughout the time that the Show is open to the public.

- i) Opening times for selling on Friday and Saturday, for all traders, is 08:30hrs until 20:00hrs. Please note that the closing time, within the Food Hall/Home & Craft Marquees, on the Saturday is 19:00hrs.
- ii) Traders must keep their sites clean and tidy throughout the duration of the Show and should not allow waste to accumulate.
- iii) ANY STAFF manning the stand during the Show, or setting up the stand prior to the Show, must also be aware of all requirements, terms and conditions as laid out in the Trader's Handbook.
- iv) Traders should co-operate with the Show's appointed waste management contractors at all times.
- v) **Traders are strongly advised to be in situ by 19:00hrs on the day before the Show.**

• **ADMISSION BADGES**

BADGES **MUST BE WORN AT ALL TIMES** during Show days. Traders' admission badges will be allocated for use by traders and their assistants employed on the site during the Show days as follows:

26sq. metres or under	2	36 – 71sq. metres	4
27 – 35sq. metres	3	72 sq.metres or over	5

- i) Traders are responsible for ensuring that their staff and contractors are in possession of the appropriate admission badges. **It is the responsibility of the trader to ensure that all badges and permits received are correct at the time of receipt.**
- ii) Any trader, their staff or contractors **who do not have the appropriate badges on Show days will be denied access to the Showground**, will be directed to the entrance gates and have to purchase a standard admission ticket, **and the Society will not refund this.**
- iii) Any trader and/or their staff found selling badges or abusing the badge system will be asked to leave the Showground and banned from future Shows.
- iv) **All vehicles entering** the Showground prior to the two days of the Show **MUST complete and display**, at all times, the florescent coloured vehicle pass identification issued at the gates on arrival.
- v) Trader badges and vehicle passes are not required during setting up days prior to the two Show days. Spot checks by Security staff may occur to ensure the safety of the public.
- vi) Traders will be issued with 1 Trader's Vehicle Identity Voucher, per site, and must be displayed at all times. Vehicles without this permit will not be allowed on the Traders' Car Park at St Julian Friars.
- vii) Traders will be issued with 1 Saturday Collection Vehicle Permit, per site, which is to be displayed on the Saturday, after 8pm, when entering the Showground to collect the items from the dismantled trade stand, and only with the guidance of the Showground Manager or the delegated Security Officers.
- viii) To enable the Shropshire Horticultural Society to comply with its various statutory and regulatory obligations, the Society reserves the right to delay and/or refuse entry to the Show in order to meet its obligations, on the grounds of safety, licensing or any other unforeseen circumstances.

- **ALCOHOL**

The event is covered by Shrewsbury Town Council's Premise Licence. This stipulates that any trader selling alcohol or providing the serving of alcohol for hospitality and/or promotion purposes MUST have a nominated Personal Licence holder present on site at all times.

- i) A copy of their Personal Licence MUST be submitted to the Office either with this application form but **no later than 2 weeks prior to the Show**.
- ii) If these details should change within the 2 weeks prior to the Show, notification of these changes must be submitted in writing to the Trade Site Administrator and a copy of the new Personal Licence holder's licence must be supplied.
- iii) This also applies if any outlets are sublet.
- iv) Under no circumstances may alcohol be served or sold to anyone under the age of 18. **Any premises selling or giving away alcohol must operate a 'Challenge 25' policy, and signage to be displayed on the trade stand.**
- v) Any trader intending to sell or serve alcohol as part of hospitality or a promotion who does not hold a Personal Licence, or will not have a nominated Personal Licence holder present at all times, must notify the Trade Site Administrator in writing, **no later than three weeks prior to the Show**. In such cases the trader will be required to attend a brief induction course on the subject of the selling/provision of alcohol. This course will be held on site by a representative of Shrewsbury Town Council on the Thursday prior to the Show.
- vi) Alcohol **SHOULD NOT** be provided without any of the following:
 - A Personal Licence
 - A nominated Personal Licence holder present at all times
 - Attending the sale/provision of alcohol induction course held by a representative of Shrewsbury Town Council.
 - Regulatory Certificates and Signage must be displayed on the trade stand. (e.g. Personal Licence)

Failure to comply with this requirement may result in Police action and possible eviction from the Showground.

- **CANCELLATION OF THE SHOW**

The Society reserves the sole right of decision to postpone, reschedule, cancel, abandon or curtail the Show or to instigate the evacuation of specific zones in response to a situation that may develop. Where such a decision arises, the Society, shall not have any liability for any claim for loss or damages, not for the refund of any fees and charges paid.

Traders are advised that they should have Show Cancellation Insurance to ensure that they have sufficient cover, in the event that the Show is cancelled.

- **SELLING OF MERCHANDISE**

The selling of merchandise is **only** permitted on the Show Days (Friday and Saturday). Under **no** circumstances will selling be allowed on Thursday prior to the Show.

- i) Traders are not permitted to sell any foodstuff or drink for the sole intention of immediate consumption as this conflicts with the Catering trade outlets. Anyone found selling such goods will be instructed to remove the items. Immediate consumption selling is for catering concessions only. A copy of all valid statutory & regulatory certification/signage **must be displayed** on the trader stand on Show days (e.g. Food Hygiene Certificate, 'Challenge 25' signage). Further clarification can be obtained from the Office.
- ii) Free samples may be provided **only within the boundary** of the trade stand site and if samples are provided then this needs to be included in the brief description within the trader's application form. The Office **must be notified, in writing**, by no later than 1st July if omitted from the brief description otherwise the Society reserves the right to stop the trader from supply free samples on Show days.

- iii) **All traders are required to furnish customers with appropriate documentation when goods are purchased or ordered.**
- iv) All orders taken at the Show must be despatched promptly, of equal quality **to the goods/prices as displayed on the traders' stand**, and where delivery times is more than 3 months after the Show, **customers must be made aware of this at the time of ordering.** Failure to abide by this requirement will mean that future Show application forms could be jeopardised. The Society will forward any complaints from consumers to the Trading Standards Office, should it be deemed necessary.

- **SAMPLES & LEAFLETING**

We encourage traders to offer the visitors to the Show an opportunity to see their produce. This must be done, however, from within the confines of the allocated trade site.

- i) It is prohibited to conduct any business in the aisles or walkways of the trade stand sites.
- ii) The Society discourages using balloons for marketing purposes AND THE USE OF HELIUM IS PROHIBITED.
- iii) **Traders, their agents or manufacturers are forbidden to use any form of aerial advertising including the use of any form of drone.**

- **SITE MEASUREMENT**

The measurement of the site must strictly be adhered to.

- i) Should it be found that a trader has encroached over their site measurements they will be instructed to retract to their original dimensions or, subject to agreement, will be invoiced or asked to leave the Showground.
- ii) No goods shall be displayed or sold beyond the measured trade stand site boundary.
- iii) Traders on Gloucester Avenue are not permitted to display goods on the roadway and the **placement of structures and/or goods must be a minimum of 1 metre from the kerb, at all times due to Emergency Access Services.**
- iv) Should a trader expand outside their trade site measurements on set up days or during Show days then the trader will have to pay, on the day, for the additional meterage used.

- **ALTERATIONS OR EXCAVATION OF SITES**

Traders are advised that the Showground is on a slope. Turf may not be removed or any excavation be made without written permission from the Society. The site must be left free of any debris after the Show.

- **SMOKING**

Smoking, including the use of electronic cigarettes, **is not allowed in ANY building, structure or marquee on the Showground. Any trade stand with three sides and a roof must comply with current 'No Smoking' legislation.**

- **LOTTERIES AND COLLECTING BOXES**

The display of collecting boxes and the running of lotteries, draws, raffles and all games of chance are strictly prohibited.

- **ELECTRICITY (LIGHTING AND POWER)**

The Trade Application Form includes options of the supplies available.

- i) Should a trader have specific electrical needs then a detailed plan showing the point of supply must accompany the application form. Failure to submit details 4 weeks before the Show may lead to increased charges or refusal of the service.

- ii) It is the Trader's responsibility to provide cables.
- iii) Any late requests for supply i.e. 2 weeks before the Show may be denied.
- iv) Any cancellation of an electricity order **must be submitted** in writing, **no later than 30 days** prior to the Show. Should a trader cancel their application 30 days or less prior to the Show, **the trader will still be held liable for payment** of the electricity charge on their invoice. Verbal cancellations will not be accepted.
- v) Traders are reminded of their obligations under the Health and Safety at Work etc. Act 1974 and of the need to comply with the Electricity at Work Regulations 1989.
- vi) The Society's electrical contractor will be available to advise, if requested.
- vii) All electrical components provided by traders **must** be PAT tested before use on site at the Show.
- viii) The Society reserves the right to refuse to provide a service to faulty equipment either before or during the Show. No refund of charges will be made in respect of non-connection or discontinued supplies.
- ix) No connection or alteration to the supply can be undertaken by anyone other than the Society's electrical contractor.
- x) A trader found using another site's electrical supply will incur a fine of £200 and may be asked to leave the Showground.

Continual monitoring of the Showground will be undertaken by the Showground Manager and the Society's Health & Safety Consultant. **In ALL safety related matters the decision of the Society's Health & Safety Consultant is final.**

- **WATER SUPPLY**

A potable water supply is available at a few points on the Showground.

- i) Should a trader require a water supply at an individual site e.g. pools, fountains, hot tubs, it must be submitted in writing the same time as the Trade Application Form. The Society will endeavour to accommodate the request where possible.
- ii) Please note that where water is used a written Risk Assessment that takes into account bacterial infections, suitable control for Legionella's bacteria is to be included in the Risk Assessment Form that is supplied in the Trade Application Form.
- iii) The water control, whether this is chemical or any other, must be documented and treatment levels/tests to be recorded. The Showground Manager, or a representative of the Society, may request sight of these documents or records at any time during set-up or Show days.
- iv) An additional charge will be levied for sites requiring water for filling spas, baths, pools or swimming pools.
- v) Any late requests for supply i.e. two weeks before the Show may be denied.

- **PA SYSTEMS, GENERATORS & DEMONSTRATIONS**

Portable generators, motors or engines of any sort, PA systems and loudspeakers **ARE STRICTLY FORBIDDEN**. The decision of the Society in this matter is final.

- i) Traders must restrict their activities or demonstrations (oral or otherwise) to the confines of the site specifically allocated to the trader. Such demonstrations must be quiet and unobtrusive so that neighbouring traders are not disturbed or inconvenienced.
- ii) The free passage of the public must not be impeded. If a demonstration is deemed to be offensive or disruptive to other traders and / or the public the Society may ask the demonstrator and/or the trader to leave the Showground.

- **VEHICLES**

- (a) **Speed Limit: At all times pedestrians have the right of way.**

- Vehicles must not exceed a speed of 10 miles per hour when on the Showground and Headlights must be on when the vehicle is moving.

- (b) **Presence on Showground: All instructions issued by the Society's Security Contractor must be complied with and followed at all times;**

- (i) Vehicles will **NOT** be admitted to the Showground unless they clearly display the name of the trader, the Trade Name by which the site is booked and the site number. **Bicycles will not be permitted onto the Showground on Show Days.**
 - (ii) All persons entering the Showground in a vehicle must be in possession of a valid entrance ticket or traders' badge: those without will not be admitted.
 - (iii) Only **Vehicles FORMING AN INTEGRAL PART OF THE DISPLAY** and clearly showing a "**DISPLAY VEHICLE**" sticker (obtained from the Secretary's Office) may remain on the Showground during the Show.
 - (iv) A vehicle site meterage payment will be charged, over and above the traders site meterage, for the display vehicle dependant on their size, and it is the Trader's responsibility to state this requirement in the application form. Failure to inform the Trade Site Events Administrator, in writing, by no later than 13:00hrs on the Monday before the Show will result in the trader having to remove his/her display vehicle by no later than 19:00hrs on the Thursday. No refunds of any sort will be given.
Any vehicle which, in the opinion of the Trade Stands Chairman, does not form **an integral part of the display MUST** be removed from the Showground.
 - (iv) Vehicles may enter the Showground for restocking of sites after the Firework Finale on the Friday night once the Showground has been cleared of pedestrians and/or early Saturday morning, however, see (v) below regarding morning time limits.
 - (v) On **BOTH SHOW DAYS** all vehicles must be removed from the Showground before **07:30hrs.**
 - (vi) **ANY VEHICLE** left on the Showground contrary to these regulations may be removed without notice and a fee of £100 will be payable by the trader responsible for it. The Society will accept no responsibility for any damage caused to such vehicle.
 - (vii) All vehicles must have the appropriate Vehicle Identity Permit, Display Vehicle Permit, Collection Vehicle Permit etc., clearly displayed, at all times, on the windscreen inside the vehicle.

- (c) **Dismantling of Trade Sites:**

- i) Vehicles required for dismantling and removal of items on sites must enter and exit through Kingsland Bridge Gate ONLY (see post code under 'Parking' for access to Kingsland Bridge Gate).
 - ii) Traders on Gloucester Avenue must leave via Welsh Bridge Gate. **Such vehicles will not be admitted before 20:00hrs** on Saturday.
 - iii) Vehicles will only be allowed to enter the Showground **PROVIDING THEY ARE CLEARLY SHOWING A 'COLLECTION VEHICLE' PERMIT**, which will be supplied to every trader prior to the Show (1 permit per site). Any vehicles not displaying a valid permit will not be permitted entry.
 - iv) Please note vehicular movement **will be prohibited during the Firework Finale** and will not recommence until after the Showground has closed to the general public.
 - v) All structures **MUST** be removed by no later than 18:00hrs on the Wednesday after Show day.

- vi) Contents inside Show-provided marquees or structures must be cleared by no later than 12:00hrs on the Sunday after the Show.
- vii) As of midnight on the Saturday the Showground becomes a public park so anything left becomes the sole responsibility of the trader.

(d) Parking:

There is limited free parking on a 'first come first served' basis for traders outside the Showground on St Julian's Friar Car Park (postcode: SY1 1XL).

- i) Traders' Vehicle Identity Voucher which must be displayed at all times.
- ii) Vehicles without this permit will not be allowed on the car park.
- iii) Trader's vehicles can be parked along Victoria Avenue, alongside the camping, but this is restricted and on a 'first come first served' basis. Any vehicle parked on, or partly parked on, the roadway will be removed without notice. The roadway must be kept clear at all times for access and egress of emergency vehicles, the free flow of traffic and pedestrians' safety.
- iv) Trader parking cannot be reserved or guaranteed and is available on a 'first come first served' basis, with Security managing and controlling this area.

- **DOGS**

With the exception of assistance dogs, NO dogs are permitted on the Showground on Show days. The Shropshire Council Dog Warden will be instructed to remove unattended dogs in the traders' Car Park or any dogs found on the Showground. Any costs incurred will be the responsibility of the dog's owner.

- **CAMPING**

There are limited camping facilities located off Victoria Avenue and it is on a 'first come first served' basis.

- i) Access to the camping area, is through St Julian's Friars Car Park (post code: SY1 1XL), which is outside the Showground and along the riverside (Victoria Avenue) from the Tuesday prior to the Show.
- ii) No part of any tent, camper van, caravan or other accommodation unit or vehicle must encroach onto the roadway.
- iii) Use of this facility is entirely at an individual's own risk.
- iv) **No trader or employee of a trader is permitted to camp or sleep overnight within the Showground.**

- **BANKING**

No banking facilities will be provided on the Showground. **G4S Cash Solutions (UK) Ltd are the only Security Company whose vehicles will be allowed access to the Showground during the days of the Show. Any traders wishing to arrange their own cash collection services should make direct contact with G4S Ltd by contacting customerevents@uk.g4s.com to make arrangements for timing and payments for this service.**

- **SAFETY**

In all safety related matters, the decision of the Society's retained Health & Safety Consultant is final.

- i) It is the responsibility of traders to ensure that their sites (including access steps, ramps, etc.) and all parts of their display comply with the Health and Safety at Work etc. Act 1974 and any rules or regulations made under it or otherwise relating to the safety of employees and all other people, and includes the relevant requirements of the Equality Act 2010 are adhered to.
- ii) No person under 16 years of age may be employed at the Show.

- iii) Traders providing edible foodstuffs on their site/stand, whether the food is for sale or not, must conform to the requirements of the UK Food Safety Act, the Food Hygiene (England) Regulations and any statutory amendments. The trader must complete the Food Hygiene form included in the Show's application pack and return with the application form.
- iv) A copy of the Trader's Risk Assessment must be available on the site/stand for possible inspection by officials during the Show.
- v) A copy of the relevant Health & Safety certificates **must also be available/displayed on the trader's stand** where appropriate and necessary.

- **PUBLIC LIABILITY & EMPLOYERS LIABILITY INSURANCE**

The Society requires traders to be insured in respect of Public Liability for a minimum sum of £5 million and **their application must be accompanied by a copy of their up to date Public Liability Insurance Certificate as evidence thereof.**

- i) If the date of expiry of the policy is prior to the Show please forward a copy of the new certificate to the Show office asap. Failure to provide this proof will lead to the application being rejected and/or refused entry to the Showground, and no refund will be given.
- ii) Traders employing people **must also have** the appropriate Employers Liability Insurance in line with the government regulations as this is not the responsibility of the Society.
- iii) A copy of the Trader's **Public Liability Certificate must be available on the site/stand** for possible inspection by officials during the Show where appropriate and necessary.

- **SECURITY/LOSS AND DAMAGE.**

Whilst security is provided on the Showground, it is at a limited level and the Society does not accept responsibility for security of individual sites or stands, equipment, stock, cash or any other property belonging to traders.

- i) Traders are expected to have sufficient insurance cover in place and the arrangements of such cover is the responsibility of the individual. **The Society accepts no liability for loss or damage of any kind.**
- ii) Under new government regulations **no other security company/person** is allowed on the Showground during the two day Show, except the security company that is contracted to the Shropshire Horticultural Society for the Show. Failure to comply with this regulation will result in the trader's security company/person being escorted off the Showground.
The Society will not be held liable for any repercussions from the removal of the trader's security company/person and no refunds will be given.

- **CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015 (CDM 15)**

Following a court decision in March 2015, the previous exemption from the Regulations for the setting up of event marquees and other temporary facilities has been removed. This means that a showground such as the Shrewsbury Flower Show's becomes classified as a 'Construction Site' and must abide by the Regulations.

- i) Please note that the Show is held in The Quarry park where the ground is uneven and some of the areas are sloped.
- ii) The trader is solely responsible for their flooring requirements, and if using a marquee contractor it is the mutual agreement between Trader and Marquee Contractor, and in no way is the Society's responsibility for levelling the site for traders (see information under Showground).
- iii) The park is also accessible to members of the public twenty-four hours a day until 00:01 hrs on the Friday of the Show.
- iv) The Society requires the following information to be submitted, for its approval and records, prior to commencement of erection of any works on site:
 - Name and contact information of any sub-contractor and on-site contact.

- Details of proposed structure and methodology of construction/fabrication and, if carried out by another agency, details of this company and competence to carry out the works proposed.
- Security arrangements to ensure that no unauthorised person gains access during the construction, the subsequent demolition and the removal from site of the works.
- Where necessary, per the Trade Site Chairman's request on Show days, allow the sides of the marquee to be opened up. (refer to 'Showground' & Application Form's Pro Forma section of this handbook)

Please complete the pro forma attached to the Trade Site Application Form accordingly and return to the Show Office by the 30th June at the latest. **Failure to do so could result in the Society refusing permission for the structure to be erected and no refunds will be given.**

- **FIRE PRECAUTIONS**

NO NAKED FLAMES ARE PERMITTED (i.e. candles or oil burners etc.) without the express written permission of the Society.

- Any trader having, in the opinion of the Society, any equipment likely to be a Fire Hazard must keep a Fire Extinguisher (in working order), or extinguishers (where appropriate) and a Fire Blanket available for inspection by the Showground Manager, or one of his assistants, on demand.
- The Society reserves the right to order a trader to cease trading and/or exclude him/her from the Show, in the event of non-compliance with this regulation.
- The current law regarding 'No Smoking' applies to all tents, marquees and other structures. Enclosed sites must be marked according to the requirements of the Smoke-free (Premises and Enforcement) Regulations 2006.
- A Fire Risk Assessment must be provided.**

- **CHANGES/MOVING SITES**

Traders are not permitted to change or relocate sites without prior written approval. Trade Stands Control, in consultation with the Trade Stands Chairman & Trade Stands Event Administrator, reserves the right to relocate a trader on the day the trader sets up if it is deemed necessary. If the site is more expensive than the cost difference will apply and the trader will have to make payment on the day of relocation. No refunds will be given.

- **RISK ASSESSMENT**

This is required when an application is submitted. Advice regarding what to take into consideration when completing the Trader's Risk Assessment Form in the application pack (to include Fire Risk Assessment), can be found on page 14-15 in this handbook, and also information below:

RISK ASSESSMENT FORMS

The Risk Assessment form submitted should be **proportionate to the risk**. It is, however, **not acceptable to submit** forms stating 'No risk', 'Minimum risk' or similar. Even the simplest of trade stands presents numerous hazards that should be considered. Some examples are included below:

Vehicles / Driving:

Driving on a crowded site to set up – knowledge of requirements issued by Society.

- Is vehicle suitable to bring on site / final location.
- Behaviour of other drivers / vehicles on site.
- Ground conditions – grassed areas, slippery surface if wet, skidding, sinking into soft ground.
- Driving early to get to the Show, driving after the event when tired after a long day.
- Use of tail lift / ramps – are those using them competent to do so, is the equipment safe to use.
- Unloading vehicle e.g.:

- has stock shifted during transit and likely to fall out if a door is opened.
- manual handling aspects, repetitive strain issues.
- use of trolleys etc.
- Correct loading of vehicle at end of the Show, vehicles / trailers not loaded 'top heavy', and driving when tired.

Stand:

Method of erecting the Stand, must remain in defined area. Is the person doing so familiar with the assembly process.

- Prevailing weather and/or ground conditions.
- Use of ladders, especially on soft or sloping ground.
- Use of possible trip hazard for others.
- Collapse of structure or display during assembly.
- What sort of flooring e.g.:
 - Is it liable to ruck and present trip hazard.
 - Poor joins between matting , carpet etc. – trip hazard.
 - Uneven, sloping &/or liable to get wet, slippery - slip hazard.
 - Raised off floor, highlight edge – trip hazard.

Setting up the stand / display:

Working in unfamiliar surroundings.

- Are the displays themselves suitable e.g:
 - no sharp corners or protruding bits at eye level.
 - secured to prevent toppling & properly arranged i.e. heavy items at low level.
- Banners / display material – secured to prevent falling.
- No display material / stock to encroach on public walkways.
- Any 'moving parts' installed correctly, suitable guards etc.
- Are any products 'flammable' - what precautions in place.

Electrical:

- Are all electrical items used 'fit for purpose' and PAT tested.
- Extension leads are not used coiled up.
- No electrical connections exposed to the elements.
- Lighting levels suitable.
- Cables do not present a trip hazard.

Stock:

- Is stock stored safely on the stand and does not cause trip hazard, obstruction.
- Storage of high value items.
- Will the stock held make you more liable to a robbery attempt, can the stand be secured.
- Disposal of packaging or other waste correctly i.e. sharp objects, broken glass, not allowed to accumulate.
- Proper use of sharps (Stanley knives or similar) when opening packaging.

Running the stand / display:

- Standing for long periods.
- Weather conditions – very hot – dehydration / sun burn / wear appropriate clothing & footwear.
- Overcrowding of stand / display.
- Confrontation with aggressive individuals.
- Any allergies i.e. to bee / wasp stings.
- Safe handling of cash.
- Relief / shifts / welfare / Lone working

- Avoidance of any cross contamination (foodstuffs) (handling cash / product).
- Maintain good housekeeping.

Please Note: The decision of the Society in the interpretation of these regulations is final and binding upon the Trader. Thank you for your co-operation.

Waste Management Arrangements

Shropshire Horticultural Society, are pleased to announce that the waste management will be a transparent & accountable waste stream managed by the waste management team and waste contractor for the 2023 Shrewsbury Flower Show.

The waste management team and contractor will be actively managing and removing the waste generated throughout all stages of this year's show. They will be contacting all food vendors and trade stands directly on their arrival at the Showground, to explain in detail how they will work as recycling of materials will be done off site.

They are pro-active, very hands on and will have a large team of operatives on site throughout the Show regularly removing waste from all areas to ensure that there is no unsightly build up and make waste disposal easier for everyone. The waste management team and the Society will also be working closely together to try and ensure that the Showground is kept as litter free as possible.

If you have any concerns or would like further information, please do not hesitate to contact the office on 01743-234054 or by email at office@shrewsburyflowershow.org.uk.

Please Note:

There may be some alterations and/or additions to the Regulations stated above, leading up to the 2023 Show. Should this occur the Society reserves the right to amend said regulations and provide the Trader with the updated version, or a list of the additions, before Show Day.

To enable the Shropshire Horticultural Society to comply with its various statutory and regulatory obligations, the Society reserves the right to delay and/or refuse entry to the Show in order to meet its obligations, on the grounds of safety, licensing or any other unforeseen circumstances, including potential layout changes due to the current situation.

The decision of the Society in any matter is final.

Risk Assessment Advice (as mentioned on previous pages of the Trader’s Handbook)

HAZARD	WHO MIGHT BE HARMED	IS MORE NEEDED TO CONTROL THE RISKS
Look only for those hazards which you can reasonably foresee and which could result in significant harm. The following are some typical examples provided as a guide.	There is no requirement to list individuals by name, but consider groups of people, doing similar work or likely to be in close proximity and include the public where appropriate.	For each hazard listed, state the precautions to be taken and if appropriate measures to ensure safety.
Slips, trips and falls.	Staff constructing or working on sites/stands. Other exhibitors/traders. General set-up work staff. The General Public.	Observe safety working conditions. Consider holes, obstructions etc.
Working at Height – falls or dropping items.	Staff constructing sites/stands and other workers in area. The General Public.	Use safe systems of access, wear appropriate PPE including high visibility vests. Provide temporary barriers etc.
Damage to feet from penetrating injuries from nails in timbers.	Staff constructing sites/stands and other workers in area. The General Public.	Wear safety shoes or boots. Remove nails from timbers immediately.
Electrical sources or accidental discharge of electricity – interference with supply.	General Workers. Possibly the General Public.	Provide adequate site induction ensure that no-one will interfere with electrical supply or other equipment.
Manual Handling injuries due to lifting excessive weights.	General Workers. Volunteers.	Using mechanical means before considering Manual Handling. Provide adequate M/H training.
Driving vehicle pre, during and after the Show, especially reversing.	The public and other Show participants.	Stick to stated Show code – Max speed 10mph and headlights must be turned on when the vehicle is moving; where necessary provide a ‘banks man’ to cover reversing.
Fire due to accidental or deliberate ignition of combustible materials, flammable substances, LPG etc.	The public and other Show participants.	High standards of fire safety, including a fire risk assessment and emergency evacuation plan, where appropriate. Signed means of escape, adequate first aid firefighting equipment, where appropriate.

General Hygiene	Temperature control (storage) & General Storage	Cleaning Health & Safety
People handling food have been issued with clean and washable over-clothing/aprons.	If refrigeration is required the temperature is maintained below the minimum legal requirement of 8°C, (the ideal being 3° to 5°C).	All equipment and work surfaces are regularly cleaned, disinfected and written cleaning schedules maintained.
People handling food have been issued with clean hairnets or suitable hat/head covering.	A thermometer is available for checking temperatures.	All employees have received induction training and are also aware of the Show's trade stand sites' safety rules.
A hand wash basin or bowl with a supply of hot and cold water for the hygienic cleaning of hands is available at/on the site. (disinfectant hand cleanser will assist with hygiene but is not an adequate replacement)	Written records of all temperature checks are maintained.	
If required, gloves have been provided to ensure that food can be handled in a hygienic manner.	Food should always be stored at least 90mm from the ground to protect against contamination.	
Waterproof dressings or similar are available to cover cuts and other wounds.	All boxes/packets and containers of pre-prepared food are date stamped/marked. A suitable HACCP plan is in place, where appropriate.	
<p>Food Hygiene Advice - in preparation of packaged food items that will be sold at the Show or offered as samples/hospitality (as mentioned on previous pages of the Trade Site Handbook)</p>		

Shropshire Horticultural Society
Registered Charity No. 501564

