

# BUCKHAM FAIR

## Exhibitor rules and regulations

1. Space will be allocated by the Buckham Fair Committee (“BFC”) as regards to the area and position on the show ground.

However, the BFC will endeavour to meet all reasonable requests made by the exhibitor with regard to stand position. The BFC reserves the right to reject any proposed entry, or to cancel an entry without being required to give a reason. In such cases a full refund will be given.

Exhibitors wishing to retain the same site as previous years are asked to indicate this on their application form. The BFC reserves the right to reposition exhibitors at any time before or during the show.

2. Entry on the show web site and show guide. Information from exhibitors will be stored electronically and published on our web site and in the show guide. Submission of an application is consent for this.
3. Sub-letting. Exhibitors are not permitted to sub-let any part of their allocated space.
4. Fire precautions. Fire precautions and specific fire risk assessments are the responsibility of the exhibitor and all exhibitors must comply with current Fire Safety requirements throughout the set up, show and breakdown periods. We discourage the use of gas cylinders, including Calor gas, propane, butane and helium.
5. Cancellation of space reserved. Where an exhibitor cancels the space reserved for him **21 days before the date of the Show** for any reason, all fees paid will be forfeited and the BFC reserves the right to re-let the space.
6. Cancellation of the event is at the discretion of the BFC. All sponsorship monies and fees paid by exhibitors are **non-refundable**. In the event of cancellation, those monies will be donated to the chosen charity for the year in question.
7. Postponement or abandonment. Exhibitors shall not have any claim against the Show/BFC in respect of any loss or damage whatsoever consequent upon the Show or any part of it failing (for whatever reason) to be held or having to be abandoned.
8. Admission tickets and car park. Each exhibitor will receive **two** free admission tickets. Additional tickets will be charged at £5 each. Car parking is free in the public car park. For larger vehicles and caravans, please follow the exhibitor parking signs as you exit the show ground. All vehicles must be parked in either the public car park or the exhibitor’s car park by 8am.
9. Arrival and departure. The showground will be open from the Friday before the show and exhibitors must have their stands ready for business by 8.00am on show day. **Stands must remain open until 6.00pm** and clearance should be by noon the following day. Please note that a one-way system will be in force from 8.00am on the

morning of the show. No entry to the show will be allowed to vehicles from 8.00am the morning of the show, without consent of the BFC.

10. Deliveries. All exhibitors will be supplied with delivery labels to be displayed in the windscreens of their delivery vehicles. These vehicles must depart the show ground by 8.00am.

Exhibitors with wide or heavy loads must notify the BFC at least one week before arrival. Drivers and their passengers must have admission tickets or must pay on entrance. Goods arriving later than 8.00am must be carried on to the showground.

11. Static passes. Each stand in the Food Court will be allocated ONE static pass to enable exhibitors to store stock behind the marquee. Parking is limited so exhibitors who do not need their vehicle on show day are asked to remove it to the main car park by 8.00am. Static passes are also available for vehicles parked on a trade stand that is integral to the display. The BFC reserves the right to deny static vehicle pass requests.

12. Excavations or breaking of ground. Any excavation or breaking of ground must be approved by the BFC beforehand and restored fully within one week of the close of the show. Exhibitors are responsible for the removal of any material resulting from the construction and dismantling of stands. Failing this, the BFC will undertake the work and charge the expense to the exhibitor.

13. Food Court. Exhibitors must be aware of their responsibilities under the Food Safety Act 1990. A copy of their exhibitor's food hygiene certificate and hazard analysis procedure must be available on request. Caterers providing high risk foods must have at least one person trained in food hygiene. Exhibitors are reminded to provide suitable flooring. All exhibitors selling or giving out samples of alcohol must obtain their own Temporary Event Notice prior to the show. A copy must be sent to the Show Office at least three weeks prior to the show and a copy must also be displayed on the stand.

14. Sales of food and drink. Exhibitors, other than those in the Food Court are not permitted to sell food or drinks for consumption on the day.

15. Catering.

(i.) Private catering for corporate hospitality. 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 except by the BFC's official caterers and concessionaires.

(ii.) No exhibitors of ice cream, confectionary or tastings, samples or other refreshments may offer goods for sale except by special prior arrangement.

(iii.) Exhibitors are responsible for complying with all Public Health and Food Hygiene requirements and are reminded that the regulations apply even when the refreshments or samples are being offered free of charge.

16. Undue noise. Exhibitors are not allowed to shout or call attention to their stand, or use any equipment that may cause an annoyance to other exhibitors. The selling of goods by auction is prohibited.

17. Generators. Exhibitors are not permitted to provide their own generators for the show, unless the generator forms an integral part of a stand and therefore is not visible and does not cause annoyance to neighbouring exhibitors.
18. Competitions, appeals or raffles. Exhibitors (eg. Charities) wishing to make appeals (including those seeking donations) or run competitions must request permission from the BFC in writing. **Collections must not be made outside the limits of the stand.** Gambling and games of chance are forbidden, as is leaflet distribution outside of the limits of the stand.
19. Balloons. On no account may balloons be flown or distributed from an exhibit on the grounds of safety of livestock and visitors.
20. Radio frequencies. Exhibitors must inform the BFC of the frequencies they are using at least one month in advance of the show. Using the same frequency as the BFC is forbidden.
21. Camping. Caravans, motor homes and tents may not be sited on exhibitors stand space or in the traders car park.
22. Health, safety, security and liability.
  - i. The BFC, its Officers and Servants shall not be held responsible for any accident, damage or loss that may occur to any exhibitor or his employee or to any animal or article while entering or leaving or during the period it is on the show ground.
  - ii. The BFC cannot be held responsible under any circumstances for the safe keeping of any article exhibited or brought on to the showground by an exhibitor. Exhibitors may make independent arrangements for the security of their stands, but all such arrangements must be notified to and agreed in writing by the BFC.
  - iii. Exhibitors are required to hold Public and Product Liability insurance cover commensurate to the nature of their business. The insurance policy number must be stated on the application form.
  - iv. This schedule is issued subject to compliance with the latest requirements of the Department for Environment, Food & Rural Affairs, Health & Safety Executive and Local Authority. A risk assessment should be made available for inspection on the day, together with a fire assessment, and where applicable, copies of current safety and insurance certificates.
23. Exhibitor's responsibility. All exhibitors and their representatives shall be subject to the Rules of the BFC and shall obey the orders of the Stewards, BFC members and other officials of the BFC. Exhibitors shall be answerable for the conduct of their assistants or representatives. Any persons found acting in breach of these conditions may be ejected from the showground.
24. Indemnity by the Exhibitor. The exhibitor will indemnify the BFC for: All claims arising out of the exhibit and the exhibitor's Show staff, Contractors and invitees conduct at the trade stand generally and against all claims, demands, damages, proceedings, costs or expenses whatsoever in any way relating to or arising out of use of the trade stand by the exhibitor. Any claims which may not at any time be made against the Show (whether under the Occupiers Liability Act 1957 or otherwise) in relation to the trade stand (including any claim made by any of the exhibitors employees) arising wholly or in part from any act or omission of the Exhibitor.