

PORTISHEAD SUMMER SHOW – TRADE STAND REGULATIONS

ISSUE 01 dated 12/02/2021

The Show is organised by the Portishead and District Horticultural Society (PHS).

Please note NO Arena Event type sites can be booked other than via the Arena Events Secretary and we do not accept applications from catering vans as all refreshment concession arrangements are organised by the main Committee.

COVID-19 - To ensure the safety of our members, visitors, exhibitors and volunteers we will be putting in place safety measures to ensure that we comply with Public Health England and Government guidelines at the time of the Show in respect of Covid-19.

We would ask that all Traders comply with the regulations, including where relevant, the wearing of masks and to agree to maintain a record of all Staff on your Stand in the event of the need to Track and Trace.

Please note that we may need to implement one-way systems within the marquees. We will provide a hand sanitiser station at the entrance to the marquees, but you may wish to consider having your own hand sanitiser station. We recommend that you consider, when booking, how these types of Covid mitigation will affect your trade stand and ensure that you are confident that you can operate in a Covid secure way before making an application.

Should the Society need to cancel the event due to the Covid-19 pandemic all trade stand fees paid will be refunded within four weeks of the decision. However, if the Show does proceed and you choose to cancel for other reasons, the Society reserve the right to retain the fees paid.

SPACE – Is sold in multiples of 3m x 3m. Outside display caravans, mobile units etc, will be charged according to size. Early applications are advised to avoid disappointment.

TABLES/CHAIRS – 6-foot trestle tables and folding chairs can be hired and should be requested on your application form. Should you need additional equipment please call the Trade Secretary as soon as possible

POWER SUPPLY – 13-amp power supplies to run low demand electrical units can be provided at many sites within the marquee. Each marquee has adequate overhead lighting. Power is not available outside of the marquee. Portable generators are only allowed with prior approval.

DISMANTLING – NO PART OF A TRADE STAND MAY BE DISMANTLED OR REMOVED BEFORE the SHOW is declared closed on the Sunday. Please observe this regulation, as even late comers have paid entry to the show and are entitled to see the WHOLE of the show. For safety reasons NO vehicles –including Traders, Volunteers or exhibitors are permitted to move their vehicles into the front of the Showground until the Show has closed and the public have left the Field.

SETTING UP- the Showground will be open from 09.00 to 22.30 on the Friday before the show and from 07.30 Saturday and must be completed by 12.00 noon Saturday.

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Please note that exhibitors with stands inside the marquee are not permitted to erect gazebos.

JUDGING – The three classes of traders (General/Horticultural/Charity) will be judged during setting up the first day of the Show. All Stands are to be ready for Judging by 12.00 noon Saturday.

TRADING – The show opens from 12.00 to 18.30 (6.30pm) on Saturday and 10.00 to 18.00 (6.00 pm or when The Show is formally closed if earlier) on Sunday. Naturally, Traders may sell their goods/services for the whole period the Show is open.

DAMAGE – No holes are to be dug in, or damage caused to the Showground. You must take all rubbish with you and dispose of it correctly.

SECURITY – The Society will take all reasonable care of Exhibits and Goods held in trust at the show. To this end a professional security company is employed for 4 nights. We advise Traders to obtain insurance cover to protect themselves against loss, damage or liability. Portishead & District Horticultural Society does not accept responsibility for any loss, damage or liability.

CATERING AND AMENITIES – Refreshments will be available at reasonable prices throughout the opening hours of the show.

Traders are NOT to sell food for immediate consumption from their stalls, unless otherwise approved by the Committee in advance of the Show.

Toilet facilities are available in the main pavilion and in Portaloo's.

FUNDRAISING – Traders wishing to hold a raffle prize draw for any charitable or other purpose must comply with the provisions of the Betting and Lotteries Act. Please note there will limited numbers of Traders allowed to run Raffles/Tombola's. Fundraising may only take place in the immediate vicinity of the allocated site. Stall holders claiming charity status must provide evidence of their standing (i.e. Charity Number) when applying for sites. No response will be made to those who do not provide this

INFORMATION PACKS - Packs will be available from the Trade Stand Secretary on the Friday or Saturday morning of the Show and the Trade Secretary (or in their absence a member of the Committee) should be available to escort you to your trade space. Should you require your pack before the Show please specify this on your application form or contact the Trade Secretary as soon as possible.

VEHICLE PASSES - Traders will be issued with One Trader Vehicle Pass, allowing access to the Traders Car Park at the rear of the marquees during the show. This must be displayed prominently and shown before entry. No vehicle will be admitted, without a valid pass whilst the Show is open to the public. Prior to the show, Vehicles are allowed entry to the field without passes. All vehicles must vacate the field by 11.30 on Saturday. Ample parking is

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available in the Visitors Car Park (opposite the Show field). No Traders vehicle may move or park elsewhere on the Showground during the Show for safety reasons.

TRADERS PASSES – Two Traders Passes will be issued to each Stand. This allows unlimited access during the Show. These will be made available on arrival at the Show (or sooner if requested)

LIMITED PASSES – Charities may request up to 6 limited passes free of charge to accommodate volunteers covering the Charity stands.

Traders may purchase 6 limited passes each pass allows one day's entry to the Show. Limited passes are £2.50 per day please specify when booking whether you require passes for Saturday or Sunday as £5.00 for both days. If you require these passes after you have submitted your application, please contact the Trade Secretary.

DIRECTIONS - The Show Ground post code is BS70 7RA and is visible on Google Map, it is opposite Gordano School. The Traders Gate (no 4) is off the B3124 Clevedon Road towards the rear of the marquees/Showfield. The Public Car Park is in Clapton Lane, opposite the Show Field. A map of the field layout can be found on our web site www.portisheadsummershow.com in the section Getting there.

PLEASE SEND COMPLETED APPLICATIONS AND CHEQUES MADE PAYABLE TO:

PORTISHEAD AND DISTRICT HORTICULTURAL SOCIETY (PHS)

to

The Trade Secretary:

Ms Penny Pine, The Orchard, Clapton Lane, Portishead, North Somerset BS20 7RA

Payments can be made by BACS please contact the Trade Secretary for details.