**PORTISHEAD SUMMER SHOW - TRADE STAND REGULATIONS**

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

The following regulations assume that there are no COVID restrictions, and therefore may be subject to change should the need arise.

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. The Committee have booked the food and drink concessions for this year's Show.

**SPACE**

Is sold in multiples of 3 metres, with a depth of 3 metres. Outside display caravans, mobile units etc, will be charged according to size. It is the responsibility of the Trader to ensure that they have sufficient space, encroachment on to adjoining site or public areas is not permitted (unless authorised by the Trade Secretary).

APPLICATIONS & STAND ALLOCATION

**Site requests will be acknowledged upon receipt of a completed application form, subject to availability -this will be acknowledged by email. if paying by BACS payment should be made within 7 days of submitting the application and please include reference word STAND and company name. Once payment made please email the Trade Secretary who will only confirm that a space has been allocated and reserved once payment has been received. We will endeavour to site regular exhibitors on the same pitch if requested, but cannot guarantee this. As we wish to encourage a variety of stands the Society reserves the right to limit the number of Traders selling similar products. No sub-letting is allowed.** Early applications are advised to avoid disappointment.

The Show rese rves the right to move any stand if the layout of the Show requires it.

Traders should have suitable third party insurance.

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

**FOOD STALLS**

 Whilst we welcome Traders who sell food items the Committee have authorised specific food concessions and have their own Refreshment Tent. We wish to avoid any conflict, Traders are therefore NOT to sell food for immediate consumption from their stalls, unless otherwise approved by the Committee in advance of the Show. Tasting of samples for food to be consumed off site are permitted. Food stall holders should also have an up to date food hygiene certificate and follow UK Food Industry guidance.

ALCOHOL

The Society does not hold a Premises Licence, it is therefore the responsibility of the Trader to have the appropriate licence.

POWER SUPPLY

13 amp power supplies to **run low demand electrical units** can be provided for an additional charge at many sites within the marquee. Please specify this on the application form. Each marquee has adequate overhead lighting. Power is not available outside of the marquee in the field area. Portable generators are only allowed with prior approval.

FUNDRAISING/CHARITIES

Please note there will limited numbers of Charities allowed. 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. 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

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 11.30 Saturday.

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

Please bear in mind that it may be windy on the field if using a gazebo, so please endeavour to secure it firmly. The Society cannot be held liable for any damage to gazebo's, or for any loss of trade due to extreme poor weather as this is deemed to be an act of God and beyond our control.

INFORMATION PACKS

We aim to send out details of the stand location, permits, etc. prior to the Show via email. In order for you to locate your trade stand please bring the email with you as this will help us to direct you promptly. Alternatively a pack can be collected from the Trade Stand Secretary on the Friday or Saturday morning of the Show and the Trade Secretary (or in her absence a member of the Committee) should be available to escort you to your trade space.

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 starting vehicles are allowed entry to the field without passes. ALL vehicles must vacate the area of the field located in front of the marquees by 11.30 on Saturday when the Show officially opens. Ample parking is available in the Visitors Car Park (opposite the Show field). N0 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). If you require more than 2 please specify on the app firm and pay the subsidised rate.

Traders or Charity Stand volunteers arriving without a pass may be asked to pay the public rate to gain admission, so please ensure that these are provided and retained by those concerned.

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 days entry to the Show. Limited passes are £4.00 per day please specify when booking whether you require passes for Saturday or Sunday. If you require these passes after you have submitted your application please contact the Trade Secretary.

TRADING HOURS

 The show opens from 11.30 to 17.30 on Saturday and 10.00 to 17.00 (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.

RUBBISH

 Wherever possible you should take all rubbish with you and dispose of it correctly. There will however be rubbish bins in the field should you wish to utilise this facility, it is ESSENTIAL that you follow the recycling instructions on the bins which are divided between general waste, paper/cardboard, glass and plastic.

SECURITY

 The Society will take all reasonable care of Exhibits and Goods held in trust at the show. To this end we have engaged a professional security company who are employed overnight during the course of the Show. We do however advise Traders to secure their exhibits and to obtain insurance cover to protect themselves against loss, damage or liability. Portishead & District Horticultural Society does not accept responsibility or liability for any loss or damage to stands and/or their contents or vehicles.

CATERING AND AMENITIES

 Refreshments will be available at reasonable prices throughout the opening hours of the show.

Toilet facilities are available in Portaloo's, there is also a disabled toilet in the pavilion.

JUDGING

 Trade Stands are judged each year to find the Best stand. Judging is based on quality of presentation and advertising value. 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 11.30 noon Saturday.

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.

FIRST AID

During the event, first aid will be provided by **St Johns Ambulance . Their location is by the Show Office. The nearest hospital for accident and emergency is Weston General - minor injuries can be dealt with at Clevedon Cottage Hospital.**

ENTERTAINMENT IN EVENT OF POOR WEATHER

Please note that in the event of poor weather we may move musicians or dancers into the marquee to enable them to continue to entertain our visitors.

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:**

 **VIA EMAIL - to anne.pillay@sky.com**

**OR BY POST -** to: The Trade Secretary : Mrs Anne Pillay, 1 Hedges Close, Clevedon, BS21 7YH

**Your application will then be acknowledged and payment requested by the Trade Secretary**

**Cheques should be made payable to :** PORTISHEAD HORTICULTURAL SOCIETY (PHS)

**Payments via BACS - 54 30 06 - 92663567 but please call Trade Secretary first on 07846 323892 and reference your STAND and company name.**

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