Sioe Frenhinol Cymru
Royal Welsh Show

20 - 23 Gorffennaf / July 2020

Atodlen a Rheolau
Pabell Garddwriaeth
Sioe Frenhinol Cymru

Schedule and Regulations
Horticulture Marquee
Royal Welsh Show
Ceisiadau olaf
Closing date

14 Chwefror / February 2020

Application forms will be considered by the Horticulture Committee on 5 March 2020
We will inform you by 16 March 2020 if your application has been successful

Manylion cyswllt
Contact details

Mrs Amanda Burton
Royal Welsh Agricultural Society
Llanelwedd
Builth Wells
Powys
LD2 3SY

Tel: 01982 554409
E-mail: hort@rwas.co.uk
www.rwas.co.uk

Nodwch os gwelwch yn dda / Please note:-

- Rule 8 - Trade exhibitors are requested to state on the entry form the number of vehicles being brought to the event. Such vehicles must be parked in their allocated parking area near the Horticulture Marquee and use the special passes provided. Exhibitors must not park in a site not specifically allocated to them. Security check parking authorisations and can clamp/remove offending vehicles.
- Rule 12 – a judging criteria recording form has been introduced for the competitive tradestands.
- Rule 14 & 17 – the judging will commence at 7.30am on the first day of the Show, therefore all exhibits must be staged prior to 7.30am on Monday 20 July.
- Rule 27 – ref. trade exhibitors being permitted to enter exhibits in the Amateur section.
- Rule 28 – the Society will pay all prize money via BACS payment.

Y BABELL GARDDWRIAETH YN AGORED / HORTICULTURE MARQUEE OPEN:

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Day (See Rule 17)</td>
<td>10.30am-7.00pm</td>
</tr>
<tr>
<td>Second Day</td>
<td>9.00am-7.00pm</td>
</tr>
<tr>
<td>Third Day</td>
<td>9.00am-7.00pm</td>
</tr>
<tr>
<td>Fourth Day</td>
<td>9.00am-5.00pm</td>
</tr>
</tbody>
</table>

ON THURSDAY 23 JULY THE AMATUER SECTION WILL CLOSE AT 5 P.M. AND THE PROFESSIONAL SECTION WILL BE ALLOWED TO START “SELLING OFF” AT 4 P.M.

FREE ADMISSION - ALL DAYS
2020 Royal Welsh Show 20 – 23 July

The Horticulture Marquee is a prominent and well-established feature of the Royal Welsh Show, an event which attracts over 200,000 attendees over the four days in July.

The 125m x 25m marquee is conveniently located for exhibitors alongside the main A470 with its own access from the road to the Horticulture compound. It houses the professional and amateur sections including floral art with an integrated layout between the sections to stimulate wider visitor circulation. The presence of the Welsh National Honey Show, a refreshment area, and stage for talks and presentations all add to the appeal of the marquee.

In 2019 the Professional Trade section received £5,250 in prize money. For 2020 the value of the prize medal awards will remain at its current competitive level enhanced by the fact that the charge for selling tables will be waived for the competitive categories only. The list below gives you an idea of the exhibitors we attracted in 2019:

Trade Exhibits
- Bonllwyn Garden Centre
- Driftwood Bonsai
- Garside Cacti
- Hewitt-Cooper Carnivorous Plants
- Lockyer (Fuchsias)
- Môn Cacti
- No. 21 Flowers
- Wood & Clay
- Ivor Mace Carnations

Public & National Bodies (Competitive)
- National Sweet Pea Society (Welsh Region)
- National Vegetable Society

Public & National Bodies (Non-competitive)
- Animal & Plant Health Agency
- Brit Growers
- National Botanic Garden of Wales
- National Garden Scheme
- Neath Port Talbot College Group
- Tyfu Cymru
- Welsh Historic Gardens Trust

Trade & Other (Non-competitive)
- Blodau'r Bedol
- Jonathan's Flowers
- Mr D’Arcy’s Heritage Fruit Trees
- Wye Lavender of Rhayader

The RWAS Horticulture Committee is keen to fulfil the charity’s objectives by providing a platform for this section, and allocates a substantial budget to ensure this objective is achieved.

We sincerely hope you will apply to join us for the 2020 Show.

Caron W Evans
RWAS Head of Administration
Please note rule 21.
The Gredington Perpetual Challenge Trophy, kindly presented by The Lord Kenyon, will be awarded for the most meritorious exhibit.
The Carmarthen Horticultural Society’s Perpetual Trophy (from 2020) will be awarded for the second most meritorious exhibit.
The Clay Perpetual Challenge Cup, kindly presented by Messrs Clay & Son, Stratford, will be awarded for the Best Display of Roses.
The Plas Power Perpetual Challenge Trophy, kindly presented by Mrs G E FitzHugh OBE, will be awarded to the most meritorious Non-trade Exhibit/Display.

ADRANNAU / SECTIONS:
A: Trade Exhibits (Competitive)
B: Public and National Bodies (Competitive)
C: Public and National Bodies (Non-Competitive)
D: Trade & Other (Non-Competitive)

WHAT IS THE HEA?

HEA stands for the Horticultural Exhibitors’ Association, an organisation which was set up in 1946 to protect and advance the interests of nurserymen, seedsmen, bulb growers, garden architects and horticultural sundriesmen who exhibit at horticultural and agricultural shows in the UK. Since its inception the HEA has sought to promote excellence in quality, both of exhibits and sale items.

Today the HEA also includes a category of membership for show organisers, thereby ensuring that all involved in the UK’s flower shows are working together to make the visitor’s day out a thoroughly enjoyable experience. If you would like any more information about the HEA, please just ask any exhibitor displaying the logo, or contact heasecretary1@gmail.com
ADRANNAU PROFFESIYNOL / PROFESSIONAL SECTIONS

1. Receipt of applications for space will be acknowledged by the Society but will not be dealt with finally until the closing date for entries. The Assistant Honorary Director, through the Chief Sectional Steward, will then determine the area in the Marquee to be allotted to each exhibitor, and shall have the power to reject any entry or allot less space than that applied for.

2. The Society will arrange for staging to be provided free of charge provided it is of the standard type and dimensions illustrated on the entry form. Should an exhibitor wish staging to be modified in any way he/she will be invoiced for the additional costs involved. Exhibitors can also provide their own staging, as long as details and an image is sent with the application form and approval granted.

3. IMPORTANT: SELLING TABLES:
   Please note – Standholders are encouraged to take a 4.5 m frontage (or at least 6.75 sq m area) in which case they may apply for up to 2 selling tables. Smaller displays will be limited to one selling table. Where a selling table has been requested exhibitors may sell products directly connected with their main exhibit. Such tables shall have a suitable background and have the front and side screened from table top to ground level. Any additional stock for sale shall be kept behind such background or screening. Sales from the selling tables may take place throughout the period of the Show. The second selling table must be placed to the side or rear of the first selling table (i.e. so as not to increase the frontage in line with the exhibit). Selling tables are 1.8m by 68cm deep.

   All stands to be manned at all times during the period the Marquee is open.

   The sale of the exhibition and reserve produce at 4.00 pm on Thursday, 23 July will be conducted in a manner deemed suitable by the Chief Sectional Steward.
   N.B. Rule 3 shall not apply to exhibits by Public and National Bodies.

4. No part of the main exhibit may be removed before 4.00pm on Thursday 23 July. Prize money will be withheld for not complying with this regulation.

5. Any exhibitor who finds themselves absolutely unable to stage an exhibit entered must give notice not later than midday, Monday 15 June 2020. Letters giving such notice must be addressed to the Head of Administration, Royal Welsh Agricultural Society Ltd, Llanelwedd, Builth Wells, Powys LD2 3SY. Any exhibitor failing to notify the Head of Administration (as above) of their withdrawal shall reimburse the Society at the rate of the contractor’s cost of the staging applied for.

6. A standard backrail at 2.1m will be provided for all exhibits and the back cloth should be provided by the standholders.

   Island sites – a maximum size of 6m x 6m will apply and no structures higher than 2m will be allowed without prior permission from the Assistant Honorary Director.

7. Exhibitors are issued with 2 x 4 Day Exhibitor tickets (or 8 single day tickets), any tickets over and above will have to be applied for and considered on merit.

8. Exhibitors are issued with one Compound Car Park Pass per stand and can apply for up to 2 Trader Car Park Pass and Servicing Vehicle Pass. Such vehicles must be parked in their allocated parking area near the Horticulture Marquee and use the special passes provided. Exhibitors must not park in a site not specifically allocated to them.
Those vehicles not allocated an official parking space within the Horticulture Compound during the four days of the Show, must be moved to the public car parks. Vehicles without space allocation may be removed by Show Security.

9. Only correct official Society badges shall enable an exhibitor entry to the Showground.

10. A copy of these Rules have been lodged with the Horticultural Exhibitors Association.

11. **Trade Double Entries**: Double entries will only be permitted if space allows.

12. The judges will base their marks on the following system:-

<table>
<thead>
<tr>
<th>Competition Tradestands Judging Criteria – Points Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Plants</td>
</tr>
<tr>
<td>Colour &amp; Texture</td>
</tr>
<tr>
<td>Quality</td>
</tr>
<tr>
<td>Health (pests &amp; disease)</td>
</tr>
<tr>
<td>Nomenclature</td>
</tr>
<tr>
<td>Association &amp; relevance</td>
</tr>
<tr>
<td>b. Overall Impression</td>
</tr>
<tr>
<td>Impact (inc creativity/theatre)</td>
</tr>
<tr>
<td>Unity, balance &amp; scale</td>
</tr>
<tr>
<td>Design, colour &amp; texture</td>
</tr>
<tr>
<td>Finish – pots, edging, labels</td>
</tr>
<tr>
<td>c. Scale of Endeavour</td>
</tr>
<tr>
<td>Levels of difficulty in creating display</td>
</tr>
<tr>
<td>Props</td>
</tr>
<tr>
<td>Difficulty in growing plants</td>
</tr>
<tr>
<td>Creativity</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Award</th>
<th>No Award</th>
<th>Silver</th>
<th>Silver Gilt</th>
<th>Gold</th>
<th>Large Gold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Points</td>
<td>(0-2)</td>
<td>(3-5)</td>
<td>(6-7)</td>
<td>(8-10)</td>
<td>(11-12)</td>
</tr>
</tbody>
</table>

**POB ADRAN - ALL SECTIONS**


14. The Horticultural Marquee will be open for staging from noon on Saturday 18 July 2020. It is requested that exhibits be delivered and staged no later than Sunday 19 July, and in any event all Exhibits must be in the Marquee and staged before judging commences at 7.30 am on Monday 20 July 2020.

15. The Marquee will be illuminated overnight on Saturday 18 July 2020 in order that exhibitors may stage and prepare their exhibits during the hours of darkness.

16. Exhibitors are requested to make all necessary renewals of cut blooms prior to 9.00am on any day after the first day of the Show.

17. Judging will commence at 7.30 am prompt on Monday 20 July. Any exhibit not properly staged at this time may be disqualified. The Marquee will be cleared during judging and no one but Judges and Officials will be allowed entry until the judging is completed. The Marquee will be open to the GENERAL PUBLIC from 10.30am.

18. The Judges decision shall be final.
19. A protest must be made in writing and handed to the Assistant Honorary Director – Horticulture, within half an hour of becoming aware of the outcome of judging, together with a deposit of £25 which will be refunded if the protest is upheld. Initially the protestor should, if possible, address the matter with the judge(s). If unresolved, the written protest will be considered by the Protest Committee.

20. No responsibility will be accepted by the Society for loss or damage to exhibits (or any portion thereof) or personal belongings before, during, or after the exhibition, nor will the Society be responsible for the loss of any plant, flower or receptacle in transit to or from or on the Showground.

21. **Challenge Cups and Trophies** – The Society will no longer be distributing Challenge Cups and Trophies; they will be placed on display permanently on site in a purpose built Trophy Room. Winning exhibitors will be provided with a framed certificate. **These certificates will be presented at the Presentation of Awards on Monday 20 July 2020.**

22. The Society reserves to itself, by its Board of Directors, the sole and absolute right to interpret these or any other prescribed conditions and regulations or prize sheets, and to settle and determine all matters, questions of differences in regard thereto, or otherwise arising out of or connected with or incidental to the Show as it sees fit.

23. The Marquee will be stewarded until 10pm on Sunday 19 July 2020, after which time emergency contact can be made via the Medical Centre on 01982 551057 or Show Control on 01982 551270. Security staff are contactable at the Machinery Entrance 24 hours a day.

24. Horticulture Exhibitors are not allowed to bring their dogs into the Horticulture Marquee nor compound area without the appropriate permit from the main office. Restrictions apply to dog permit holders.

25. The Society reserves the right not to allocate space to exhibitors who in the opinion of the Horticulture Committee have previously shown exhibits of inferior quality.

26. In order to comply with Bovine Spongiform Encephalopathy Order 1996 it is essential that no meat or bonemeal products are used in the Horticulture section.

27. Trade exhibitors are permitted to enter in the Amateur Section but NOT in those classes of plants in which feature on their stands.

28. The Society’s preferred method of paying out prize money is via BACS and exhibitors are requested to complete the relevant details on the first page of the application form. Prize money will be paid within an eight week period after the Show (except in cases of protest).

29. The Royal Welsh Agricultural Society is committed to protecting your personal data and processing it only in accordance with legal requirements. For more details you should request a copy of our GDPR policy. We process your personal data as it is necessary for the performance of our contract with you to facilitate your entry to the Show. We will not transfer your data outside of the EEA (European Economic Area) and will not share your data with third parties. However, please note your company details are included in the official Show Catalogue which is available for anybody to purchase. Results will also be circulated with members of the Press and published on our website. We retain your data in accordance with our retention schedule to simplify future applications. You have various rights in the data we hold including rectification and objecting to processing.
CYMDEITHAS AMAETHYDDOL FRENHINOL CYMRU CYF
THE ROYAL WELSH AGRICULTURAL SOCIETY LTD

Noddwr / Patron: Her Majesty The Queen

FFURFLEN GAIS Y BABELL GARDDWRIAETH
SIOE FRENHINOL CYMRU /
HORTICULTURE MARQUEE APPLICATION FORM
ROYAL WELSH SHOW
20 –23 GORFFENNAF / JULY 2020

CEISIADAU OLA F / CLOSING DATE FOR ENTRIES: 14 CHWEFROR / FEBRUARY 2020
NODER / NOTE: No application is valid unless payment is received by 14 February 2020 (where applicable).
Cheques should be made payable to ‘The Royal Welsh Agricultural Society Ltd’

Arddangoswr (Cwmni) / Exhibitor (Company): 

Person i gysylltu â / Person to contact: 

Cyfeiriad / Address: 

Côd Post / Telephone: Ffôn Symudol /
Post Code:              Mobile: 

Ebobst / Email: 

Cofrestriad Cerbyd / Vehicle Registration: 

ALL CORRESPONDENCE WILL BE SENT TO THE ABOVE ADDRESS

I/we hereby apply for space in the Horticulture Marquee and agree to abide by the 2020 Tradestand Rules and
Regulations and Safety Statement Policy of the Royal Welsh Agricultural Society Ltd (available on www.rwas.wales)
which I/we have read and will pass onto those of our contractors and staff attending the Show. I agree to display
clean stock.

Signed: ___________________________ Capacity: ___________________________

Date: ___________________________

Are you a member of the Horticultural Exhibitors Association? ____________

Please Note: Your tradestand is not confirmed until we have forwarded a letter of acceptance to you.
STAGING

The Society will provide various types of staging, as detailed below. **ANY MODIFICATIONS REQUIRED BY EXHIBITORS CAN BE CARRIED OUT BUT THE ADDITIONAL COST MUST BE BORNE BY THE EXHIBITOR. PERMISSION MUST BE SOUGHT FROM THE SOCIETY INITIALLY.**

**Standard Flower Show staging types available from stock:**

**NOTE:** Staging can only be supplied in multiples of 1.5m, commencing at 3m min (e.g. 3m, 4.5m, 6m, 7.5m, 9m etc). Types A and B can be doubled up to give 2.9m depth. Staging K and L can be used to increase depth of other types.

**BACKRAIL:** A backrail up to 2.1m will be provided unless otherwise requested. Comprises supports and one top bar. Additional bars to be subject to additional costs.

**EDGEBORD:** Edgeboards are 125mm high, customers to state clearly whether FRONT only, FRONT AND SIDES or ALL ROUND needed when ordering.

**TRESTLE TABLES:** 1.8m long and 68cm wide for use as selling tables.

Flower tiering at the Royal Welsh Show (subject to change)

Exhibitors can also provide their own staging, as long as details and an image are sent with the application form and approval granted.

Any exhibitor providing their own staging will not have to pay for their first selling table.

Platform Decking 1.5m & 3m lengths
Edge boards 1.25m high

For Standard back rail heights above platform (see individual shapes)

[Please note additional heights are available on request]
1. **CATALOGUE DESCRIPTION**
   Catalogue descriptions – each exhibitor must complete a catalogue description which is entered in the official Show Catalogue and website.  
   Brief description of proposed exhibit:  

   List the 3 most important plant types which you are exhibiting in order of importance:  
   (1) ___________________  (2) ___________________  (3) ___________________  

2. **MEASUREMENTS**
   Full details and measurements of tabling or tiering desired. If no tabling or tiering required state ‘NONE’. If staging is to bear unusually heavy weight please specify. (Please see rule 2 as to measurements also see diagrams on the adjacent page and indicate below which tiering required).  
   a. Size of tradestand: ___________________  
   b. Type of staging: ___________________  
   (A,B,C,D,E etc - see previous page)  
   c. Providing own staging:  
   * details and photograph required  
   d. Site required:  
   Background  
   Island Site  
   max. 6m x 6m  

3. **EDGEBORD** - Please provide details of any required.  
   FRONT ONLY: _________  SIDES ONLY: _________  ALL ROUND: _________  

4. **SELLING TABLES** –  
   Please indicate if selling tables are required:  

5. **OTHER REQUIREMENTS:**  
   i. Electricity including connection and energy charges:  
   13 amp Single Socket outlet up to 500w  
   **£76.80 (inc. VAT)**  
   ii. Roping (Please Tick Box)  
   YES  
   NO  

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**NON - COMPETITIVE SECTION - Public & National Bodies and Trade & Other**  

1. **CATALOGUE DESCRIPTION**
   Catalogue descriptions – each exhibitor must complete a catalogue description which is entered in the official Show Catalogue and website.  
   Brief description of proposed exhibit:  

2. **REQUIREMENTS:**  
   i. Size of tradestand: _________  
   NO.  
   TOTAL COST  
   ii. Electricity including connection and energy charges:  
   13 amp Single Socket outlet up to 500w  
   **£76.80 (inc. VAT)**  
   iii. Roping (Please Tick Box)  
   YES  
   NO  

3. **TABLES**  
   Public & National Bodies – no. of tables required  
   (Charitable Organisations - charge may not apply – please supply Charity Number)  
   Trade & Other – no. of tables required  
   - £50 per table  
   - £100 for 3m x 3m
**TICKETS & PASSES**

<table>
<thead>
<tr>
<th>Pre-Show Personnel (one pass needed per person)</th>
<th>No. Required</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show Period Free Issue Tickets</td>
<td>2 x four-day Badges</td>
<td>8 x one-day Tickets</td>
</tr>
</tbody>
</table>

**VEHICLE PASSES**

<table>
<thead>
<tr>
<th>Pre-Show Vehicle (one pass needed per vehicle)</th>
<th>No. Required</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Horticulture Compound Vehicle pass (1 per exhibitor only)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Trade Car Park Pass (North 1)</td>
<td>maximum of 2</td>
<td></td>
</tr>
<tr>
<td>Servicing Vehicle Pass</td>
<td>maximum of 2</td>
<td></td>
</tr>
</tbody>
</table>

**Please Note:**

Vehicles left on the showground will be removed.

No entry onto the showground between: 8.00am and 8.30pm Monday-Wednesday
8.00am and 8.00pm Thursday

Those vehicles not allocated an official plot within the Horticulture Compound or North 1 Car Park during the four days of the Show, would have to be moved to the public car parks.

**NODER OS GWELWCH YN DDA / PLEASE NOTE**

Ambell dro gofynnir i’r Gymdeithas enwi arddangoswyr i’w cyfweld gan y wasg neu’r cyfryngau.
A allech chi nodi os gwelwch yn dda a ydyn nhw fodlon i’ch gwybodaeth cyfyngu gael ei rhyddhau i’r wasg i’r diben hwn ac os ydyn nhw medru siarad Cymraeg

The Society is requested on occasion to identify exhibitors to be interviewed by the press or media. Can you please indicate whether you are happy for your contact information to be released to the press for this purpose and whether you are Welsh speaking

**ARIAN GWOBWRWYO I’W DALU DRWY BACS ~ PRIZE MONEY TO BE PAID VIA BACS**

MANYLION BANC (Ni fydd arian gwobwrwyo’n cael ei ddyfarnu os na chaiff yr adran hon ei chwbllhau)

**BANK DETAILS** (Prize money will not be awarded if this section is not completed)

<table>
<thead>
<tr>
<th>Enw’r Cyfrif ~ A/C Name</th>
<th>Cyfeiriad Ebost ~ Email Address</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Côd Didol y Gangen</th>
<th>Rhif y Cyfrif Banc/Gymdeithas Adeiladu</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Bank/Building Society A/C Number</td>
</tr>
<tr>
<td>Event</td>
<td>Dates</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td><strong>Gŵyl Tyddyn a Chefn Gwlad</strong></td>
<td>16 - 17 Mai 2020</td>
</tr>
<tr>
<td></td>
<td>15 – 16 Mai 2021</td>
</tr>
<tr>
<td><strong>Smallholding and Countryside Festival</strong></td>
<td>16 - 17 May 2020</td>
</tr>
<tr>
<td></td>
<td>15 – 16 May 2021</td>
</tr>
<tr>
<td><strong>Sioe Frenhinol Cymru</strong></td>
<td>20-23 Gorffennaf 2020</td>
</tr>
<tr>
<td></td>
<td>19-22 Gorffennaf 2021</td>
</tr>
<tr>
<td><strong>Royal Welsh Show</strong></td>
<td>20-23 July 2020</td>
</tr>
<tr>
<td></td>
<td>19-22 July 2021</td>
</tr>
<tr>
<td><strong>Ffair Aeaf Frenhinol Cymru</strong></td>
<td>30 Tach – 1 Rhag 2020</td>
</tr>
<tr>
<td></td>
<td>29-30 Tachwedd 2021</td>
</tr>
<tr>
<td><strong>Royal Welsh Winter Fair</strong></td>
<td>30 Nov – 1 Dec 2020</td>
</tr>
<tr>
<td></td>
<td>29-30 November 2021</td>
</tr>
</tbody>
</table>

Have you considered exhibiting at one of our other events?

cafc.cymru  rwas.wales
Risk Assessment Form – Royal Welsh Show 2020

Please answer the questions below by placing a circle around your response. This form has to be completed by all stands and returned with your application form.

Also note that some questions ask you to provide evidence of your answers. This does not have to be sent with your risk assessment, but must be available on your stand throughout your attendance at the Show.

Company: 
Contact Name: 
Tel: 
Address: 
Postcode: 
Email: 

<table>
<thead>
<tr>
<th>A. Insurance</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you hold Public Liability Insurance to cover your attendance at the Show? (Copies of which must be available for inspection during the Show).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Reducing the risk of fire</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Has any portable electrical equipment been portable appliance (PAT) tested by a competent person in the last year? (Evidence may be requested).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you identified ignition / heat sources and ensured that these are kept away from all flammable / combustible materials?</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Are you aware that petrol generators are not permitted on the Showground?</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>C. Gas and gas appliances (including your caravan if located on the Showground)</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Do you have an inspection / gas safety certificate, from someone who is Gas Safe Registered, for the appliances and pipework and are all hose connections made with “crimped” fastenings rather than jubilee clips? (Evidence may be requested).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Will the LPG cylinders be kept outdoors, secured in the upright position and out of the reach of the general public?</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Will appliances be fixed securely on a firm, non-combustible heat insulating base and surrounded by shields of similar material on three sides?</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Will the LPG cylinders be located away from entrances, emergency exits and circulation areas?</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Will the LPG cylinders be easily accessible for isolation in case of an emergency?</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Do you ensure that gas supplies are isolated at the cylinder, as well as the appliance, when the apparatus is not in use?</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Will you ensure that only those cylinders in use / likely to be used are kept at your stand / unit?</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Are staff appropriately trained in the safe use of LPG present at the stand / unit at all times?</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>D. Fire detection, preventing fire spread and fire fighting (including your caravan if located on the Showground)</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>If staff sleep in / near the stand / unit, is there a working smoke detector and a clear exit route maintained?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Question</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Have you identified combustible materials that could promote the spread of fire beyond the initial ignition point and reduced the chance of them being involved in an accident, e.g. paper, cardboard, bottled LPG?</td>
<td></td>
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<tr>
<td>Will you have sufficient bins for refuse or suitable arrangements to prevent an accumulation of refuse?</td>
<td></td>
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</tr>
<tr>
<td>Are the structure, roofing, walls, linings and fittings of your stand / unit flame retardant? (Evidence may be requested).</td>
<td></td>
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</tr>
<tr>
<td>Do you have appropriate fire extinguishers / fire blankets available that have been tested within the last year? (Evidence may be requested).</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Are staff within the stand / unit familiar with the basic operating instructions for the fire extinguishers / fire blanket?</td>
<td></td>
<td></td>
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<tr>
<td>E. Emergency escape</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Will staff be aware of what to do in the event of a fire, how to raise the alarm, evacuate the stand / unit and the exit locations?</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Do you ensure your stand / unit never becomes overcrowded to guarantee the safe escape of occupants in the event of a fire?</td>
<td></td>
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</tr>
<tr>
<td>Will adequate exits be provided for the number of occupants within the stand / unit? (Are staff and customers able to evacuate easily if the normal exit was blocked due to fire?)</td>
<td></td>
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<tr>
<td>Will the available exits be unobstructed and unlocked at all times the stand / unit is in use?</td>
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<tr>
<td>Where necessary, will there be sufficient directional signs indicating the appropriate escape route and do they comply with current regulations?</td>
<td></td>
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</tr>
<tr>
<td>If normal lighting failed, would the occupants be able to make a safe exit? (Consider daylight, streetlights, back up lighting, torches).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F. Other risks</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you aware that you must not stock or sell certain items, as listed under banned items in the Tradestand Regulations?</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Have you completed a risk assessment covering the set-up, use and take-down of your Tradestand, e.g. the use of banksmen alongside large vehicles, certification for lifting equipment, management of slips, trips and falls etc. (Evidence may be requested).</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Do you have procedures to ensure that no equipment, e.g. telehandlers or flagpoles, comes into contact with the overhead power lines on some parts of the Showground (the Tradestand Officer will be able to advise if your stand is close to overhead power lines).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you intend to break the ground surface, dig or excavate such that you might contact underground services, e.g. underground cables or pipework. If “yes” a Permit To Work will be forwarded to you.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I/We hereby agree to have all the above mentioned documentation available on our stand for inspection, and will ensure that our contractors and staff attending the Show are aware of this requirement.

Signed: __________________ Print Name: __________________ Date: ___________