

2018 BORDER UNION SHOW

TRADE STAND REGULATIONS

- 1. The Border Union Show is a 2-day Show and attendance is Compulsory for the 2 days.**
- The Society reserve right to reject any application for space and to return the fees or otherwise deal with the application as they consider advisable.
- Border Union Society accept no responsibility for any conflict of interest between trade stands and / or the duplication of a similar type of stand.
- 4. Return of payments in the event of cancellation of stand by the exhibitor**
 - Notice given in writing before 20th April: 90% of any payment made. (10% for admin costs)**
 - Notice given in writing before 31st May: 50% of any payment made.**
 - Notice given in writing on the 31st May - 27th June: 25% of any payment made.**
 - Notice given in writing after 28th June: No refund of any payment made.**
- No Exhibitor will be permitted to arrange a stand or place signs in such a manner as to obstruct or inconveniently affect the display of any other Exhibitor. **Signs and guy ropes must not be allowed to project beyond the space allocated. Specially allow for tow bars. SPACE RESERVED MUST ALLOW FOR THIS.** Infringements of this regulation will be dealt with by the Stewards, who are empowered to remove the cause of the offence or to have the stand rearranged at the expense of the Exhibitor.
- On both Show Days access to the Showground will be restricted to vehicles displaying valid windscreen labels **only**. All other vehicles will be directed to the Public Car Park. Windscreen labels do not entitle vehicles to unrestricted movement within or beyond the Showground whilst the Show is open to public.
- While in the Showground, all Exhibitors' vehicles must be parked in the Trade Exhibitors Car Park or within the boundaries of their site. Stewards within the Showground are empowered to authorise the removal of indiscriminately parked vehicles where their presence is likely to hinder the free movement of priority and Emergency Services or otherwise cause public nuisance.
- 8. Exhibitors are responsible for ensuring that their personnel are issued with their passes before coming to the show. All personnel arriving without passes will be charged on the gate and no refunds will be made.**
- 9. a:** Please note that Marquee contractors will be allowed access to the Showground to erect Marquees from Monday 23rd July in non-electric areas and Tuesday 24th from midday in electric areas. On Monday 23rd, Tuesday 24th & Wednesday 25th the Showground will be open from 8.00am until 6.00pm. On Thursday 26th the Showground will be open from 8.00am until 9.00pm. **Hired Marquees must be in place by 9.00pm on Thursday 26th July.**
 - b: Trade Stand Holders can access their Stand space from Tuesday 24th July after midday.**
 - c: Marquee Contractors will not be permitted access on Friday 27th July.**
 - d: All Trade Stand Holders and Marquee Contractors will be allowed access to remove Marquees on Saturday 28th July from 6.00pm until 9.00pm. The Showground will also be open from 9.00am until 6.00pm on Sunday 29th July. On Monday 30th and Tuesday 31st July, the Showground will be open from 9.00am until 5.00pm.**
 - d: All marquees must be removed by 5.00pm Tuesday 31st July.**
- 10. Marquee Construction Sign off:** it is recommended that once the structure has been assembled the contractor provides you with a sign off sheet confirming that the structure is fit for purpose and has been built to the correct standards and finishing requirements.
- 11. a:** On arrival to the site, before you start to build or place anything on your stand, please inspect your stand space for any safety hazards and report any issues or concerns to the Help Desk. If necessary you should review and amend your Risk Assessment to include any additional hazards found or further control measures required.

b: Once you start building your stand, acceptance of the site conditions will become your responsibility. You should regularly inspect your stand conditions throughout your tenancy and inform the Help Desk immediately of any defects.

12. Trade Stands will be entitled to 1 car pass for the Orange gate on both Friday and Saturday which will allow access for 1 vehicle after 3.00pm ONLY, into the Old Car Park / horse box parking area to begin a queueing system, which will let you into the Main Showground when the gates open at 5.30pm. However, this pass must be applied for in advance – vehicles turning up without a pass will be turned away.
13. **All property, stock, machinery and implements of Exhibitors remain entirely at their risk whilst in the Showground.**
14. The Society will not be responsible for any accident that may occur from implements, machinery or any other articles belonging to any Exhibitor and it is a condition of entry that each Exhibitor shall hold the society blameless for and indemnity it against any legal proceedings arising from any accident.
15. Exhibitors must notify the Society before the show if they wish to demonstrate and / or operate machinery. Exhibitors must provide the Society with a written risk assessment. The provision of such an assessment shall not imply any endorsement by the Society and the Society reserve the right to refuse permission to demonstrate and / or operate machinery.
16. All Trade Exhibitors at the Border Union must be covered by Public Liability Insurance, and must complete a Risk Assessment for their Stand of which copies must be submitted with the application and available for inspection on request.
17. By law all enclosed public spaces (this includes marquees) must be kept smoke free.
18. Trade Exhibitors must have / provide fire and safety provisions for their Stand and must have completed a fire risk assessment. A copy must be submitted with the application and available for inspection if required. No LPG bottles allowed inside marquees.
19. Exhibitors may organise for the grass on their Stand to be cut. The Exhibitor is entirely responsible for the organisation and the payment for such a service.
20. It is the responsibility of all Exhibitors to comply with all relevant Trading Standards and Environmental Health legislation in respect of their Stands, Exhibits and Merchandise.
21. **a: FOOD** - Hospitality services are welcomed within exhibition stands at the Show provided they comply with all the appropriate Local Authority standards and all other food safety management legislation.

Hospitality catering at the Show can range from teas, coffees and packaged snacks, to the use of an outside caterer. However, you should bear in mind that any Trade Stand Exhibitor offering food on their Stand is subject to all the same food safety legislation that would apply to any food business. An example of this could be a BBQ held back of house for prospective customers. General advice and information on training can be found on the Food Standards Scotland web-site.

<http://www.foodstandards.gov.scot/food-safety-standards/food-safety-hygiene>.

If you intend to do your own catering, advice should be obtained from the Local Authority Environmental Health Department.

Contact: Mark Eccles, Food Safety Officer.

Tel: 01835 824000 (Ext : 5390) Email: mark.eccles@scotborders.gcsx.gov.uk

When offering any food, the Exhibitor has full responsibility for complying with the requirements of the Scottish Borders Council in respect of all food offered for sale or otherwise provided at their stand.

It is expected that the Local Authority Food Health and Safety Department officials will be inspecting a sample of trade exhibitor hospitality facilities during the 2018 Show.

Only wrapped foodstuffs may be sold from outdoor Trade Stands. No normal market sized food or beverage packaged goods are permitted as giveaways from Trade Stands. Only sample sizes may be provided.

b: ALCOHOL - BUAS are working closely with Police Scotland and the licencing authority to encourage the safe and responsible consumption of alcohol.

Trade Exhibitors may not sell alcoholic drinks for immediate consumption or on an off sales basis from outdoor Trade Stands.

Trade Exhibitors may provide alcohol **within the boundaries of your Trade or Hospitality space** free of charge providing they ensure compliance with the Licensing (Scotland) Act 2005.

Glass containers are discouraged and if used must not be removed from your stand space. It would be best if you can transfer alcohol from glass containers into plastic glassware.

Alcohol consumptions should be monitored and controlled by Stand staff. Anyone who is deemed to be close to or has already had too much to drink should be refused any further alcohol.

No alcohol is to be served before 11.00am or after 6.00pm on Friday 27th & Saturday 28th July.

If anyone has any queries regarding the above, please contact:

Contact: Alan Niven, Licensing Unit, SBC Headquarters, Newtown St. Boswells, Melrose TD6 0SA.

Tel: 01835 825031. Email: aniven@scotborders.gov.uk

22. All amusement and novelty stands must supply a copy of their Public Liability Insurance certificate at the time of booking.

23. Exhibitors will be responsible for the removal of all refuse from their site.

Marquee Hire Contacts

Please make arrangements for Marquee hire with the supplier direct.

James Fletcher Marquees
(Official Border Union Marquee Supplier)
Tel: 01388 527658

Cheviot Rentals
Tel: 01890 751161

Olympus Marquees Ltd
Tel: 01289 307264

Best Intent
Tel: 0800 44 88 949

Trade Stand holders are welcome to use Marquee Hire contractors other than those listed above providing they adhere to the following rules at the Show: