



The Vale of Glamorgan Agricultural Society

Charity No: 1108960

General Secretary: Mrs. Sarah Fenner,

Registered Office: Llys Ffynnon, Penllyn, Vale of Glamorgan CF71 7RQ

Mobile: 07513 141698 email: vale.show@outlook.com

PLEASE READ CAREFULLY – 2018 TRADE STAND REGULATIONS

Dear Sir/Madam,

I have pleasure in enclosing an application form for a Trade Stand at the Vale of Glamorgan Agricultural Show to be held on Wednesday 8th August, 2018 at Fonmon Castle Grounds.

- On arrival at the show ground you will be positioned by one of our Trade Stand officials. Maps will not be circulated before the show.
- The show ground will be open prior to show day should you wish to set anything out - this will be at your own risk.
- There will be no vehicle movement on the field after 9 p.m. on Tuesday 7th August.
- You will be able to access your pitch from 6am on show morning. There will be no vehicle movement after 8am and your stand should be up and running by 9 a.m. on show morning.
- **No stand may be dismantled and no exhibit removed from the show ground until 6.30 p.m. on show day.**
- You must remove all the rubbish from your plot and surrounding area.
- All passes will be forwarded at the end of July
- **LATE APPLICATIONS WILL BE CHARGED A 10% SURCHARGE WITH NO NEGOTIATION ON SITE FEE.**
- On no account can a plot be exchanged with another trader without informing the General Secretary.
- Officials reserve the right to refuse access to the show field.

The Society is mindful of its obligations covering Health and Safety and welfare of its staff, members of the public and exhibitors. To enable the society to comply with its moral and legal obligations all exhibitors are requested to work in conformity with the Health and Safety at Work Act. Working demonstrations must provide the society with all the relevant information covering the precautions to be taken to safeguard the public and should be available prior to the show. It is also imperative that all persons bringing a generator into the show ground must provide the necessary fire fighting equipment for it. It is the responsibility of exhibitors to comply with the Society's health and safety policy, a copy of this may be obtained from the secretary and is on display in the show office on show day. All stall holders **MUST** be adequately covered for public liability, evidence of this may be requested by Show Officials.

A risk assessment form is enclosed, please make sure that this is completed before returning to us. Please sign the Trade Stand form agreeing to all the regulations laid out above and retain this letter for your information. I look forward to receiving your completed application form, risk assessment form and remittance.

Yours sincerely,

Sarah

Sarah Fenner
General Secretary.