HADLEIGH FARMERS' AGRICULTURAL ASSOCIATION

Hadleigh Show Rules and Regulations for trade stands, stall holders, contractors & entertainers at the Hadleigh Show

The requirements of this code apply to all activities on the showground. All of your employees, volunteers and other persons employed must be made aware of the relevant sections of this Code of Practice and instructed to comply. You are responsible for ensuring the Health and Safety of any persons your activities, in respect of the Hadleigh Show, may affect.

Any infringement could result in banning activities immediately until such time as the matter is resolved or removal from the showground. All officials are empowered to take whatever action is considered necessary to ensure the health, safety and welfare of any persons who may be affected. All accidents, near miss events and hazards must be reported immediately to an official.

You are required to supply a copy of a suitable and sufficient risk assessment which must assume that the public will not be familiar with your machinery, plant, equipment or animals and take account of elderly, infirm and disabled persons, children and vulnerable adults. Showground first aid and welfare provision is from 6.30am to 7.00pm on show day, your responsibility at all other times.

Section 1 – Liability and Indemnification of the Association	
1.	A. The Association, it's officers, agents, servants & employees will not be responsible for, or accountable to, any person whatsoever for any damage or loss, however caused, to the property of any such person that may occur whilst on the Showground or Car Parks or whilst entering or leaving the premises. B. Each trader, contractor and entertainer must have adequate public liability insurance cover.
Section 2 – Statutory Requirements	
2.	A. The requirements of the Health & Safety at Work etc. Act 1974, Food Act 1984, the Food and Environment Protection Act 1985, Regulatory Reform (Fire Safety) Order 2005, and all other statutory provisions, regulations and amendments applicable to activities must be complied with at all times where they apply. B. Trade stands erecting their own marquees must ensure that they, and their contractors, comply with all HSE regulations including Construction (Design and Management) Regulations 2015 for temporary structures.
Section 3 – Trade Stand and Stalls	
3.	A. Allocated Trade Stand and Stall space shall be for the **sole use** of the applicant; no **sub-letting** is permitted. If a Trade Stand or Stall Holder cancels before the show refunds will only be given if the space can be re-sold. B. Entrances, exits and gangways must be **free of obstruction** (tent pegs etc.) and of sufficient width to allow **disabled access and evacuation** of all occupants within 2 minutes. All supporting poles, frames, guys, stakes, anchors, fastenings etc, should be erected by a competent person and regularly checked. New manufactured tent membranes and fabrics should be of inherently **flame retarded fabric** when tested to British Standard 5438. C. Where **steps** are provided these must be firm and strong and should have non-slip surfaces and hand rails**.** Signs, notices and **equipment at head height,** if they are unavoidable, must be clearly marked or guarded.

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	D. All exhibitors are required to provide suitable **fire extinguishing equipment** for their stands unless in a marquee provided by HFAA. Extinguishers must be in working order, carry current proof of testing and be readily available. Stands and spaces beneath should be **kept clear of paper and rubbish**. Straw, sawdust or similar loose combustible materials, should not be used as floor covering beneath stands or seats. E. Generally speaking the use of **straw bales** within exhibits should be avoided unless they have been treated with a proprietary brand of fire retardent in which case a notice to this effect must be clearly displayed. Untreated bales used outside must be at least 5m from any tent or structure. Where loose straw is being used, water must be available for fire fighting purposes and constant supervision provided. F. No naked flames or other ignition risks will be permitted without an agreed risk assessment. **Smoking** must not be permitted on any stand or in close proximity of any combustible materials (including straw bales and bedding), flammable liquids or gas equipment. **Flammable liquids, gas equipment** and all bulk storage of combustible materials should be sited away from ignition sources, preferably at least 5m from any tent or structure and public access prevented. G. **Flag poles and high signs** must be of adequate strength taking into account wind and other stresses. They must be secure; the use of guy ropes and wires should be avoided but if they have to be used they must be adequately guarded. H. If **holes or trenches** are necessary for the exhibitor during the show, they must be clearly fenced or marked off and warning lights provided. Any trader who breaks ground for any purpose MUST restore the ground to the original condition at the end of the show. The Association reserves the right to charge traders for making good any damage remaining. I. No **windscreen flyers** may be put on vehicles in any car park.
Section 4 – Food & Catering	
4.	A. **No trader**, other than those who are official caterers, may sell readily edible foodstuffs. B. All catering traders must comply with the Food Act 1984; full compliance with statutory regulations is demanded. Food Sellers must detail their **Licencing Authority** on the Trade Stand application form and send a copy of their Food Hygiene Certificate. C. Proof of **hygiene certification** is required and appropriate facilities must be provided. All food handers must be suitably instructed and/or trained and supervised. D. Cooking appliances and flues should be positioned well clear of tent walls and roofs.
Section 5 – Displays & Demonstrations	
5	A. A **responsible and competent person** must be present at all times to ensure that safety precautions are being observed. Where various demonstrations are being conducted in the same area eg “Crafts”, particular care should be taken with the use of tools and equipment, gas torches, etc. B. **Kite flying, balloons and fireworks** are not permitted at any time other than special demonstrations in or above the Grand Ring.

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Section 6 – Machinery, Plant & Equipment	
	A. Appropriate precautions for all machinery, plant and equipment must be specified in the **risk assessment.** Section 10 below shall also apply to all mobile machinery or plant. Machinery, plant and equipment may not be used for **carrying or raising people** unless specifically designed for the task. B. **Whilst not in use** all machinery, plant and equipment must be **immobilised** to prevent accidental or unauthorised operation; adequate secure support must be provided to **prevent movement, falling or tipping** and hydraulics should be immobilised. **Ladders, steps etc.** must be securely fixed and 'blanked off' at lower levels to prevent unauthorised access. **Sharp edges, knives, cutters, points or spikes** must be removed or adequately protected**.** C. **Demonstrations** must be suitably guarded at all times and the general public kept clear; safety fencing and screens must be to ground level to prevent access by small children. Moving parts including belts and gearing must have **approved guards** in position. Potential customers must receive adequate training and be under **competent supervision** by an authorised operator before being permitted to use; children and vulnerable adults must not be permitted to use. Statutory requirements for **protective clothing** must be complied with where they apply.
Section 7 – Gas & Electricity	
7	A. All gas equipment must carry **current proof of testing**. Ensure that gauges, valves and pipes are kept clear of all obstructions and free from external pressures. Where bottled gas is to be used the cylinders should be secured **outside tents** and be handled only by someone fully conversant with the suppliers instructions. Precautions should be taken to prevent tampering with the cylinders and valves. B. Exhibitors may employ their own competent Contractor to install their electrical fittings. All installations must be wired to the standard laid down in the latest edition of I.E.E. Wiring Regulations. All 240v appliances must carry proof of current testing. Exhibitors will be held responsible for the safe keeping of internal electrical installations and fittings on their stand; all damage and losses must be reported to the Secretary immediately and will be chargeable after the Show. C. Generators, where permitted, should be a safe distance from tents and marquees and should be earthed. It is essential to use a quiet type of generator or provide a baffle to cut down noise. Exhaust fumes must not cause a nuisance or contaminate foodstuffs.
Section 8 – Control of Substances Hazardous to Health	
8	A. Exhibitors must ensure that they comply with C.O.S.H.H. regulations when on the Showground. No person may carry out any act which will cause toxic fumes creating a risk, this includes exhaust fumes.
Section 9 – Livestock	
9	A. Animals are only permitted by prior arrangement, no dangerous animals permitted. All animals must be under the strict control of **competent persons** at all times, the public, young or inexperienced handlers must be supervised. Where the public have access to animals hygeine products must be made available with appropriate signage. B. Any animals on exhibition must be **securely housed in appropriate pens or cages** and comply with appropriate regulations as to movement, etc. The Association must be notified

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	accordingly and exhibitors are required to complete an Animal Health Declaration form, identifying each individual animal being brought to the Show. The forms will be passed to the Shows **Biosecurity Officer** who will check on the animals during the Show. C. Particular care is required where animals are tied in stalls to ensure they are **not able to break loose**. Livestock should only be tethered in the appropriate areas, eg horse boxes, cattle lines, judging rings. Where animals are in pens care should be taken to ensure that bolts and locks are in good sound mechanical order and properly closed. All horses and neat stock must be in halters or headstalls, dogs must be on leads at all times. D. When **being handled for preparation, movement** etc, care should be taken with members of the public standing close by. Exhibitors should be aware that visitors are often unfamiliar with the characteristics of animals and unaware of the danger which they might be in or which they might create by their own actions.
Section 10 - Traffic	
10	A. All vehicles moving about the showground must be driven with due care and attention to pedestrians. Speeds must be kept **below 3mph**. **Reversing is to be avoided** unless strictly necessary. When a vehicle is being reversed, a second person must stand to the rear of the vehicle to guide the driver and clear the area of pedestrians. B. HAZARD WARNING LIGHTS ARE NOT TO BE USED. Please ensure that you use your indicators to show your intended direction. C. **No vehicle movements are permitted on the showground between 8.30am and 6pm. The sole exceptions are emergency vehicles, are those taking large livestock from the show or being exhibited in the rings by prior permission only. Any unauthorised vehicle moving during the "non movement" times will not be permitted to apply for stand space for future events.** D. The responsibility for vehicular traffic on the Showground is with the Car Park Stewards. Tradestand vehicles may not be driven over or parked on neighbouring tradestands or left in avenues or on a tradestand on showday without prior permission. E. Persons using tractors and trailers must also ensure that trailers are loaded safely and securely. **Passengers are not permitted to stand on trailers when in motion** (unless specifically designed or adapted for the purpose) **or to double-up in cabs**.
Section 11 – Cancellation	
11	A. Should it be necessary to cancel all or part of the show as much notice as possible will be given to trade stands, stall holders, contractors and entertainers. HFAA and the Hadleigh Show are under no obligation to offer refunds to trade stands or stall holders in the event of cancellation. HFAA and the Hadleigh Show recommend that trade stands and stall holders hold their own insurance to cover costs associated with Show Cancellation. B. Catalogue Advertising – should Advertising have been booked and the show cancelled BEFORE PRINTING, a full refund will be offered OR the option given to retain space the following year at the same price. Should the catalogue have BEEN PRINTED, HFAA and the Hadleigh Show are under no obligation to refund Advertising spend.