

INDEX

IMPORTANT DATES TO NOTE.....	2	• Catering.....	9
CLASSIFICATIONS AND TRADESTAND RATES.....	3-4	• Goods & packages	9
DEFINITIONS.....	5	• Excavations.....	9
• The Organiser.....	5	• Re-letting of unoccupied space.....	9
• The Exhibitor.....	5	• Sub letting.....	9
• The Show	5	SHOW DAYS AND BREAKDOWN	9
• The Showground	5	• Food and wine exhibitors	9
BOOKING YOUR TRADESTAND.....	5	• Tickets and passes.....	9
• Tradestand applications.....	5	• Trading off stand.....	9
• Booking space.....	5	• Waste and recycling.....	10
• Allocation of sites	5	• Sale of alcohol.....	10
• Catalogue Entry and Index by Type	7	• Balloons and aerial advertising	10
• Cancellation policy.....	7	• Catering and refreshments	10
• Refusal of applications	7	• Charity collections	10
• Late applications	7	• Disabled access.....	10
SERVICES AVAILABLE.....	7	• Dogs	10
• Electricity	7	• Employment of children.....	10
• Water	7	• Fire extinguishers.....	10
• Telephone and line installation	7	• Goods ordered at a Show.....	10
• Grass cutting.....	7	• Livestock	11
• Caravan parking	8	• Demonstrations and audio equipment	11
• Sump emptying.....	8	• Items and activities likely to cause offence.....	11
• Towing of vehicles.....	8	• Signs, advertising etc	11
• Contractors	8	• Smoking policy.....	11
TICKETS AND PASSES.....	8	• Two-way radio equipment.....	11
• Admission passes	8	• Vehicles on the Showground	11
• Build Up Vehicle Passes	8	• Re-stocking.....	11
• Vehicle passes.....	8	• Dismantling of stands and breakdown	12
• Static vehicle pass	8	HEALTH AND SAFETY AND INSURANCE.....	12
• Build up vehicle passes	8	• General	12
• Caravan pass	8	• Children	12
SETTING UP YOUR STAND.....	9	• Risk Assessments	12
• Entry times to showground	9	• Fire and Safety Precautions.....	12
• Forklift	9	• Food Safety.....	13
		• Insurance.....	13
		LIABILITY.....	14
		RHS TIMBER POLICY	15-17



May 6th - 9th 2010

1st Day - Advance Tickets Only

Malvern Showground, Malvern, Worcestershire WR13 6NW

Jointly organised by the The Three Counties Agricultural Society and The Royal Horticultural Society

IMPORTANT DATES TO NOTE

Closing Dates:

Tradestand applications	27 November 2009
Catalogue entries	29 January 2010
Water and/or Electricity applications	12 April 2010
Additional Exhibitor Ticket orders	23 April 2010

(for posting only – tickets can be collected from the office after the date)

Other Dates:

Tradestand tickets and Stand Numbers issued	April 2010
Earliest access for setting up your stand	9am, 3 May 2010
Latest date for clear-down	5pm, 10 May 2010

Booking your stand and planning your presence at the Show could not be simpler – If you booked a tradestand at this show in 2009 you can use our online booking form to apply. Please go to www.threecounties.co.uk and click on the tradestand link.

MALVERNS HILLS DISTRICT - ACCOMMODATION	The Cottage in the Wood Holywell Road, Malvern, Worcs. WR14 4LG ☎ 01684 575859 ★★★ 2AA Rosettes www.cottageinthewood.co.uk	To reserve your space in this accommodation section contact Les Rivers on 01568 797123
The Cotford Hotel 51 Graham Road, Malvern, Worcs. WR14 2HU ☎ 01684 572427 e-m: reservations@cotfordhotel.co.uk www.cotfordhotel.co.uk ★★	Great Malvern Hotel ★★ Graham Road, Malvern Worcs. WR14 2HN ☎ 01684 563411 E-m: sutton@great-malvern-hotel.co.uk Web: www.great-malvern-hotel.co.uk	

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<h2 style="margin: 0;">Next Years Show dates</h2> <p style="margin: 0;">Malvern Spring Gardening Show - 6 - 9 May 2010</p> <p style="margin: 0;">The Three Counties Show - 18 - 20 June 2010</p> <p style="margin: 0;">The Malvern Autumn Show - 26 & 27 September 2009</p>
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CLASSIFICATIONS AND TRADESTAND RATES

Band 1 Open Grass Space, General Exhibitors

Products	For general traders, displaying or making direct sales of garden products to the public at the Show	Multiples of
Surface	Open grass	
Frontage	6.0 metres	3.0 metre
Depth	6.0 metres	3.0 metre
Price	£18.20 + VAT Per Square Metre	
Premium areas	Premium of 7% for corner sites	

Band 2 Premium Open Grass Space, General Exhibitors

Products	For general traders, displaying or making direct sales of garden products to the public at the Show. Limited availability – preference will be given to well thought-out stand designs.	Multiples of
Surface	Open grass or Hard Standing	
Frontage	6.0 metres	3.0 metre
Depth	6.0 metres	3.0 metre
Price	£21.70 +VAT Per Square Metre	
Premium areas	Premium of 7% for corner sites	

Band 3 Gardeners Shopping Pavilion

Products	Small / high sale items and garden-related arts and crafts. Also promotional stands.	Multiples of
Surface	Open space within a large marquee on carpeted hard standing surface. No partitions between stands.	
Frontage	3.0 metres	1.5 metre
Depth	3.0 metres	
Price	£52.20 Plus VAT Per Square Metre	
Premium areas	Premium of 7% for corner sites	

Band 4 Clearspan/South Gate Pavilion

Products	For general traders, displaying or making direct sales to the public at the Show	Multiples of
Surface	Clearspan unit on grass or hard standing with divisions between each stand and night sheets	
Frontage	3.0 metres or 6.0 metres situated on avenues	
Depth	3.0 or 6.0 metres	3/6 metres
Height	2.4 metres to the eaves	
Price	£53.80 Plus VAT Per Square Metre £24.30 Plus VAT Per Square Metre (South Gate Pavilion)	

Band 5 Food Hall

Products	The food and drink displayed and/or offered for sale in this section must be mainly of British origin. Produce from outside the UK, which is processed in Britain, is only acceptable if it forms a minor ingredient in the system of processing.	Multiples of
Priority	Local produce will take priority regarding allocation of space.	
Restrictions	Exhibitors are NOT permitted to cook in the covered areas but re-heating by means of microwave or infrared equipment may be carried out. We do not wish this area to become a catering outlet.	
Samples	Companies who wish to sell samples to promote their product may do so but at cost price only.	
Location	Wye Hall, a permanent building	
Frontage	3.0 metres	3.0 metres
Depth	3.0 metres	
Price	£49.90 plus VAT Per Square Metre	
On site consumption	Those stands that wish to sell food/refreshments for public consumption directly on site will be charged £50 daily rate food consumption fee. Cold only, apart from agreed as above.	
Contact Details	Your details will be passed on to Malvern Hills District Council, who may contact you regarding your registered authority.	
Premium areas	Premium of 7% for corner sites	

Band 6 Plant Sales

Plants can only be sold from the Floral Marquee or Plant Pavilion areas.

Exhibitors wishing to sell plants should contact Nina Acton (nina@threecounties.co.uk) for a separate application form.

DEFINITIONS

The Organiser is the Three Counties Agricultural Society its Officers and Servants.

The Exhibitor is the Organisation or Person and their Officers, Servants and Contractors taking trade stand space from the Organiser.

The Show is an event held or promoted by the Organiser at which the Exhibitor takes trade stand space.

The Showground is the area in which the Organiser holds the Show and includes car parks, access areas, entrances and exits.

For the avoidance of doubt, the Organiser does not grant exclusivity to any company or organisation for the marketing or selling of goods at the Show.

Exhibitors who do not comply with the regulations contained within this application form may be liable for fines, expelled from the showground without refund of any amounts paid and/or refused entry at future shows.

BOOKING YOUR TRADESTAND

Tradestand Applications

On-line service

- Exhibitors are encouraged to apply on line if they have exhibited at the same show in the previous year.

Postal service

- Exhibitors who have exhibited at the same show in the previous year will receive a pre completed form in the post.
- New exhibitors may either download an application form from our web site or request a copy which will be sent by post or email.
- Please check your forms carefully before signing to ensure all information regarding your stand size, etc., has been entered correctly.
- Application forms and all other relevant paperwork must be completed and returned to the Organiser, with payment, by the specified date
- Payment is due in accordance with details on the application form. Please note that if any balance is outstanding 2 weeks prior to the show and credit card details have been supplied the balance will be taken automatically.
- Please note that trade stands are re-numbered every year and as such your tradestand number will change from the previous year.

Booking Space

Tradestand space is as specified in the classification section

- Your application must allow sufficient space to accommodate any tow bar, marquee, gazebo, etc., INCLUDING guy ropes and foot plates. Encroachment onto any adjoining stand will not be tolerated.
- You will only be allowed to sell/promote the goods listed on your application form.
- Caravans or other vehicles that do not form part of your stand ARE NOT ALLOWED to park in any tradestand site. These should either be parked in an official caravan park or in the appropriate vehicle park.
- Static vehicle passes are available where alternative arrangements are not viable. Vehicles need to remain in situ for the duration of the show.

Risk assessments

Applications without a complete or satisfactory risk assessment will not be accepted. The decision of the Organiser as to whether a risk assessment is complete or satisfactory is final.

Allocation of sites

The allocation and positioning of tradestand space is at the absolute discretion of the Organiser.

- Exhibitors may indicate up to three preferred positions on the provisional plan printed in the application form. When an exhibitor does not wish to be placed next to a specific exhibitor, this must be clearly stated in writing at the time of application. Whilst every endeavour will be made to meet exhibitor requirements no guarantee will be given.
- Corner sites are at a premium on the Showground. Exhibitors must open both frontages as part of the stand; failure to do so may result in space not being allocated at future shows.
- Site boundaries will be marked and in no circumstances will exhibitors be allowed to occupy a larger space than that allocated to them. All activity must be contained within the limits of your own stand unless the Organiser gives written permission.
- If an Exhibitor uses any part of the Showground outside their site boundary, they will be liable to pay a £100 fine plus VAT and must also pay for the additional space used.
- No exhibitor shall sub-let any portion of space allocated or move to any site other than that allocated.

MALVERN'S INDEPENDENT THREE STAR HOTELS

Colwall Park



Nestling on the sunny western side of the Malvern Hills, Colwall Park offers country house style in a peaceful village centre. Two Rosette Gourmet food, a lively bar, privately owned and run, English winners of the AA Courtesy & Care Award 2000 - all this within 15 minutes drive from the Three Counties Showground.

Tel: 01684 540000 **Fax:** 01684 540 847

E-mail: hotel@colwall.com **Web:** www.colwall.com

The Cottage in the Wood



Only a couple of minutes up the hill above the Showground you'll find The Cottage in the Wood, a family owned and run country house hotel with a 2 AA Rosette restaurant and award winning wine list. Comfort and peace at the end of a hard day at the Showground. What could be better?

Tel: 01684 57 58 59 **Fax:** 01684 560662

E-mail: reception@cottageinthewood.co.uk **Web:** www.cottageinthewood.co.uk

Please contact the hotel of your choice
for a brochure, tariff and full details.

Catalogue Entry and Index by Type

Catalogue entries for each exhibitor are provided free of charge in the Official Show Programme. Exhibitors are asked to complete the details (Not to exceed 10 words) on the application form. Please tick up to a maximum of five categories in the Index by Type section

- The closing date for catalogue and index by type entries is shown on the application form.
- Late, incomplete or illegible entries will be excluded from the catalogue.
- The Organiser reserves the right to edit entries received.

Cancellation policy

If you need to cancel your stand please notify the Organiser in writing. The Organiser reserves the right to re-let any cancelled space. Refunds will apply strictly as follows:-

- 4 months prior to show Full refund
- 3 months prior to show 50% will be refunded
- 2 months prior to show No refund will be given

Refusal of applications

The Organiser reserves the right to reject any application for Tradestand space. The Organiser also reserves the right to cancel an Exhibitors Tradestand booking at any time, without any reason being given. In the event of refusal or cancellation the Organiser will not enter into correspondence on the subject but will refund fees paid in accordance with the cancellation policy.

Late Applications

The Organiser reserves the right to impose a surcharge of not more than 25% upon any Tradestand Application which is not received by the closing date.

SERVICES AVAILABLE

The Organiser will not be liable, under any circumstances for any costs or damages arising in the unlikely event of disruption or loss of any or all of the electrical supply, water supply, telephone connections or other communication systems.

Your application must include details of the services required together with a plan showing the point of supply. Failure to submit details by the due date may lead to increased charges or refusal of the service.

Electricity

Application forms are included in the pack.

- All equipment must be tested and display an up-to-date PAT label/certificate or the Organisers contractor will not connect the equipment to the electrical supply. The Organiser reserves the right to refuse to provide a service to faulty equipment either before or during the show. No refund of charges will be made in respect of non-connection or discontinued supplies.
- Late bookings will be accepted at the discretion of the Organiser and their electrical contractor but will be subject to a £50 plus VAT surcharge.
- The use of generators is not permitted
- An exhibitor found using another stand's electrical supply will incur a fine of £200 and may be asked to leave the showground.

Water

Application forms are included in the pack.

- Water supply is available at many points on the showground and connections may be made to individual stands.
- An additional charge will be levied for stands requiring water for filling spa's, baths, pools or swimming pools. All vessels of this nature must be dosed with the appropriate chemical treatment and a written record kept of the water analysis tests

**THE CLOSING DATE FOR ORDERING ELECTRICITY AND WATER SERVICES IS DETAILED ON
'THE IMPORTANT DATES TO NOTE' PAGE**

Telephones and Line Installation

Please contact British Telecom direct. www.btlocalbusiness.co.uk. Tel. 0800 389 3364

Grass Cutting

The Organiser will mow grass on the showground up to two weeks prior to the Show (weather permitting). Fine cutting thereafter will be the exhibitor's responsibility.

Caravan Parking

There is a Caravan Park, on grass and with toilet/shower facilities, which exhibitor's may book on the application form.

Sump Emptying

Sumps dug by Exhibitors can be emptied daily on show days on payment of £30 per day plus VAT. Please ensure that the sump is of sufficient size to accommodate a whole day's effluent.

Towing of vehicles

In the event of poor ground conditions, the Organiser may be in a position to offer assistance to move vehicles and trailers on and off the showground. The Organiser accepts no liability for any damage incurred during the course of towing or otherwise assisting in moving exhibitors' vehicles.

Contractors

The Organiser's Contractors are listed in the back of this schedule although Exhibitor's may engage any contractor or stand fitter they so wish. Please ensure your Contractors are equipped with the appropriate admission and vehicle passes.

TICKETS AND PASSES

PASSES WILL NOT BE SENT UNTIL FULL PAYMENT and RISK ASSESSMENTS HAVE BEEN RECEIVED

Admission passes are required for show days only (not during build up or break down) and are issued to exhibitors on the following basis: -

- Three Wristbands for every 6m frontage or part thereof (admits for the period of the show)

OR

- Three Single day admission passes for each day of the show for every 6m frontage or part thereof. Wristbands must be returned to the tradestand office if single day passes are required instead.
- Requests for additional passes will only be actioned when submitted in writing with full payment.
- See Additional Ticket Booking form for prices
- Exhibitors are responsible for ensuring that their staff and contractors are in possession of the appropriate admission passes. Any exhibitors, staff or contractors who do not have the appropriate pass will be charged the ordinary admission charge and the Organiser will not refund this.
- Any exhibitor and/or their staff found selling passes will be removed from the showground and banned from future shows.
- It is the exhibitor's responsibility to ensure that all passes received are correct at the time of receipt. Claims for lost passes or passes not received will be not be considered less than 7 calendar days before the show.

Build-up vehicle passes are supplied free of charge. Please ensure all vehicle passes are forwarded to appropriate personnel and contractors.

Vehicle passes are issued to exhibitors on the following basis:-

- One vehicle pass (Show period) for every 4.5m frontage or part thereof
- Vehicles are only allowed access to their stand on show days from 1800 – 0800.
- Vehicles must be removed from site by 0830 on show days and parked in the relevant car park.
- Vehicles without the correct pass will not be admitted to the showground. The vehicle pass does not admit the occupants who must have their own admission passes.
- Requests for additional vehicle passes will only be actioned when submitted in writing with full payment.
- See Additional Ticket Booking form for prices

Static vehicle passes are required for those vehicles that form an **essential part of the stand and will remain in situ for the duration of the show**. They will be issued as follows:-

- One static pass for stands 143sqm and under.
- Two static passes for stands 144sqm and over.
- Passes must be booked in advance on the application form

Caravan passes must be booked in advance on the application form. There is a designated Exhibitor Caravan Park, with facilities where Exhibitors are encouraged to book space. Only caravans that form an integral part of a stand will be allowed to remain in situ at the rear of the tradestand.

SETTING UP YOUR STAND

Entry Times to the Showground

In adverse weather conditions or emergency situations the Organiser reserves the right to restrict or refuse vehicular access to the showground at any time to protect the ground.

- Access to the showground is available from the Monday before the show opens unless prior arrangements have been made with the Organiser.
- Admission passes are not required during build up.
- All tradestands must be in situ by 1900 on the day before the show opens unless prior arrangements have been made with the Organiser. Vehicle access will be withdrawn at this time and all lorries, containers, etc will be moved to the relevant vehicle park. Exhibitors are encouraged to set up prior to this to prevent too many vehicles being on the showground at any one time.
- Exhibitors are supplied with a stand number which must be displayed on the tradestand in a prominent position.
- Exhibitors will be asked to remove any vehicles without the appropriate pass found on the Showground from 0830 onwards.
- Heavy exhibits and equipment deliveries should ideally be completed 48 hours before the show opens.

Forklift if required must be booked in advance and paid with your application, as capacity to assist with loading and unloading during build up and break down is limited. Each booking entitles the exhibitor to a maximum use of 1 hour. There is an unloading ramp available by the Red Gate. The Organiser accepts no liability for any damage during the course of loading and unloading exhibitors' products.

Catering will be provided on site from two days prior to the show until the last day of the Show.

Goods and packages will not be accepted by the Organiser on behalf of an Exhibitor and should not be sent to the Showground unless there is a representative on the stand to receive them. It is the exhibitors' responsibility to properly brief delivery drivers with their stand number and the name of the person responsible. The Organiser cannot sign and accept deliveries on behalf of stand holders.

Excavations

All exhibitors who break soil on the showground for the purpose of their exhibit must restore the same within one week after the end of the show, failing which the Organiser will undertake the work and charge the expenses thereof to the exhibitor responsible.

Re-letting of unoccupied Space

Any stand not occupied by the exhibitor by 1900 on the evening before the show, may be re-let by the Organiser and all fees paid by the original exhibitor shall be forfeited to the Organiser. Any Exhibitor who believes they will be arriving after this time must notify the Organiser at the earliest opportunity.

Sub-letting

No exhibitor shall sub-let or allow another exhibitor to have part of their stand. Any exhibitor found to be infringing this rule will be expelled from the Showground.

SHOW DAYS AND BREAKDOWN

STANDS MUST BE OPEN BY 0900 AND REMAIN OPEN EACH DAY UNTIL 1800

Food and Drink exhibitors

Exhibitors in areas designated by the Organiser as food and drink exhibits are subject to requirements of the Organiser in addition to those in this document.

Tickets and passes

Admission to the showground on show days is strictly controlled. Exhibitors should ensure they apply for adequate staff passes, including any contractors, thus avoiding disputes at the gate. It is the Exhibitor's responsibility to pass on the appropriate passes to staff and contractors (See Tickets and Passes section for full details).

Trading off stand

Any trading beyond the boundaries of your stand are strictly forbidden. 'Trading' includes:

- Handing out leaflets
- Placing of signs/boards/advertising materials
- Going out into the avenues to encourage visitors onto your stand or to make charitable collections, etc.

Any infringement of this rule may result in your stand being closed down by the Organiser.

Waste and recycling

Exhibitors are required to maintain their stand space and surrounding area in a clean, tidy and hygienic condition.

The Organiser is committed to recycling as much waste as possible. Cardboard will be collected if left at the front of your stand each morning and evening. Across the showground there are recycling bins for plastics and cans.

General waste will be collected from the front of stands every morning and evening. Please ensure that all marquee carpeting and empty gas bottles are taken away at the end of the show. If not, a charge will be made to the Exhibitor for disposal.

Sale of alcohol

Exhibitors who are intending to sell alcohol or provide any entertainment on their stand must apply for a Temporary Events Notice license and should request a reference number from the Organiser.

Exhibitors are responsible for ensuring that no alcoholic liquor is obtained from their stand by children or young persons under the age of 18. The offer of alcohol for sale as a prize with immediate delivery is forbidden.

Balloons and aerial advertising

The Organiser discourages making gifts of or selling balloons on the grounds of safety. Exhibitors, their agents or manufacturers are forbidden to use any form of aerial advertising.

Catering and refreshments

Stands outside the Food Hall are not permitted to sell any foodstuff or drink, packaged or otherwise, in a form that is readily consumable.

Exhibitors may provide free of charge refreshments on their stands for customers. Free samples may only be supplied within the boundary of the tradestand and must be approved in writing by the Organiser.

Charity collections

Charitable or other institutions wishing to make appeals for contributions to their funds, or run lotteries, draws, games of chance, or sell flags must first obtain written permission from the Organiser and provide their charity registration number. Such permission will not normally be granted unless the appeal is staged within a meaningful display about the charity's objectives to which funds will be devoted. Where permission is given, collections must not be made outside the boundaries of the exhibitor's stand.

Disabled access

Under the Disability Discrimination Act 1995, everyone has the right to have access to stands. Any queries regarding this should be directed to the Disability Rights Commission on 0845 622 633 or email enquiry@drc-gb.org.

Dogs

The Organiser only allows visitors' assistance dogs access to the Show. However we do understand that exhibitors may be away from home for long periods and travel with their dogs. In these circumstances, exhibitors must apply for a Dog Permit which are granted on the understanding that Exhibitors will clean up after their dogs.

DOGS MUST BE KEPT ON A LEAD AT ALL TIMES. THE WALKING OF DOGS AROUND THE SHOW DURING OPENING HOURS IS NOT PERMITTED.

Employment of children

No child under 13 years of age may be employed at the Show. Any exhibitor intending to employ any child between 13-16 years of age should apply to the Malvern Hills District Council education website for the appropriate Employee Notification Form.

Fire extinguishers

Every stand must be equipped with fire fighting facilities, which must be easily accessible and maintained in a functional condition

Goods ordered at Show

Exhibitors are required to furnish to customers placing orders at the show, the articles exhibited by them or others of equal quality at prices not exceeding those displayed on the exhibit.

All orders taken at the show must be despatched promptly and where the delivery time is more than three months after the closing date of the show, customers must be made aware of this at the time of ordering. Failure to abide by this regulation will mean that future applications for events at this showground could be jeopardised.

The Organiser will forward any complaints from consumers to the Trading Standards Office.

Livestock

The Organiser must be notified if an Exhibitor is planning to have livestock on their stand. All livestock movement will be subject to movement control or disease-free certification and must be accompanied by the appropriate documentation. The Showground Farm Holding Number is 17/551/8000

Demonstrations and audio equipment

No exhibitor shall call attention to their goods or allow sound to emanate from their stand in such a way as to cause annoyance to other exhibitors or the public. The use of audio equipment as a sales aid or attraction is not permitted without written permission of the Organiser. Subject to such written permission, the volume of sound equipment must be controlled to avoid annoyance to other exhibitors or to the public, and in any case must not be at such a level as to exceed 60 decibels at 20 metres.

The decision of the Organiser shall be final as to the acceptable level of noise emanating from the stand and the Organiser may ban the use of audio equipment or remove it from the stand for the period of the Show.

The demonstration or use of goods such as tools and utensils will be permitted only in a manner approved by the Organiser

Items likely to Cause Offence

The Organiser reserves the right to decline any exhibit it views as unacceptable, or order the removal of any such exhibit already delivered. Any expenses incurred will be the responsibility of the exhibitor.

The Organiser reserves the right to make judgement on the sale/display of any items likely to cause offence and furthermore to instruct the withdrawal of such goods from sale. Items such as Stink Bombs, BB Guns, Catapults, Silly String, Snap Guns and any other items likely to offend persons visiting the Show is strictly forbidden.

The sale of guns including imitation weapons or toys such as peashooters, catapults or BB guns is strictly prohibited. Exhibitors selling knives must act responsibly and comply with all Health & Safety and other regulations.

The Organiser shall have power to stop any activity that it considers offensive to neighbouring exhibitors or the public.

Signs, Advertising, etc.

All exhibitors must provide a clear company sign bearing the name of the organisation as entered in the catalogue. Signs must not obscure exhibits or other signs on neighbouring stands.

Except on exhibitors' own stands, no exhibitor or other person shall fix or distribute any placard, leaflet or advertisement in any form on any part of the Showground, its Avenues, Car Parks, adjoining land or road sides.

No signs shall be erected in such a manner as to project beyond the exhibitor's frontage or obstruct the view of an adjoining stand. Any canvas advertising a company name on the side or rear of the stand will be required to be removed or covered for the duration of the Show.

Smoking Policy

Smoking is not allowed in any building structure or marquee on the showground.

Two-way radio equipment

Exhibitors wishing to use two-way radios during the show must receive written authority from the Shows Manager. The Organiser reserves the right to restrict the number of frequencies and power of the equipment and should the exhibitor's frequency interfere with the Organiser's equipment, the exhibitor will be required to change frequencies. This control exists for the benefit of all who require efficient radio communications free of cross-channel interference, but it does not apply to Band 3, Paging Equipment or Cellular Telephones.

Vehicles on the Showground

There is a 5mph speed restriction in place across the showground. Additionally, please remember **that it is an offence to drive whilst using a mobile phone.**

No motor vehicle or caravan other than those specially intended to form part of an exhibit will be permitted to park on hired stand space or elsewhere within the showground.

Lorries, motors, tractors and any other mobile exhibit SHALL NOT move about any part of the Showground while the Show is open to the public.

NO VEHICLE MAY BE REMOVED FROM A STAND BEFORE 1800 EACH SHOW DAY.

Re-stocking

Vehicles and personnel will be admitted (with appropriate passes) with materials for re-stocking or re-furbishing exhibits at the following times

- before 0800 each show morning
- after 1800 each show evening.

Dismantling of stands and breakdown

DISMANTLING OF TRADESTANDS MAY NOT COMMENCE EARLIER THAN 1800 ON THE LAST DAY OF THE SHOW OR UNTIL IT IS SAFE TO DO SO

- Stands and exhibits must be cleared from the Showground within two days of the close of the Show. Any stand or exhibit or part of remaining on site after two days will be removed and disposed of by the Organiser and any cost involved will be charged to the exhibitor.
- Any damage caused to marquees or other equipment hired or owned by the Organiser will be charged to the Exhibitor.

HEALTH AND SAFETY AND INSURANCE

HEALTH AND SAFETY

Exhibitors are reminded that they are responsible for the observance, by themselves, their employees and their contractors, of the Health and Safety at Work Etc Act 1974. This includes its relevant Statutory Provisions and all associated safety regulations. The Health and Safety Executive and Local Authority Inspectors will enforce these requirements; the Organiser will offer advice to exhibitors if requested.

- Exhibitors will be held responsible for the adequate fencing off of all exhibits and erections (including tent pegs, ropes, etc) dangerous to show visitors.
- All mechanical and hydraulic devices must be guarded and safely secured against dangerous or unintended operation.
- Those exhibitors bringing machinery exhibits must ensure that these are parked with the handbrake on, with chocks at the wheels if necessary. Any raised hydraulic equipment must be securely locked into position with additional chocks or fixings for further security.
- Where steps/ramps are provided, these must be firm & strong and must have non-slip surfaces and hand rails.
- Storage of flammable liquids on the showground by exhibitors will not be allowed, without prior consent.
- Storage of gas in cylinders above 1kg, on the showground by exhibitors, will not be allowed without prior consent. Exhibitors with caravans may have, for their own use, two-gas cylinders, but must ensure their satisfactory storage and operation.

Children

Safety requirements for children are often different from those for adults, so adequate care needs to be taken. For example: Safety guards/fencing need to be at ground level to prevent small children getting underneath.

Risk Assessments

As part of the tradestand application procedure and to conform to Health and Safety Regulations, a Risk Assessment must be completed and returned. Passes will not be forwarded unless a suitable risk assessment has been returned and approved. Please note that a return stating that no risks have been identified is unacceptable. It is not essential that the form is completed by a professional. In most cases the exhibitors own examination of risk will be sufficient.

When completing the form exhibitors should consider any possible risks brought about by their operations at the show. These risks may be obvious, such as an exhibitor selling sharp objects minimising risks by the correct storage of products, or less obvious, such as the layout of the stand casing a tripping hazard.

Should any problems arise during set up/breakdown periods and show days, exhibitors should ensure that any risk to health is minimised and all necessary precautions taken.

Fire Precautions and Emergencies

Exhibitors must conform to precautions against fire and provide a fire risk assessment for any space allocated to them and in any stand, exhibit, tent, marquee or any other temporary or moveable structure erected or installed within such allotted space.

- Exhibitors should have an emergency fire procedure with an appropriate means of raising the alarm.
- Sufficient fire extinguishers of the correct type should be available and identified with a sign stating 'fire point'. At least one fire extinguisher must be available at each stand, (9-litre water or foam, or CO2 where electrical appliances are in use).
- Staff on stands should be aware of the operating instructions of any fire fighting equipment/extinguishers provided.
- Any temporary structure over 6.5m in length or depth must have a second/alternative fire exit with the appropriate 'Fire Exit' signage displayed overhead.
- Combustible material must be kept to an absolute minimum. Where combustible materials are essential they should be appropriately stored away from sources of ignition.
- No cooking or reheating of food is permitted within temporary structures, without prior consent.
- 'No smoking' signage must be displayed in all temporary structures, (unless the building has a minimum of 50% of the sides open). Please display a sign at the main entrance, of at least A5 size; with the no-smoking symbol and in characters that can be easily read by persons using the entrance, the words - No smoking. It is against the law to smoke in these premises. At each and all other entrances there must be displayed in a prominent position at least one no-smoking sign which displays the no-smoking symbol.
- LPG cylinders should be stored on firm, level ground at least 1 metre from any building or temporary structure, in a well-ventilated position in the open air, with no obstructions in the vicinity to impede ventilation. Every LPG storage area should be enclosed in a lockable compound of robust wire mesh or similar. Cages or surrounds made of wood or other combustible material are not acceptable.
- Propane cylinders must be used only in the open air and must not be used inside marquees, tents or other enclosures.

Food Safety

Exhibitors providing edible foodstuffs/catering on their stands whether the food is for sale or not are reminded that they must conform to the requirements of EU Hygiene Legislation, the UK Food Safety Act, the Food Hygiene (England) Regulations and any statutory amendments.

Environmental Health Officers will be in attendance at the showground and they have the power to stop trading and prosecute if they deem it necessary.

The UK Food Safety Act, the Food Hygiene (England) Regulations and associated legislation make it an offence for anyone to sell, process food for sale or offer food which is harmful to health. They also place an obligation on businesses/organisations to ensure that their activities are carried out in a hygienic way.

The Organiser's minimum hygiene requirements are:

- People handling food should wear clean and washable over-clothing/aprons.
- Hair should be contained and/or covered by either a hairnet or suitable hat/head covering.
- All food stands handling food must have access to a hand washbasin or bowl with a supply of hot and cold water for the hygienic cleaning of hands at their stand. (Disinfectant hand cleanser will assist with hygiene but is not an adequate replacement.)
- The use of regularly changed gloves will further help to ensure that food can be handled in a hygienic manner.
- Cuts and other wounds must be covered by a waterproof dressing or similar.
- All foods should be stored at correct temperatures, refrigerated if necessary. The minimum legal requirements being above 63°C for hot holding of food and below 8°C for refrigerated food (the ideal being 3° to 5°C). Examples of food requiring refrigeration are:
- Cream cakes
- Meat and fish
- Soft cheese, pates and cooked meats/fish
- Raw or cooked meat or fish

Also:

- Raw and cooked foods must be separated.
- A thermometer must be used to check, (where applicable), the temperatures in fridges, freezers and for hot holding of food and it is a legal requirement that written records of these checks are maintained.
- Food should always be stored at least 90mm from the ground to protect against contamination
- All equipment and work surfaces should be regularly cleaned and disinfected and written cleaning schedules maintained.
- All machinery used for cutting, slicing, mincing, etc should be properly guarded and all people operating such equipment should be properly trained in its use.

To assist in meeting the food hygiene requirements a checklist has been added to this pack. Please note that during the show this checklist should be held on the stand as the Environmental Health Officers may ask to see the completed document and they do have the power to stop exhibitors from trading if they deem it necessary.

FOOD HYGIENE CHECKLIST

General Hygiene

- People handling food have been issued with clean and washable over-clothing/aprons.
- People handling food have been issued with clean hairnets or suitable hat/head covering.
- A hand washbasin or bowl with a supply of hot and cold water for the hygienic cleaning of hands is available at/on the stand. (Disinfectant hand cleanser will assist with hygiene but is not an adequate replacement.)
- If required gloves have been provided to ensure that food can be handled in a hygienic manner.
- Waterproof dressings or similar are available to cover cuts and other wounds.

Temperature Control (Storage)

- If refrigeration is required the temperature is maintained below the minimum legal requirement of 8°C, (the ideal being 3° to 5°C).
- Hot holding of food is kept at or above the minimum legal requirements of 63°C
- A thermometer is available for checking temperatures.
- Written records of all temperature checks are maintained.

General Storage

- Food should always be stored at least 90mm from the ground to protect against contamination.
- All boxes/packets and containers of pre-prepared food are date stamped/marked.
- A suitable HACCP plan is in place.

Cleaning

- All equipment and work surfaces are regularly cleaned and disinfected and written cleaning schedules maintained.

Health & Safety

- All employees have received induction training and are also aware of the Organiser's tradestand safety rules.
- All machinery used for cutting, slicing, mincing, etc is properly guarded.
- All people operating equipment have been properly trained in its use.

INSURANCE

Public Liability

All exhibitors must carry Public Liability insurance with a minimum Limit of Indemnity of £2m.

This insures the exhibitor's liability for damage to third party property and/or injury to third parties arising from the exhibitor's use of their stand/pitch.

Employers Liability

If the exhibitor employs anyone, Employers Liability insurance must be in force.

This insures the exhibitor's legal liability for injury to employees. 'Employees' can be deemed to include volunteers, casual/temporary workers and even 'self employed' persons.

Products Liability

Insures liability for damage to third party property and/or injury to third parties arising from goods sold or supplied. The Consumer Protection Act 1998 makes the retailer of a defective product strictly liable to any persons injured by it. It is essential that any exhibitor supplying goods or services should maintain this insurance under an annual policy.

LIABILITY

The Organiser reserves the sole right of decision to postpone, cancel, abandon or curtail the Show. Where such decision arises from directive happenings or circumstances outside the control of the Organiser, it shall not create liability to claim for loss or damages, nor for the refund of any fees and charges paid.

The Organiser shall not be liable for any loss or damage arising from any error in the apportionment of space or for any encroachment by an exhibitor on the space apportioned to another.

The Organiser, its Officers or Servants will not be in any way liable to any persons whatsoever for any damage or loss to the property of any such person or for any injury, however caused, fatal or otherwise, to any such person while upon the Organiser's Showground, Car Parks or other property while entering or leaving the same.

The Organiser will not be held responsible for damage caused to sites, exhibits or goods by a third party during the build up, during the show or during breakdown and will not be liable to rectify the damage.

Each exhibitor shall be solely liable for any loss, injury or damage that may be done to or from any article or property exhibited or brought on to the showground by or for him, and he shall indemnify the Organiser on account of or in respect of such damage or injury which may be so caused. Exhibitors shall be held liable for the behaviour or for any misconduct or negligence by their servants or contractors and the consequences thereof.

RHS Timber Policy

Information for Exhibitors at RHS Flower Shows 2010

The RHS Policy Statement on 'Trees and Timber Products' confirms the Society's commitment to the responsible management of forests.

1. Requirements for exhibitors:

To deliver this policy, the RHS Shows Department requires that you ensure **any wood products displayed at the show must be made from certified timber**. In addition to the products you bring to exhibit at the show, you must be able to offer at least one certified product line or range.

2. Who does the policy apply to?

The policy applies to all exhibitors of wood products (including Show Gardens and exhibitors in specialist show marquees e.g. Country Living Magazine Pavilion) and to all types of wood and timber (including softwoods, hardwoods and any composite materials). This includes:

- Sale or display of large timber items - such as furniture, sculpture, bird houses, play houses, and
- Sale or display of small timber items – such as tools, ornaments, picture frames

In addition, the RHS encourages the use of certified, re-used or recycled timber in the construction of your exhibit and for staging.

3. How to meet the policy

You will need to declare the timber products you wish to exhibit on the form provided in your application pack. You also need to provide some supporting evidence as detailed in Annex 1. This is as follows:

Proof of certification

To exhibit timber products at the shows you will need to demonstrate that the products are certified. This means that the products are covered by a chain of custody (CoC) **certificate**. If you are not certified yourself, you must provide your direct supplier's CoC certificate.

Proof of purchase

You must provide evidence that the products you have bought from your supplier are actually certified. You should provide a copy of the **invoice** that shows the product is made from certified wood. The invoice should carry your suppliers CoC certificate number. (e.g. BMT-CoC-1583) and clearly indicate that the products are certified.

Evidence that is not accepted

The RHS will not accept documents such as your company's environmental policy, ISO14001 certificates, letters of assurance or any out of date certificates &/or Invoices as evidence

4. Products exempt from this policy

In some cases, evidence that the products are made from certified timber will not be required. The RHS may grant permission to exhibit products that are beyond the scope of certification, or that come from an extremely low risk source. For example:

- Products that are locally sourced: e.g. chestnut hurdles from a local estate
- Products that are obviously re-used or re-cycled: e.g. Old barrels

If you think your products are exempt from this policy, please write to the RHS to obtain written confirmation of this.

Please note exemptions will **not** be granted where:

- Products, even small timber items, are made from timber that is known to be from high-risk sources
- Any case where the species and source of wood is unknown
- Any case where there is insufficient evidence provided to prove exemption

Please note that exemptions will **not** automatically be granted for:

- Reclaimed wood products
- Driftwood products

If you are planning to exhibit reclaimed teak, you will need to provide independent verification¹ that the wood was reclaimed.

Exemptions will be granted case by case, based on information provided by the exhibitor.

5. The RHS decision-making process

An RHS-appointed independent organisation will review paperwork submitted by exhibitors and give guidance to the RHS on any issues arising.

Upon allocation of space by RHS, a contract will be issued. Your contract to exhibit at an individual show will specify the terms under which you meet, or are exempt from, the requirements of the RHS Timber Policy. Alternatively if you have been allocated space on the provision that you bring no timber products for sale or display, this will also be noted on your contract.

Applicants who do not meet compliance to the RHS timber policy requirements will not be allocated stands.

6. Verification at the show

RHS-appointed auditors will be present at the shows, and will make visits to all exhibitors selling or displaying timber products to verify that what is on the stand matches what was agreed in their allocation paperwork.

Please ensure you have a copy of your own chain of custody certification or approved paperwork on your site available for inspection at any time. Please also ensure someone is present who is briefed on these matters

All information provided to the RHS and the auditors both verbally or in the form of documentation will be treated as confidential and will not be disclosed to any third parties.

7. Available RHS support

The RHS is committed to helping exhibitors achieve the aims of the timber policy. To do this we are:

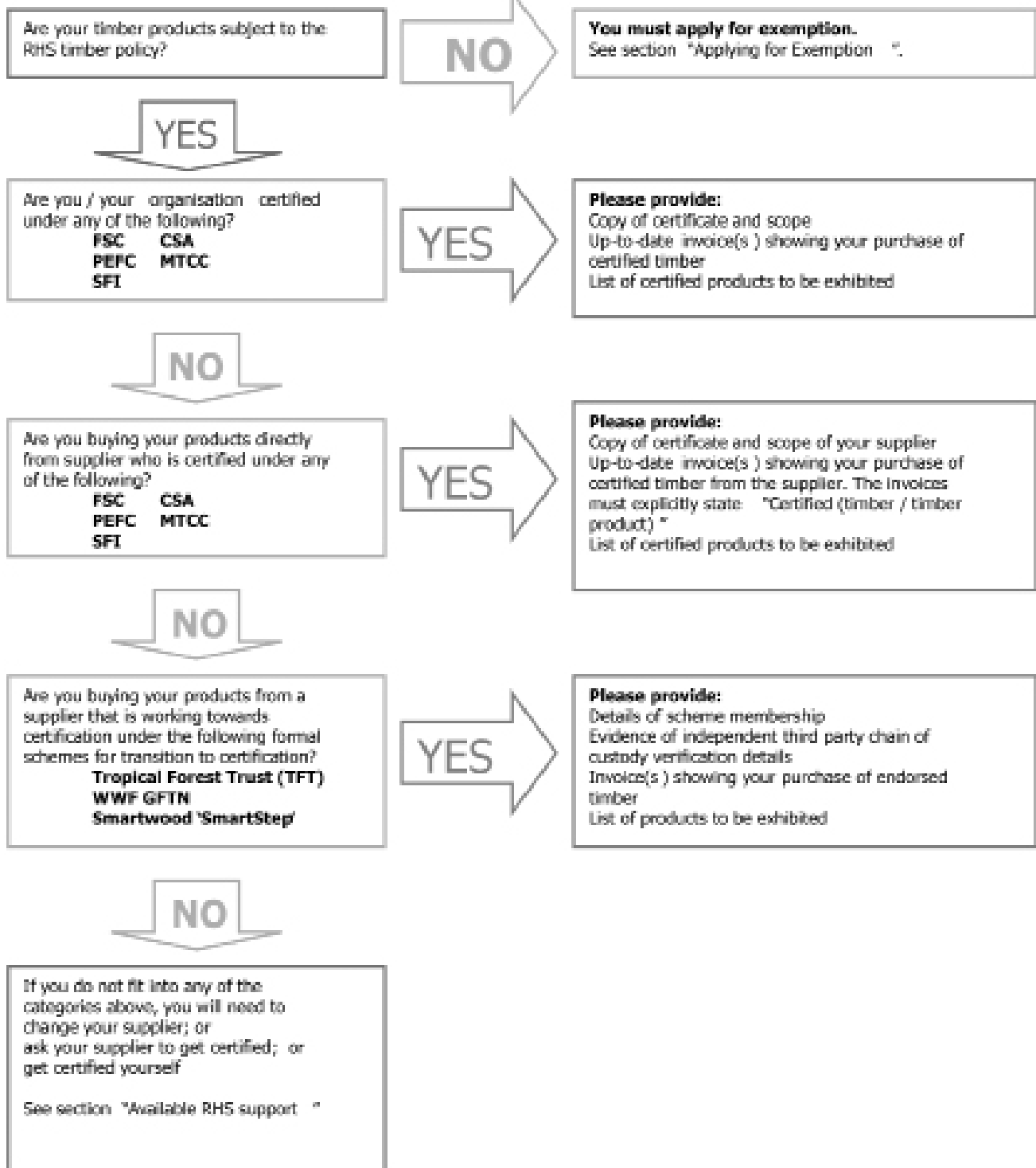
- Developing the policy and revising our guidance to exhibitors with advice from outside bodies.
- The RHS periodically organises seminars for exhibitors of timber products, facilitated by our auditors, to explain the issues and discuss the policy.

Contacting the RHS

Should you need more information from the RHS, please contact the appropriate show representatives:

Malvern Spring Gardening Show	Steve Allsop steve@threecounties.co.uk 01684 584932
Chelsea Flower Show	Clare Greene claregreene@rhs.org.uk 020 7821 3682
Hampton Court Palace Flower Show	Steve Cope stevecope@rhs.org.uk 020 7821 3346
RHS Show at Tatton Park	Sarah Easter saraheaster@rhs.org.uk 020 7821 3198

Annex 1. Flow diagram



Annex 2 RHS accepted certification schemes

The RHS Shows Department believes that FSC certification currently represents the best means of fulfilling the RHS policy objectives, and encourages exhibitors to pursue their own FSC certification.

However, RHS recognises that this may take time and as an interim measure, is accepting other certification schemes as an adequate means of complying with policy requirements.

Certification schemes	More information
FSC	www.fsc-uk.org
PEFC	www.pefc.org
SFI	www.aboutsfi.org
CSA	http://www.csa-international.org/
MTCC	www.mtcc.com.my
Third Party Independent Verification	More information
Smartwood Rediscovered	www.rainforest-alliance.org/forestry
Transition schemes	More information
TFT	www.tropicalforesttrust.com
WWF GFTN	www.panda.org/forestandtrade
Smartwood Smartstep	http://www.rainforest-alliance.org/
Online search resources	More information
To search FSC certificate holders:	http://fsc-info.org
To search SFI & CSA certificate holders:	http://www.certifiedwoodsearch.org
To search PEFC certificate holders:	http://register.pefc.cz/search1.asp
To search MTCC certificate holders:	http://www.mtcc.com.my/mttc_scheme_certs_holders%20-%20MC&I(2002).asp



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www.heathsideguesthouse.co.uk

CONTRACTORS TO THE SPRING GARDENING SHOW - 2010

For the convenience of exhibitors the following list of Contractors has been prepared and exhibitors are requested to APPLY DIRECT for the service required. The Contractors listed below indicated with an asterisk have been appointed Official Contractors to the 2010 Show, but exhibitors are at liberty to use any firm. No guarantee is given that any firm listed below will be able to undertake orders.

ACCOMMODATION

MALVERN TOURIST INFORMATION CENTRE – 01684 892289

CALOR GAS

CALOR GAS LIMITED, The Old Goods Yard, Sherriff Street, Worcester, Tel: 01905 28839

CATERING - Exhibitors may use any Caterers or cater for themselves provided no charge to the Public is made.

THREE COUNTIES AGRICULTURAL SOCIETY, The Showground, Malvern, Worcester, WR13 6NW Tel: 01684 584900.

ELECTRICITY

Contact TCAS for application form – 01684 584900

FIRE EXTINGUISHERS

* HEREFORDSHIRE FIRE PROTECTION SERVICES, Unit 15, Station Approach, Hereford HR1 1BB Tel. 01432 269094

FLORAL DECORATIONS & GARDENS ETC

* HUNTS FLORISTS, 40 Court Road, Malvern, WR14 3BP – Tel. 01684 569963

* FOUR ACRES NURSERIES, Pershore Lane, Martin Hussingtree, Worcs. Tel: 01905 53429

MOWING SERVICES

AARDVARK TRACTORS AND MOWERS, Unit 1 Ridgeway Farm, Malvern Road, Powick, Worcs, WR2 4SN

Tel: 01905 831 669 Please book before May 1st 2008

SIGN MANUFACTURERS

RT Signs, Malvern, Worcestershire – Tel. 01684 560377

TELEPHONE SERVICES

(Including line installation)

BT LOCAL BUSINESS – www.btlocalbusiness.co.uk Tel. 0800 389 3364

TENTAGE AND FURNISHINGS

* J. ATTWOOL & CO., Whitminster Gloucester Tel: 01452 740222

* W. H. BURGOYNE & SONS, Lyonshall, Kington, Herefordshire Tel: 01544 340283

* L. H. WOODHOUSE & CO LIMITED, Camelot Street, Ruddington, Nottingham. Tel: 0115 9456565.

* DANCO PLC, The Pavilion Centre, Frog Lane, Coalpit Heath, Bristol BS36 2NW – Tel. 01454 250222

CARNIVAL MARQUEE HIRE, North Farm, Little Malvern, Malvern WR14 4JN 0800 389 2604

WATER

* Contact TCAS for application form – Tel. 01684 584900.

* Denotes Society's Contractors.