



TRADE STAND REGULATIONS FOR 2024 SHOW

Exhibitors at Wonderwool Wales are required to read the following regulations before making their entries. The regulations have been set out by the Organisers in agreement with the Royal Welsh Agricultural Society Ltd.

Exhibitors, Organisers, and the Society: – For the purpose of this document ‘Exhibitors’ shall be understood to refer to anyone with a trade stand, exhibition, demonstration, workshop or display at Wonderwool Wales; ‘Organisers’ shall be understood to refer to WONDERWOOL WALES LTD; the ‘Society’ shall be understood to refer to the Royal Welsh Agricultural Society Ltd.

1. Exhibitors – Subject to Rules: - All Exhibitors and their servants entering the Showground will be subject to the Orders, Rules and Regulations of the Society, and of the Stewards, Officials and Organisers. Any exhibitor who does not comply with these regulations or the orders of the organisers will be expelled from the Showground. The Organisers are empowered to order out of the Showground any exhibitor who has obtained entry under false representation.

2. Closing Date for Entries to Wonderwool Wales – 31st October 2023.
There will be a surcharge of 10% on all applications received after 31st October.

3. Application for space. All applications must be made on the appropriate booking form, which must be signed by the Exhibitor or his/her representative, such signature being an acceptance of all the regulations. Upon acceptance & allocation of a stand an invoice will be sent & **payment by BACS must be made on receipt of invoice.** Stands will not be kept without payment.

The Organisers reserve the right to refuse any entry whatsoever, whether received prior to the closing date for entries or not, and also reserve the right to cancel any entry which may have been accepted, without any reason being given.

4. Description of Exhibits in the Wonderwool Wales Show Directory and Website

Each Exhibitor’s contact details and a description of their products or services as written on the application form (**a maximum of 30 words**) will be included in the Wonderwool Wales Show Directory and on our website. If you do not wish contact details to be made public please tick the relevant box on the Application Form.

5. Trading Standards Regulations. Exhibitors are reminded that they must comply with all relevant Trading Standards requirements. Contact Powys Trading Standards for further information if required. T: 01597 826049 or email trading.standards@powys.gov.uk

6. Withdrawal or Cancellation of Space Reserved. Where an exhibitor withdraws from the event or cancels a space reserved, for any reason, all fees paid shall be forfeited and the Organisers reserve the right to re-let such space.

7. Allocation of Space. The allocation of sites and positioning of trade stand space will be entirely at the discretion of the Organisers, although every endeavour will be made to meet Exhibitors’ needs. If an Exhibitor does or does not wish to be placed alongside another particular Exhibitor this must be noted in writing **at the time of applying.** Similarly, Exhibitors should notify the Organisers if they wish to share a space with another trader / organisation and should receive permission in writing / email in order to do so.

8. Sub-Letting. No Exhibitor shall sub-let any portion of space allotted to her/him or move to any other site other than that allocated to her/him.

9. Times of Opening. All trade stands must be open and staffed throughout the time the event is open to the public (10am – 5.30pm on Saturday 10am – 4.30pm on Sunday).

10. Stand Preparation, Admission, Delivery and Removal of Exhibits.

Exhibitors are requested to set up their stands by no later than 8pm on Friday 26th April 2024.

Goods and packages cannot be received by the Organisers or Society and should not be sent to the Showground unless there is a representative on the stand to receive them.

No part of any stand may be closed / dismantled until 4.30pm on Sunday 28th April.

Vehicles for the removal of stands will not be allowed access until 4.45pm on Sunday 28th April 2024 – or even later if the circumstances require.

All exhibits and stands must be cleared from site by 7.30pm on the Sunday

11. Event Admission, Tickets and Passes.

EXHIBITOR PASSES - These are valid from 1.00pm Friday 26th April to 8.00pm Sunday 28th April . **Passes for Exhibitors (as per the application form), MUST BE COLLECTED FROM THE Show Office when booking in on arrival.** If you need more passes they will be charged at £18.00 per person for the weekend and can be applied for on your application form, no tickets will be issued without payment.

12. Setting up Stands and Restocking during Festival Period.

Setup will take place from 1.00pm until 8.00pm on Friday 26th April and from 7.00am – 9.30am on Saturday and Sunday. Restocking can also take place between 6.00pm and 8.00pm on Saturday.

13. Placing of Exhibits. Exhibits **MUST** be confined to the space allocated and paid for; the use of the aisles or any space outside the actual stand space is strictly forbidden. Exhibitors must not place exhibits, boards or placards of any description beyond the limits of the space allocated to them or in such a way that they obscure either the event signs or adjacent stands. Any items placed in contravention of this rule will be removed.

14. Advertising banners. Advertising banners within the space booked and paid for by the Exhibitor are permitted but are strictly prohibited elsewhere.

15. No stand or exhibit or part there of may exceed 3 metres in height without the permission of the Organisers.

16. Litter: Exhibitors are required to keep their stands and the portions of the avenues and alleys immediately adjoining their stands clean at all times during the event. Any litter and refuse generated should be placed in suitable receptacles and put in the appropriate skips at the end of the event. At the end of the event the site must be left in a clean and tidy condition. The Organisers reserve the right to charge for clearance of excessive or dangerous litter.

17. Damage: The Organisers will not be responsible for any damage, breakage, loss or injury arising from any cause either in transit, erection or during exhibition, howsoever caused.

18. Responsibility for Exhibits: The Organisers will not be responsible for the safe keeping of any article exhibited but will require Exhibitors to take charge of their own property.

19. Electricity: Exhibitors requiring electricity must book and pay for this at the time of returning the Application Form and must state clearly what electrical equipment they will have.

Anyone providing an electrical apparatus for use at the Event should, before its connection to the supply, arrange for its inspection and testing by a competent electrician and documentation should show the test date and the name of the person carrying out the test.

All equipment should be connected to the supply through a residual current device and all cables and connections where not protected by a weatherproof structure shall be of such construction or as necessary protected as to prevent, as far as is reasonably practical, danger arising from such exposure.

Electrical connections will only be made to installations that comply with the current IEE Regulations for the Electrical Equipment of Buildings. Failure to comply with these regulations may lead to the disconnection of the supply until the installation complies.

In permitting the connection of consumers wiring to its distribution system the Society does not accept responsibility for the Exhibitor's installation, in any respect.

20. Generators: No generators whatsoever are permitted in the Wonderwool exhibition and camping areas.

21. LPG Cylinders: LPG cylinders are not permitted in the Wonderwool Wales area.

22. Petrol, Spirits, and Flammable Liquids are not permitted at Wonderwool Wales

23. Accidents. The Organisers will not be responsible for any accidents, fatal or otherwise, that may arise from an Exhibitor reserving a trade stand or exhibition area at the event. It is a condition of entry that each Exhibitor shall hold the Organisers blameless and indemnify it against any legal proceedings arising from such accident. This rule will also apply to any contractor or sub-contractor employed on the Showground.

24. Livestock: If you intend showing livestock on your stand, please indicate on the application form and details will be sent to you as to appropriate requirements. All livestock movements must comply with current Welsh Assembly Government rules. Animals arriving outside the agreed arrival times will not be allowed on site.

Livestock exhibitors are responsible for supplying their own feed and bedding and for caring for the animals they bring. HAYLAGE & SILEAGE are not permitted on site. All bedding and animal waste etc must be taken home at the end of the event and livestock exhibitors must bring appropriate equipment with which to do this. A tarpaulin or thick plastic sheet should be placed on the floor of the pen and pulled up at the sides to keep bedding contained and to prevent urine from contaminating other stands. Animal waste must NOT be disposed of at the show. Livestock exhibitors must ensure that the organisers have emergency contact details for them for the whole of the time their livestock are at the show. Animals at the show must be there for promotional purposes only and must not be offered for sale.

25. DOGS: Exhibitors are not encouraged to bring dogs into the Showground. If, however, this is essential, DOGS MUST BE KEPT ON SHORT LEADS AT ALL TIMES and the owners must be in possession of cleaning equipment necessary to clean up in the event of a dog fouling the Showground.

PLEASE NOTE: No dogs except Guide Dogs and Registered Assistance Dogs will be permitted into the Wonderwool Wales exhibition area.

26. Photographers. It shall be a condition of entry to the Showground that no person shall apply for trade as a snapshot photographer or solicit trade with visitors to the Showground in any other capacity deemed by the Organisers to be annoyance. Anyone who infringes this regulation will be expelled from the Showground without recompense. Video recorders used with the view to the sale of videotapes will NOT be allowed.

Photographs of traders' stands may be taken by the media and by photographers booked by Wonderwool Wales. Acceptance of the Wonderwool Wales Terms and Conditions means that these photos may be used, without charge, for press / promotions relating to Wonderwool Wales or by WONDERWOOL WALES LTD / the organisers in promotional materials, social media & reports etc without being attributed to the stand holder. Exhibitors not wishing their work or themselves to be photographed by the official photographer or media for use in our publicity should opt out in writing to the organisers before the show.

27. Traders not booked. Traders who have not booked and paid for a site and who arrive at the Showground will on no account be allowed to set up and trade. Any person found to be contravening this regulation will be evicted from the Showground.

28. Safety Requirements: Health and Safety at Work Act 1974

SAFETY POLICY STATEMENT

The ruling of the organisers and stewards on the safety of any exhibit or part of an exhibit shall be immediate and final, but consent to an exhibit or part of an exhibit shall not relieve any exhibitor of liability.

29. Show Stand Safety. Any substances that could be hazardous to health should be notified to the organisers and may be prohibited or subject to further specific regulations. All temporary structures such as display stands and shelving are to be safe for their intended purpose. **All exhibitors must bring a completed risk assessment to the show and the organisers reserve the right to ask to see this.**

30. Responsibility of Exhibitors

The Organisers will not be responsible in any way for any article or object of any kind exhibited on the Showground. The Exhibitor shall assume full responsibility therefore including liability for all claims arising out of the exhibition, handling or housing of such exhibits and the conduct of the stand generally. The Exhibitor shall indemnify the Organisers against all claims, damages or expenses whatsoever in any way arising out of the presence of the Exhibitor or his exhibits on the Showground. Acceptance of the foregoing provisions shall be a condition of entry.

31. Insurance: Exhibitors must have public and product liability insurance of at least £5,000,000 in place for the dates of the show. **Proof of up to date insurance must be sent to Wonderwool Wales before the date of the show. Exhibitors will not be allowed to set up if the organisers have not seen proof of public and product liability. Exhibitors are also advised to take out insurance covering their own property as the organisers will not be held responsible for any losses or damage.**

32. Disclaimer of Liability: The Organisers will not be responsible for the death, injury, disease or loss caused to any Exhibitor or to his or her servant or agent, or to any animal, insect or thing of whatever nature, exhibited by the said Exhibitor, regardless of the cause of death, injury, disease or loss arising.

The Exhibitor of any animal or thing of any nature whatever will indemnify the Organisers for any damage, loss, injury or disease occasioned by the said Exhibitor, his servant or agent, or by the said animal, insect, or thing, however such damage, loss, injury or disease shall be caused.

33. Exhibitors must display their business name prominently on their stand.

34. Food Stands - Certification

All food stalls will need to produce a copy of their Local Authority Registration Certificate, copy of their Public Liability Insurance Certificate, copies of staff Hygiene Certificates for staff handling food, risk assessment and any other Health and Safety documentation requested by the Organisers.

35. EID - EDI Policy - Wonderwool Wales Ltd is committed to EDI, we aim to make Wonderwool a safe and enjoyable space for all and welcome applications from everybody regardless of race, gender, disability or sexual orientation, our only criteria is maintain a high standard of work. We will not tolerate any exhibitor making another feel unsafe or unwelcome at the show, this also applies to visitors. Any exhibitor found to be doing this will be asked to leave the showground.

36. COVID-19 REQUIREMENTS – Exhibitors will be expected to follow all regulations that are in force at the time of the event as laid down by the Welsh Government. Hand sanitizers must be provided on all stands, and masks worn if this is still in force.