



## **HEALTH & SAFETY INFORMATION 2023**

### **INSURANCE, HEALTH & SAFETY**

1. It is the sole responsibility of each exhibitor to comply fully with Health & Safety Legislation together with all necessary Fire Regulations.
2. Each exhibitor or contractor appointed by an exhibitor must ensure they are adequately insured for damages and third party liabilities and must produce satisfactory evidence of current Public Liability Insurance Cover with full details of such cover at the time of booking.
3. All equipment (including vehicles, machinery, marquees, generators etc.) brought in, hired by, or otherwise provided by the exhibitor is the sole responsibility of the Exhibitor and it is entirely up to the Exhibitor to ensure that all necessary insurances are obtained and contractual obligations met between any third parties from whom the equipment may be obtained.
4. The entire risk and responsibility as regards the exhibits, machinery and plant of each Exhibitor – including liability for accidents due or alleged to be due to the handling and housing of such exhibits; the attendance on and management thereof, the conduct of the stand generally; and all consequential and other injury or loss arising from the aforementioned matters – shall be borne by the Exhibitor.
5. a) The Exhibitor shall not do or omit to do any act which may jeopardise the current insurance's or licences of the Organisers in connection with the Exhibition place and/or the Exhibition or any term thereof  
b) The Exhibitor will further indemnify the Organisers in respect of any loss or damage caused to the premises or property thereon arising from the participation by him or with his consent.
6. Every Exhibitor participates at his own risk in every respect, including that from water, fire and/or damage to or loss of Exhibitors' stands, furniture, fittings or packaging cases from any cause and at any time whatsoever, including the time exhibits are in transit whether to or from the Exhibitor's site.
7. All Exhibitors are required to have suitable fire fighting equipment on their stand.
8. All marquee structures must adhere to the stringent fire regulations and must be securely and safely constructed ensuring strength and stability against all weathers.
9. The Organisers shall not be liable in respect of any claim for compensation or refund, or any other claim, in regard to or arising out of or connected with the event or the holding, cancellation or curtailment thereof, for any reason beyond the reasonable control of the Organisers.
10. The Organisers reserve the right to order any article or vehicle out of the grounds, or to close any site they deem to be unsafe or a risk to the general public, or which does not conform to the regulations of the Organisers and/or health and safety requirements. There will be no entitlement to refunds in these circumstances.

### **EXHIBITION SITE**

11. The printed site plan has been designed to accommodate all Exhibitors' probable requirements. In the event of alternative areas being booked, the Organisers reserve the right to change the printed plan accordingly without reference to Exhibitors, except in the case where Exhibitors booked positions are affected.
12. The Organisers shall not be responsible in respect of loss or damage arising from any error in the appointment of space on the Showground or from any encroachment by one Exhibitor on the space apportioned to another for any amount greater than the sum paid for the space in question.
13. The area required for tents and units must include sufficient space for guy ropes, tow bars, opening wings etc. Exhibitors using elevators, hoists or other articles which necessitate rope, wires or other supports, are required to take sufficient space to include such supports within the area they pay for.
14. Exhibitors whose stand exceeds 5m height at any point must indicate this on their application form stating the height of the highest point.
15. Any Exhibitor who, without the Organiser's authority, occupies in an area in the Airfield other than that allocated shall on demand pay for such excess space at the rate of double the charges which are applicable for that particular space and shall, if required, withdraw to his allocated space and also be liable for expenses or loss incurred by any Exhibitor(s) deprived of any part of their allocated space by such action.



16. a) Generators may only be used with prior permission in writing from the Organisers. Where such permission is granted it will be conditional that a nuisance or risk is not caused either to other Exhibitors or to the public and that they conform to current standards.  
b) Any Exhibitor causing a noise nuisance i.e. Loud Speakers or loud music, which may cause a problem to other exhibitors or the public will be asked to turn off the offending noise nuisance, failure to do so will lead to he/she being told to cease trading. There will be no entitlement to refund in these circumstances.
17. Exhibitors may not sub-let the whole or part of a site.
18. Any Exhibitor (or stand erector employed by him) wilfully defacing another Exhibitor's stand/site will be held responsible for making good the damage and/or be liable to defray the cost thereof.
19. Exhibitors are reminded that they are not permitted to sell or give away the following:
  - Refreshments to the general public, unless with prior agreement with the official catering contractor.
  - Helium or lighter than air balloons. Lighter than air balloons may only be used as an exhibit with prior permission from the Organisers.
  - Any item that may be deemed a weapon must contact organisers for prior permission. Any Exhibitor found conducting such sales will be immediately closed and the incident will be reported to the Police. The Exhibitor will not be entitled to any refund or compensation
20. The Organisers reserve the right to refuse any entry whatsoever and/or to cancel any entry, which may have been accepted without giving any reason. Similarly, they may decline at any stage to admit any proposed exhibit or to order the removal of, or remove, any exhibit already delivered. Should these circumstances occur, the fees paid for such space may, at the discretion of the Organisers, be refunded and, if refunded, shall be accepted by the Exhibitor, or intending Exhibitor, in full satisfaction of all claims against the Organisers.

## **ACCESS AND PASSES**

21. All Exhibitors, their staff and their contractors must report to the Site Office on arrival. All drivers entering the airfield must receive a briefing from the Exhibition Staff in respect to access and conduct within the airfield. Any Exhibitor, their staff or contractor found contravening instructions so given may be expelled from the airfield and the exhibition site may be forfeit. There will be no refund of monies paid whatsoever upon expulsion on these grounds.
22. The speed limit for all traffic on the Showground site is 5 MPH. The movement of all motor vehicles is prohibited within the showground during the hours that the event is open to the general public. All necessary servicing of stands must be done before 09:00. Stands may not be dismantled or exhibits packed until after 17:30.
23. All Exhibitors must show their Exhibitor's Pass at all times during the open hours. Failure to do so will mean removal from the airfield.
24. All vehicles not required for the servicing of the exhibitors stand should be parked in the exhibitor's car park. All exhibitors' vehicles must have a vehicle pass clearly displayed at all times. Failure to do so may result in the vehicle being removed.