

ROYAL MANX AGRICULTURAL SHOW



Knockaloe Farm, Patrick



Friday 9th & Saturday 10th August 2019

TRADE STAND TERMS AND CONDITIONS

All Trade Exhibitors are asked to read this leaflet.

If you require any further information or clarification concerning any of these Terms & Conditions, please contact the Secretary, Carol Kennaugh.

Application forms, together with a cheque or electronic payment for the total cost, must be received by the Secretary no later than **Friday 21st June 2019**.

**Ms C Kennaugh, Secretary, Royal Manx Agricultural Show, 61 Friary Park, Isle of Man
IM9 4EW**

Email: royalmanx@manx.net Telephone: 01624 801850



Trade Stand Frontage Charges:

(No VAT is applicable)

2 Tables inside Trade Marquee £80 (Includes 2 complimentary admission tickets)

Outdoor Stands

15ft frontage x Approx. 25ft depth £80 (Includes 2 complimentary admission tickets)

20ft frontage x Approx. 25ft depth £120 (Includes 2 complimentary admission tickets)

40ft frontage x Approx 40ft depth £200 (Includes 3 complimentary admission tickets)

60ft frontage x Approx 40ft depth £230 (Includes 3 complimentary admission tickets)

80ft frontage x Approx 40ft depth £280 (Includes 4 complimentary admission tickets)

80ft frontage x Approx 40ft depth, End of Row or Freestanding (limited availability)

..... £300 (Includes 4 complimentary admission tickets)

STAND SPACE IS LET SUBJECT TO THE FOLLOWING CONDITIONS:

1. Trade Stand space may NOT be sublet.
2. All Exhibitors must hold adequate Public Liability Insurance.
3. All Trade Exhibitors must undertake a Risk Assessment prior to attendance at the Royal Manx Agricultural Show. Blank forms for a basic risk assessment can be obtained from the Secretary if required. Please submit with your application or bring with you to the Show.
4. Complimentary Admission is allocated as outlined above. To gain entry to the Show Field everyone, including all Trade Stand Staff, must display either the appropriate RMAS wristband; hand in a valid admission ticket or pay the admission charge at the gate. Additional wristbands for staff manning Trade Stands can be purchased at the reduced price. Please apply to the Secretary.

Cafeteria Tickets for use in either the Refreshment Marquee or Burger Queen are also available from the Secretary at £5.00 each.

5. Exhibitors must NOT sell food or drinks (hot or cold), sweets or other edible products without written permission from the Society. Jams, chutneys etc which would not be consumed on the Show Field may be permitted, so please check in advance and request written permission.
6. Free hospitality offered by exhibitors shall be confined to tea, coffee or soft drinks and biscuits. Larger food items (eg burgers, sandwiches, baps, cakes etc.) are not permitted.
7. Trade exhibitors must have visited the Show Field and located the position of their stand by 6pm on the evening before the Royal Show (Off-island traders arriving overnight excepted).
8. A 'ONE WAY' traffic system will be in operation for all exhibitors from Saturday 3rd August until Sunday 11th August. Exhibitors are requested to enter Show Field site via Gate A on Knockaloe Drive, and exit via Gate E on Peel side of Show Field. (During set-up some large vehicles may be allowed to access the Show Field via Gate E at the Show Director's discretion.)

Exhibitors MUST obey traffic signage and instructions given by police and Society traffic marshals. Please note on Show Days, the Show Field becomes an extension of the public highway.

9. In the event of bad weather, it may be necessary to restrict vehicle movement in the days preceding the Royal Show. It will still be possible to access the site on foot.
10. Vehicles, except those forming part of an exhibition, must be off the Show Field by 9:00am and any such vehicles must be kept within the allotted stand area. Exhibitors are not permitted to park anywhere on the Show Field, other than on their own trade stand.
11. Trade Stands must be ready, staffed, and open to the public by 9am on both Show Days and remain open until 5pm unless otherwise advised.
12. Trade Exhibitors are NOT be permitted to move vehicles on or off the Show Field until 5.30pm without the express permission of the Show Director or Health & Safety Officer.
13. Vehicle drivers are asked to drive slowly on the Show Field and to keep to the existing avenues and walkways. Exhibitors are reminded to take the utmost care when driving around the Show Field, and show courtesy and consideration to pedestrians and other exhibitors.
14. Exhibitors are responsible for providing their own shelter, tables and displays.
15. Exhibitors must conduct their business within the confines of their own Trade Stand, and not in the avenues or walkways.
16. Trade Exhibitors with stands of 20' and larger are required to have a fire extinguisher on site. Those responsible for 15' Stands can exercise their own discretion on this matter.
17. Non-resident traders are reminded that a licence to trade in the Isle of Man may be required. (See additional information below)
18. Exhibitors selling or offering free samples of alcoholic beverages must apply for a licence in order to comply with the 1995 Licensing Act.
19. Lottery tickets must not be sold at the Show unless (a) the prior written approval of the Society is obtained and (b) the lottery or tombola complies at all times with the Gaming Betting and Lotteries Acts and any other statutory requirements.
20. NO Balloons of any type are to be sold or given away on the Show Field
21. NO aerosol 'Silly String' is to be sold or given away on the Show Field.

22. Security Staff must be made aware of the location of anyone staying overnight on the Show Field. Please advise the Secretary at least 24 hours in advance. Anyone staying on the Show Field overnight must be mindful of the comfort of others, and so the playing of loud music etc. is not permitted between 9pm and 6am.
23. Exhibitors are required to provide suitable litter receptacles on their stand, and at all times help keep the Show Field a tidy and attractive place for visitors to the Show.
24. Trade exhibitors must clear their trade-stand and restore the ground no later than 72 hours after the end of the Royal Show (unless an extension to this time has been agreed in advance with the Secretary) and leave the site in a clean and tidy condition. Failure to restore the ground may result in a penalty of £50.
25. Exhibitors shall abide by these conditions and the Bye Laws, Rules and Regulations of the Royal Manx Agricultural Society at all times and shall be entirely responsible for their own insurance, security arrangements and for the health and safety of persons on or visiting their stands. The Society accepts no liability for any loss or damage howsoever caused to property whilst on the Show Field or car parks.
26. Whilst on the Showground all persons in charge of exhibits and /or vehicles shall be subject to the orders of the Officials appointed by the Royal Manx Agricultural Society for the management of the Show.

Electricity

27. Electricity is available at a cost of £100, subject to limited availability.
28. This fee covers ONE electricity socket and the cost of power used.
29. NO wiring directly into power boxes is permitted.
30. All connections to the exhibitor's stand will be controlled via a RCCB circuit breaker rated at 30mA, in accordance with current Health and Safety guidelines. It is the responsibility of the Exhibitor to ensure that their equipment complies with all current electrical regulations and will work on a RCCB circuit breaker prior to attendance at the show.
31. To access the electricity supply, exhibitors will need an OUTDOOR GRADE 2.5mm CABLE, with a 16amp 240v Blue Ceeform round-pin plug attached.
32. A small number of leads will be available for hire from the Secretary (Hire charge £20 each, plus deposit of £50 refundable on return).
33. Exhibitors may supply their own extension leads.
34. Any work undertaken by the Society's contractor to correct faulty equipment owned by an exhibitor will be billed directly to them by the contractor.

Generators

35. No generators can be used on the Show Field without the prior consent of the Society.
36. It is the exhibitor's responsibility to ensure that all equipment used by them on the Show Field complies with current Health & Safety Regulations.
37. Generators must be protected by a Residual Current Device (RCD) and have a valid certificate.
38. Generators should be the inverter type. If your generator is a nuisance to other exhibitors (due to noise or fumes) you will be required to put it off.
39. Fuel for generators must be stored securely, away from the generator in an appropriate closed container, out of direct sunlight. Quantities of fuel must be kept to a minimum.

40. Exhibitors who have obtained permission to use a generator must identify themselves to the Secretary when setting up their Trade Stand, so that security staff and the Fire Service can be aware of the location of all generators on the Show Field.
41. Exhibitors with a generator on their stand must have a fire extinguisher of the appropriate type on their stand, and this must be available at all times for inspection by the RMAS Health & Safety Officer.
42. If your generator is deemed to be in any way unfit for use on the Show Field (by the RMAS Health & Safety Officer or Electrician), the RMAS reserve the right to halt the use of the equipment and insist on its removal from the Show Field.
43. In the event of Point 42 and a generator has to be taken out of use, it may be possible in some locations on the Show Field to connect the exhibitor's appliances to the mains electricity supply. In these circumstances the exhibitor will be deemed to have agreed to pay the £100 Electricity Supply charge (see Note 27 above), and if required, the hire charge for leads (see Note 32 above) will also apply.

Portable Electrical Appliances - Portable Appliance Testing

44. Exhibitors are strongly advised to ensure that any portable electrical appliances intended for use at this event displays a valid PAT test certificate.

If you have any queries concerning the electricity supply or generators, please contact the Secretary for clarification.

Broadband connection on the Show Field



Manx Telecom has various connection options available for stand holders using their fixed and 4G networks. If you are looking for a basic internet connection for the show, they sell 4G mobile network wifi devices which will connect up to 5 wireless devices, or you can buy a 4G router which has 4 Ethernet ports and can support various wireless devices. They do also offer a fixed broadband solution, please contact Manx Telecom Business Sales on 01624 624 624 for a quotation.

If you are planning to use a card machine please be aware that you will need to check with your card terminal supplier to confirm what type of connection you require. A card machine which dials through its transactions will require a telephone line to your stand, however if you require a broadband connection for your card machine this can be provided by both mobile and fixed solutions from Manx Telecom.

If you need further assistance please contact the Manx Telecom Business Sales Team on b2b.sales@manxtelecom.com

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If you intend to apply for a broadband connection, please indicate on the Trade Stand application form.

Complimentary Wi-Fi will be available in the immediate vicinity of the Secretary's office or the Manx Telecom stand.

Trading Licences for Non-Resident Exhibitors

Exhibitors from off-island are reminded that they must hold a Non-Resident Trading Licence issued by the Isle of Man Government's Office of Fair Trading. We believe that checks **will** be made on show days and the penalty for non-compliance is £5000 and/or 3 months custody, plus the confiscation of goods.

Following negotiations with the Manx Government, it has been agreed that the Royal Manx Agricultural Show does benefit the tourist economy and as a result some exhibitors may qualify for the reduced rate of Non-Resident Traders Licence (currently £470).

For more information, or to apply for a licence, please contact the Isle of Man Office of Fair Trading (phone 01624 686520). More information is available on the following website:

www.gov.im/oft/info/Business_pubs_info/Licence_Apps/non_res_trader.xml