

Trade Stand Regulations

Chatsworth Country Fair – 29, 30 & 31 August 2014

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Chatsworth Country Fair is organised by All Green Associates Ltd on behalf of the Chatsworth House Trust

Please read this document carefully before completing the application form as it constitutes the basis of your contract with Chatsworth Country Fair. Please pass on all relevant details to contractors, employees and everyone involved in your participation in the Country Fair. We are keen to maintain the high standard of trade stands at Chatsworth and traders contravening these rules may be asked to cease trading.

This guide does not supersede the requirements of the Health & Safety at Work, etc. Act 1974 or any other relevant guides or legislation. All exhibitors, traders, caterers and display organisations must comply with health and safety and food safety legislation. They must co-operate fully with the organisers, event safety adviser and all statutory organisations. Failure to comply with health and safety guidance or instructions issued by the organisers, or an authorised employee of Chatsworth House Trust, may result in that trader, contractor or organisation being required to cease trading and have no further involvement in the Fair. They may also be required to remove their equipment, goods and other effects from the site. Any expense incurred by the organisers or Chatsworth House Trust in removing risks to health or safety or in preventing pollution of and/or damage to the environment, which has arisen from the actions or negligence of any trader or organisation taking part in the event will be recovered from that trader or organisation.

Traders and exhibitors assume full responsibility for any article or object of any kind exhibited, including liability for all claims arising out of the handling of exhibits and the conduct of their stands generally. Traders and exhibitors shall indemnify the organisers against all claims, damages or expenses arising in any way out of the presence of the exhibitor, their staff or exhibits at the event. Acceptance of these provisions shall be a condition of entry.

Neither the organisers, nor Chatsworth House Trust, nor their employees shall be responsible in any way for: any article or object of any kind exhibited; the security or safety of the exhibits or any personal effects or tools belonging to exhibitors, the public, or any contractor or of any structures on their stands; any loss or damage whatsoever arising from the abandonment, cancellation or postponement of the event or any such eventuality.

Whilst anticipated attendance is 80-90,000 people, the organisers cannot guarantee the volume of general public attending the event. The organisers reserve the right to expel or refuse admission to anyone. Unauthorised traders will not be permitted to do business. The organisers wish to be informed of the presence of any unauthorised traders. All exhibitors should obey the instructions of the Red Socks, the organisers' Honorary Stewards.

The Country Fair is held on parkland that is usually occupied by grazing animals. The park has basic sanitary facilities and limited main services. Because of this, traders preparing food can be affected by the weather conditions (if it is hot it may become dusty, and if it is wet the site can become muddy).

The demands on traders and caterers will be great and it is essential that all traders arrive fully equipped to cope with the conditions on site; they must be capable of ensuring a high standard of safety and hygiene, whatever the weather conditions. Event safety officials will inspect your stand and if the requirements are not met then you may be stopped from trading.

1 THE PARK

Chatsworth Country Fair is held in a private deer park. Please respect the environment and leave it as you find it. By taking space you agree that you and your contractors are responsible for keeping your site clear of litter at all times.

ANIMAL WELFARE All dogs must be kept on leads except when competing. All other animals and birds must be properly looked after. The organisers are not responsible for any action taken by gamekeepers to protect estate wildlife.

NOISE Sound travels a long way in the park. All music and noise must cease by midnight.

OPEN FIRES Open fires, barbecues and Chinese lanterns are not permitted within Chatsworth Park.

QUAD BIKES Quad Bikes are not permitted within Chatsworth Park.

WET GROUND In order to protect the Park we may ask you to stop on the hard road when you arrive and we will tow you to your site or direct you via a special route. If you are patient - we will be too!

2 SET-UP and BREAK-DOWN

SET-UP TIMES You may set-up any time during the three days prior to the Fair between 0700 and 1800 hrs.

ARRIVAL Please report to the Trade Stand Office or a Red Sock steward on first arrival. We live on site and it is important that you or your contractor report to us so that we can show you to your plot. Please do not drive on the grass until you have been shown by us.

TEMPORARY STRUCTURES Temporary structures include staging, tents, marquees, temporary towers etc. and must be suitable for the purpose intended, in good condition and erected by competent persons. It is the responsibility of each trader to ensure their marquee(s) is/are safely erected by competent persons. If you contract a marquee company, you must use a member of MUTA. For a list of MUTA contractors see their website www.mutamarq.org.uk or telephone 020 7340 6265. The MUTA safety certificate must be given to the organisers on completion.

GROUND PENETRATION Spikes, stakes or posts of any kind exceeding 300mm (12") must not be driven into the ground without the approval of the organisers. This is to prevent safety issues with the numerous underground gas, electrical, water and telephone supplies in the park at Chatsworth, as well as flood and storm drains.

ELECTRICITY SUPPLY AND ELECTRICAL EQUIPMENT Electricity will be provided by SPC Event Electrics and should be ordered from them prior to the event. All electrical equipment and wiring must be properly insulated and earthed. All electrical wiring, sockets and plugs must be protected from the elements unless specially adapted for outdoor use. All equipment must be tested and certified by a competent electrician (NICEIC, NAPIT or ECA registered) before arrival on site. A current certificate for all equipment, signed by a qualified electrician, must be provided to the event safety officer or event electrician on request. Generators are not permitted on site.

GAS APPLIANCES AND BOTTLED GAS Traders using gas appliances or bottled gas must have a current gas safety certificate and follow safe working methods when handling and using bottled gas. Bottled gas users must ensure they can answer "YES" to all the relevant questions on the fire safety checklist prior to starting trading.

SAFETY AND FIRE LANES Safety and fire lanes run behind the 12 metre depth of the trade stands. These must be kept clear at all times, including during the set-up and break-down of the event.

BREAK-DOWN Your site must be completely clear and free of litter by noon on Tuesday 3 September. If you leave your site in a poor state, you will not be invited to participate in future years. Please be careful to retrieve cable ties. Police and stewards will forbid any vehicle entry to the showground until 1800 hrs on SUNDAY EVENING. This is for the safety of home-going pedestrians and traffic, and to avoid congestion.

3 PARKING AND STAYING ON SITE

VEHICLE PARKING Trade stands will receive one vehicle pass per 3m of frontage. If there is no room on your stand within the 12m depth, vehicles with passes should be parked in the trade stand overflow car park. Vehicles without passes must be parked in the public car parks. Unmarked vehicles will be towed away. Please make sure your staff and contractors know exactly where to park.

CARAVANS AND TRAILERS All vehicles, caravans and trailers within the showground MUST be identifiable. Please ensure a vehicle windscreen pass or identifying card is prominently displayed on ALL vehicles. Caravans outside the trade stand block must display a caravan pass - please apply on the application form.

STAYING ON SITE Trade stand personnel may camp behind their stand, or - with the relevant passes - in the trade stand overflow car park. This is only for three nights before and one night after the event. Showers and refreshments, milk etc will be available.

ELSAN TIP An Elsan tip is available on site (for directions please ask a Red Sock steward or Event HQ). DO NOT empty your Elsan into the public lavatories.

4 TRADING

TRADING TIMES Trade stands must open by 0900 hrs and continue trading until 1800 hrs on all three days.

RE-STOCKING There must be no vehicle movement on the showground between 0900 hrs and 1800 hrs on fair days. If you need to ship goods to your stand this must be done before 0900 hrs. There is a speed limit in the park of 5 mph on grass and tracks and 10 mph on the hard road. Please strictly observe these limits and be vigilant for children and animals.

TRADING ACTIVITY Trade stands must declare in detail what they will be selling and state clearly the one company name which will be present at the fair. Spot checks will be made to ensure that only those items declared are being offered. No touting for business may be done, or goods displayed, outside your own site or beyond the front peg line, or to the annoyance of your neighbours. No “demonstrators” are allowed, and no food or drink may be sold for consumption on the showground without the written permission of the organisers.

PROHIBITIONS Weapons or products prohibited by law may not be sold and risk confiscation by the police. Balloons must not be sold or given away.

NAME BOARDS AND BANNERS Please bring your own name boards or banners. They should state your trading company name, which must conform to the name listed in the catalogue.

ALCOHOL SALES The event site is covered by a premises licence. Traders and lead organisers of multi-occupied marquees, selling alcohol must comply with the conditions of the premises licence and ensure that all sales of alcohol are under control of a personal licence holder. Copies of such licences must be provided at the time of booking and be available for inspection by event officials.

SUB-LETTING Sub-letting or stand-sharing with another company is not allowed without the written permission of the organisers.

CHARITIES Charities wishing to hold tombolas, flag collections etc must have permission from the organisers. Charities must restrict their activities to within their allocated space.

INSURANCE Certificates for employer’s liability and public liability insurance must be on display at all times. Traders are also responsible for ensuring contractors working on their stand (such as erecting the marquee) are suitably insured.

PASSES Windscreen vehicle passes must be displayed at all times. Wristbands must be worn on event days or the public entry fee will have to be paid. Please make sure that wristbands are given to those who need them for access.

LARGE OR MULTI-OCCUPANCY MARQUEES If your marquee is more than 9m span or multi-occupied then you have extra responsibilities. All lead organisers must ensure their traders meet basic fire and safety standards and that they all received a copy of these trade stand regulations.

5 FOOD AND CATERING

FOOD HYGIENE All traders selling food must be registered with a Local Authority Environmental Health Department. All food handlers must be instructed/supervised or trained in food hygiene to a level appropriate to the work they do.

PROTECTIVE CLOTHING All those handling food must wear clean protective overalls. Hair should be covered. Long hair must be tied back. In wet weather the site can become muddy and all measures must be taken to prevent mud entering the food preparation area.

HAND WASHING FACILITIES Where open high-risk foods (eg cooked meats, sandwiches, ready-to-eat meals) are handled, hand washing facilities must be provided. These must consist of a basin or sink with a plug and a supply of hot and cold water (hot water may be supplied from an urn that has a constant supply of hot water, but NOT from a kettle), AND soap and hand drying equipment (eg paper towels or blue catering rolls). Alcohol based hand gel/sanitiser will only be accepted as a supplement to a fully equipped wash hand basin.

FOOD STORAGE AND REFRIGERATION Poor temperature control and cross-contamination of bacteria from raw to cooked or ready-to-eat foods are the most common causes of food poisoning. Both can be easily avoided. You must have enough refrigeration to ensure that all high-risk foods (ie perishable foods or those likely to support the growth of bacteria) are stored at temperatures below 8°C. You must keep cooked meats, meat products and other prepared foods separate from raw meat, poultry and vegetables. Make sure you have separate trays, knives and other utensils for raw and cooked foods. Use different coloured chopping boards for raw and cooked foods.

SINKS The washing of equipment at water stand pipes is not allowed. Washing up must be done at a proper sink. You must always have plenty of clean, hot water available for washing up and cleaning surfaces. Large hot water boilers should be provided for this purpose and sited so that they are level, stable and safe.

FLOORS The site is normally pastureland for grazing animals. The floor areas around sinks, food preparation areas and cooking ranges must be level, clean and washable and, where possible, non-slip. Be prepared for wet weather, when a floor covering should also be provided in serving areas. Dirty cardboard or pallets are not acceptable. Experience has shown that the most successful flooring is plastic tarpaulin material stretched and pegged securely down before anything is put onto it.

WATER SUPPLY There is no mains water supply. Water standpipes are available on site. Clean potable water must be available at each food outlet.

DRAINAGE There is no mains drainage. It is a condition of trading that caterers remove from the site any waste or dirty water, oil, fat or other liquids used in the preparation and consumption of food. Waste water points will be available in the designated areas however waste water is heavy and it will need to be carried some distance to these points. You must supply containers for waste water collection. Traders who do not comply will be required to cease trading and will not be invited to participate at any future events at Chatsworth.

OIL HANDLING Oil from fryers must not be removed until trading has ceased and the stand has been closed down. Oil must always be left to cool before being moved.

REFUSE Please bring plenty of refuse sacks. Refuse must be regularly removed from food outlets in sealed bags and stored tidily to await collection. Catering and customer areas must be kept clear of litter.

6 HEALTH & SAFETY

FIRE SAFETY AND PREVENTION Derbyshire Fire Authority routinely makes inspections at Chatsworth Country Fair. All marquees and other temporary structures (including fixtures and fittings where practicable) should be of flame-retardant materials. Walkways and exits must be kept clear at all times for emergency vehicle access. Packaging and other flammable waste materials must not be allowed to accumulate, particularly inside or close to structures.

FIRE EXTINGUISHERS All traders must have fire extinguishers with them. In all cases a fire extinguisher(s) of the correct type must be provided where a fire risk is identified. Showground fire points will be equipped.

NO SMOKING A no-smoking policy must be maintained within all structures of any type whether partially or wholly enclosed.

IN THE EVENT OF FIRE If you discover a fire you must warn others of the danger and remove yourself from imminent harm. Contact the Event HQ or call the Chatsworth House emergency telephone line on 01246 565399. Inform the nearest Red Sock steward who will activate EMERGENCY procedures.

ACCIDENTS AND REPORTING (RIDDOR) Any accident to your staff on site, which involves a fracture, amputation, loss of consciousness or admission to hospital must be reported at once to the Local Authority, and to the Event HQ. Any accident to a member of the public which results in admission to hospital must also be reported. If you are in any doubt, do not hesitate to ask, because every employer, and the self-employed, has a legal duty under RIDDOR.

FIRST AID Traders must make first aid provision for their employees and contractors. You must have a proper First Aid Kit on your stand and all employees must know where to find it. For catering / food units the kit must contain plenty of waterproof dressings (blue if possible), bandages and protective finger stalls. For your safety during set-up and break-down there are First Aid personnel and facilities in Chatsworth House during working hours, and during the event Red Cross first aid cover is available at the north-east corner of the trade stand block, and at the medical tent by the house car park.

7 PUBLICITY

PUBLICITY MATERIAL Please display as much publicity material as possible prior to the Fair. It will help your trade as well as the success of the Fair. Leaflets and car stickers are available FREE on request (see booking form).

WEBSITE www.chatsworthcountryfair.co.uk has links to traders, so please put your URL on the application form under section 1. In return please put a link to www.chatsworthcountryfair.co.uk on your website.

8 CANCELLATION

Traders wishing to cancel their booking must do so in writing or by email, to be received not less than 56 days prior to the event. Deposits are non-refundable. Cancellations 56-28 days before the event will receive a 50% refund. There will be no refund for cancellation within 28 days of the event.

Documentation to be supplied to Event Organiser at the time of booking & updated if changes occur:

By **ALL** individuals/companies wishing to trade at Chatsworth Country Fair:

- Completed Public Liability and Employers Liability Insurance form with a copy of the cover note.

By occupants of large marquees (over 9m in span with public access) and the lead organizer of multi-occupied marquees:

- Current gas certificate for all gas appliances to be used at the event
- Completed **fire safety checklist** (this forms part of your fire risk assessment)*
- Completed **bottled gas users** form (this forms part of your fire risk assessment)*

By traders selling alcohol:

- Signed copy of the **alcohol sales acceptance** letter*
- Signed copy of the certificate for the personal licence holder(s) attending the event

By traders using load bearing temporary structures:

- Risk assessment for the safe erection and dismantling of the structure
- Safety certificate completed and signed by a competent person upon completion of the structure

**These forms are enclosed, but if you require further copies, they can be downloaded from the website or contact us.*

Event Safety Adviser: Matthew Stead, Event Safety Advisor, The Estate Office, Edensor, Derbyshire DE45 1PJ
01246 565300 or 07825 875294