



## **Organised by Bradford Small Livestock Society**

### **Terms and Conditions for Hire of a Trade Stand at the 102<sup>nd</sup> Bradford Premier Small Animal Show 2025**

Before completing the application form, you must read these notes and conditions, by signing the application form or booking online, you are confirming your acceptance of the rules of the 102<sup>nd</sup> Bradford Premier Small Animal Show.

#### **1. Disclaimer of liability**

The show reserves to its trustee board the sole right of decision to postpone, cancel or abandon or curtail the show. Where such decision arises from directive, happenings, or circumstances outside the control of the show, it shall not create liability to claim for loss or damages, nor for the refund of any fees or charges paid. We will endeavour to update information concerning problems on our website and social media.

The show will not be responsible for, or accountable, to any person whatsoever for any damage or loss to their property of any person whatsoever or for any accident or injury fatal or otherwise or for any disease, damage or loss that may occur to any person excepting only death or personal injury arising directly from the negligence of the show, its trustee board, officers or employees, whilst upon the Bradford Premier Small Animal Show or whilst entering or leaving the same.

Except in only the case of death or personal injury arising directly from the negligence of the show or its officers, the said show, its officers, or employees will not be responsible under any circumstances whatsoever for any accident, loss or damage that may occur to or be caused by any animal, article or vehicle exhibited or brought onto the Bradford Premier Small Animal Show.

Save as aforesaid, each exhibitor or competitor shall be held solely responsible for any accident, loss, injury or damage that may occur to or be caused by any animal, article or property exhibited or brought onto the Bradford Premier Small Animal Show or car parks by the exhibitor or competitor and that exhibitor or competitor shall indemnify the Show against any damages or claims whatsoever and any legal proceedings arising. Exhibitors shall be held liable for the behaviour and for any misconduct or negligence of their employees, volunteers, or contractors.

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

The show cannot be held liable for cancellation of the show at short notice due to any reason - in particular, weather, human or animal disease.

#### **2. Trade Stands**

The showground is an exhibition hall within Doncaster Racecourse. There are no overhead or underground power lines and trade stands can be provided with a power supply if required. Drinking water is provided from the Bradford Premier Small Animal Show supply at key locations. The trade stand manager can advise on locations if required.

The siting of trade stands will be at the discretion of the show. No trader has the right to claim a particular site. Any space allotted which is not occupied by 9:00a.m. on Saturday will be considered not required. The show reserves the right to reallocate such space.

No stand holder will be permitted to sublet or exchange a stand, or charge for admission to any stand, or permit anyone else to use any part of the stand, without prior agreement with the trade stand manager.

The committee reserves the right to refuse any application without giving a reason and to cancel or postpone the show for whatever reason.

The fee paid is for space only, which includes one table and two chairs if required. Exhibitors can provide their own marquee or coverings.

### **3. Stand Markers**

Stand holders must not encroach on adjoining stands or obstruct avenues when erecting their own stands nor during the time the show is open. Your stand will be marked, and the trade stand manager is available if there is any query. You must ensure that the whole of your stand is within the measurements of your site and does not extend beyond the boundaries in any way.

Any stand offering ready to eat food or drink on site must declare this at the application stage and must display an up-to-date food hygiene certificate.

### **4. Insurance**

All exhibitors must have in place up to date, suitable public liability insurance to a minimum value of £2m and must provide the trade stand manager with a copy of their certificates (not the employers' liability certificate). Photocopies of market traders' association cards are acceptable.

### **5. Show Open Times and Setting Up and Take down**

Once a vehicle has been unloaded, it must be moved to an outside car park as soon as possible and by 8.30 a.m on show day at the latest. Vehicles causing an obstruction in any form may be towed away (for which no liability for damage can be accepted).

The show will be open for the erection of trade stands between 3:00p.m and 8:00p.m Friday prior to the show with overnight security on the site. Please note that every stand must be completed by 9:00a.m on show day and the dismantling of trade stands must not start before 4:00p.m on Sunday. Please note that there is not 24-hour access to the show.

Every site must be cleared by 6:00pm on the Sunday of the show. Traders are reminded that they are responsible for clearing **ALL** litter in the vicinity of their stand on show day and taking it away with them.

### **6. Booking Forms**

All entries must be submitted online, or on the booking form, which must be signed by the exhibitor or their representative, such signature being acceptance (email confirmation is acceptable with previous years' exhibitors and is a binding agreement) of the rules of the show. Booking online confirms acceptance of the show's rules. The right is reserved, by the show, to decline or cancel any application or booking and to restrict the number of trade stands notwithstanding acceptance of any payment and without being requested to state any reason for doing so.

The allocation of space will be left to the trade Stand manager. Upon receipt of the trade stand booking form by the show, the exhibitor has entered into a contract to take trade stand space. The exhibitor is obliged to pay all outstanding monies, whether an invoice has been issued or not, by the due date.

### **7. Tickets and Passes**

Admission passes will not be required prior to the show. Each exhibitor receives two 2- Day show passes per trade stand Space. Additional exhibitor tickets (for representatives) may be purchased and can be ordered on the trade stand booking forms.

All tickets/passes are non-refundable, and no refunds or replacements will be given in respect of any lost, forgotten admission passes. It is the responsibility of the person booking the stand to distribute tickets/passes to their staff.

### **8. Health and Safety Risk Assessments**

All exhibitors must complete a risk assessment form to cover the setting up, operation on the day of the show and dismantling of their trade stand.

One copy must be returned to the trade stand manager by one week before the show. A copy must also be available on the trade stand for the duration of the show for inspection. If animals form part of your trade stand, please include them in your risk assessment. All machinery must be protected from the public in accordance with HSE regulations.

In order to comply with the regulatory reform (fire safety order) 2005, all trade stands must give due consideration to the possibility of fire and must include this within their risk assessment. Outline the steps you propose to take to minimise that risk using a format as shown. For more guidance, please visit [www.hse.gov.uk](http://www.hse.gov.uk) If, in your opinion, there is no risk please print no significant risk.

### **9. Fire Precautions**

Provision of a fire extinguisher on the trade stand is a recommendation. Type and size depend on the risk assessment and whether cooking/heating facilities are being used. Exhibitors using flammable material on their stands must take special precautions against fire and in all cases must provide fire extinguishers designed to deal with the risk. Exhibitors must comply with the regulatory reform (fire safety order) 2005 and the smoke-free (premises and enforcement) regulations 2006 requirements. **The show risk assessment form must be completed and appropriate mitigation measures in place if a fire risk is identified.**

## **10. Code of Practice for Safety and Accident Prevention**

All persons, firms, exhibitors, contractors, societies etc. admitted to the Bradford Premier Small Animal Show shall be subject to the Health & Safety Policy and arrangements document prepared by the show as required by the Health & Safety at Work Act 1974. Exhibitors are reminded that they are responsible for the observance, by themselves, their employees, and their contractors, of the Health and Safety at Work Act 1974 and the relevant statutory provisions that cover all safety regulations. They must be able to provide proof (either in the form of a letter or certificate) that all marquees/tents and other large structures are erected in a safe manner. Exhibitors must be able to contact contractors in case of emergency. Government Local Authority Inspectors may enforce these requirements. Trailing cables should not cross walkways. Guy ropes etc. should be highlighted. Other structures must be securely fixed or tethered to ensure safety.

## **11. Medical Facilities**

Medical services will be provided in the exhibition hall during the show's opening hours. For out-of-hour services please telephone 111 for medical advice and 999 for emergencies. The Doncaster Racecourse postcode is DN2 6BB. A minor injuries unit is available at Doncaster Royal Infirmary, Armthorpe Road, Doncaster, South Yorkshire, DN2 5LT. Tel 01709-649157 opening hours 9:00a.m - 9:00p.m every day.

## **12. Food Hygiene**

Responsibility and full compliance with statutory regulations is required. Further advice and information on food safety and associated laws can be obtained from the Food and Safety Team at City of Doncaster Council, Civic Office, Waterdale, Doncaster, South Yorkshire, DN1 3BU.

[www.doncaster.gov.uk/services/environmental/food-safety](http://www.doncaster.gov.uk/services/environmental/food-safety) Food Hygiene Certificates, where relevant, must be displayed and available for inspection at the show if required. Toilet and handwashing facilities are provided on site.

## **13. Alcohol**

Exhibitors are responsible to ensure that no alcoholic liquor is obtained from their stand by children or young persons. All exhibitors selling alcoholic liquor will need to apply for a personal license from City of Doncaster Council.

## **14. Rubbish and Litter**

Exhibitors are required to maintain their stand space and surrounding area in a clean, hygienic condition. Exhibitors are requested to minimise the amount of plastic and other waste they bring with them to the show. At the closure of the show and after dismantling their stand, exhibitors are asked to collect and take all their rubbish away with them. Exhibitors are required to ensure the removal of all refuse and litter from trade stand sites, giving special attention to glass, bottle tops, nails, cable ties and wire, and paper left inside marquees. In the event of failing to clear and restore a site, the show will undertake the work and charge it to the exhibitor concerned.

## **15. Security**

Exhibitors' property is left entirely at their own risk and exhibitors are advised that anything of value that can easily be stolen should be secured or removed overnight and not left unattended even after the Show.

## **16. Advertising**

The use of loudspeakers, selling of articles by auction, the flying of drones, balloons or kites, use of aircraft or captive balloons for advertising in the proximity of the Bradford Premier Small Animal Show is forbidden, due to the potential danger to public/animals. Exhibitors are not permitted to issue or sell inflated balloons.

Exhibitors are not permitted to run raffles, games of chance, or draws. No person shall fix notices or placards, or canvas show visitors in any part of the Bradford Premier Small Animal Show or car parks other than within their own stand space or with the show's permission.

## **17. Dismantling Exhibits**

Dismantling of trade stands and exhibits may commence from 4:00p.m on the day of the Show. In the event of most visitors having left the Bradford Premier Small Animal Show before 4:00p.m, then movements may be allowed earlier, but only at the discretion of the Show. Exhibitors must remove all their equipment by 6:00p.m Sunday of the Show.

## **18. Loudspeakers and Noise**

Written permission is required for anyone planning to use audio equipment (including music) on their stand. Any exhibitor that causes annoyance to neighbouring exhibitors or to the public with smoke, noise or smell from their stand will be asked to stop the activity. The trade stand managers' decision is final, and they are empowered to enforce a ban for the duration of the show.

The trade stand manager reserves the right to forbid any generators that, in their opinion, cause a nuisance or do not comply with current legislation.

## **19. Cancellation**

Any exhibitor wishing to cancel their contract should give the earliest possible written notice to the trade stand manager. No entry fees, deposits, outstanding or paid, can be returned without authority from the show. Each case will have to be assessed individually if a cancellation occurs prior to 1<sup>st</sup> October, an administration charge of 25% will be deducted from any refund. After this date, the show will use its discretion as to whether any refund will be made and in all cases a credit note will be issued for use at the following years event. The show reserves the right to occupy or re-let any site in respect of which notice is given.

## **20. Data Protection**

The show and all trade stand exhibitors must adhere to GDPR national guidelines. All information supplied by traders will be published in the Official Catalogue & Show Guide and passed on to potential customers if asked for. If you do not wish us to include you in the Official Catalogue & Show Guide or pass on contact information to potential customers please e-mail [bradfordanimalshow@gmail.com](mailto:bradfordanimalshow@gmail.com) or put your request in writing to the address on the attached application form.

## **21. Miscellaneous**

No Animals may be sold from any trade stand or from any other location within Doncaster Racecourse. The only exception to this is the Official Bradford Small Livestock Society Grand Rabbit Auction.

No portable heaters of any description may be brought into or used in the exhibition hall.

The Doncaster Racecourse adopts a strict No Smoking/Vaping policy throughout the venue.

Only Official Bradford Small Livestock Society Animal Welfare Officers are allowed to stay overnight at the venue.

To be reviewed by 1<sup>st</sup> June 2025