



TRADE STAND REGULATIONS

GENERAL

1. The Border Union Show is a 2-day Show and attendance is Compulsory for both days.
2. The Society reserve the right to reject any application for space and to return the fees or otherwise deal with the application as they consider advisable.
3. BUAS accept no responsibility for any conflict of interest between trade stands and / or the duplication of a similar type of stand.
4. No Exhibitor will be permitted to arrange a stand or place signs in such a manner as to obstruct or inconveniently affect the display of any other Exhibitor. Signs, guy ropes and flooring must not be allowed to project beyond the space allocated. Specially allow for tow bars. SPACE RESERVED MUST ALLOW FOR THIS. Infringements of this regulation will be dealt with by the Stewards, who are empowered to remove the cause of the offence or to have the stand rearranged at the expense of the Exhibitor.
5. All property, stock, machinery and implements of Exhibitors remain entirely at their risk whilst in the Showground.
6. The Society will not be responsible for any accident that may occur from implements, machinery or any other articles belonging to any Exhibitor and it is a condition of entry that each Exhibitor shall hold the society blameless for and indemnity it against any legal proceedings arising from any accident.
7. Exhibitors must notify the Society before the show if they wish to demonstrate and / or operate machinery.
8. Exhibitors must provide the Society with a written risk assessment. The provision of such an assessment shall not imply any endorsement by the Society and the Society reserve the right to refuse permission to demonstrate and / or operate machinery.
9. All Trade Exhibitors at the Border Union must be covered by Public Liability Insurance and must complete a Risk Assessment for their Stand. Copies of the Risk Assessment and insurance paperwork must be submitted with the application and available for inspection on request.
10. By law all enclosed public spaces (this includes marquees) must be kept smoke free.
11. Trade Exhibitors must have / provide fire and safety provisions for their entire Stand space and must have completed a fire risk assessment. A copy must be submitted with the application and available for inspection if required. No LPG bottles are allowed inside marquees. Guidance on safe use and storage of LPG can be found on the HSE website and the Society expects anyone using LPG to follow best practice policies at all times.
12. Exhibitors may organise for the grass on their Stand to be cut. The Exhibitor is entirely responsible for the organisation and the payment for such a service.
13. It is the responsibility of all Exhibitors to comply with all relevant Trading Standards and Environmental Health legislation in respect of their Stands, Exhibits and Merchandise.
14. All amusement and novelty stands must supply a copy of their Public Liability Insurance certificate at the time of booking.

15. Exhibitors will be responsible for the removal of all refuse from their site.

PAYMENT TERMS & CANCELLATION FEES

16. The total remittance must be made by the specified date, as a final confirmation of booking, otherwise the Society have the right to cancel the reservation and re-let the Stand space.

17. Payment terms:

Application received and invoiced on or before 13th April – 30 days payment term

Application received and invoiced after 13th April – payment required on application

18. Return of payments in the event of cancellation of stand by the exhibitor

- a. Notice given in writing before 20th April: 90% of any payment owed. (10% retained for admin costs)
- b. Notice given in writing before 31st May: 50% of any payment owed.
- c. Notice given in writing on the 31st May – 23rd June: 25% of any payment owed.
- d. Notice given in writing after 24th June: No refund of any payment owed.

19. Refunds & Cancellations by the Organiser.

If at the absolute discretion of the Society the Showground becomes unfit or unavailable for occupancy or it becomes impossible or impractical to hold the Show for reasons beyond the control of the Society including (without limitation) fire, flood, storm, government intervention, malicious damage, acts of war, acts of God, strikes, riots, disease or any other cause, the Society will reserve the right (but shall not be obliged) to cancel or postpone this Show or any particular section or event(s), for any legitimate reason, without compensation. In these circumstances the parties agree and acknowledge the Society shall endeavour to refund the Exhibitor:

- a. 100% of their stand fees, or carry the fee over to the following year prior to 26th June
- b. 50% of stand fees between 27th June & 10th July
- c. No refund from 11th July onwards.

20. EXHIBITORS ARE ADVISED TO CARRY THEIR OWN CANCELLATION INSURANCE.

SETTING UP

1. No passes are required for staff or vehicles accessing the site out with show days. The site will be accessible as follows:

Outdoor Trade Stands

- On Tuesday 21st July, from Midday until 6pm.
- On Wednesday 22nd July, from 8.00am until 6.00pm.
- On Thursday 23rd July, from 8.00am until 9.00pm.
- On Friday 24th July, gates open at 6am. (Please note all vehicles MUST be parked within the designated Car Park areas or on your stand space by 9am)

Craft & Gift Marquee & Exhibition Hall Exhibitors can access their stand space from Thursday 23rd July after 8.00 am.

Food Hall Exhibitors can access their stand space from Thursday 23rd July from 9am

2. On arrival to the site, before you start to build or place anything on your stand, please inspect your stand space for any safety hazards and report any issues or concerns to the Show Office immediately.

If necessary, you should review and amend your Risk Assessment to include any additional hazards found or further control measures required.

Once you start building your stand, acceptance of the site conditions will become your responsibility.

You should regularly inspect your stand conditions throughout your tenancy and inform the Show Office immediately of any defects.

PULLING DOWN

1. No passes are required for staff or vehicles out with show days.
2. Stands must remain intact until 5pm on Saturday 25th July. No vehicles will be permitted to move to their stands until 6pm on Saturday. The site will remain open until 9pm.
3. The Showground will also be open as follows:

Sunday 26th July from 9.00am until 6.00pm.
On Monday 27th and Tuesday 28th July, from 9.00am until 5.00pm.
4. The showground is a busy events venue and so **all** marquees and pitches must be removed by 5.00pm on Tuesday 28th July.
5. Failure to do so will result in additional charges at £150 plus VAT per day for storage fees.
6. BUAS is reserve the right to move items left on site after this time and do not take responsibility for any damage to property during it removal.

MARQUEES

1. Please note that Marquee contractors will be allowed access to the Showground to erect Marquees from Monday 22nd July in non-electric areas and Tuesday 23rd from midday in electric areas.
2. Hired Marquees must be in place by 9.00pm on Thursday 23rd July. Marquee contractors will not be permitted access to the site on Friday 24th July.
3. Marquee Construction Sign off: it is recommended that once the structure has been assembled the contractor provides you with a sign off sheet confirming that the structure is fit for purpose and has been built to the correct standards and finishing requirements.
4. **Marquee Hire Contacts** - Please make arrangements for Marquee hire with the supplier direct.
James Fletcher Marquees - (Official Border Union Marquee Supplier) - Tel: 01388 527658
Cheviot Rentals - Tel: 01890 751161
Olympus Marquees Ltd - Tel: 01289 307264
Best Intent Marquees - Tel: 0800 44 88 949
5. Trade Stand holders are welcome to use Marquee Hire contractors other than those listed above.

PASSES & VEHICLES

1. **Exhibitors are responsible for ensuring that their personnel are issued with their passes before coming to the show. All personnel arriving without passes will be charged on the gate and no refunds will be made.**
2. On both Show Days access to the Showground will be restricted to vehicles displaying valid windscreen labels only. All other vehicles will be directed to the Public Car Park. Windscreen labels do not entitle vehicles to unrestricted movement within or beyond the Showground whilst the Show is open to the public.
3. While in the Showground, all Exhibitors' vehicles must be parked in the Trade Exhibitors Car Parks or within the boundaries of their site. Stewards within the Showground are empowered to authorise the removal of indiscriminately parked vehicles where their presence is likely to hinder the free movement of priority and Emergency Services or otherwise cause public nuisance.

FOOD AND ALCOHOL

Food

1. Hospitality services are welcomed within exhibition stands at the Show provided they comply with all the appropriate Local Authority standards and all other food safety management legislation. Hospitality catering at the Show can range from teas, coffees and packaged snacks, to the use of an outside caterer. However, you should bear in mind that any Trade Stand Exhibitor offering food on their Stand is subject to all the same food safety legislation that would apply to any food business. An example of this could be a BBQ held back of house for prospective customers. General advice and information on training can be found on the Food Standards Scotland website: <http://www.foodstandards.gov.scot/food-safety-standards/food-safety-hygiene>.
2. If you intend to do your own catering, advice should be obtained from the Local Authority Environmental Health Department. Contact: Jane Humphreys, Food Safety Officer. Tel: 01835 824000 (Ext: 5720) Email: jane.humphreys@scotborders.gov.uk
3. When offering any food, the Exhibitor has full responsibility for complying with the requirements of the Scottish Borders Council in respect of all food offered for sale or otherwise provided at their stand.
4. Only wrapped foodstuffs may be sold from outdoor Trade Stands. No normal market sized food or beverage packaged goods are permitted as giveaways from Trade Stands. Only sample sizes may be provided.
5. It is expected that the Local Authority Food Health and Safety Department officials will be inspecting a sample of trade exhibitor hospitality facilities during the 2020 Show.

ALCOHOL

1. BUAS are working closely with Police Scotland and the Licencing Authority to encourage the safe and responsible consumption of alcohol.
2. Trade Exhibitors may not sell alcoholic drinks for immediate consumption or on an off sales basis from outdoor Trade Stands.
3. Trade Exhibitors may provide alcohol within the boundaries of your Trade or Hospitality space free of charge providing they ensure compliance with the Licensing (Scotland) Act 2005.
4. Glass containers are discouraged and if used must not be removed from your stand space. It would be best if you can transfer alcohol from glass containers into plastic glassware.
5. Alcohol consumptions should be monitored and controlled by Stand staff. Anyone who is deemed to be close to or has already had too much to drink should be refused any further alcohol.
6. No alcohol is to be served before 11.00am or after 6.00pm on Friday 24th & Saturday 25th July.
7. If anyone has any queries regarding the above, please contact Alan Niven, Licensing Unit, SBC Headquarters, Newtown St. Boswells, Melrose TD6 0SA. Tel: 01835 825031. Email: aniven@scotborders.gov.uk

Any questions or queries regarding exhibiting at the Border Union Show or any of the information contained within these regulations please contact the Trade Stand Co-ordinator, Charlie Newton:
Email trade@borderunion.co.uk or Tel 01573 224188.

SPONSORSHIP & ADVERTISING OPPORTUNITIES AT THE 2020 BORDER UNION SHOW:

Looking to raise your Company profile at the Show this year then why not become a Sponsor or reserve Advertising space within the Show Catalogue. With Class Sponsorship & Catalogue Advertising opportunities starting from as little as £75.00 + VAT per item this is a fantastic way to enhance your brand awareness with the Show audience. For more details please see the enclosed advertising leaflet or contact Charlie Newton using the above contact details.