



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 return the fees. Exhibitors may not sublet part of whole of their stand to any other company/organisation/charity without express permission of the Border Union Agricultural Society.
3. Border Union Agricultural Society (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 or access. Signs, guy ropes and flooring must not be allowed to project beyond the space allocated. Specially allow for tow bars. 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 loss or accident that may occur.
7. Exhibitors must notify the Society before the show if they wish to demonstrate and / or operate machinery. In this circumstance they 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.
8. All Trade Exhibitors at the Border Union must be covered by Public Liability Insurance. They 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.
9. By law, all enclosed public spaces (this includes marquees) must be kept smoke free.
10. Trade Exhibitors must provide fire and safety provision for their 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 this guidance at all times.
11. 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.
12. 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.
13. All amusement and novelty stands must supply a copy of their Public Liability Insurance Certificate at the time of booking.
14. The BUAS has a robust sustainability statement (available on request) which we encourage all Trade Exhibitors to follow. Exhibitors will be responsible for the removal of all refuse from their site. A charge will be made if the BUAS is required to remove any waste after the event.

PAYMENT TERMS & CANCELLATION FEES

15. 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.
16. Priority for stand location will be given to early applications:
 - i. Payment due on application
 - ii. No refunds will be made on confirmed applications.
17. 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 regulatory enforcement, malicious damage, acts of war, acts of God, strikes, riots, disease or any other cause, the Society reserves 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.
18. Exhibitors are advised to carry their own cancellation insurance.
19. COVID-19
Exhibitors are required to comply with whichever Scottish Government advice on the COVID-19 Virus is in place at the time of the event.

SET UP

20. 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 Wednesday prior to show, from 8.00am until 6.00pm.
 - On Thursday prior to show, from 8.00am until 6.00pm.
 - On Friday 28th July, gates open at 6.00am. (Please note all vehicles MUST be parked within the designated Car Park areas or on your stand space by 9.00am)

Food, Craft, Gift & Exhibition Exhibitors

 - On Thursday prior to show, from 8.00am until 6.00pm.
21. On arrival to the site, please inspect your stand space and report any issues to the Show Office immediately. Once you start building your stand, acceptance of the site conditions will become your responsibility.

TAKE DOWN

1. No passes are required for staff or vehicles out with show days.
2. Stands must remain intact until 5.00pm on Saturday 29th July. No vehicles will be permitted onto the Showground until 6.00pm on Saturday. The site will remain open until 9.00pm.
3. The Showground will also be open as follows:
 - Sunday 30th July from 9.00am until 6.00pm.
 - On Monday 31st July and Tuesday 1st August, 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 1st August.
5. Failure to do so will result in additional charges at £150 plus VAT per day for storage fees.
6. BUAS reserves the right to dispose of items left on site after this time.

MARQUEES

1. Please note that Marquee contractors will be allowed access to the Showground to erect Marquees from Monday 24th July in non-electric areas and Tuesday 25th from midday in electric areas.
2. Hired Marquees must be in place by 9.00pm on Thursday 27th July. Marquee contractors will not be permitted access to the site on Friday 28th 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 - Tel: 01388 527658
Cheviot Rentals - Tel: 01890 751161
Olympus Marquees Ltd - Tel: 01289 307264
Best Intent Marquees - Tel: 0800 44 88 949

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 vehicles parked so as to cause a nuisance to Emergency Services and others.

FOOD AND ALCOHOL

Food

1. Hospitality within exhibition stands at the Show can be provided if your chosen caterer complies 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. 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. 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. 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.
3. It is expected that the Local Authority Food Health and Safety Department Officials will be inspecting trade exhibitor hospitality facilities during the 2023 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.
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 10.00am on Friday 28th & Saturday 29th July 2023.

Any questions or queries, please contact the BUAS
Email info@borderunion.co.uk or Tel 01573 224188.
