



17th – 20th August 2017

Exhibitors' Handbook

**Health and Safety Guidance
and
General Conditions of Attendance**

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**Victoria Park Management Company (Southport) Limited is the trading element of
the Southport Flower Show Charity.
Registered Company No.03016129**

**Southport Flower Show is a registered charity; its main fund raising event is the
annual show**

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1. Introduction

- 1.1. Welcome to the Southport Flower Show Exhibitors' Handbook - Health and Safety Guidance and General Conditions of Attendance. The handbook has been produced to assist all those involved with the show to meet the requirements under the Condition of Attendance, Health and Safety and their own respective duty of care.
- 1.2. All exhibitors are required to ensure that all persons employed or engaged on their behalf, including contractors and delivery agents, are aware of the requirements contained in this document.
- 1.3. The information contained in this document is not definitive and is only provided as guidance and does not negate nor supersede the requirements of any person in respect of:
 - The Health and Safety at Work Act 1974
 - The Construction (Health, Safety and Welfare) Regulations 1996
 - The Management of Health and Safety at Work Regulations 1999
 - The Regulatory Reform (Fire Safety) Order 2005
 - The Food Safety Act 1990
 - Reporting Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)or any other relevant guides or legislation.
- 1.4. The handbook is reviewed and updated annually, to include any relevant safety information or changes in legislation or guidance.

2. Absolute rights of Southport Flower Show

- 2.1. Southport Flower Show (SFS) reserves to itself the sole and absolute right to interpret any conditions, regulations, entry forms or application forms, and arbitrarily to settle and determine all or any matter, questions or differences in regard thereto or otherwise arising out of or connected with or incident to SFS.
- 2.2. Southport Flower Show reserves to itself the sole and absolute right to refuse or to cancel any entries, disqualify exhibitors, prohibit exhibition of entries, vary or cancel awards of prizes, medals or trophies and relax or alter any conditions as they may deem expedient.

3. Health and safety - policy

- 3.1. The Southport Flower Show (SFS) recognises that a number of activities which are undertaken, or are undertaken on their behalf, could potentially involve the risk to the health, safety and welfare of employees, contractors, agents, guests, members of the public and others, together with the risk of damage to and loss of equipment, or property.
- 3.2. It is the policy of the SFS to seek, as far as is reasonably practicable, safe and healthy working conditions for employees and all other personnel working on behalf of the SFS and members of the public attending or directly affected by the show.
- 3.3. The aims and objectives of the policy are:
 - To protect and maintain standards and to comply fully with the Health and Safety at Work Act 1974 and all other relevant legislation, regulations and codes of practice.
 - To protect employees and others, including the public, from foreseeable hazards.
 - To provide all persons with the necessary information, instruction, training and supervision needed to ensure that safe working practices are adhered to and safety awareness is developed.

- To ensure that everyone involved with the organisation and running of this event are aware of their responsibilities to take care of themselves and others.
 - To encourage discussion and co-operation, and where necessary, consult with necessary authorities and agencies in order to maintain a safe working environment.
 - To ensure the provision and maintenance of plant, equipment and systems of work that are, so far as reasonably practicable, safe and without risk to health.
 - To provide arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
 - To minimise the potential for accidents and incidents that may endanger the health, safety and welfare of all persons at or attending the event.
- 3.4. SFS will ensure that professional contractors hold the required certificates of competency to carry out the installation and maintenance of all equipment, services and plant related to this event.
- 3.5. Each person is reminded that it is also recognised that they as individuals, have a duty of care towards their own and others' welfare and must report incidents that may pose a hazard to the wellbeing of any person engaged at, attending or directly affected by the event.

4. Health and safety - general

4.1. Hazards

Exhibitors are reminded that the showground is considered a 'site under construction' up until 19.00 Friday 11th August and therefore, consideration is required to associated and potential hazards which may occur under such conditions.

4.2. Noise and nuisance

The build-up and breakdown periods of the show require a number of different organisations and constructions teams to work in close proximity or on adjacent sites. Consideration towards each other as well as other persons on site and neighbours in close proximity of the showground is required. This is particularly the case when using powered equipment and or creating dust or other working practices that may create discomfort to themselves or others. Where feasible and practicable, reduction methods for noise, dust and other instances of discomfort must be applied.

4.3. Duty of care

All persons engaged on the showground have a duty of care towards their own and others' welfare and must report incidents to the SFS General Manager that may pose a potential or actual hazard or risk to the wellbeing of any person engaged or attending who may be affected by the identified hazard.

4.4. Competency and responsibility

The exhibitors and their employees and contractors are responsible for ensuring that individuals are competently trained to perform all their respective tasks safely and that they are provided with the relevant tools, are qualified in the use of such tools, and have the required safety equipment.

4.5. Personal protection equipment

It is the responsibility of exhibitors to ensure that all their employees and contractors are supplied with the correct personal protective equipment in order to carry out their tasks competently and safely.

- 4.6. High visibility wear
All persons on the showground during the 'site under construction' period must wear a high visibility vest or jacket. It is the responsibility of exhibitors to ensure that all their employees, contractors and delivery agents are aware of this and are supplied with the vest or jacket.
- 4.7. High visibility vests are available from the showground administration office at a cost of £5 each.
- 4.8. Children and young people (under 16 years old)
During the 'site under construction' period due to potential hazards from the use of equipment and building materials, children and young people under the age of 16 years are strongly advised not to come on site. If you decide to bring children you must sign a disclaimer form, available from the showground administration office.
- 4.9. Pets and animals
Pets and animals are not permitted on the showground throughout the build-up, show days or breakdown periods, with exception of registered guide and assistance animals, or in connection with a pre-arranged entertainment schedule.
- 4.10. Liability
Exhibitors are reminded of their liability to safety issues surrounding their exhibit, equipment, employees, etc., and are required to submit evidence of insurance when they submit their respective booking applications.

5. Health and safety - accidents, near misses and RIDDOR

- 5.1. All accidents, incidents and near misses must be reported as soon as possible to, and recorded at, the SFS administration centre, in addition to actions as required. In all cases, the SFS General Manager must be informed.
- 5.2. In the case of injuries, the medical incident form at the first aid point will be completed and, where applicable, the accident book in the SFS administration centre will also be completed.
- 5.3. Reporting Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Exhibitors and contractors must report all 'near miss' and 'dangerous occurrences' that are reportable under RIDDOR (see <http://www.hse.gov.uk/riddor/guidance.htm>) to the SFS General Manager.
- 5.4. 'Near Miss' and 'Dangerous Incident or Occurrence' are defined as follows:-
- Near Miss
 - *Any incident that could have resulted in an accident*
 - Dangerous Incident or Occurrence
 - *A near miss which could have led to a serious injury or loss of life*

6. First aid provision

- 6.1. First aid centre
The first aid centre will operate during the following dates and times:

Tuesday	15 th August	08.00 – 19.00
Wednesday	16 th August	08.00 – 20.00
Thursday	17 th August	08.00 – 19.00
Friday	18 th August	08.00 – 19.00
Saturday	19 th August	08.00 – 19.00
Sunday	20 th August	08.00 – 19.00
Monday	21 st August	08.00 – 15.00

- 6.2. Exhibitors are required to make their own first aid provision for their employees and contractors outside of the times of operation for the first aid centre.

7. Risk assessments and method statements

7.1. Risk assessments

All exhibitors are required to identify risks attached to their exhibit or associated with it, including erection and removal of the exhibit. It is the responsibility of exhibitors to ensure that all parts of their exhibit (including access steps, ramps, etc) fully comply with Health and Safety requirements and are acceptable for disabled access and use.

7.2. Control of hazards

The level of risk attributed to individual exhibits will vary according to size and type of exhibit. Where hazards are identified, individual exhibitors may be required to submit further documentation relating to the control of those hazards.

7.3. Method statements

In some cases, it will be necessary for exhibitors to provide method statements outlining the type of work involved in the building / removal of their exhibit and how it will be carried out including, where applicable, any appropriate certification for operators or equipment.

8. Fire prevention

8.1. Explosive or inflammable materials

No materials of an inflammable, explosive or dangerous nature are permitted on the showground in general. If any equipment is considered to fall into this category, the exhibitor or person requiring its use must inform the SFS General Manager and provide any additional safety measures and documentation as required.

8.2. Naked flames

Naked flames and open fires are prohibited within all SFS locations, except under notified and agreed controlled conditions and authorised by the SFS General Manager.

8.3. Heating appliances

Heating appliances are not permitted to be used within structures at any time.

8.4. Smoking policy

A strict no-smoking policy exists with all structures of any type, whether partially or wholly enclosed.

8.5. Structures

All temporary de-mountable structures (including fixtures and fitting where practicable) should be of inherently flame retardant materials, with certification as applicable.

8.6. Fire risk assessments

Exhibitors should carry out a fire risk assessment of their activities on site and provide fire fighting equipment in the instance of identified risks. Show fire points will be equipped during the show week.

8.7. Walkways and exits

Walkways and exits must be kept clear at all times and frequent checks must be made by exhibitors to prevent potential blockages occurring.

- 8.8. Packaging and waste materials
Packaging and other inflammable waste materials must not be allowed to build up, particularly inside or close to structures. Where practicable, inflammable materials should not be brought on site or should be removed as soon as possible.

9. Security provision

- 9.1. Stewards
Uniformed security and safety stewards are on the showground throughout build-up, show days and breakdown. They are there to assist with your general safety and welfare. **Please follow their directions when requested to do so.**
- 9.2. Authorised access
The showground is enclosed by perimeter fencing and adequate security provision is provided. From, and including, Friday 12th August until Sunday 21st August inclusive this will be on a 24 hour basis. Access is only permitted to authorised persons and vehicles with appropriate passes via the appropriate gates.
- 9.3. Right of search
SFS reserve the right to search any vehicle, bag or item entering or leaving the showground at any time.
- 9.4. Right to refuse access
SFS reserve the right to refuse access to or remove any person(s) or properties they deem necessary from the showground at any time and for any reason.
- 9.5. Exhibitors' liability
Exhibitors are solely responsible for the safety and security of their property prior to, during and after the show. Exhibitors are reminded of their duty of care to themselves and to others, and are advised to check their display areas each day or following a period of absence.
- 9.6. Additional security
Exhibitors who wish to consider any additional security for their property can do so by making arrangements, via the SFS General Manager, with the official show security contractor at their expense.
- 9.7. Unidentified items
Any items that cannot be identified or explained should immediately be notified to stewards or security personnel. The item should not be touched, moved or opened, nor should any actions be carried out that may cause alarm or distress to other exhibitors or members of the public. In all cases, you must follow the directions of the security staff or stewards, who will implement established procedures to address the particular situation.
- 9.8. Security or emergency incidents
Security or emergency incidents may be brought about by situations that are possible but not necessarily expected, and may be totally unconnected to the SFS event and take place off site but close enough to affect the event and those attending it. Any emergency procedure carried out will be dictated by the nature and location of the incident and the appropriate response required by the show services and any relevant emergency services.
- 9.9. Serious incident
In the unlikely event of a serious incident occurring please assist by:
- Complying with instructions given by stewards and security personnel

- Removing yourself and others from any imminent harm
- Ensuring you do not block access routes to the affected area
- Paying attention to PA announcements, stewards and security personnel to keep informed of the situation.

9.10. Evacuation

If a partial or full evacuation is required, this information along with routes and locations will be conveyed to you via the PA system, stewards and security personnel. Once the incident is concluded you will be informed and advised of how and when to return to your exhibit.

10. Site rules and regulations

10.1. Access – general conditions

During build-up and breakdown periods, access is solely restricted to authorised persons and vehicles with relevant passes. People must not remain on the showground outside of the permitted access times and must not, under any circumstances, remain overnight. There is restricted space on the showground for vehicles, and exhibitors are asked to comply promptly if instructed to move vehicles.

10.2. Exhibitors' pedestrian access

Exhibitors' pedestrian access during the show week will be through Gate 9 – North Paddock Gate.

10.3. Exhibitors' pedestrian passes and badges

Exhibitors entering on foot must wear their official pass or badge at all times. Anyone not wearing an official pass or badge WILL be refused entry.

10.4. Vehicle access

All vehicle access to the showground is restricted to authorised vehicles only and is limited to working and load-carrying vehicles. Vehicles seen as only passenger carrying may not be given access.

10.5. Vehicle access gates

The vehicle access gate during build-up and breakdown may differ from the access gate during the show. Access during the build-up and breakdown periods (1st August to 16th August and from 18.00 on 20th August to 22nd August) is via Gate 9 – North Paddock Gate. Access during the show (17th August to 20th August) is via Gate 8 – South Paddock Gate.

10.6. Vehicle access passes

All vehicles must affix, in the top corner of the windscreen on the passengers side of the vehicle, the relevant access pass with all the information requested clearly and legibly completed. Any vehicle not displaying an access pass in this position or with incomplete information WILL be refused access.

10.7. Vehicles and driver regulations

All vehicles and drivers are required to comply with the following:

- Observe the 5mph speed limit.
- Give priority to pedestrians at all times.
- Use the tarmac roads (driving on the grass is prohibited except when absolutely necessary) or pull off the road to the tree line, parallel to the road, so as not to obstruct the roadway during unloading.
- Comply with the traffic direction system.
- Vehicles will not be left parked and unattended on the showground, and must be removed as soon as possible.
- Comply with all requests and instructions from SFS stewards and staff at all times.

- All vehicles must comply with legal requirements (eg: insurance, tax and, if relevant, a valid MOT) and must at all times be driven by competent persons with the correct class of licence for the vehicle.
- Large vehicles or those with unusual, high or wide loads must be notified to the SFS General Manager prior to arrival and will be required to provide their own banksman.
- It is the responsibility of exhibitors to ensure that all vehicles and contract vehicles have their respective passes for access.

10.8. Deliveries

Deliveries are accepted as long as the site is open. The delivery drivers must have contact details - exhibitor name, mobile number and stand number - for the recipient exhibitor, and the exhibitor must be on site to receive the delivery.

10.9. Large delivery vehicles

Anticipated use of wide, long, heavy or high loads must be notified to SFS General Manager prior to their arrival and must provide their own banksman where applicable.

10.10. Trailers

Trailers are not permitted to remain on the showground except as part of an exhibition. Any intention to use a trailer as a part of an exhibition must be notified to SFS on the application form, with details of its type and size inclusive of the tow bar or any other protuberance. The parking or retention of trailers on the showground under any other circumstances is not permitted.

10.11. Overnight use of trailers or caravans

Under no circumstances will exhibitors be permitted to use trailers or caravans to remain overnight on the showground.

10.12. Plant, machinery and equipment

All plant and machinery including forklifts and mobile equipment must have evidence of inspection and testing and be certified as required. Forklifts and other applicable mobile equipment must be fitted with grass/low impact tyres to operate within the showground.

10.13. Plant, machinery and equipment operation

All plant, machinery and equipment must be operated by competent and trained operatives, with appropriate up to date certification and licences as required to operate the equipment.

10.14. Unattended plant and equipment

Unattended plant and equipment must be parked or stored correctly with keys removed and must not cause any obstruction or other hazard.

10.15. Preparation and digging of sites

Details of any requirement to dig or remove turf must be notified to the SFS Park Manager in advance, with drawings and risk assessments as required. All requests, depths and locations must be cleared with the SFS Park Manager to avoid potential safety issues with underground electrical and water supplies. The exhibitor is responsible for any safety issues relating to the site whilst the works are carried out. Exhibitors are responsible for the reinstatement of their exhibit site on completion of the show

10.16. Construction restrictions

Exhibitors displaying any samples of paving, etc must construct the sample paths on portable boards or bases, which may be laid on the grass. No material may be laid directly on the grass which may be difficult to subsequently remove.

- 10.17. Spikes, stakes and posts
Spikes, stakes or posts of any kind exceeding 300mm (12 inch) must not be driven into the ground or be erected without the approval of the SFS Park Manager. This is to prevent potential safety issues with the showground and its underground electrical and water supplies.
- 10.18. Trees, shrubbery and pathways
Exhibitors must not make any alteration to, or cause damage to, any trees shrubbery or pathways.
- 10.19. Lighting
Lighting is provided on the showground during hours of darkness although this is not sufficient to enable exhibitors to carry out work activities during the hours of darkness. If exhibitor activities take place during the hours of darkness, it will be the responsibility of the exhibitor to make adequate lighting arrangements.

11. Structures and marquees

- 11.1. Permission
Exhibitors intending to erect structures, tents or marquees of any kind may only do so with the permission of the SFS General Manager. Prior to any erection, the location of and depth of any retaining any spikes or supports must be agreed with the SFS Park Manager to prevent potential safety issues with the showground and its underground electrical and water supplies
- 11.2. Flame retardant materials
All structures (including fixtures and fitting where practicable) should be of inherently flame retardant materials, with certification as applicable and must be erected by competent operatives.
- 11.3. Compliance
It is the responsibility of exhibitors to ensure that all parts of their exhibit (including access steps, ramps, etc) comply with Health and Safety requirements and are acceptable for disabled access and use.
- 11.4. Large structures
Large structures, and others where applicable, intended for a number of exhibits and with a large public capacity may be required to provide risk assessments, technical specifications, design drawings, method statements, methods of management, fire risk and evacuation procedures. They will be required to comply with the following as applicable:
- The guidance and requirements of MUTA
 - The Temporary Demountable Structures Document (2007)
 - Health and Safety at Work Act 1974
 - Work at Height Regulations 2005
 - The Smoke-free Regulations 2006
 - Electricity at Work Regulations (in particular, portable appliances)
 - Regulations for the storage and use of Liquid Petroleum Gas (LPG)

Exhibitors must make suitable arrangements with SFS Park Manager for the disposal of water running off such structures.

12. Electrical provision

12.1. Power supply

The electricity supply to the showground is 3-phase 415/240 volts AC enabling a 3-phase or single phase supply to be provided.

12.2. Electrical contractor

Trade exhibitors requiring a direct supply must make arrangements directly with the showground electrical contractor: -

AAC Power Solutions Limited, Scarborough Business Park, Hopper Hill Road, Eastfield, Scarborough, YO11 3YS

Telephone: - 01723 586799

E-mail: - info@aacpowersolutionsltd.co.uk

12.3. Installations

In all cases, where exhibitors, their employees or contractors carry out any kind of electrical installation, circuitry or install appliances, in whatever form, such installation must be inspected and approved by the official electrical contractor.

12.4. Inspection and testing

All electrical equipment (including extensions and adapters, etc) must be inspected and tested prior to being brought onto the showground. Proof of inspection and testing may be requested by way of PAT certification.

12.5. Generators

Generators are not permitted to be used on the showground during show days and are only acceptable during build-up and breakdown when absolutely necessary.

13. Water provision

13.1. Water supply

The showground has an extensive water supply network. Trade exhibitors requiring a direct water supply must make arrangements with the Southport Flower Show office or the official showground water contractor:

Crown Plumbing
11 Bury Road
Southport
PR8 4EP
01704 500072

13.2. Pools and water features

Exhibitors storing water in large receptacles such as ponds, pools, water features and spa baths are responsible for guarding against leaks and flooding.

13.3. Exhibitors are also responsible for ensuring that their stored water is removed and disposed of in a safe and appropriate manner at the end of the show or when no longer required. Disposal methods must be agreed with the SFS Park Manager in advance.

14. Cleansing and waste disposal

14.1. Waste and disposal

A site cleansing contractor will maintain the site during the week of the show. An adequate number of waste disposal bins are available for use within the showground.

14.2. Official show cleaning contractor:

Sefton Council

14.3. Exhibitors' responsibilities

Exhibitors are reminded of their responsibility to maintain the cleanliness and neat storage of waste and packaging in their exhibit site. Where practicable, exhibitors who have a large amount of packaging for disposal must keep it tidy and bundle it together and either deposit at the side of the waste bins for collection or in some cases it may be possible to arrange for large amounts to be collected from the exhibit site direct by the contractor.

14.4. Heavy and bulk waste

Exhibitors are responsible for their own arrangements to dispose of heavy waste (e.g.: wood, metal, concrete, plants, organic waste, etc) both prior to the show and afterwards.

15. Hygiene and food handling

15.1. Hygiene and food handling

All caterers and food outlets are required to provide a high standard of food safety and hygiene within the showground and comply as applicable, to the requirements of the Food Safety Act 1990 and subsequent legislation and regulations.

15.2. Additional guidance

Additional guidance in the safe storage, handling and management of food for small businesses can be found in the 'Safer Food Better Business' guide available from the Food Standards Agency.

15.3. Hand washing facilities

Whilst it may not be practical for running water to be available at all food stalls, and although alcohol wipes are considered acceptable in most circumstances, it is required that each stall be supplied with a water container and a bowl to provide hand washing facilities.

15.4. Monitoring

The food handling and hygiene will be monitored on site by the SFS General Manager and local Environmental Health Officers.

15.5. Temporary Events Notice

Any exhibitors wishing to sell alcohol must firstly apply to the Southport Flower Show office. Unless you receive written permission from Southport Flower Show, any alcohol sold must be for consumption **off site** only and must be packaged accordingly. You will need to apply for a Temporary Events notice from Sefton Metropolitan Borough Council at least 10 working days before the start of the event visit www.sefton.gov.uk.

16. Opening and closing times

16.1. Daily closure times

The showground daily closure times for exhibitors and contractors will vary during the build-up, show days and breakdown. The latest time for closure on any day will be 21.00 due to the failing daylight. Persons are not permitted to be on the showground beyond this time, for both safety and security reasons.

16.2. Out of hours access

Exhibitors or contractors needing access out of normal hours must make their request to the SFS Park Manager no later than 15.00 on the day of the required access.

16.3. Show opening times:

Thursday 17 th August	10.00 – 18.00	> no late entry
Friday 18 th August	10.00 – 18.00	> late entry after 15.00
Saturday 19 th August	10.00 – 18.00	> late entry after 15.00
Sunday 20 th August	10.00 – 17.00	> late entry after 15.00

16.4. Re-stocking times

- Mornings from 07.00 – 09.00
- Evenings from 18.30– 20.00

17. Exhibit rules and regulations

- 17.1. All booking applications for exhibits must be made on the specified application forms and full details of the stand and exhibits to be displayed or sold must be given at the time of booking. Where an application is granted, exhibitors are required to observe the following conditions and any other regulations as applicable.
- 17.2. All exhibitors must observe any instruction or direction given by the SFS Managers, stewards or other representatives of SFS.
- 17.3. Exhibitors are not permitted to move their exhibits or any part thereof to any other space or site not officially allocated to them. This includes unused spaces adjacent to their sites.
- 17.4. All sites will be marked out and exhibitors must not site themselves. They must ensure that they check the location and boundaries of their site with SFS Managers or staff prior to placing any property or commencing any structure.
- 17.5. The final allocation and positioning of all exhibitors and sites will be entirely at the discretion of SFS Management, although every endeavor will be made to meet any exhibitor's request regarding the position of the stand.
- 17.6. Exhibitors must prevent items, goods or property from falling or projecting outside of their allotted exhibit area. In the instance of open sites, this includes structures, awnings, guy ropes or any property whatsoever. SFS reserves the right to remove any such structures or items, at the exhibitors cost, without risk of liability to SFS for any damage or loss incurred.
- 17.7. No exhibitor may erect on the lateral boundaries of their site any fence, screen or other structure which would shut out the views of exhibits on the adjoining site.
- 17.8. No sub-letting or transfer of sites or part thereof is permitted. In these circumstances, the application may be withdrawn and there will be no refund of costs or expenses incurred.
- 17.9. SFS cannot undertake to stage any exhibits, or to return any exhibits after the show.
- 17.10. Where stands are provided, no signs or notices other than those provided, nor any goods or other articles, may be attached to the front of the stands.
- 17.11. All erections, marquees, posters, sign writing, etc provided by exhibitors must be to the approval of SFS Management in every respect, and the position in which they are placed must also be approved by SFS Management.

- 17.12. All exhibitors' goods offered for sale must have prices clearly marked and in a suitable manner to allow the public to make an informed choice. Prices must include vat at the current rate and the labels must clearly indicate the name of the seller. Hand written prices stickers are acceptable.
- 17.13. SFS Management shall have the power to remove from the show any exhibitor whose articles are not in accordance with the description given on the application form, or any vendor of "cheap-jack" or offensive articles. The definition of what constitutes "cheap-jack" or offensive articles shall rest entirely with SFS.
- 17.14. All exhibits must meet with the approval of SFS who reserve the right:
- To reject any application whatsoever and to cancel any entry which may have been accepted, without explanation.
 - To veto any exhibit or part thereof at any time.
 - To have removed from the show at any time any exhibitors found to be in contravention of the SFS conditions and regulations.
 - To remove any night screen and/or covers from any exhibit which is not uncovered during the hours the show is open. They shall not be liable for any damage or loss arising from such action.
- 17.15. Lotteries, raffles tombolas or similar games of chance or skill where payment is to be made or expected, are not permitted as any part of an exhibit or within the showground.
- 17.16. In light of the Trades Description Act 1968, exhibitors are required to observe the following conditions and any other regulations as applicable:
- Stands must be open and staffed throughout all opening hours on all the days of the show.
 - Stands must be kept stocked with goods throughout the show, and a reasonable display maintained.
- 17.17. Practical demonstrations of small display models or electrically-driven hand-tools are permitted only where the operator is competent in their use and there is no risk to the operator any other person or property.
- 17.18. Shouting and the use of amplification of any kind whether inside or outside an exhibitor's allotted space is forbidden. All demonstrations must be carried out in a quiet and orderly fashion. Any demonstration deemed to be too loud or causing a nuisance in any way to other exhibitors or members of the public will be required to cease immediately.
- 17.19. Practical demonstrations of kitchen utensils, barbecues or similar items must not incorporate any form of cooking without written permission from the SFS General Manager, nor will cooking be permitted on an exhibitor's site for any other purpose.
- 17.20. Any food and/ or drink sold from a trade stand should be sold for consumption off site only and packaged accordingly. Any exceptions to this rule must be approved in writing by Southport Flower Show.
- 17.21. Every exhibit in the show must have a notice of good quality provided by the exhibitor and approved by SFS clearly showing the trade name and address of the exhibitor.
- 17.22. No more than three persons are permitted to work a 3m x 3m trade stand at any one time.

17.23. Exhibitors are prohibited from displaying posters, placards, streamers, announcements or notices of any kind in the showground, except within the limits of their own exhibit site. Posters and literature of any type is prohibited from being placed on any trees, posts or structures.

17.24. Exhibitors are prohibited from distributing any literature except within the limits of their own exhibit site.

17.25. For additional regulations, conditions and information referring to specific classes of exhibitors, please consult the relevant application forms for:

- Grand Floral Marquee
- Amateur Competitive
- Floral Arts and Contemporary Design
- Show Gardens
- Trade Stands

18. Breakdown (end of show) instructions

18.1. On the final day, Sunday 20th August 2017, the following outlines the closure and breakdown schedule:

16.00 – 17.00	Public 'Sell Off' commences
17.00	Closure of all exhibits
17.00 – 18.00	Removal of public from the showground
18.00	Vehicle movement allowed on site
21.00	Showground closes

18.2. During the breakdown, exhibitors are subject to the following conditions:

- Exhibitors may not bring into the showground: plants, cut flowers, or any item specifically for sale during the public 'Sell Off' of the show.
- Exhibitors must not dismantle their exhibit stands, covers, etc prior to the end of the show (including parts of the stand, etc).
- No items forming part of 'formal displays' (including plants, flowers, fruit or vegetables) may be removed or otherwise disposed of prior to 16.00 on the last day of the show.

18.3. Vehicle access and gate use during breakdown - Sunday (18.00 – 21.00). Vehicles will not enter the showground for breakdown before 1800. (This may be delayed if there are still members of the public on the showground).

18.4. All vehicle access, with the exception of the show garden exhibitors, will be controlled from the exhibitors' vehicle park through Gate 9 – North Paddock Gate.

18.5. All vehicles entering the showground will be required to follow the one way system.

18.6. To ease on-site congestion and to facilitate vehicle movement, once all vehicles have entered the showground, and at the discretion of SFS, Gate 9 - North Paddock Gate, Gate 4 – Duke Street Gate, and Gate 6 – Ho Lee Chow Gate will be made available as additional exits.

19. Clearance of site

19.1. Showground re-opens at 08.00 on Monday 21st August

19.2. Exhibitors must remove their property from the showground as soon as practicable after the close of the show on Sunday 21st August; before 11.00 am on Monday 21st August for covered stands and no later than 16.00 on Tuesday 22nd August for all other stands.

- 19.3. In the case of plants and materials brought on to site by exhibitors at any date and not removed at end of the show, SFS reserve the right to move, remove, or otherwise dispose of the said plants and materials without incurring any liability to the exhibitor concerned.
- 19.4. SFS does not accept any responsibility for items left on site and cannot be held responsible for damage or loss of items after the show has closed (see SFS Limits of liability).

20. Limits of liability

- 20.1. To the extent permitted by the Unfair Contract Terms Act 1977, and any succeeding relevant legislation, all liability for personal injury, fatal or otherwise, damage to property or other damage of whatsoever nature shall be excluded on the part of the Southport Flower Show or its representatives.
- 20.2. Southport Flower Show or its representatives shall, under no circumstances whatsoever, whether for negligence, breach of contract or otherwise, be liable for any indirect or consequential loss or damage or for economic loss or other loss.
- 20.3. Southport Flower Show or its representatives shall not be responsible for any accident, damage or loss, however caused, that may occur to any exhibitor or relation, colleague or his servant, article or property brought into the showground or being carried into or out of the said showground. Each exhibitor shall be solely responsible for any loss, injury or damage that may be done to, or occasioned by, or arising from any act or omission of the exhibitor or their servants or contractors of any animal, article or property exhibited or brought into or out of the said showground by him, and he shall indemnify and hold harmless Southport Flower Show from and against all actions, suits, expenses and claims on account of or in respect of any such loss, damage or injury which may be so caused or occasioned.
- 20.4. Vehicles are taken into the showground or onto any land controlled by Southport Flower Show outside the showground for use as a car or vehicle park on condition that Southport Flower Show shall not be liable for loss of or damage to the vehicle, its contents, or to any part or accessory thereof in whatever way or by whatever means such loss or damage may be caused.
- 20.5. Exhibitors will be wholly responsible for any claims made by any person or persons whom they may employ under the Employers' Liability Legislation, the Workman's Compensation Act 1925, or any amendment thereof, or otherwise, and shall indemnify Southport Flower Show against all costs and proceedings in respect thereof.

21. Contact details

Victoria Park Management Company (Southport) Limited is the trading element of the Southport Flower Show Charity.

Registered Company No.03016129

Southport Flower Show is a registered charity; its main fund raising event is the annual show

Registered Office: Southport Flower Show
Victoria Park
Esplanade
Southport PR8 1RX

Registered Charity: No.1000698 Registered Company: No.02103365

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