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9-11 MEDI 2022

STAD Y FAENOL BANGOR
GWYNEDD LL57 4BP



GWCT
WELSH
GAME FAIR

CELEBRATING THE COUNTRYSIDE

9-11 SEPT 2022

THE VAYNOL ESTATE BANGOR
GWYNEDD LL57 4BP



Exhibitor Manual

2022

Welcome

Welcome to the exhibitor information document for the GWCT Welsh Game Fair 2022.

This document contains information you require while participating at the show. You will find the answers to most of your questions in this manual, but it is not designed to replace our personal service. We will be happy to answer any questions you may have, please contact us by email exhibitors@stableevents.org

This document will not be sent to you as a hard copy, it is for electronic distribution only.

In the meantime, should you have any queries please do not hesitate to contact us.

Wishing your successful participation at the show.

The Operations Team

Table of Contents

| | |
|---|-----------|
| Welcome | 2 |
| Key Contacts..... | 5 |
| Marketing | 6 |
| GDPR..... | 6 |
| New Launches at the show & networking functions..... | 6 |
| Sponsorship Opportunities | 6 |
| Communication | 6 |
| Show Information..... | 7 |
| Build Up | 8 |
| Toilets & Showers..... | 8 |
| PPE Requirements | 8 |
| Types of Stands | 9 |
| Open Space | 10 |
| Exhibitor Passes | 10 |
| Exhibitor Entry Pass Entitlement..... | 10 |
| Displaying your Vehicle Pass..... | 10 |
| Breakdown – Sunday 11th September | 11 |
| Organisers Office..... | 12 |
| Additional Services | 12 |
| Wi-Fi..... | 12 |
| First Aid..... | 12 |
| COVID-19..... | 12 |
| Stand Security | 13 |
| Your Stand Location and Stand Identification | 14 |
| Stand Shares | 14 |
| Electric | 14 |
| Furniture | 14 |
| Email - info@cityfurniturehireltd.com | 14 |
| Telephone - 0845 300 5455..... | 14 |
| Signage..... | 14 |
| Accommodation | 15 |
| RFD | 15 |

| | |
|---|-----------|
| Event Staff..... | 15 |
| Site Regulations | 16 |
| Deliveries | 16 |
| Site Speed Limit..... | 16 |
| Golf Buggies and Quad Bikes | 16 |
| Children..... | 17 |
| Warnings for exhibitors (AEO) | 17 |
| Balloons/Blimps | 17 |
| Waste and Rubbish..... | 18 |
| Dog Creche | 18 |
| Dogs on Site | 18 |
| Health and Safety..... | 18 |
| General Exhibitor Guidance | 20 |
| Risk Assessments..... | 22 |
| What to send in | 23 |
| Fire Extinguisher..... | 23 |
| Insurance | 23 |
| Alcohol & Temporary Event Notice (TEN)..... | 23 |
| Food & Drink Exhibitors including Stand Hospitality | 24 |
| BBQ..... | 24 |
| RFD’S, knives and other weapons | 24 |
| Displaying Vehicles on Stands..... | 25 |
| Disability Awareness | 25 |
| Working at Height | 26 |
| Fur Products | 26 |
| Noise | 26 |

Key Contacts

| Welsh Game Fair Organising Team | |
|---|---|
| Michele Burgess Operations Executive Email: michele.burgess@stableevents.org Tel 07973 978976 | Ashley Cooper Head of Commercial and Partnerships T: 07949 111359 Email: Ashley.cooper@thegamefair.org |
| Gemma Payne Head of Marketing T: 07814 764 097 Email: gemma.payne@thegamefair.org | Lee Hurst Section Manager Gunmakers Row T: 07949 111539 Email: lee.hurst@thegamefair.org |
| Health & Safety Contact healthandsafety@thegamefair.org | Davina Carey Evans Sales Manager davina.ce@welshgamefair.org |
| Accounts Department 07970 491686 accounts@thegamefair.org | Furniture – City Furniture Hire info@cityfurniturehireltd.com 0845 300 5455 |

Exhibitor’s will only be allowed on to site if –

- The stand balance has been paid in full
- The correct health and safety form, Insurance documents and risk assessment have been completed, submitted, and approved by the Health and Safety Officer.
- Exhibitors are wearing the correct wristbands and displaying the correct vehicle passes.
- All exhibitors and staff are wearing Hi-Vis waistcoats.

If you don’t understand anything in this Exhibitor Manual, please get in touch with us at exhibitors@thegamefair.org

Before arriving on site we suggest saving all important contacts in your phone and circulate them with your team.

Marketing

Please take time to go through our marketing resources to enhance your time at the show. We have a marketing tool kit which you can find on the exhibitor's page of the Welsh Game Fair website which provides ideas for promoting items that you are exhibiting at the Welsh Game Fair. Please include our logo on your email signature and social media.

For Marketing Opportunities please contact Gemma Payne
gemma.payne@thegamefair.org

Every Exhibitor is entitled to a website listing on the Welsh Game Fair website. This will be a company logo only. Click on link below to be directed to our show guide and website entry page. Please ensure you complete this otherwise you will not be added to the Welsh Game Fair website – [Click Here](#)

If you would like additional information, please contact the Marketing Team -
gemma.payne@thegamefair.org

GDPR

Please be aware that we may pass on your details to our official suppliers and partners to enhance your experience at our events. This could be (for example) electricity and internet providers because these services are required for a seamless exhibition experience, and it is in your interest to be provided with this information. If you prefer us not to share these details with our suppliers and partners, please unsubscribe by contacting exhibitors@stableevents.org

New Launches at the show & networking functions

Please let us know about any new launches of products so we can help promote and support these for you.

If you wish to hold a social event (including but not limited to a party, function or reception) at any time during the Welsh Game Fair, you will need to obtain written permission from the Organiser by contacting exhibitors@stableevents.org

Sponsorship Opportunities

If you would like to enhance your profile at the show you can purchase one of our sponsorship opportunities. Please get in touch with Ashley Cooper for more information – Ashley.cooper@thegamefair.org

Communication

We will be sending you monthly emails about exhibiting at the Welsh Game Fair. Please make sure the emails are seen to the person who will be managing your stand. We will be using the email that is noted on your booking form, to communicate.

Please ensure the person dealing with your stand receives this communication pack as this is vital to ensure a smooth build up.

If you are creating any letters/documents for your staff/contractors/stand shares about details coming to the Welsh Game Fair, we are more than happy to check any communication to make sure the messaging is correct.

Please send these to exhibitors@stableevents.org

Show Information

The GWCT Welsh Game Fair takes place at The Vaynol Estate, Bangor, LL57 4BP.

| Show Opening Times: | | | | | |
|--|------------|-----------------------------------|-------------|--------------|---------------------------------|
| The Welsh Game Fair 2022 runs from Friday 9th to Sunday 11 th September | | | | | |
| | OPENING | | | CLOSING | |
| | Gates open | No vehicle movement onsite after: | Stands open | Stands close | Vehicle movement allowed after: |
| Friday | 8:30 a.m. | 8.00 a.m. | 9.00 a.m. | 5.30 p.m. | earliest 6.00 pm |
| Saturday | 8.30 a.m. | 8.00 a.m. | 9.00 a.m. | 5.30 p.m. | earliest 6.00pm |
| Sunday | 8.30 a.m. | 8.00 a.m. | 9.00 a.m. | 5.30 p.m. | earliest 6.00pm |

Car Parks opens at 8.30am. Parking is free.

We do have an exhibitor car park – However no one is allowed to camp in the exhibitor car park overnight

Show opening hours are 9am each day with last entry at 4pm unless a ticket has already been purchased. Stands are expected to be open from 9am till 5.30pm each day.

From Wednesday 7th September the site will be open from 8am until 7pm.

No Exhibitor is allowed on site before 8am Wednesday 7th September

For safety reasons vehicle movement will not be permitted while visitors remain on site, therefore these times are a guideline only and entirely at the discretion of the organiser. Please **DO NOT** move vehicles on the showground until authorised to do so and please work with our team of staff and stewards who will aim to get you moving as soon as possible.

Stands must be manned by at least one competent adult representative of the Exhibitor during opening hours.

Build Up

Please note **EVERYONE** must wear a Hi-Vis jacket/vest and suitable sturdy footwear for build-up and breakdown. Hi-Vis must be worn until the evening of Thursday 8th September otherwise you will be denied access to site at the Exhibitor Lanes.

Speed limit across the site is 10mph and 5mph on trackway, anyone found speeding will be asked to leave the site immediately. We do not tolerate speeding of any kind.

No exhibitor is allowed on site before 7th September without written consent from the Operations Team. If you do not have approval to be on site before 7th September, you will be asked to leave, this also includes third party contractors and suppliers.

The organiser will not take responsibility for any type of delivery.

Toilets & Showers

Under no circumstance should exhibitors bring their own toilet contractor on to site. If you require a toilet behind your stand, please contact exhibitors@thegamefair.org. Any toilet contractor found on site who is not an official supplier to The Game Fair will be asked to leave site or denied access.

From Wednesday 7th September until morning of Monday 12th September the only toilets available for exhibitors & contractors will be portaloo's. Shower blocks open from Wednesday 7th September for exhibitors.

If you have any questions, please contact Catherine Bishop at catherine.bishop@thegamefair.org

PPE Requirements

During the construction ALL persons onsite will be required to wear a Hi-Viz vest or jacket and suitable sturdy footwear.

Appropriate Personal Protective Equipment (PPE) is required as outlined in your risk assessment for the job being carried out. Additional PPE, such as hard hats, eye protection, gloves, etc., may be required when performing specific tasks, these should be identified in your risk assessments.

Types of Stands

Temporary shedding marquees will be dismantled at **9AM on Monday 12st September** – All exhibitor items must be removed by this time.

Shedding



To the left is an example of a unit of shedding with carpet flooring.

A shedding stand consists of a white tented marquee. They can be dressed as required. Sizes start at 3m (frontage) x 6m (depth). There is a further 9m depth to park any vehicles or camping that you require.

The average height inside the shedding structure is 2.3metres but this also varies if you have carpet and flooring. If you require a technical drawing, please contact – catherine.bishop@thegamefair.org

Banner Rail - You will automatically receive a banner rail, which is the width of your stand and 80cm high. The exhibitor will have to supply their own banner. We recommend having a banner with eyelet holes so you can attach the banner with

cable ties.

Carpet and Wooden Flooring - If you have purchased carpet for your shedding unit the colour will be grey. It is possible to change the colour of this carpet although this will be at an additional cost. Please get in touch with exhibitors@thegamefair.org

Flooring - Flooring is offered as an upgrade. If you have purchased wooden flooring, you will **NOT** receive any carpet. If you haven't purchased any flooring, you will be on grass. Grass is cut short to 2-3inches subject to weather.

Please note not all wooden flooring is the same quality. We recommend that you bring some rugs or your own floor covering.

Camping - Camping is allowed within exhibitors booked space. All vehicles should be parked within your unit's footprint, if vehicles do not fit, we will ask that they are moved to exhibitors camping or parking. This is to ensure all emergency services have full access around the site.

Front Sheet - It is the exhibitor's responsibility to take the front sheet on and off every day and put it back on post show.

If you have not advised in writing that you would like your shedding stand to be pushed back it will be at the front of the unit. If you would like it to be pushed back, please get in touch with exhibitors@thegamefair.org

Open Space

Open Space stands are grass plots located throughout the showground, with the flexibility to fill the space. This should also include any vehicles or camping on your stand as well.

No shedding unit is provided, and you are responsible for organising all of this at your own cost. The design of the stand is your responsibility and must be such that it can be erected and dismantled within the time available.

When you arrive at the show the area of your stand will be marked out on the ground. It is your responsibility to ensure that the stand is built to the correct floor markings. If you are unsure of these please contact a floor manager before commencing build.

Open space exhibitors may start construction of their stand from Wednesday 7th September. Open space structures such as gazebos must be able to withstand up to 40mph wind and must be of a good standard, clean and tidy.

Open space exhibitors need to be mindful that you cannot see the back of house from the front of your stand.

Please note if you are an Open Space Exhibitor, we may write to you and request a layout of your stand – if so, you must provide this information to the organisers.

*If you have an Open Space stand you must complete the **Open Space Layout Template** and submit to exhibitors@thegamefair.org Which can be found [Here](#) Sizes start from 3m (frontage) x 15m (depth) square.*

Exhibitor Passes

Exhibitor Entry Pass Entitlement

Exhibitors are entitled to an allocation of entry passes. The number of entry passes is calculated on stand size. If you have any questions, please contact exhibitors@stableevents.org

| Frontage | 3m | 6m | 9m | 12m | 15m |
|-------------------------|----|----|----|-----|-----|
| Total no. of wristbands | 3 | 6 | 8 | 8 | 8 |

Displaying your Vehicle Pass

If you are driving around site, please do this at the speed limit of 10mph and ensure you are displaying the correct vehicle pass, at all times.

The amount of vehicle passes you will receive is displayed in the table below. If you are in a food hall or craft tent – please note you will not get any vehicle passes, Additionally, if you are in a 3m x 3m marquee you will not receive any vehicle passes – you will need to leave your vehicles in the exhibitor car park.

| Frontage | 3m | 6m | 9m | 12m | 15m |
|-------------------------|----|----|----|-----|-----|
| Total no. of wristbands | 2 | 3 | 4 | 5 | 6 |

FOOD HALL & CRAFT MARQUEE –

Please note that food hall and craft marquee exhibitors cannot camp on the main site or park vehicles behind their stand. You will have to make use of the exhibitor car park or the official campsite.

Please note you cannot purchase additional vehicle hangers.

Breakdown – Sunday 11th September

Breakdown will start on Sunday once the show officially closes at 5.30pm. Please note you must be cleared from site no later than mid-day Monday 12th September otherwise you will be fined.

A Breakdown announcement will be made over the P.A. tannoy

If a stand is left untidy a clear up charge of £250 + VAT will be charged by Stable Events Ltd

During the show you will be given a hard copy of our Breakdown notice by one of our team. You will also receive a text notification about Breakdown. This communication will go to the mobile number provided on your contract for space unless you inform us otherwise.

The dismantling of stands is not permitted before 5.30pm on Sunday 11th September. ‘Breakdown’ will be announced over the shows Public Address system – as soon as the public have left the site – from this point you may commence dismantling your stand. You will be notified when vehicle movement is permitted.

- We will operate a **one-way** traffic system via the Exhibitor Car Park.
- You may be charged a disposable fee for any fittings and rubbish left.
- Power to stands will be switched off by 20.00hrs on Sunday 11th September. It could be before this time.
- Breakdown is a high-risk time for security – do not leave valuables unattended.
- Please note that there is to be no vehicle movement permitted before 5.30pm (which includes entering and exiting the site).

The organiser will make every effort to allow vehicles on to the site as quickly as possible after the show closes.

Organisers Office

Organisers Office should be your first point of contact if you have any issues on site, this is located in front of Vaynol Hall.

If you need to contact a member of our team, please find the contact details on page one of this document.

Nearer the event we will share emergency contact details for show days, and “out of hours” calls, and including information on breakdown. Please ensure we have your correct mobile details as we will be sending out information via a text messaging service.

Additional Services

Wi-Fi

If you require additional internet, please contact exhibitors@stableevents.org where we can provide details of our internet provider to book the service at additional cost.

Orders for Internet with our supplier Redbox will be going live from Monday 1st August 2022.

Please note there is no free Wi-Fi around the site. If the success of your business relies on Wi-Fi we recommend booking this directly with our appointed supplier. If you require internet connection to take payments etc we recommend that you book this service rather than relying on mobile signal.

There is no free Wi-Fi on site.

First Aid

You can find the nearest first aid point near the main arena. If you require urgent first aid please DO NOT ring 999, contact the organisers office and we shall send the first aid team to you straight away. We will share the emergency contact number with you closer to the event.

We request that you save all important contact details in your phone in case of an emergency.

COVID-19

Event COVID-19 Situation

Current levels of infection in the UK remain low and as a result there is no special conditions in place. All COVID-19 regulations and restrictions have now been removed from Wales.

Covid-19 Mitigation measures

The Organisers will implement the following measures to assist the limitation of COVID-19 spreading throughout the staff and public at the event.

All staff, contractors and exhibitors are advised not to attend if they or household members have symptoms. High touch areas will be wiped down regularly.

Stand Security

The Welsh Game Fair has security on site and at all entrances. All thefts and disturbances must be reported to the security team (located at the organisers office).

Please note the Welsh Game Fair provides 24hour security around the site. If you require stand security, please contact – catherine.bishop@thegamefair.org

Please note we do not allow any other security contractor on site other than our official contractors. Any security company found on site that is not an official contractor will be asked to leave.

Your Stand Location and Stand Identification

All exhibitors should know their stand number as we now sell off plan, this will also be confirmed in writing.

Please note official stand numbers will not be released until **August 2022** – this is because the plan is a work in progress. Do not announce your stand number on any marketing until you have your official stand number from the organisers.

If contractors are erecting your stand, please send them a copy of the site map to assist them in locating the correct pitch. If you need any help with this, please contact – exhibitors@thegamefair.org

Stand Shares

As per your T&C's you may not sub-let or stand share without written permission from the organiser, including sponsorship or product placements or any other commercial partnership with a third party. Otherwise this may result in a fine or being escorted off site.

Organisers of group stands are responsible for ensuring that all exhibitors within their group are fully aware of, and agree to abide by, the rules & regulations and the regulations of the Authorities.

To credit a stand share in the official programme a fee of £100 + VAT will be invoiced to the sharer.

Electric

If you require electric for your stand this must be ordered in advance.

Please contact – exhibitors@thegamefair.org for an order form.

Please note the organiser has the right to add on a surcharge for any electrics for orders made on site.

Furniture

If you require furniture on your stand orders can be placed with our official supplier – **City Furniture Hire** -<https://cityfurniturehireltd.com>

Email - info@cityfurniturehireltd.com

Telephone - 0845 300 5455

Signage

Our Official Signage contractor is
Arwyddion Caernarfon Signs Ltd. (ACSigns)

Tel: 01286238976 / 07790167774

<http://www.acsigns.cymru>

Accommodation

The GWCT Welsh Game Fair are working with accommodation agency Nubreed Hotels Concierge to provide discounted hotel accommodation for exhibitors and visitors.

BOOK YOUR HOTEL

Email: contact@nubreedhotels.com

RFD

If you are a current North Wales Police RFD holder you must inform North Wales Police that you are operating at the show.

If you hold an RFD from outside the area you must obtain a temporary RFD from North Wales Police.

RFD notifications or requests MUST be submitted as EARLY as possible and NO LATER than 31ST July 2022. Anything after this is likely to be refused.

Applications need to be submitted to:

Firearms Licensing,
PO Box 100,
Prestatyn,
LL19 0BH

VERY IMPORTANT

If you are holding/selling ammo, cartridges, powder, or any form of explosive you must provide us with a full breakdown of the number of each calibre/ type of powder and the relevant net explosive quantities (NEQ) of each. This information is added together to form part of the show's explosives licence. Again, we must ask that this is submitted to us by 31st July, as we need to submit the licence request to North Wales Police in time for the show.

Please submit the information or direct any enquiries to lee.hurst@thegamefair.org

Event Staff

Security Staff, Floor Managers and the Event organisers and stewards will be on site to assist exhibitors where possible. Please co-operate with them as always. If you have any queries on site, please go in the Organisers Office located in front of Vaynol Hall.

Site Regulations

Please take time to read the site regulations below. If there is any update or changes, we will notify you via email or telephone.

Strictly no trading or stand displays in the show aisles unless approved by the Sales and Operations Team.

Any banners or posters displayed outside an exhibitor stand without prior consent will be removed and destroyed.

The use of Drones and other similar devices however operated are not permitted withing the confines of the Showground or car parks.

Deliveries

Accepting Deliveries – The organiser or any contractors will not take responsibility for any type of delivery, and ‘signed for’ items will not be accepted in any circumstances. Furthermore, there are no storage facilities on site for deliveries. Exhibitors must make their own arrangements for the receipt of deliveries.

Deliveries during Show Days – Your contact number must be given to the courier company so they can ring you to come and collect the package – **No Site Access after 7.30am during Show Days.**

Site Speed Limit

The site speed limit is always 10mph (5mph on trackway); please make sure that you keep within this limit. Our security team will stop anyone driving fast, in a careless manner or under the influence of alcohol. All incidents will be reported to the organiser and the vehicle keys may be removed.

Anyone caught speeding will fined or asked to leave site immediately. Speeding is not tolerated on site.

No vehicle movement on site during trading hours.

Golf Buggies and Quad Bikes

Driving of motorcycles, Golf Buggies and Quad Bikes is strictly prohibited on site at any time unless they are official National Game Fair vehicles with an official number.

Any golf buggies or quad bikes found on site that are not official organisers vehicles or part of an exhibitor stand will be asked to be removed from site – this includes any contractors found on site without an official vehicle sticker.

Children

Under NO circumstances will children under the age of 16 years be allowed into the show ground during the build-up and breakdown. The show ground can be hazardous during these times and this ruling is in place to protect children's safety. We regret no exceptions can be made to this ruling.

Warnings for exhibitors (AEO)

The official catalogue is produced in partnership with Newhall Publishing.

In recent years, third parties such as International Fairs directory, Expo Guides, Fair guide, Construct Data Verlag and others have been targeting exhibitors at major exhibitions for paid entries into show guides. These companies are **NOT** in any way affiliated with The Game Fair and are NOT working on our behalf.

These companies use a misleading form, often with the show logo which resembles an organiser's free catalogue entry form. Exhibitors who sign and return the form for an entry in an online directory are contracted into a three-year, 'non-retractable' agreement. Non-payment is then followed by aggressive debt collecting by recovery agents, including threats of legal action. We strongly advise all exhibitors to be vigilant against organisations such as these. Please be aware and read the small print details before signing any documents. Please contact us if you require any clarification.

If you have been caught out, the current advice from the AEO (Association of Exhibition Organisers) is as follows.

1. DO NOT PAY ANYTHING
2. IGNORE THEM COMPLETELY – do not communicate with them in any way, even if they threaten legal action. Writing letters simply confirms that you exist and are available at the address/email address/number they have on file, you will be encouraging them to pursue payment.
3. Report it to your local trading standards.
4. Keep a log of all correspondence and contact from them.

Balloons/Blimps

If you intend to have any balloons/blimps above your stand, you must ensure that this is included in the risk assessment for your stand and that the Health and Safety Form is completed and submitted. The following regulations must also be adhered to.

- Permission to use advertising balloons must be obtained from the Organisers.
- The balloon must be positioned as centrally as possible within the confines of your allocated space in order that any logos/designs displayed are not immediately overlooking any neighbouring stand.

Waste and Rubbish

We ask all exhibitors to put any flat packed cardboard in front of their stand at the end of the day. Our waste team will then collect the boxes. Any un-flattened boxes will not be removed. Exhibitors are responsible for cleaning their stands each evening by 8pm and leaving their waste stacked for collection immediately outside the stand in their own waste bags. Exhibitors providing catering on their stands must provide their own bins for waste food.

Bins are located around the site for rubbish. Please ensure that any rubbish goes to the bins after 7.30pm. Please bear in mind that the earlier rubbish is placed in the bins, the easier it is to clear. It is important that wastewater is not disposed of directly on to the ground. There are wastewater disposal points at each toilet and shower block, these will be emptied/serviced regularly.

Exhibitors are required to maintain their stand spaces and surrounding area in a clean, tidy, and hygienic condition always. Waste material must not be stored at the rear of a stand. Please be aware of the fire risk when storing waste, keep soft dry waste away from sources of heat or ignition. Recycling bins are available across the show.

Dog Creche

The Dog Creche is situated in a quiet, shady place with experienced staff looking after the dogs in a safe kennel area.

Please do not leave your dog in your car while you visit the Welsh Game Fair. Our dog patrols work with the RSPCA and the police to release any dogs left in cars. The Game Fair will not be held responsible for any damage done to any vehicle in such cases.

Please clean up after your dog.

Dogs on Site

All pets must be kept under control and dogs always kept on leads. During show hours please make use of the dog creche. Please do not leave pets in cars or caravans. Please clean up any dog mess and dispose of it hygienically in the bins provided.

Please do not let your dog go in any of the arenas during build up or show days.

Please clean up after your dog.

Health and Safety

This section lists all things relevant to Health and Safety and covers the rules and regulations that must be adhered to at the event.

What you need to provide/bring for the event -

- Risk Assessment
- Fire Risk Assessment
- Employers Liability Insurance Certificate - minimum £5Million
- Product Liability Insurance Certificate – Minimum - £5Million
- Fire Extinguisher, type identified within your Fire Risk Assessment
- Company/Organisation Health & Safety Policy (only for entities with 5 or more employees)

The senior safety officer for The Welsh Game Fair will be visiting exhibitors during show build-up and during the live show to ensure that high standards of health and safety are maintained. You may be contacted for advice and guidance on health and safety healthandsafety@thegamefair.org

Telephone: 0117 927 6614

Every exhibitor must submit an adequate Risk Assessment, to gain access to site

General Exhibitor Guidance

Please ensure you read the Site Safety Rules.

GWCT Welsh Game Fair 2022 Site Safety Rules

Everyone working at the show must be familiar with these rules before arriving on site, it is the responsibility for all personnel working on site to maintain a safety working environment.

General

- Everyone is required to always work safely on site.
- Anyone not following these rules may be asked to leave site.
- Exhibitors and their contractors, regardless of the number of employees, **MUST** submit to the organiser written general and fire risk assessments. (Information and guidance on general and fire risk assessments is on the exhibitor's hub)
- Children under 16 are not allowed on site during Build-up and Breakdown.
- All safety rules, instructions and warning notices must be observed.
- You must undertake a Site Induction at the point of entry to the site.
- Any accidents or near-misses must be reported to the Organisers Office or the Game Fair Safety team as soon as possible
- Ensure that your work operations do not affect the safety of other exhibitors or site contractors
- All generators shall be provided by the site electrical contractor. No other generators are permitted. Any unauthorised generators used during the show shall be confiscated.
- At all times when you are on site be aware that the event site is a working construction area, and you should always remain vigilant to your surroundings and be aware that work activities will always be taking place around you.
- Unloading and reloading of exhibits and equipment must be pre-planned.
- Stands, exhibits, banners, flagpoles etc must be adequately stable, taking into consideration likely weather and ground conditions.
- Exhibitor's handling food must allow inspections by environmental health officers.
- Do not do anything to pollute the land or anything which may affect the wildlife which reside on site. Please report any leakages or pollution to the Organisers Office.
- Please note that drones are **NOT** permitted on site. Any persons found with them on site will have them confiscated and you may be asked to leave site.
- Do not bring any hazardous substances to the event site, this includes acetylene.

Vehicles & Machinery

- Vehicles **MUST NOT** be parked inside covered stands.
- Anyone driving onto or around site must hold a full driving license.
- The site speed limit is 10mph and 5mph on trackway, this should be observed at all times – even when the site appears empty.
- Plant and machinery must only be operated by trained and competent persons.
- No vehicle movement is permitted during the public occupation of the site

Personal Protective Equipment & Workwear

- Everyone working on site must wear suitable clothing and protective equipment for their job, this includes (but is not limited to); protective footwear, hi-visibility clothing, gloves and hard hats.
- All work at height must be properly planned and use a safe system of access. Suitable PPE must be worn when required and a “safe area” created on the ground to prevent others from working underneath you.

Fire Safety

- Each stand must have suitable fire extinguishers. Located in clear view (The type, sizes and number of extinguishers should be specified in the exhibitor’s fire risk assessment.)
- You must take all reasonable steps to manage fire risks arising within your stall
- Familiarise yourself with the location of fire safety equipment and the procedures to follow in the event of discovering a fire.
- When working inside, ensure that equipment does not block escape routes or access to extinguishers.
- Smoking is not permitted in any enclosed spaces and in areas where “No Smoking” signage is displayed.
- Any furniture bought onto site must be fire retardant and have the label attached.

Risk Assessments

WHY RISK ASSESSMENTS ARE REQUIRED

The organiser will require each exhibitor to provide a Health & Safety Policy (if over 5 employees), Risk Assessment and Fire Risk Assessment. If exhibitors employ one or more contractors to erect their stand, install exhibits etc, a risk assessment for the contractors' operations must also be provided in addition to those submitted by the exhibitor.

It is a condition of exhibiting at The Game Fair that every exhibitor completes the Health and Safety form to provide us with contact details for the person on your team responsible for Health and Safety onsite and to declare to The Game Fair that a Risk Assessment and a Fire Risk Assessment has been carried out. As such, please find below some guides and further information to help you. If you have any queries regarding the above, please contact the Organisers.

A Risk Assessment (RA) is a document identifying hazards that might cause harm to people and decide whether you are taking reasonable steps to prevent that harm. A risk assessment is about identifying sensible measures to control the risks during build-up, open and breakdown of your stand.

There are four steps to completing a Risk Assessment.

Step 1: Identify the hazards:

What, during the build-up, open days and breakdown of your stand, could cause harm to yourself or other people? Some hazards are recognized with a risk of harm – for example working at height, working with chemicals, machinery. But you should also consider what materials will be used? How much noise and dust will there be? Are they slipping/tripping hazards? Any risk of fire? Will the work require long working hours and if so, do you have a “Late working Rota” in place?

Step 2: Decide who might be harmed and how:

For each of the hazards identified in the first step, you need to identify the group of people who are at risk and might be harmed. This will help you to identify the precaution to take.

Step 3: Evaluate the risks and decide on precaution:

Once you have identified the hazards and who might be harmed, you need to evaluate the risk and how likely harm will occur?

- Can the hazards/risks be eliminated completely?
- If not, how can you isolate/control it?
- You need to list the precaution taken – training, information, processes in place etc.

Step 4: Are further actions necessary to control the risk:

What more could you reasonably do for the uncontrolled risks? Could you remove the risk completely and try another option? Please ensure the relevant parties are then aware of this information.

If another company is sharing your stand, they must submit assessments in addition to those submitted by the primary exhibitor.

What to send in

Two risk assessments are required to be submitted by exhibitors, a Fire Risk Assessment, and a General Risk Assessment, plus any additional ones for contractors. Please see the forms on the exhibitor hub.

Fire Extinguisher

Every exhibitor must have a fire extinguisher on their stand. Please book extinguishers through our provider

Please contact – robincrane999@gmail.com

Deadline – Friday 28th August 2022

Insurance

Exhibitors are required to provide evidence of their adequate public and employer's liability insurances. These documents must be submitted to healthandsafety@thegamefair.org. Please see the forms on the exhibitor hub.

Whilst we take every precaution to protect your property during the event, we are not responsible for any loss, consequential loss, or damage to your products whilst at the exhibition. It is a legal requirement that all exhibitors must have full indemnity insurance against public liability and all other usual risks in respect of loss, damage, injury to goods and persons, and against theft. Exhibitors are also responsible for insuring against any legal liability incurred in respect of injury or damage to property belonging to third parties. In addition to this you should protect expenditures against abandonment and cancellation or curtailment of the show due to reasons beyond our control.

Alcohol & Temporary Event Notice (TEN)

Anyone wanting to sell alcohol for consumption must first agree this with The Game Fair and must obtain a TENS licence. Exhibitors may offer complimentary hospitality on their stands for their own customers – However they must have a TENS licence.

No food or drink is to be sold to members of the public for consumption on site unless the trade stand holder has a catering contract from The Game Fair.

- Exhibitors are responsible for ensuring that no alcohol is obtained by anyone under 18 years old.

- Exhibitors operating under a TENS licence must display the licence at the entrance to their premises.
- As per the T&C's in your contract any Exhibitor wishing to supply alcohol (free or sold) must apply for permission to do so on the booking form. The Licensing Act 2003 applies to all supply of alcohol and must be adhered to. Exhibitors wishing to sell alcohol must apply for a Temporary Event Notice from the local authority. If you are providing alcohol on your stand, please get in touch with catherine.bishop@thegamefair.org
- The Premises User named in the application must be present on the premises or stand or be available and contactable within the site during the period the licence is in force. They are responsible at all times for the conduct of people on the premises, stand or area.

Please do not submit your TEN to Gwynedd Council until you have received the correct information for the application from Catherine Bishop (Operations Manager).
catherine.bishop@thegamefair.org

Food & Drink Exhibitors including Stand Hospitality

Food Exhibitors who will be selling food or drink or serving it as hospitality, either directly or by using a catering contractor, must provide information about their food hygiene. Also, please ensure to send or attach a copy of your Food Hygiene Rating. Please see the forms on the Exhibitor Hub.

Stands offering free food samples to visitors (excluding corporate hospitality) must only offer small samples: Food – 1-2 bites and Drink – 10ml maximum

As per your contract T&C's you need to comply with all applicable statutory hygiene requirements and shall co-operate with the local Environmental Health Officer or their designated representative.

This includes all exhibitors in the Food Halls.

BBQ

BBQ's are allowed on site, apart from in shedding structures which is prohibited. During hot weather when the ground is very dry, we may say that BBQ's are NOT allowed, we shall update you via email or text.

RFD'S, knives and other weapons

Exhibitors who are displaying guns at the event must submit an RFD to the local police (information about how to apply for and RFD will be supplied separately). Please be aware that the application for a RFD is not a risk assessment. General and fire risk assessments are also required. For RFD please email lee.hurst@thegamefair.org.

All firearms on display must be always secured with an appropriate chain or suitable fixing through the trigger guards apart from when being handled for demonstration. No version of pistols, revolvers including replicas, toys, pea shooters and crossbows

may be displayed, sold or used as promotional material. Catapults may be displayed and used only as part of an official range. In addition to the above, all legal firearm and police requirements must be met by exhibitors including age restrictions. Open or unprotected blades of any description should be safely displayed in a lockable cabinet.

The Organisers reserve the right to decline or shut down any exhibit it views to be selling items they deem to be unacceptable or offensive and request any such items be removed from stands. All employees must be trained and aware of protocol. Suitable age restriction signage must be clearly displayed. Trading Standards Officers will be at the Show and may use underage test purchasers to verify that non-sale of knives to under 18s is being enforced.

Displaying Vehicles on Stands

If you are displaying any vehicle on your stand, you must advise the Organisers at least 28 days prior to the event. Vehicles must be located on the stand area, being set back at least 2 meters from the stand perimeter.

Vehicles displayed on stands must:

- Be static and have their engine switched off during the open hours of the event.
- Contain only a minimum amount of fuel
- Have a lockable fuel cap
- Have a drip tray placed under the engine
- Be included in the stand's risk assessment and fire risk assessment

As per our T&C's on your booking form, vehicles displaying the appropriate vehicle pass will be allowed into the stand area on the three days of The Game Fair live show. Any vehicles found on site not displaying the correct pass will be removed.

Under severely adverse weather conditions it may be necessary to prohibit the entry of vehicles to the stand area. Under these circumstances' vehicles shall be parked in the forward area of the car parks and in such event the Exhibitor shall be responsible for transporting staff, equipment, and merchandise to their respective stands on foot.

Disability Awareness

The Equality Act states that all service providers must make reasonable adjustments to ensure that all customers - no matter what their disability - have equal access to services.

As exhibitors you are service providers –and the Equality Act therefore applies to you.

If a display is on a stand, above ground level, a ramp should be built into the stand or a portable ramp made available. If this is not possible - and at times a ramp may not be possible as it would protrude into gangways and cause a health and safety hazard, then a signed service point should be created where disabled people can be

served off the display at ground level. The gradient of the ramp should be no greater than 1:12.

Wheelchair users can only reach 650mm and 1060mm, so ensure that staff are trained to help customers to reach products and ensure that you provide signage that reinforces the message that you are 'here to help'.

For further advice about The Equality Act, access equipment and simple solutions, call ACAS on 0300 123 1100.

Working at Height

If you are working from height, please ensure this is included in your risk assessment and method statement. **DO** ensure that the equipment that you're using for the task is strong, stable, and suitable enough to get the job done.

This includes working with ladders.

When Working from Height also make sure you comply with the Work at Height Regulations 2005 (WAHR).

Fur Products

Fur products are strictly vetted at the show. Whilst we do permit the sale of fur within the show, we must ensure that we are meeting consumer demand that all fur on sale has been ethically sourced as outlined by The International Fur Federation (IFF). All fur should uphold the highest standards of welfare as well as be Origin Assured.

Any exhibitors wishing to sell fur at the Fair must provide proof of ethical standards. For any enquiries, please get in touch with exhibitors@thegamefair.org

Noise

Exhibitors must not play music, use PA systems or make any other noise at a level which will cause annoyance to adjoining exhibitors, this includes revving car engines on motor vehicle stands.

As per the T&C's in your contract any noise made by Exhibitors during or after show hours must be kept to an absolute minimum to avoid disturbance to other Exhibitors. Any Exhibitor found to be making excessive noise or disturbance on site after 23.00 will be required to leave the site immediately.



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**Exhibitor Manual
2022**