

# THE BIG CHEESE

## Conditions Of Acceptance For Participants

All participants, exhibitors, performers, entertainers are advised to read very carefully the following Conditions prior to accepting a contract for participation in the Big Cheese® and shall be collectively known as participants.

### ALLOCATIONS OF POSITIONS

Caerphilly County Borough Council will only reserve space upon receipt of a correctly completed Application Form. Participants will be located to fit in with the layout of the site. While every endeavour is made to allocate suitable sites to participants and exhibitors, it may be necessary to relocate sites if changes have to be made to the site layout due to circumstances beyond the council's control.

### REFUSAL OF APPLICATIONS

Caerphilly County Borough Council reserves the right to refuse any application whatsoever, whether received prior to or after the closing date set for applications to be received. Caerphilly County Borough Council further reserves the right to cancel any application, which may have been accepted, without any reason being given.

### LEVEL GROUND

Participants and Exhibitors must accept the ground may be uneven or sloping, either through natural causes or other conditions and will take this into account when assessing the risks associated with their exhibit.

### ELECTRICITY SUPPLY

An electricity supply will only be available on certain parts of the site, and for certain uses, a request for electricity should be made on the application form and notification given to the Event organiser as soon as possible.

Caerphilly County Borough Council will make every effort to ensure that the electricity supply complies with all relevant health and safety regulations but cannot be held responsible for its failure due to circumstances beyond the Council's control. All portable appliances must be tested prior to the Event and be stamped with the appropriate pass label.

Any portable appliances that are brought onto the site that have not been tested; will be tested at the event by Caerphilly County Borough Council agreed contractors with a charge being made to the owner of the appliance.

The Event's electrical contractors will supply electricity to the nearest convenient point on the stand for those participants who will be provided with electricity. In the absence of a fixed electrical supply generators hired in by CCBC, compliant with Health and Safety regulations, will be used. Cabling must be safely routed through structures by participants.

### LAYOUT OF EXHIBITS

Participants must remain within their spatial boundaries as indicated. Sufficient space will be allocated between exhibitor stands to allow access to emergency vehicles, this space must be maintained at all times during the event.

Where, in the opinion of the Event Organiser, an exhibit obstructs the view or in any way interferes with the amenities of an adjoining exhibitor, or presents a risk of causing personal injury, the Officials or Stewards of the Council may, if they think fit, order such exhibit to be removed to a position, which will alleviate the cause of complaint.

If an exhibitor does not wish to be placed adjoining another particular exhibitor, he must state this clearly in writing on the Application Form. Encroachment of ropes, pegs etc shall not be permitted to protrude across walkways.

The event is sited on an Ancient Scheduled Monument and at no time shall participants erect posts, poles or insert pegs into the ground without the written approval of the Council and CADW.

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## **WASTE DISPOSAL**

Participants must place their surplus literature, litter and rubbish, including food waste, which must be properly wrapped, in the waste bins placed around the site by the Council. Bins are placed around the site. Any stand exhibitor leaving litter or waste strewn will be liable for the additional cost of employing the Council's refuse collection service to remove such waste. Rubbish must not be allowed to accumulate inside or immediately outside marquees or stalls but should be removed to the bins provided.

Where possible the use of the recycling bins should be implemented.

Participants will be responsible for the clearance of ground space allocated to them of all refuse / litter which shall be removed to the satisfaction of the Council within three hours of the event finishing. All Participants must comply with Environmental Health regulations.

## **CONDUCT AT THE EVENT**

Participants shall at all times comply with any request of Officers and/or Stewards and/or Servants of Caerphilly County Borough Council in the enforcement of the Rules and Regulations of the Council. Failure to do so, or any abuse directed at the Officers, Stewards or Servants of the Council, may result in immediate expulsion from the site of that participant for the remainder of the event.

The briefing sheet provided to each participant must be read and complied with at all times during the event.

## **HEALTH AND SAFETY**

All participants have a legal obligation to conduct their business in such a way as to not compromise the health and safety of themselves or others, and to cooperate with the council to ensure that any statutory obligations are met.

All participants are responsible to assess and control risks as required under the Management of Health and Safety at Work Regulations 1999.

Caerphilly County Borough Council's Stewards and Officials have the power to stop the running of any activity, engine, other machine, apparatus or generator that, by reason of smoke, noise, smell, may be considered by them to be a nuisance or considered to pose a serious risk of causing personal injury or ill health. Generators should only be hired in by CCBC, no persons are permitted to bring their own generator onto the event site.

## **ADVERTISING, PHOTOGRAPHS, PUBLICITY**

No participant or other person shall affix any banner or other advertising material on any part of the site, other than on the space for which he or she has paid and been allocated, without the express permission of the Council. No participant shall offer goods for sale or distribute literature except on his or her stand.

No raffle tickets, draw tickets, lucky dips or lottery tickets may be sold unless having prior permission in writing from the Council.

Participants shall not transmit or allow the transmission or reproduction of radio or recording apparatus or any other means of any part of the event or programme content without the previous written consent of the Council. Likewise participants shall not tape or permit the taking of photographs of the event or programme content without the previous written consent of the Council

The Council is consented to use any photograph or photographic image of any individual or group of individuals programme or exhibition content at its discretion in any poster advertisement, publicity material or programme.

The showing of sound films, videos, reproduction of music, etc. may only be carried out by special consent in writing from the Council.

## **CATERING**

Under no circumstances may participants or anyone else acting on their behalf be permitted to sell or receive money for refreshments. All catering arrangements are subject to individual concessions and contracts. Sale of foodstuffs or drinks is not permitted without written permission from the Council.

## ARRIVAL, DISPLAY AND REMOVAL OF EXHIBITS

The site will be open for the reception of participants stands on **Saturday 30<sup>th</sup> July 2011** from **07.00 a.m.** All exhibits must be brought onto the site by **11.00 am** on **Saturday 30<sup>th</sup> July 2011** unless previous notification is given to the Event Organiser and is accepted by the Event Organiser.

All articles must be arranged on the stands so as not to protrude or project outside the space allocated. All participants' exhibits and associated props will remain on the site at the sole risk of the participant.

All mechanical means of loading and unloading must have proof of a current Certificate of Safety and be operated by suitably qualified operators, including any ropes, chains and lifting tackle. All lifting plans and safety certificates must be available on request.

All Participants requiring heavy items or materials must provide their own means of unloading and loading at the designated loading and unloading points. Caerphilly County Borough Council is unable to provide staff to assist with any loading or unloading of such items or materials. Participants are advised to use the necessary means of safely unloading or loading heavy loads in order to avoid any damage to the site and persons involved in these operations.

All stands must be open for public display by **11.00 a.m.** and will remain open until at least **7.00 p.m.** All vehicles must be removed from the site one hour before opening time.

Participants shall not be permitted to dismantle any stand or exhibit from the site until **7.00 p.m.** on each day of the event. All exhibits and stands must be removed from the site by **10.00 p.m. on Sunday 31<sup>st</sup> July 2011.**

## VEHICLES

No participant's vehicles will be allowed to park within the site unless they are displaying a valid site pass. Access and parking restrictions on the event site may also be imposed in the event of adverse weather and/or ground conditions.

All participants will be issued with one car pass which will allow the vehicle to access the designated loading and unloading points on the site at any time up until 10.00 a.m. on the Saturday and Sunday of the event. All such vehicles must leave the site by 10.00 a.m. on both days of the event. Any exhibits or goods required after 10.00 a.m. must be carried onto the site. Any vehicle found on the site after 10.00 a.m. and / or not displaying the site pass will be removed.

Participants must conform to the regulations of the Local Authority and with all statutory health and safety regulations with regard to transport of petrol and other inflammable substances, and precautions adopted against fire risk.

No vehicle may return to the designated loading and unloading points on the site for the collection of exhibits before 7.00 p.m.

All vehicles accessing any part of the site will restrict their speed to no more than walking pace and will keep their hazard lights on whilst in motion.

All vehicles accessing the site will comply with any one way systems and traffic management plans implemented both pre arranged and those decided on the day, and comply with any instructions and directions given by event officers and stewards.

## ANIMALS

Permission must be obtained in writing from the Event Organiser to exhibit any animals wild, domestic or livestock of any description. Any such animal being exhibited must be subject to any order made by the Department for Environment, Food & Rural, the Council and the Health and Safety Executive.

## RE-LETTING OF UNOCCUPIED SPACE / CANCELLATIONS

**Any space not occupied by the participant by 10.00 a.m. on Saturday 30<sup>th</sup> July 2011, may be re-let with the fees for the space paid by the original exhibitor being forfeited.**

**On receiving confirmation that I have been successful, if I do not inform the Advisory Services Department of Caerphilly County Borough Council in writing, that I can no longer attend the event, prior to an invoice being sent, an administration fee of £20.00 will be incurred to arrange for the invoice to be cancelled. Invoices will be issued 2 weeks after the date of the successful letter.**

**If persons no longer wish to attend the event this must be notified in writing, via email or letter, prior to the invoice being processed.**

**Successful applications received within the two months leading up to the event will not be invoiced. Cheques will be requested in order for us to ensure all payments are cleared prior to the event date.**

**Cancellations received after 1<sup>st</sup> July 2011 will forfeit the full payment of the stall space.**

## **SUB-LETTING**

No exhibitor shall sub-let the whole or part of the space allocated to him without prior permission being given in writing by the Event Organiser.

## **STATUTORY REQUIREMENTS**

It is the responsibility of the exhibitors to comply with all relevant Health and Safety, Environmental Health, Trading Standards, Trade Description, Customs and Excise rules, Regulations, Codes of Practice and Acts of Parliament and any subsequent amended Legislation Guidance publications not listed in this document or the event safety management policy.

## **LIABILITY**

Caerphilly County Borough Council, its Officers and Servants shall not be responsible to any person whatsoever whilst entering, on or leaving the site, for any damage or loss however caused to the property of such persons, or for any injury, fatal or otherwise to any such person. Caerphilly County Borough Council, its Officers and Servants shall not be responsible for any accident, damage or loss, however caused, that may occur to any exhibitor, his employees, or to any animal, article or property brought into the site or whilst entering on or leaving or being carried onto, on or out of the site. All Participant's shall be solely responsible for any loss, injury or damage that may be down to, or occasioned by, or arising from any animals, article or property exhibited or brought into the site by him or her and he or she shall indemnify the Council against all actions, law suits, expenses and claims on account of, or in respect of any such damage or injury, which may be so caused or occasioned.

## **CANCELLATION**

Should the event be cancelled prior to the start of the event, as a result of extreme weather, all stallholders will be given a full refund for their stall pitch. No loss of earnings resulting in the cancellation of the event may be sought from the council.

Should the event be cancelled part way through i.e. The event runs on the Saturday but not the Sunday, all stallholders will be refunded for half the total cost of their stall pitch and half the total cost of their electrical requirements (if applicable).

If stock is damaged at the event due to the weather and / or conditions out of the event organiser's control, the council will hold no responsibility. No loss of earnings resulting in damaged stock may be sought from the council.

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## Event Safety Management Policy

It is the policy of Caerphilly County Borough Council to ensure so far as is reasonably practicable that an environment is created and maintained at all times during the setting up and running of The Big Cheese® which is both safe and healthy for the benefit of all. The prevention of all accidents/incidents, particularly those involving personal injury or damage to equipment and property is recognised as being essential to the efficient running of The Big Cheese®.

- Caerphilly County Borough Council commits itself to the implementation of the Health and Safety at Work etc. Act 1974 and relevant health and safety regulations and actively seeks to comply with the Health and Safety Executive publication 'The Event Safety Guide.'
- Caerphilly County Borough Council, with the aid of all Participants, will assess the risks to the health and safety of all who may be affected by any activity carried out at The Big Cheese®. These risk assessments will enable any necessary preventative and protective measures to be taken to ensure a safe and healthy environment at the event.
- Caerphilly County Borough Council will provide adequate information, training and instruction as is necessary for all stewards to ensure the safe running of all operations and activities at The Big Cheese®.

## PERSONNEL RESPONSIBLE FOR HEALTH & SAFETY

### **The Big Cheese® Management & Working Group**

The Big Cheese® Management & Working Group will have overall responsibility for all planning aspects of health and safety at 'The Big Cheese®' and shall so far as is reasonably practicable ensure that everybody under their control is familiar with Caerphilly County Borough Council's Event Safety Management Policy and will encourage at all times the co-operation of all members, stewards, volunteers, contractors, sub contractors, entertainers, exhibitors and members of the public for their commitment to the same. The Big Cheese® Management & Working Group will act on health and safety guidance and advice received from Caerphilly County Borough Council's health and safety officers.

For the duration of The Big Cheese®, The Event Organiser will have overall responsibility for the management of the event and act in accordance with the provisions determined by the Management & Working Group for the safe running of The Big Cheese®.

### **Stewards**

Stewards will assist with the implementation and enforcement of this Policy statement, and assist in dealing with emergencies and major incidents at The Big Cheese®. A Head Steward will be appointed and be onsite for the duration of The Big Cheese® to manage and instruct all stewards in their duties and responsibilities.

### **Participants (Exhibitors, Entertainers and Performers)**

All Participants are required to conform to this document in order to maintain the highest standard of Health and Safety practically possible. Participants must take reasonable care for the Health and Safety of themselves and all other persons who may be affected by their acts or omissions. The co-operation of Participants will be paramount in achieving so far as is reasonably practicable a safe and trouble free programme.

### **Participants Responsibilities**

No participant should misuse, fail to use or recklessly interfere with any equipment provided by Caerphilly County Borough Council or others in the interests of health and safety under statutory obligations or otherwise.

All participants should note that the Management of Health and Safety at Work Regulations 1999, requires co-operation and co-ordination between all parties and Caerphilly County Borough Council in so far as the requirements on both to carry out adequate written risk assessments covering the work to be carried out, and to implement any procedures as required by the above legislation, and also inform all those concerned of these assessments and procedures.

### **Contractor's Responsibilities**

The responsibilities of contractors are set out in the Council's notes for contractor's publication and will be issued to contractors engaged in work at the big cheese® site upon an order being confirmed with the council.

### **Health and Safety Officer(s)**

The Health & Safety Officer shall be responsible for helping the event organiser comply with health and safety legislation, ensuring that they respond directly to the event organiser.

The Health & Safety Officer(s) shall be responsible for: -

- a. Providing guidance and advice on Health and Safety matters;
- b. Promoting safety consciousness and awareness to all participants in the big cheese®.
- c. Liaising with all persons, Medical, Fire Authority, HSE and other appropriate Council departments including environmental health, emergency planning and trading standards, if necessary, to communicate any health and safety issues.

- d. Advising on accident prevention techniques and assisting in incident investigations where requested by the events team.

### **Equipment**

A current Certificate of Safety for each item of machinery or device will be kept with the machine and be available for inspection at all times. (e.g service, test or inspection certificate, or in the case of fairground or inflatable devices, ADIPS or P.I.P.A Approved)

Plant, machinery and inflated equipment must only be operated and demonstrated after ensuring that adequate precautions are taken to protect the operator, bystanders and passengers. Operators must be told that unsafe operation will not be allowed and may lead to possible legal action by the enforcing authority. All machinery used must comply with the Provision and Use of Work Equipment Regulations 1998.

Guidance on standards to be achieved in respect of machinery safety is contained in BS EN ISO 13857:2008 and BS EN 60204-1, and any guidance issued by the HSE. There must be a sufficient number of council stewards and machine operators available to control the public during any demonstration. Operators should be told to cease their activities should any person encroach into a danger area. When positioning ropes, fences and barriers to restrict the access of persons into potential danger areas, an adequate margin of safety must be observed. In particular, account must be taken of the risks to those persons from materials, which may be ejected from any machinery being used.

Any plant, machinery or equipment used prior to, during, or after the event should only be operated by an adult who is fully trained in its safe use. Use by inexperienced or untrained persons is not permitted. Passengers must not be carried on vehicles and machines unless they are designed or adapted for that purpose. Any use of equipment by persons under 18 is prohibited and it is the contractors/machine owners responsibility to ensure that this is enforced.

All static exhibits must be erected in a way that ensures they do not present a risk to any person during the event (including erection and dismantling, and transportation) so far as is reasonably practical.

### **Personal Protective Equipment**

The correct protective clothing/equipment must be worn at all times when Participants including Exhibitors, contractors, Sub Contractors, Entertainers and Performers are engaged on any activity for which protective clothing/equipment is required. PPE required to be worn must be detailed within the participants risk assessments.

All such protective clothing/equipment must comply with the requirements of the Personal Protective Equipment at Work Regulations 1992 (as amended).

## **SERVICES**

### **Electricity**

All temporary low voltage distribution systems (415V or less) on the site will be subject to the Electricity at Work Regulations 1989.

All electrical installations should be carried out by a competent electrician familiar with the requirements of the above legislation and should operate to the standards recommended by the Institution of Electrical Engineers. Installation will be certified before use by a competent person. Appropriate measures must be taken to avoid trailing cables presenting a hazard.

Anyone who provides electrical apparatus for their own or anyone else's demonstration, etc., must, before it is connected to the electrical supply, arrange for its inspection and relevant testing by a competent electrician and documentation should show the date of the test and the name of the person carrying out the test. All equipment should be connected to the supply through a Residual Current Device (RCD) and all cables and connections where not protected by a weatherproof structure shall be of such construction or as necessarily protected as to prevent, so far as is reasonably practicable, danger arising from such exposure.

Socket outlets should not be overloaded; extension leads should not be used indiscriminately. All mains connected portable and transportable electrical equipment should be installed and used in accordance with HSG 107 Guidance Note, maintaining portable and transportable electrical equipment.

All temporary installations must be safely disconnected and removed from the site after the event.

### **Electrical Distribution System**

Participants are also warned of the danger from the distribution of high or low voltage systems throughout the showground. Participants are asked to check on the position of all cables, above and below ground, prior to erecting stands, marquees, signs or flagpoles.

### **LIQUID PETROLEUM GAS (LPG)**

All participants including contractors, exhibitors, traders, caterers, retailers, etc. who use LPG MUST comply with the Guidance Notes referred to below, in respect of the storage and use of any LPG containers that they bring onto the premises. Any full or empty cylinders not in current use must be kept in an adequate store as described in the guidance referred to below and not on the stand, exhibit or in the caterers kitchens.

No LPG cylinders should be kept inside any building. The gas from these cylinders should be piped to the appliances being used. All pipe work should be rigid whenever possible with the shortest possible amount of rubber tubing used. All rubber tubing used should conform to BS3212. Hose connection should be secured with the correct hose clips at all times. If there is temporary or permanent storage of LPG on the site then this storage must comply with LP Gas Association code of practices (CoP) in particular CoP 1 and CoP 24. All use of LPG on site should be in accordance with HSE Guidance Note CS6 'The storage and use of LPG on construction sites'.

Participants are required to ensure that their gas appliances have been recently examined and tested by a competent person and labelled to indicate the examiner's name and date of examination.

### **CATERING**

All static/mobile caterers must ensure that they comply with all the relevant Food Hygiene Regulations: -

- Regulation (EC) No.178
- Regulation 9EC) 852/2004
- The Food Hygiene (Wales) Regulations 2006
- The Food labeling Regulations 1996
- The Food Safety Act 1990

All caterers must be registered with their local authority, whose name must be confirmed four weeks prior to the event. Caerphilly County Borough Council will only accept registered traders subject to their operation being considered safe by the council's environmental health department.

All caterers should be aware that Caerphilly County Borough Council's Environmental Health Departments Inspectors will make inspections prior to and during The Big Cheese®, to ensure that "Food Operators" understand and comply with the relevant legislation.

All establishments selling Food and/or Drink must comply with the above Food Hygiene Regulations. Guidance on health and safety in catering is available from the HSE website [www.hse.gov.uk/catering](http://www.hse.gov.uk/catering).

### **Participant Stand Safety**

No Pesticides and other substances hazardous to health should be kept on trade stands.

Any lifting appliances used/demonstrated must be examined and documented as with electrical apparatus and gas appliances.

All temporary structures including marquees, buildings, information boards, fences and gates must be soundly constructed, erected and safe for their intended purpose and comply with the latest and relevant codes of practice. All tentage must have a current Fire Safety Certificate which must be available at all times for inspection. Exhibitors must give regard to the stability of their exhibits and ensure that they are secured against any form of collapse.

Petroleum product storage must be in accordance with standards laid down by the fire prevention department of the local Fire Authority.

Helium gas cylinders must be adequately secured to prevent them from falling over onto persons, or being subject to accidental damage or direct sun exposure.

## Vehicle Exhibits

Participants are not allowed to demonstrate or exhibit any vehicles on the event site during the event without prior authorisation.

## Excavation

Participants will not be allowed to excavate in any part of his/her stand without written permission from both Caerphilly County Borough Council and Cadw. It is imperative that all Participants check the position of underground services prior to any excavation works being carried out.

Where written permission is granted all fence, post and flagpole holes must be filled and reseeded or turfing.

## Contractors and sub contractors

Participants are responsible for ensuring that their contractors and sub contractors are aware of and follow all relevant Health and Safety Legislation together with the Caerphilly County Borough Council's Health and Safety Policy and the Event Safety Management Policy. All contractors and sub contractors must carry out a risk assessment for the work that they intend to undertake at the event and ensure that adequate control measures are implemented. These risk assessments can be requested at any time for inspection by the health and safety officer.

## Health and Safety at Work Act 1974

The ruling of the Event Organiser and the health and safety Officer on the safety of any exhibit or part of an exhibit, shall be immediate and final. Consent to the working of an exhibit shall not relieve any exhibitor of liability as laid down in the relevant legislation and regulations.

Caerphilly County Borough Council holds exhibitors wholly responsible for the observance of statutory legislation and regulations governing the safety of machinery or equipment exhibited by them.

## Vehicles

No motor vehicles, cycles, or all terrain vehicles of any kind, may be taken on to the event site without prior written authorisation and a valid pass. Those vehicles used for set-up must be removed from the site before the prescribed time on event days.

## Fire safety & precautions

Participants bringing their own tentage must ensure that it has been treated with a suitable fire retardant and in the case of a large marquee, a plan showing all fire exits must be submitted for approval by the local Fire Authority.

All trade stands must have appropriate fire extinguisher(s) sited in a prominent position and in full view.

## Fire/Emergency Procedure

1. In the event of fire evacuate the stand or area immediately.
2. Report the fire to the Information or Communication Centre by the quickest means available and the fire authority will be informed.
3. Move to the Emergency Muster area, highlighted in the site plan.
4. Keep all spectators well clear of the area.
5. Observe and comply with instructions given by the event organiser or emergency services officer.

Participants should not attempt to tackle a fire unless they have been trained in the use of fire extinguishing equipment and it is safe to do so.

## Accidents/First Aid

The PRIORITIES are: -

- The Safe Treatment of the injured person.
  - Immediate actions to prevent a recurrence.
  - Report to the Event Organiser.
  - Investigation.
1. First aid is available at the First Aid Centre, identified in the site plan.
  2. The First Aid Centre will be staffed by appropriately qualified and trained staff.

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3. An event accident book will be kept in the First Aid Centre which will be clearly sign posted around the site, and full details of all accidents must be recorded as soon as possible after the incident including the name and address of the injured person.
  4. In the event of any accident the Event Organiser should be informed immediately. The Health & Safety Officer(s) will be responsible for investigating the accident and recommending the necessary action following any accident, when informed to do so by the events team.
  5. A hazard book will be kept in the communication centre and must be used to report all incidents, dangerous occurrences and potential hazards.

### **Animals**

In the interest of Safety unauthorised movement of animals during the show period will not be allowed.

### **Dogs**

Participants are not encouraged to bring animals onto the event site unless previously agreed with the Event Organiser, where they must be kept under strict control at all times.

Guides dogs are permitted on the event site.

## **INSURANCE**

### **Public Liability Insurance**

Public Liability Insurance cover has been taken out by the Council for the event to indemnify the council against claims to the value of £5m. However, it is still the responsibility of Participants to ensure that they have their own individual liability and indemnity cover policies to cover against claims made by members of the public.

### **Capital Insurance**

It is the responsibility of all Participants, contractors and sub contractors to ensure that all their equipment and machinery has adequate third party, fire and theft insurance cover.

### **Certification**

Any funfair and amusement rides will require proof of a valid insurance certificate and will be subject to the guidelines issued by the HSE.

## **AGREEMENT TO ABIDE BY THIS DOCUMENT**

All participants or exhibitors are expected to read and comply with the 'Conditions of Acceptance for Participants' and the 'Event Safety Management Policy.'

It is the stallholder's responsibility to read and agree to these terms.

By completing and signing your application form you are agreeing to the terms outlined in this document.

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