



Game & Wildlife
CONSERVATION TRUST
Scotland

The Scottish Game Fair

**TRADE STAND
REGULATIONS**

Scottish Charity Reg. No. SC 038868

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THE GWCT SCOTTISH GAME FAIR

TRADE STAND REGULATIONS

COMMITTEE

Chairman:	HUGO STRAKER
Fair Director:	DAVID NOBLE
Asst. Director:	MALCOLM DAVIDSON
Director's Assistant:	CORINNA GOW
Site Manager:	CHARLIE WALKER
Food Hall:	ANNE SMITH

1. **Management Office**

The GWCT Scottish Game Fair

The Control Tower

Perth Airport

Scone

PH 2 6PL

Tel 01738 554826 Fax 01738 550366 Email info@scottishfair.com

APPLICATIONS

2. **Application Forms**

Applications for the Trade Stand space must be made on the official form and must be returned to the Scottish Game Fair office (address in paragraph 1 above) **by the closing date**. Applicants must state briefly on the form what they propose to exhibit (e.g. Fishing Tackle, Shooting Sticks, Picnic Baskets, Waterproof Clothing).

Payment must be made with the Application form.

3. **Acceptance**

As soon as possible after 1st March the Director will inform applicants if their application has been (a) accepted or (b) placed on the waiting list if additional space becomes available or (c) rejected by the Scottish Game Fair office which is not bound to give any reason for its decision.

4. **Location of Trade Stands**

The positioning of Trade Stands is at the absolute discretion of the organisers.

5. **Late Applications**

If there is no applicant on the waiting list and there is space available the Scottish Game Fair office may consider late applications.

6. **Accounts**

(a) **Applications must be supported with full payment for whatever is ordered.**

- (b) Applicants employing an agent are subject to exactly the same payment arrangements as above.
- (c) Shared stands will be charged an extra 20% of the Trade Stand cost.
- (d) **Cancellation by Applicant**

In the event of cancellation by an applicant, the applicant remains liable for the full amount. If however, cancellation is received by 1st May the Scottish Game Fair will endeavour to reduce the amount for which the applicant is liable by re-letting the space, but there will still be an administration charge of 10%

PREPARATION FOR THE SCOTTISH GAME FAIR

7. Site Preparation

- (a) All Trade Stand holders, exhibitors, their contractors, staff and vehicles must only use the River Gate to enter and exit the site.
- (b) Each Trade Stand holder must report on arrival to Security or the Site Manager by the River Gate.
- (c) Trade Stand holders are permitted to employ their own contractors to supply and erect tents, marquees, canvas screening, flagpoles, tables, chairs and displays at their own expense. It is the responsibility of the Trade Stand holders to ensure that their contractors are fully conversant with these regulations and the site layout.
- (d) The Scottish Game Fair cannot act as agents between Trade Stand holders and their contractors or enter into any dispute between them.
- (e) Trade Stand holders involved in any form of construction i.e. pools, fencing, temporary buildings (huts etc.) and tree planting etc. must apply to the Director for permission. Clearance and demolition after the fair must be carried out in consultation with the Site Manager and any costs incurred by the Scottish Game Fair will be invoiced to the Trade Stand holder.

8. Occupation of Space

- (a) **Trade Stand holders wishing to arrive before Wednesday must seek permission from the Site Manager and should be aware that catering, toilets and shower facilities are NOT available before Wednesday**
- (b) Stands must be occupied and ready for inspection by the Scottish Game Fair staff by 9.00 am on the first day of the Fair
- (c) **No Trade Stand holder may occupy any space other than that allocated. ROPES, PEGS, TOW-BARS, SIGNBOARDS ETC, must all be contained within the boundaries of the stand, and must not overhang or obscure neighbouring stands.**
(Note: traditional marquee guy ropes increase space required by 3m (10ft) frontage and 3m (10ft) depth).
- (d) **All Trade Stands must be in the name of the company or individual to whom they have been allotted as applied for in the official application form. No Trade Stand holder may sub-let, divide, assign or share any allotted space without the approval of the Scottish Game Fair Director.**
- (e) Trade Stand holders may, however, request (on the official application form) to have their stands next to another particular Stand holder and the partition, if any,

between the two stands may be removed. Requests for such sitting will not be considered unless applied for by both or all parties concerned.

9. **Access to the Fair site and deliveries etc.**

The Scottish Game Fair site will be open to Trade Stand holders from 9am to 6pm daily from the Wednesday prior to the Fair. Trade stand holders must ensure that any deliveries are only made once they have occupied their stand space and these must be clearly addressed to -

NAME OF COMPANY (the name you are trading under at the fair)

STAND NUMBER

THE SCOTTISH GAME FAIR SITE

SCONE PALACE PARKLANDS

PERTH PH2 6BD

Deliveries will not be accepted by Scone Estates Office.

10. **Sumps and Waste**

Trade Stand holders and caterers requiring sumps for waste must request this in writing to the Scottish Game Fair enclosing a detailed drawing of their requirements. All work of this nature will be carried out by the Site Manager's staff and the costs involved invoiced to the Trade Stand holder.

SECURITY PRECAUTIONS, HEALTH & SAFETY AND INSURANCE

11. **Hours of Opening**

The Scottish Game Fair is open to the public from 9.30 am to 6.00 pm each day. Trade Stands must be manned by at least one adult between 9.00 am and 6.30pm each day.

12. **Health and Safety, Risk Assessment and Fire Precautions**

(a) **As instructed by Perth & Kinross Council and Tayside Fire & Rescue it is the responsibility of all Trade Stand holders to complete the appropriate parts of the RISK ASSESSMENT FORMS WHICH MUST BE RETURNED.**

All traders dealing in food stuffs must comply with Perth & Kinross Council's Food Concessions Check List and the enclosed form must be completed and returned with the application.

(b) It shall be the responsibility of Trade Stand holders to ensure that their stands are soundly erected and that their stands and exhibits are at all times safe.

(c) In the event of fire, Trade Stand holders should raise the alarm by shouting 'FIRE' and warn all those in the immediate vicinity. Every effort should be made to extinguish the fire. (Please note on arrival the location of the nearest fire point to your stand). Dial 999 on the nearest telephone and inform the Scottish Game Fair staff at the Information marquee. The occurrence of all fires must be reported to the Scottish Game Fair. Every caterer and Trade Stand holder shall ensure that responsible persons are available to direct the public to safety.

(d) LPG Cylinders and Heating Appliances. Where the supply is required to be within the structure, only one cylinder with a maximum capacity of 15kg should be used.

Where the supply is placed outwith the structure it should be protected and fenced against interference and the maximum capacity should not exceed 120kg with no more than 30kg in any one cylinder.

Heating equipment should be fixed in position. The use of heaters with naked flames is not permitted.

- (e) **The Scottish Game Fair reserves the right to close any stand which, in the opinion of the authorised inspector, is not adequately protected against fire or, for any other reason, constitutes an unreasonable fire or other hazard. At no time may a vehicle be parked inside a covered stand.**

13. Security

(a) Property

Trade Stand holders are advised to make adequate arrangements for the security of their goods from arrival on site till departure. Those wishing to remain in their stand area over night must notify the Site Security.

All lost or found property should be reported immediately to the Scottish Game Fair Information staff. Public announcements concerning personal matters including lost persons and property can be made over the public address system. Information for this purpose should be written clearly in block capitals and handed into the Scottish Game Fair Information marquee.

(b) The site gates will be locked as follows –

The River gate 1 1.00pm till 5.00am.

The Palace gate locked at all times and may only be used with permission from the Site Manager.

(c) Hire

Terms and Conditions of hire of shedding, tents, other equipment:

All orders are accepted on the following conditions:

The period of hire starts one day before the Fair and ends the day after the Fair closes. The hirer shall during the period of hire be fully responsible for the safe custody of all hired tentage and equipment. The cost of any damage incurred during the hire period will be met in full by the hirer. The hirer shall vacate the stand space as soon as possible after the Fair is closed.

14. Tidiness

Trade Stand holders must ensure tidiness on their stands, and in the area in front of their stands to a depth of 3m. Bins are provided by the Scottish Game Fair and are located at various points around the site. Only after the Fair closes should refuse be left outside the front of the stands. Cardboard boxes and packaging must be flattened and bundled for ease of handling. All other refuse should be bagged or disposed off in the bins provided.

15. Consequential Loss, Damage or Cancellation

- (a) Trade Stand holders have no claim of any kind against the Scottish Game Fair in respect of any loss or damage or any other reason nor upon the postponement or abandonment of the Scottish Game Fair or for any other reason.

- (b) In the event of cancellation of the Scottish Game Fair due to any cause whatsoever the monies paid for such Trade Stand space will only be refunded if such cancellation is made more than 30 days prior to the date of the Fair.

16. Liability

Trade Stand holders are responsible for any and all damage or injury to persons or property occasioned by any of the exhibits or stands or appliances or any act or omission by them of their servants, agents or contractors employed on the Scottish Game Fair ground. Trade Stand holders shall be responsible for the safety of all exhibits and machinery capable of causing injury which must be safeguarded to the satisfaction of the Scottish Game Fair and in accordance with Perth & Kinross Council requirements.

17. Insurance

The Scottish Game Fair is not responsible for the security and safety of individuals nor loss or damage of exhibits, personal effects or any property belonging to Trade Stand holders.

Trade Stand holders will be responsible for insurance against fire, theft and third party damage to their stands, exhibits, property and personal effects.

Trade Stand holders are also responsible for any damage caused by them to any property belonging to the Scottish Game Fair or any of its contractors which include tentage, shedding, electrical equipment, etc. The Scottish Game Fair recommend that Trade Stand holders arrange their own insurance for this purpose.

VEHICLES AND PARKING

18. Vehicle movement

- (a) **All Trade Stand holders and contractors' vehicles must be parked in the official Trade Stand car parks or stand space by 8.00 am on the days of the Fair. No further movement of vehicles is permitted until 6.30 pm.**
- (b) All 4WD vehicles used for demonstrations must operate only within the public free designated areas.
- (c) Scottish Game Fair vehicle passes must be displayed at all times.

LIVESTOCK

19. Live Exhibits

- (a) The Scottish Game Fair wish to encourage exhibitors to show live stock.
- (b) Exhibitors must notify the Director giving full details in respect of any livestock exhibits on any stand during the Scottish Game Fair. Indicate the number and type of live exhibits, dates of arrival and departure, name and address of persons removing them, etc.
- (c) The Scottish Game Fair reserves the right to order the immediate removal from the ground of any livestock which in its opinion is not suitable for exhibition purposes' or which is unsuitably penned. Exhibitors are responsible for complying with the current laws, rules and regulations of the United Kingdom, Scotland and Local Authority regarding all live exhibits.

20. Sale of Livestock

- (a) Exhibitors wishing to sell livestock at the Fair must first obtain written permission from the Scottish Game Fair.
- (b) Exhibitors are responsible for ensuring that livestock sold at the Fair is removed from the site in suitable container(s).

STAND SERVICES

21. Catering on Stands

- (a) **As catering arrangements for visitors to the Fair have been made by the Scottish Game Fair, Trade Stand holders may only offer refreshments on their stands with the written permission of the Scottish Game Fair Director and these will be restricted to free drinks and light refreshments such as finger food and nibbles.**
No exhibitor may sell, or receive money for refreshments of any description.
- (b) **Exhibitors on Trade Stands are to use the Fair's catering contractor for any catering services unless they have written permission from the Fair Director to make alternative arrangements.**
- (c) **Any trader selling alcohol by retail, including off sales, will be required to apply for an Occasional Licence to Perth & Kinross Council. Trade Stand Holders who make no charge for complimentary drinks do not require a licence provided that the supply of alcohol is in no way related to the customer purchasing goods.**
- (d) **Catering deliveries can be made only before 8.00 am each day as no service vehicles are allowed on the ground between 8.00 am and 6.30pm.**
- (e) **Trade Stand holders are reminded that they must comply with Environmental Health Regulations.**

22. Water

Water points connected to the public mains water supply are provided at various locations within the Scottish Game Fair site.

23. Electricity

- (a) It is the responsibility of Trade Stand holders applying for a supply to ensure that it is adequate for their requirements. If in doubt contact the Scottish Game Fair for advice. All shedding in Gunmakers, Hind, Stag and Osprey rows is provided with electricity.
- (b) All additional electrical work due to under calculation of power requirements will be invoiced by the Scottish Game Fair directly to the Trade Stand holder.
- (c) Trade Stand holders are not permitted to deal directly with the electrical contractor. Any changes or additions must be instructed through the Scottish Game Fair.
- (d) **Please note that the location of generators limits the areas in which electricity can be supplied.**
- (e) **Trade Stand holders intending to use electrical equipment must complete Part D in the Risk Assessment form. Please check now that you have ordered the sufficient power for your appliances.**
- (f) **Trade Stand holders are NOT permitted to use private generators.**

- (g) Trade Stand holders should state their requirements clearly. Electrical sockets will normally be located at the rear of stands or where convenient and safe. Any special requests should be accompanied with details or a plan.
- (h) The electrical contractor is under strict instructions from the Scottish Game Fair to take no direct instructions from Trade Stand holders. All Trade Stand holder's electrical appliances must have a current compliance test label and all lighting connections must comply with the current regulations.
- (i) The official contractor is obliged to give priority to his Scottish Game Fair contract.
- (j) Late requests for power can usually be accepted without penalty up to the 15th May. After this date, electrical circuits are finalised, and additions may not be possible.
- (k) Every effort will be made to establish the power supply 24 hours before the Fair opens. No responsibility can be accepted for failure or interruption until all circuitry is complete and tested.
- l) The accuracy and freedom from fluctuations of the voltage supplied cannot be guaranteed. Trade Stand holders planning to use delicate equipment (TV, computers, etc), should consult their equipment suppliers if in doubt.
- (m) Trade Stand holders are responsible for making their supply point and electrical equipment safe before dismantling their stand. The Scottish Game Fair must be able to switch the power on again if necessary, without risk of accident.
- (n) The Scottish Game Fair Site Manager reserves the right to interrupt or disconnect any supply which appears to be unsafe. No refunds will be made.

24. Telephones

BT land lines are not available on the Fair site. Trade Stand holders are therefore advised to use mobile phones.

SELLING

25. Sale and Advertisement

- (a) **Trade Stand holders wishing site advertising or banner space in either the main ring or perimeter fencing must apply in writing to the Scottish Game Fair office. The appropriate charges will be invoiced by the Scottish Game Fair and must be paid prior to the Fair.**
- (b) No Trade Stand holder shall sell or offer for sale or advertise any article at the Scottish Game Fair other than on their stand and within the space allocated. Trade Stand holders may not distribute handbills, leaflets or posters outwith the stand space. The Scottish Game Fair reserve the right to take whatever action is deemed necessary if the above instruction is disregarded.
- (c) Kites, gas-filled balloons and similar forms of advertisements are not permitted.
- (d) Signs and other advertising material must be in keeping with the general standard, style and tenor of the Scottish Game Fair. The Scottish Game Fair reserves the right to require any Trade Stand holder to remove any board or other advertising material on request.
- (e) Trade Stand holders are fully responsible for the removal of their advertising banners after the close of the Fair. The Scottish Game Fair will not be responsible

for the safe keeping of banners nor theft of any that may be left on site after the Fair.

26. Auction

No auctions are permitted at the Scottish Game Fair. All goods on display at the Scottish Game Fair must be (a) for sale at the Scottish Game Fair or (b) for sale after the Scottish Game Fair by the Trade Stand holders concerned or by their agent(s) or (c) be purely for decorative or interest purposes. No goods may be exhibited at the Scottish Game Fair with a view to their auction later and elsewhere.

27. Collections, Appeals and Raffles

Charitable institutions wishing to raise funds at the Fair must first obtain written permission from the Director. If permission is granted, which is not guaranteed, collections, tombolas, etc, may only be conducted within the limits of the institutions own stand and in compliance with current laws and regulations.

28. Photography

Professional Photography can only be carried out with permission from the Scottish Game Fair. Late applications on site will be handled by the P.R. staff in the Press marquee by the main ring.

29. No itinerant vendors are permitted at the Scottish Game Fair, or in the car parks.

VEHICLE PASSES AND ENTRY TICKETS

30. Vehicle Passes

- (a) Vehicle passes must be displayed at all times. Each Scottish Game Fair pass issued to Trade Stand holders entitles one vehicle to enter the Fair Site. There are two official Trade Stand car parks if parking is not available within your stand space.
- (b) **Vehicles without passes will NOT be permitted entry to the site during the whole period of the Scottish Game Fair.** Trade Stand holders are responsible for providing the members of their staff, contractors and private catering staff, where applicable, with the necessary vehicles passes and tickets for each day that they are required.

31. Entry Tickets

- (a) Each Scottish Game Fair trade stand ticket admits one person for each day to the Scottish Game Fair.
These are not transferable and cannot be used by the general public.
- (b) Any Trade Stand holder may purchase in advance additional tickets at the prices shown on the application form.

32. Scale of issue of Vehicle Passes and Entrance Tickets.

There is a free issue of vehicle passes and tickets, for the use of Trade Stand holders and their staff, based on the stand size. This is explained in the Information for Trade Stand Holders.

33. Issue date

Passes and tickets will be sent out in early June. Trade Stand holders not receiving their allocation by 19th June should contact the Scottish Game Fair Office. No free passes or tickets will be issued on site.

34. Refunds

- (a) Under no circumstances will refunds be made to Trade Stand holders, their staff or representatives who have arrived at the car parks or entrances without their tickets and have paid public prices to gain admission to the Scottish Game Fair.
- (b) No refunds will be made to Trade Stand holders, their staff or representatives who have purchased tickets in advance or during the days of the Scottish Game Fair and which are subsequently not used

STANDS

35. Types of Stands

- Open Space
- Modular Marquees
- Covered Shedding

36. Open Space

- (a) Stand space is calculated in multiple units of 1.5m frontage x 9m depth as shown on the application form and are suitable for trade stand holders who only require open space for their own marquee, display or exhibit.
(minimum 2 units - 3m frontage)
Any Trade Stand holders who would like to be located under a tree should note it on the application form. All stands will normally be rectangular but sites which include a tree will have an extra allowance made for them.
- (b) Trade Stand Holders requiring additional depth over the allocated 9m must note this in the Special Request Box. Please note that areas where this can be achieved are limited.

37. Modular Marquees

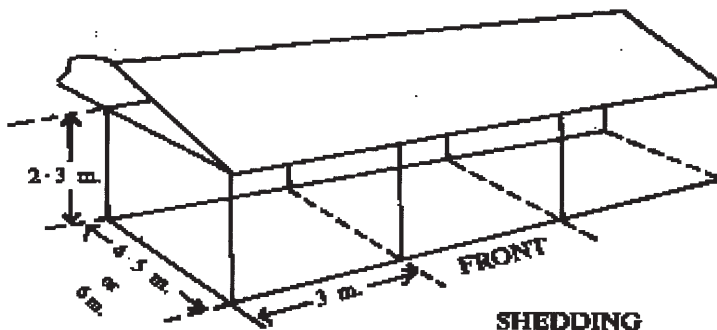
These are available in several sizes as outlined in the application form. They have internal alloy frames and require no guy ropes. In addition flooring and/or matting can be installed at additional cost. **The rates quoted in the application form are inclusive of marquee and open space ground rent.**

38. Covered Shedding

Shedding units are available in two sizes and consist of alloy framed tentage without guy ropes and are fully floored throughout. Each unit has three sides and a removable front. Multiples of either can be hired.

Stag/Osprey Rows (back to back units with no open space for car parking)
the standard unit is 4.5m deep x 3m wide.

Gunmakers Row and Hind Row Renewables are 6m deep x 3m wide with rear parking.



SHEDDING AFTER THE SCOTTISH GAME FAIR

39. Closing Down

- (a) Trade Stand holders, their employees or contractors, must not close up, take down or dismantle their stands, or pack up their exhibits, until 6.30 pm on the last day, and then only after any electricity supply has been made safe.
- (b) **Trade Stand holders will not be allowed to leave the Fair site until the public car parks are nearly clear and the traffic moves freely. This will be at the discretion of the controller of traffic and not normally before 7.30pm.**
- (c) Trade Stand holders are advised that Scottish Game Fair contractors start dismantling tents, marquees and shedding as soon as possible after the Fair closes. The Scottish Game Fair will not be responsible for any item of equipment belonging to Trade Stand holders left on the stand after their departure from the Scottish Game Fair site.
- (d) **All stands and exhibits must be removed from the ground within three days of the close of the Scottish Game Fair. Trade Stand holders must leave their stand and sites entirely clear of litter and particularly of nails, pins, metal, glass, etc., to avoid the risk of or injury to stock grazing the ground at the conclusion of the Scottish Game Fair. Any Trade Stand holder leaving the stand area in an untidy condition may be charged towards the extra cost of labour to clean up the site.**
- (e) Trade Stand holders who remove turf or disturb soil must restore it prior to leaving the site.

40. Recovery of Charges, Fees and Fines

All charges, fees and fines shall be recoverable by the Scottish Game Fair, and until payment is made indebted Trade Stand holders shall be debarred from future Fairs.

41. Constructive criticism and suggestions

Trade stand holders are invited to write to the Scottish Game Fair Director after the Fair with constructive criticisms or suggestions that may be helpful in planning future Fairs.

RESPONSIBILITIES AND INTERPRETATION

42.

- (a) All Trade Stand holders and other persons in charge of stands and all persons admitted to the Scottish Game Fair shall be subject to the rules of the Fair and shall abide by the regulation of the Scottish Game Fair. Trade Stand holders shall be responsible for the conduct of their staff or representatives on site at all times.
- (b) The Scottish Game Fair reserves the sole and absolute right to interpret these and any other prescribed conditions and rules and to settle arbitrarily and determine all matters, questions of differences in regard thereto or otherwise arising out of or connected with or incidental to the Scottish Game Fair.
- (c) Also, to refuse and to cancel any entries, to postpone or abandon the Scottish Game Fair and relax conditions as the Scottish Game Fair may deem expedient.
- (d) Applications for Trade Stand space confirms acceptance of these Regulations and Conditions, and space will be allocated on that understanding.

LICENCES

- 43. Trade Stand holders offering second hand goods for sale must hold, and have ready for inspection, a current licence from their local authority or the Perth & Kinross Council.

FOOD HALL

- 44. Food Hall stand holders must also comply with the supplementary instructions attached to the Food Hall application forms.

FIREARMS DEALERS AND KNIFE DEALERS

- 45. **All applicants for Trade Stands who wish to deal in, or have firearms on their stands must notify the Scottish Game Fair office and apply to the Firearms Licensing Department of the Tayside Police at least 6 weeks before the Fair for the appropriate permission.**
- 46. **All applicants for Trade Stands who wish to deal in knives must notify the Scottish Game Fair office and must also apply to the Licensing Section of Perth & Kinross Council at least 6 weeks before the Fair for the appropriate license.**

CURFEW

- 47. **All Trade Stand holders who remain on the site overnight are requested to be as quiet as possible after 23.30.**