



BIDDENDEN TRACTORFEST

15-16 August 2020

Woolpack Corner, Biddenden TN27 8BH. www.tractorfest.co.uk



EVENT RULES AND REGULATIONS

Biddenden Tractorfest is organised by a team of volunteers and the Kent County Agricultural Society (registered charity no: 1001191), to raise money to support the future of agriculture in Kent and to support clubs, amenities and charities within the local area. To find out more about the Kent County Agricultural Society, visit www.kentshowground.co.uk.

1. APPLICATION TO ATTEND

All applications to attend either as an Exhibitor or a Standholder must be submitted on the appropriate form, (see www.tractorfest.co.uk), which must be signed by the Exhibitor or Standholder, (or their representative), as acceptance of the following regulations. It is the responsibility of the signatory to ensure that persons working for, or assisting, whether paid or unpaid are aware and abide by these regulations. TRACTORFEST® will only accept applications from standholders who wish to attend on both event days. TRACTORFEST® reserve the right to refuse an application.

2. CLOSING DATES AND PAYMENT

Standholders

Applications must be returned (no later than 30 June 2020) complete with relevant fees and supporting documentation as applicable. Confirmation with regards acceptance will not be given until payment has been received in full. If a standholder withdraws from the event or cancels space allocated to them for any reason the following refunds will apply:

Up to 1 March 2020	Refund in full
Up to 1 May 2020	50% refund
Up to 31 May 2020	25% refund
After 1 June 2020	NO REFUND

Payments

All booking fees for stands must be paid in advance:

Preferred payment is BACs: Account number: 60547948 Sort Code: 20-54-11

Cheques made payable to KENT COUNTY AGRICULTURAL SOCIETY. A levy of £25.00 will be charged for any dishonoured cheques.

Caterers

Forms should be completed and returned with all documentation. A photograph of your catering stand would be advantageous. Payment will be requested following acceptance of your application form.

Closing dates

Standholders	30 June 2020
Tractors	01 August 2020
Horticultural Machinery	01 August 2020
Stationary Engines	20 June 2020
Classic Cars	31 July 2020
Motorbikes	31 July 2020

3. ACCESS/EGRESS

Entry to site will be strictly controlled. All exhibitors, standholders, volunteers, entertainers and helpers will be issued with a ticket prior to the event. To avoid delay the ticket must be available for inspection on entering the site at any time.

Exhibitors and standholders will be issued admission tickets pro rata with the size of their pitch. Further tickets can be purchased in advance up to a maximum of four (4) per pitch. At a cost of £5.00 per ticket or online at the going rate.

Access may be gained from 0730hrs (07.30am) on event days or from 0900hrs (09:00am) the day prior to the event.

4. ALLOCATION OF SPACE

- Standholders must pay for sufficient/adequate space to include, the structure, guy ropes, vehicles (including tow bars), generators and any other space required for storage etc.
- Boundaries of pitch allocated will be clearly marked. Under no circumstance must standholders occupy more space than allocated.
- The allocation of space and location for standholders and exhibitors will be at the discretion of TRACTORFEST® although every effort will be made to meet specific requests received in writing.
- Standholders will be notified regarding location of pitch a minimum of four weeks prior to the event. If notification is not received the applicant should call 01622 630975.
- No refunds will be given if standholder is not satisfied with location of their stand.
- All standholder activity must be contained within the limits of the space allocated.
- Exhibitors will be allocated space on arrival.
- No exhibitor or standholder shall sub-let the space allocated or move to a different location without the authority of TRACTORFEST®.

5. LEGAL REQUIREMENTS

Health and Safety

Everyone exhibiting at TRACTORFEST® must abide by the Health & Safety at Work Act 1974 and the Management of Health & Safety at Work Regulations 1999, and provide with their application to attend, a completed risk assessment.

Public Liability Insurance

All standholders and exhibitors must have Public Liability Insurance with the minimum liability required for their business/exhibit. A copy must be available on the stand throughout the event.

Employers Liability Insurance

Employers Liability Insurance must be held where required by statute. Employees are deemed to include, casual, volunteers and self-employed workers. A copy must be available throughout the event.

Product Liability Insurance

Where applicable this must be carried to cover against injury to third parties by defective goods.

Vehicle Insurance

All vehicles entering the site must be covered by minimum insurance required by the Road Traffic Act.

Licence to Drive

Where applicable, Exhibitors must hold a current driving licence applicable to the vehicle they are driving. Anyone under the age of sixteen (16), authorised by the owner, to drive a TRACTOR, must be under adult supervision and hold a current driving licence applicable to the vehicle being driven.

Food and Drink Regulations

- The Food & Drink Regulations 2006 make it an offence for anyone to sell or offer food which is harmful to health.
- If selling food, you are required to send food handling certificate, (for all those working on your stall), food safety management documentation, gas certificate (if applicable) and electrical certificate to TRACTORFEST® by 1 July 2020.

Licence to Sell Alcohol

If selling alcohol, you are required to submit a Temporary Event Notice (TEN) to Licencing Officer, Ashford Borough Council and send a copy to TRACTORFEST® by 1 July 2020.

Electrical Equipment

All electrical equipment must be PAT tested prior to the event.

6. CONTINGENCY PLANS

TRACTORFEST® committee will do everything possible to ensure the safety of everyone attending the event and request that in the case of an emergency you follow instructions from stewards and organisers as promptly as possible.

7. RESTRICTIONS

- The sale of knives and catapults are strictly forbidden.
- The sale of firearms is strictly forbidden.
- Cigarettes and Hand Rolling Tobacco – Any item offered for sale must bear the UK fiscal mark showing “UK duty paid”.
- Items offered for sale over £15.00 (other than food) should be accompanied by a receipt bearing the exhibitors trading address and phone number.
- Excavations – Strictly no excavations without TRACTORFEST® authority.
- The sale of birds, animals or livestock is STRICTLY FORBIDDEN. Any standholder breaching these conditions will be removed from site.
- Dog’s must be kept on a lead at all times and any mess cleaned up.
- Balloons and sky lanterns are STRICTLY FORBIDDEN.

8. EXCLUSIVITY

TRACTORFEST® does not grant exclusivity to any standholder, exhibitor, company or organisation for the marketing or selling of goods at the event.

9. COLLECTIONS AND APPEALS

Charitable or other institutions wishing to make appeals for contributions must obtain written permission from TRACTORFEST® and where applicable be in possession of authorisation documentation from the local authority.

10. DISPLAYED GOODS

Goods displayed must be in strict accordance with the description given on entry form. The selling of goods by auction is strictly forbidden.

11. VEHICLE MOVEMENT

- All Exhibitors vehicles must be parked and ready to exhibit by 0900hrs (09.30am) on the day of the event.
- No vehicle movement will be permitted after 0930hrs (09.30am) unless authorised by the Event Safety Controller/Officer and if so, authorised must be escorted by a steward.
- All vehicle movement to and from arenas must be accompanied by an event steward.
- Vehicles will be restricted to a maximum speed of 4mph at all times, including when the show is closed.
- Miniature steam engines will be permitted to move around site without a steward providing their speed does not exceed 4mph and if safe to do so. Under no circumstance are they to enter food/catering area.
- Full size steam engines will not be permitted to move around site at any time whilst there are members of the public present.

12. TRACTOR EXHIBITS

- All exhibits must be parked and ready to exhibit by 0900hrs (09.30am) on event days.
- No exhibits are permitted to move unless exhibiting in the arena at the allotted time and under supervision of an event steward.
- Exhibitors are requested not to leave the showground during the event. In an emergency contact a steward or organiser who will arrange an escort.
- No passengers are permitted to ride on a tractor unless the correct passenger seat is fitted.
- Where applicable, Exhibitors must hold a current driving licence applicable to the vehicle they are driving. Anyone under the age of sixteen (16), authorised by the owner, to drive a TRACTOR, must be under adult supervision and hold a current driving licence applicable to the vehicle being driven.
- Access to site will be permitted from 0900hrs (09.00 am) the Friday before the event.
- Exhibits must be safely parked, braked and/or chocked in position and disabled when not being driven to and from the arena. No vehicle must be left unattended with engine running.
- Static Machinery – All static machinery should be secure with ignition keys removed. No part of a raised machine should rely solely on hydraulic pressure. All sharp points and extended parts at head height should be clearly masked.
- Drip trays must be provided if vehicle has oil leaks.
- All entries must be presented in a clean condition.
- Insurance documents must be available for inspection at all times.

13. STATIONARY ENGINE EXHIBITS

- No Stationary Engine must be left unattended with engine running.
- Drip trays must be provided if vehicle has oil leaks.
- Stationary Engines must be run, for the majority of the time during the period 1000hrs (10.00 am) to 1630hrs (04.30pm) on event days.
- Stationary Engines exhibits with moving parts must be displayed/operated from behind a safety barrier.
- All entries must be presented in a clean condition.

14. CAMPING

Camping will be permitted but only in areas designated by TRACTORFEST®. TRACTORFEST® do not guarantee that camping will be either adjacent or close to the owners' exhibit. TRACTORFEST® reserves the right to withdraw permission to camp if the vehicle/tent/structure, is considered inappropriate due to size or appearance.

15. SECURITY

TRACTORFEST® will not be held responsible for damage or theft of goods by a third party during the period the STALLHOLDER or EXHIBITOR is on site. TRACTORFEST® will have contracted security on site to assist with access control and visitor safety.

16. WASTE DISPOSAL

- Bins for general waste disposal will be provided by TRACTORFEST® throughout the site with recycling skips for cardboard located in a designated area, which will be clearly marked, 'CARDBOARD ONLY'. (Boxes must be collapsed)
- Standholders and exhibitors must clear their stands and adjoining areas each day at the closure of the event.
- Caterers and exhibitors providing refreshments must provide their own bins for waste food and remove from site.
- No waste food must remain on site at the closure of the event. Any stallholder found to have left food items on site at the end of the event will be barred from future events.

17. ADVERTISING

Advertising space is available in the event programme. Prices start at £40.00 offering a good way to promote your products and services. See www.tractorfest.co.uk for full details.

18. SOCIAL MEDIA

TRACTORFEST® will be promoted via Social Media and local advertising. Please mention TRACTORFEST® in your social media.

19. CANCELLATION OF EVENT

In the event, for whatever reason, that TRACTORFEST® be cancelled, no refunds of monies already received will be given. TRACTORFEST® therefore advise all standholders to seek cancellation insurance.

20. EVENT ORGANISERS

Kent County Agricultural Society (Registered Charity Number: 1001191)

The Kent County Agricultural Society has been supporting education and improvement in agriculture, horticulture, forestry and related industries since its foundation in 1923. It provides grants to Kent Young Farmers Clubs and offers university scholarships to students wishing to study in related fields. The Society also provides free education on farming to young children through the 'Farming in the Classroom' initiative and the Living Land event.

The Society's headline event is the Kent County Show; the region's showcase event for farming, countryside, and rural life. The three day show in July brings together the best food, animals, and entertainment that Kent has to offer and reveals the true spirit of "The Garden of England."

Alongside its work in supporting education in agriculture for young children and students, the Society also supports the county's agricultural and land-based industries and workers through recognition awards, its trade show, Farm Expo in March and a celebration of vintage vehicles, the Heritage Transport Show in April.

More on the Kent County Agricultural Society's work and how to support this local charity can be found by visiting www.kentshowground.co.uk.