



Stroud Vintage Transport & Engine Club

Gloucestershire Vintage & Country Extravaganza
Exhibitor Terms & Conditions

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Introduction

The Stroud Vintage Transport & Engine Club (SVTEC) organise a yearly event called the Gloucestershire Vintage & Country Extravaganza. To ensure that the event proceeds in a way that brings credit upon everyone involved, a set of terms and conditions must be defined that can be used to govern the behaviour of exhibitors.

Scope

This document defines the terms and conditions for exhibitors in the Gloucestershire Vintage & Country Extravaganza, and applies to:

- All SVTEC members, Gloucestershire Vintage & Country Extravaganza event staff and volunteers.
- All contractors, suppliers and other people working on behalf of SVTEC.
- All persons that exhibit in the Gloucestershire Vintage & Country Extravaganza.

Where conflict exists between the terms and conditions defined in this document and any other Gloucestershire Vintage & Country Extravaganza documentation, the terms and conditions defined in this document will supercede them.

Responsibilities

Everyone listed in the Scope section of this document has some responsibility for ensuring that the Gloucestershire Vintage & Country Extravaganza proceeds in an orderly manner. However, the following have key areas of responsibility:

- The SVTEC Management Committee is ultimately responsible for ensuring that ...
 - The event complies with all applicable legislation.
 - The event is run in a safe and orderly manner.
 - Exhibitor Terms & Conditions are clearly defined and made available to the relevant persons in a timely manner.
- During the event, the 'Rally Manager' is responsible for ...
 - Enforcing the Exhibitor Terms & Conditions defined in this document.
 - Resolving any disputes over the applicability of any Exhibitor Terms & Conditions.
In all cases, the Rally Managers decision will be final.
- During the event, staff appointed by SVTEC to aid in the running of the event are responsible for ...
 - Policing the Exhibitor Terms & Conditions defined in this document.
 - Referring any disputes to the Rally Manager where appropriate.
- Exhibitors in the event are responsible for ...
 - Ensuring that they understand and comply with all applicable Exhibitor Terms & Conditions defined in this document.

Common Terms & Conditions

The following terms and conditions apply to all exhibitors.

- Entry forms must be received by SVTEC by the 1st June.
- Space on the showground is limited, therefore ...
 - SVTEC reserve the right to close one or more sections to new entries prior to the above date.
 - When selecting entries for inclusion in the event, preference may be given to exhibitors attending for two/three days.
- Where entry applications are made by persons under 18 years of age, all forms must be countersigned by a responsible adult.
- Exhibits must be presented in a clean, complete, and safe working condition. This must include any relevant protection against loss of fluids that can cause environmental damage.

*The whole site at South Cerney is a protected area environmentally, due to it having aqua firm status (underground rivers close to the surface) which discharge into adjoining lakes. If your vehicle or exhibit experiences **any** fluid leaks or spillages, a drip tray capable of containing the spill must be deployed and the incident reported immediately to an event official to ensure speedy remedial action takes place. Failure to do so may mean the vehicle or exhibit will be excluded from the site and clear up costs deferred to the owner/exhibitor.*
- Current legislation requires all exhibits to be adequately insured against loss and public liability, therefore all exhibits must be adequately and correctly insured and licensed. You will be required to submit insurance details when returning your entry form and may be asked to produce appropriate documentation when entering the showground. Please note that random insurance cover checks will be made by members of the SVTEC team using the Motor Insurance Bureau and other appropriate bodies.
- The entire showground (including campsites and access roads) is covered by the Road Traffic Act and therefore ...
 - No person under the legal age shall ride, drive, or operate any vehicle or machinery.
 - All drivers must be fully competent and qualified in law to handle the vehicle they are in charge of.
 - Road vehicles must be taxed and tested for road use (if not exempt) in accordance with the current regulations for that type of vehicle.
 - No vehicle or exhibit may be left running when unattended.
 - All unattended vehicles or machinery must be securely braked and/or chocked.
- No vehicle may run on trade plates.
- A maximum speed of 5 MPH shall apply to all vehicles or exhibits moving around the showground.

Excess speed may result in ejection from the event, and/or refusal of entry to future events.
- When moving any vehicle or exhibit, drivers must take special care with regard to young children and pets.
- At all times while on the showground and outside of their assigned section area, all vehicles and exhibits must keep to the signed roadways and not enter or cross areas assigned to other sections without prior permission from an SVTEC official.
- Under no circumstances will more than the designed number of persons be allowed to ride on/in any vehicle or engine. Passengers must not be carried on vehicles designed only for one person. Tractors may not convey passengers except in a trailer or carriage.
- Without prior approval in writing, no exhibitor access will be permitted to the showground before 12 noon on the Thursday before the event opens, or after 12 noon on the Monday after the event closes.

For your safety, exhibitors will not be allowed to set up before or remain on-site after the dates & times stated, as event set up and breakdown will be in progress, with the associated hazards of moving vehicles, machinery, and pedestrians.

- On days when the event is open to the public, all exhibits must be 'in position' within their assigned showground area between 10:00 and 17:00. During those times no exhibit movement will be allowed without prior permission from an SVTEC official. Where movement permission is given, a 'walking escort' must be provided in all showground areas to which the public has access.
This is for Health and Safety reasons and to mitigate hazards associated with moving vehicles, machinery, and pedestrians.
- If it is necessary to change an exhibit or vehicle, this must be notified to and accepted by the appropriate section leader before arrival at the event.
Exhibit details must match what is shown on the entry pass.
- No valid pass, no admittance, no arguments.
- All passes must be clearly displayed on arrival, and at all times while the exhibit is on the showground.
This is important as passes act as proof of entry to the showground and supply information allowing us to contact owners in case of an emergency.
- No vehicles other than those with valid entry passes associated with the exhibit and exhibitor may enter the event showground and campsites. Any vehicles without a valid pass must be parked in the public car park. Vehicles that do not comply with the above will be removed from the showground.
- Only two adults (i.e. driver plus one) and up-to 3 children under 16 years of age are entitled to free event entry when accompanying an exhibit. Any additional persons will be required to pay normal public-entry admission fees each day they attend.
The easiest way to purchase any additional tickets in advance is online which also means you can take advantage of any online discounts available.
- Exhibitors should provide all necessary safety equipment for their exhibit to protect anyone attending the event. In cases of concern or dispute, the event Safety Officer will be consulted who will carry out an independent investigation and/or risk assessment. Where additional safety equipment or measures are recommended, SVTEC will provide such equipment as it considers practical and/or advise the exhibitor what is required. Should any recommended changes not be implemented then entry into the event may be refused.
- All electrical equipment being used will comply with approved standards and be protected by circuit breakers. Special attention should be paid to generators which must be guarded, cable insulation, and wire joins must be performed using approved connection methods. No unprotected wire or cables shall be used, and all cables should be protected in the correct manner where they cross walkways and public areas.
*Think VERY carefully. Is your electrical installation safe and being used correctly?
If any doubt exists don't use it, it could kill.*
- Generators must not be refuelled when the engine is hot or running.
- Hired and business generators must carry an in-date PAT test 'Pass' sticker from an accredited electrician or hire company.
- Privately owned generators (those not supplied by SVTEC) must ...
 - Be suitably earthed.
 - Be turned off between 10pm and 6:30am.
 - Not cause excessive radio interference.
- There will be no mains water on-site that is fit for human consumption.
*To avoid possible illness, water from SVTEC supplied taps must only be used for washing.
However bottled drinking water will be available for sale on-site during the event.*
- Where exhibitors are responsible for young children, they must supervise and control them to ensure that they are not putting themselves and others at risk.
Please be aware that all exhibits can be lethal if tampered with or not treated with respect.
- Pets must be kept under control at all times. Dogs must be kept on a lead and supervised.

- Exhibitors must 'clean up' after their pets.
Pet 'mess' is a health hazard to people and animals. It is your responsibility to promptly remove and dispose of it safely.
- Under no circumstances are barbecues, fire pits or any form of open fire to be used on the showground.
Being a grass field site our experience shows that the smallest spark can start a fire, smouldering undetected in the grass which subsequently combusts when it receives enough oxygen. That type of fire can prove difficult to extinguish if undetected and can cause severe damage to everything it comes into contact with.
- No pyrotechnics are to be ignited or discharged without prior written agreement with the event organisers.
- Edged weapons (e.g. knives) must remain sheathed at all times.
- The flying of drones over the showground and adjacent areas is strictly prohibited. The use of any drone will result in the immediate ejection of those involved from the event and possible prosecution.
The event is held on Ministry of Defence (MoD) property near to an active establishment, and we must comply with MoD drone use policies.
- SVTEC and the Gloucestershire Vintage & Country Extravaganza are strictly non-political. Any attempt to incite, influence or intimidate event participants or the public to gain advantage for a particular viewpoint without prior written permission from SVTEC will result in the immediate ejection of those involved from the showground.
- The Gloucestershire Vintage & Country Extravaganza is made possible by a team of volunteers who willingly give their time and talents to put the event on. Rudeness, abuse & aggression towards them, other exhibitors, or members of the public; will not be tolerated and will result in ejection from the event, and/or refusal of entry to future events.

Camping Terms & Conditions

The following terms and conditions apply to all on-site camping. Where conflict exists between them and the Common Terms and Conditions, these terms and conditions will supercede them.

- Only one unit of camping is allowed per exhibitor entry.
The popularity of our three-day event has meant that increasing numbers of people wish to take advantage of on-site camping to enjoy the event to the full. SVTEC prides itself on showcasing a wide range of fascinating and historically interesting artifacts, skills, trades, and crafts at the Extravaganza. Consequently, there is limited space available for on-site camping and it will be restricted to one unit per exhibitor entry.
- The type of camping accommodation you would like to have (including dimensions where applicable), must be stated on the appropriate entry form.
Camping passes will be issued based upon the type of accommodation stated on the camping entry form.
- Any additional camping requirements and/or camping space requirements must be arranged with the appropriate section leader before your arrival on-site.
- You may be refused access to the exhibitor campsite if you bring different camping accommodation to that stated on your entry forms. All changes must be agreed with the appropriate section leader before your arrival on-site.
- No admittance to the exhibitor campsite will be allowed until the relevant exhibit has been booked into its exhibiting section.
To reduce pass fraud/misuse and to be fair to all, members of an exhibitor's party who arrive in advance of the exhibit will be requested to wait in the public car park pending arrival of the exhibit.
- There will be no access to the campsites for new arrivals after 20:00 hours (earlier in poor visibility). However, arrivals after that time will be allowed to temporarily camp overnight in the public car park (outside the showground perimeter fence) pending moving to their pitch in daylight the following morning before 10:00.
After dark, a campsite with its guy ropes and other obstacles can be difficult to negotiate, especially for new arrivals unfamiliar with the layout.
- Vehicles being used for camping accommodation, whether a bespoke motorhome or a van converted for camping, must be registered with the DVLA (V5) as a Camper Van or display a valid habitation certificate. Any vehicle converted for camping with the installation of gas appliances and/or a 240 volt electricity supply, but not registered as above, must display a valid habitation certificate as proof of proper conversion for the purpose.
Please note that random checks will be made by members of the event safety team to ensure compliance.
- Bottled gas is dangerous and can cause fatal injuries if used incorrectly. It must only be used ...
 - In a well-ventilated area (not inside a tent).
 - With un-modified operating equipment and fittings that comply with current safety standards.
 - According to the manufacturer's instructions for safe use.
- Dogs must be kept on a lead and supervised at all times whilst outside your camping accommodation.

Trade Stand Terms & Conditions

The following terms and conditions are specific to Trade Stands. Where conflict exists between them and terms and conditions in other parts of this document, these terms and conditions will supercede them.

- No trading site is reserved or deemed to be reserved until payment in full has been made to SVTEC. Part payment or post-dated cheques are not acceptable.
- The following is prohibited ...
 - The sale of food or drink.
 - The sale of Fireworks
 - The sale of Pyrotechnics
 - 'Cheap Jacks' or 'Mock Auctions'.
- Under no circumstances must a trader encroach into another trader's pitch.
The boundaries of each pitch will be clearly marked.
- A trader must not intrude into the isle or walkway in front of their pitch, with stock, signs or in any other way obstruct it.
- If you are trading from a camper/van you must ensure that you have enough manoeuvring space.
If additional space is required you could request an end pitch (available on a first come first served basis).
- Siting of trade stands will not be permitted outside of the designated 'Trade Stands' area.
- Traders arriving on Thursday will be allowed on-site after 12.00 but before 18:00.
If you arrive later than that you may be directed to a holding area until the following morning.
- All traders must vacate the site on Sunday evening after the event closes.
Special arrangements must be made if you wish stay on-site overnight.
- Traders are not permitted to use PA systems or have music or other noises coming from their stands.
Music demonstrations may be permitted at the section organisers discretion.
- No traders may move their stand once the space has been allocated.
- No vehicle movements will be permitted on Friday, Saturday or Sunday after 09:00.
- Delivery of supplies will only be permitted prior to 09:00 each day.
- To comply with current regulations, Risk Assessment forms must be completed by all trade entries.
The main reason for these forms is to identify any risks or hazards. You will not be able to eliminate all the risks and hazards, but this should help you to minimise them.
- All litter must be disposed of responsibly.
- All on-section living accommodation must contain a suitable fire extinguisher.

Craft Bazaar Terms & Conditions

The following terms and conditions are specific to Craft Bazaar entries. Where conflict exists between them and terms and conditions in other parts of this document, these terms and conditions will supercede them.

- No bazaar entry will be accepted until payment in full has been made to SVTEC. Part payment or post-dated cheques are not acceptable.
- The following is prohibited ...
 - The sale of food or drink.
 - The sale of Fireworks
 - The sale of Pyrotechnics
 - 'Cheap Jacks' or 'Mock Auctions'.
- To comply with current regulations, Risk Assessment forms must be completed by all craft bazaar entries. *The main reason for these forms is to identify any risks or hazards. You will not be able to eliminate all the risks and hazards, but this should help you to minimise them.*
- Bazaar entries arriving on Thursday will be allowed on-site after 12.00 but before 18:00. If you arrive later than that you may be directed to a holding area until the following morning.
- All on-section living accommodation must contain a suitable fire extinguisher.

Steam Section Terms & Conditions

The following terms and conditions are specific to Steam entries. Where conflict exists between them and terms and conditions in other parts of this document, these terms and conditions will supercede them.

- No exhibit or support vehicle may be left running unattended.
- Unattended vehicles must be left securely braked and or chocked.
- Whistles, horns etc. will not be sounded after dark unless in an emergency.
- There will be no movement of engines or vehicles after dark without prior permission of the Section Organiser (this includes all movement to and from the Beer Tent).
- Exhibits must be covered for 3rd party risks with an indemnity of not less than £5,000,000 per any one claim.
- All exhibits that will be 'in steam' during the event must have a valid boiler certificate issued by a recognised authority. All such certificates must be available for inspection by SVTEC staff at any time while the exhibit is on-site.
- Steam Apprentice Club members only may drive exhibits under NTET guidelines. If they wish to do so they must provide their membership card for inspection by the organisers.
- All support vehicles must be left in your assigned camping space.

Animal & Countryside Section Terms & Conditions

The following terms and conditions are specific to Animal & Countryside section entries. Where conflict exists between them and terms and conditions in other parts of this document, these terms and conditions will supercede them.

- With regard to animals, all exhibitors must ...
 - Ensure that their animals are not left unattended at any time while on-site.
 - Safely remove any animal 'mess' before you leave the site at the end of the event.
- All horses, ponies, donkeys & mules attending the event must have a valid Horse Passport. All passports must be available for inspection on arrival and at any time during the event.
- To comply with current regulations, Risk Assessment forms must be completed by all live-animal entries. *The main reason for these forms is to identify potential risks or hazards. You will not be able to eliminate all the risks and hazards, but this should help you to minimise them.*
- Exhibitors must provide all requirements for their display(s), including generators.
- Displays must be covered for 3rd party risks with an indemnity of not less than £5,000,000 per any one claim.

Military Section Terms & Conditions

The following terms and conditions are specific to Military Section entries. Where conflict exists between them and terms and conditions in other parts of this document, these terms and conditions will supercede them.

- The Military Vehicle Trust (MVT) code of conduct is to be followed at all times (copies available upon request).
- All deactivated weapons must be accompanied by a valid Deactivation Certificate.
- All live firing firearms and shotguns must be ...
 - Accompanied by a valid Firearms Certificate or Shotgun Licence.
 - Unloaded at all times.*There will be no exceptions. Anyone failing to comply will be asked to leave the site immediately.*
- No live or blank ammunition of any type will be permitted on the event site at any time.
- The display of SS runes or Swastica flags is prohibited.
- Exhibits should not display partisan insignia used in current or very recent conflicts.
- No trade sales will be permitted.