



# SHOW RULES

## Serving of Alcohol

- All Exhibitors must have a nominated personnel licensee holder if you are intending to sell alcohol from your stand. You must supply details of the personal license holder on the online compulsory form, as well as submit a copy of the license to [bianke@waysandmeansevents.com](mailto:bianke@waysandmeansevents.com).
- Please serve alcohol responsibly and note the following:
  - We will be operating 'think 25' (if somebody appears to be under 25, ask them for their ID to prove they are over the age of 18) Alcohol may not be served to anyone under the age of 18.
  - The terms of the Licensing Act 2003 apply
  - Alcohol cannot be served before 10am
  - Service Staff must be over the age of 18
  - Products for retailing / sampling must be held in a secure area
  - Alcohol must not be served to anyone who appears to be under the influence of alcohol

## Drink Responsibly

We have set out the below guidelines to ensure that all of our guests have an enjoyable event. By purchasing a ticket for The Spirit Show you agree to abide by these guidelines which have been designed to ensure a safe environment for everyone at the Show.

For more information please visit <http://thespiritshow.co.uk/home/drink-responsibly/>

- The Spirit Show unequivocally promotes and encourages responsible drinking by all visitors to the Show. Excess is unacceptable, quality over quantity is the benchmark.
- The legal drinking age in the UK is 18 years old.  
The Show Organisers may ask for proof of ID from any guests whom they believe to be underage.
- Visitors are strongly encouraged to eat before and during the Show.  
All visitors are entitled to a meal included in the price of the ticket.
- As well as eating, visitors are encouraged to drink plenty of water in between tastings and take regular breaks from tasting during the Show.  
There will be free drinking water available in easily visible locations throughout the venue.
- As part of their duty of care to the Shows visitors, exhibitors will not serve anyone whom they believe to have consumed an excessive amount of alcohol.  
Safety Stewards will be on duty at the Show for the help and protection of all visitors and exhibitors.
- Visitors who are visibly inebriated or behave in any disruptive or offensive manner will be escorted from The Spirit Show  
No re-admittance will be granted to anyone who has been asked to leave the Show or who has been removed from the Show for the above reasons.
- All samples will be poured by the exhibitors into the Spirit Show tasting glasses provided.  
It will be against show policy for samples to be poured or transferred into any other vessel and taken away from the Show.



- Empty sample bottles will not be accepted at the show, and visitors will be asked to dispose of these before entry is granted.
- During the event, any containers discovered by staff to contain spirits will be confiscated and the visitor will be asked to leave the venue.
- There will be no refunds or re-entry for anyone asked to leave the Show as a result of breaching any of the above conditions.

- See more at: <http://thespiritshow.co.uk/home/drink-responsibly/>

## **Canvassing / Aisle Congestion - off stand promotions**

Exhibitors may only conduct business and distribute literature from their own stands - please plan your space accordingly. Activities may not spill into gangways; this includes the use of comic-style characters. If unwelcome visitors trying to sell their products approach you on your stand, please take a business card from them and inform the organisers.

On stand promotions ARE permitted provided they do NOT in ANY WAY interfere with other exhibiting companies. Presentations which lead to crowding of the aisles, walkways and entrances, or in the view of the Organisers present a safety hazard, are not permitted.

## **Code of Practice**

Please ensure that your stand is staffed at all times during the show open period and that all exhibits remain displayed during the show open hours.

In order that no discourtesy is shown to last minute visitors to the show, we ask that no dismantling of displays or exhibits commence until all visitors have left the halls on the final day of the exhibition. You will be notified of when it is safe to begin breakdown by public tannoy.

Products of companies not exhibiting at the show cannot be used on stands for display purposes without permission from the Organisers.

## **Gangways**

The gangways within the event are the minimum permissible by law and have been subject to approval by the Local Authority. Under no circumstances can any part of your stand, furniture or exhibits project beyond the boundary of your stand.

All gangways must remain unobstructed and accessible at all times. Any exhibitor who has too much stock to fit onto their stand should make adequate arrangements to hold the excess stock elsewhere.

## **Insurance**

Exhibitors are reminded that in accordance with the Rules & Regulations they MUST take out adequate exhibition insurance cover.

Whilst we take every precaution, we are not responsible for damage or loss to stand fittings and exhibits and cannot accept any responsibility for damage or loss of any properties introduced by the exhibitors and / or their agents / contractors. We advise you to take out adequate insurance to cover your property.

Cancellation and Abandonment insurance to cover your costs and expenses is also highly advisable should you not be able to attend due to adverse weather for example or if the show was to be



cancelled or abandoned for any reason. This is a specialist form of insurance normally only found on a separate Exhibition Policy.

## **Risk assessment & H&S requirements**

- The exhibitor responsible for the stand should ensure that a suitable and sufficient assessment of risks to the health and safety of employees whilst they are at work, has been carried out. It should also cover persons not in his employment, arising out of, or in connection with the part the exhibiting company is to play within the exhibition (i.e. during the exhibition build-up, open days & breakdown). Such an assessment should be recorded and reviewed as necessary.
- A person must be appointed who is responsible for health and safety matters on the stand. Their contact details should be detailed in your risk assessment.
- Operatives should wear suitable protective clothing relevant to their job which includes eye, hearing, foot and hand protection.
- Anyone in the loading bay must wear a hi vis jacket there will be no admittance to this area for anyone not wearing the appropriate hi vis
- During the build-up and breakdown periods your staff and sub-contractors should be constantly reminded by you of the need for vigilance regarding the health and safety of themselves and those working in their vicinity.
- Any violations or concerns regarding any of the points raised in this section should be reported to the Organisers' Office.
- All parking restrictions and speed limits around the venue must be adhered to.
- You must ensure that portable power equipment is used for the purpose for which it was designed and that the safety guards and dust collection bags are correctly fitted and used.
- You must ensure that portable electric tools are used with a minimum length of trailing leads and that such equipment is not left unattended with a live power supply to it.
- It is your responsibility to ensure that all electrical equipment brought on-site by yourself, your staff and your contractors is PAT tested.
- No electrical cables must be allowed to cross gangways, passageways and fire exits.
- Any work area must be maintained free from general waste materials, which could present a hazard to operatives.
- That all contractors are aware of the need to identify suitable and sufficient tools and equipment required for the job before coming onto site. This prevents corner cutting and avoids risk taking.
- You must ensure that all of your staff and contractors on-site at the event understand the fire and emergency procedures which are set out in this manual and location of first aid centres within the venue
- Working at height must be done in a safe manner, using suitable equipment in the approved way, e.g. steps, mobile scaffold towers, powered access equipment etc.
- All powered access equipment can only be operated by fully trained and certified personnel, e.g. forklift trucks, electric tow tugs, hydraulic access equipment etc.