

RETAIL MARQUEE APPLICATION – ASHBOURNE SHOW 18 AUGUST 2018

BUSINESS NAME.....

CONTACT NAME.....

ADDRESS.....

.....POST CODE.....

TEL NO.....E-MAIL.....

Please give details of your business & any products you are selling.....

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SINGLE UNIT inc 1 x 6' trestle table & 2 chairs	Please advise if tables and chairs NOT required	£85 inc VAT
DOUBLE UNIT inc 2 x 6' trestle tables & 2 chairs	Please advise if tables and chairs NOT required	£170 inc VAT
ADDITIONAL ADMISSION See charges & conditions	£10.00 EACH inc VAT Amount required.....	
	TOTAL	

I/We agree to conform as an Exhibitor to all the Rules, Regulations, Conditions and Orders of the Show and confirm I have read those overleaf and undertake to notify my/our Representatives, Agents and Staff of them.

Signed **Date**

Personal Information Consent – Trade Stands

To provide a professional and effective service to trade stand holders and their staff at Ashbourne Show, you may be asked to provide us with some personal information. This is information such as your name, contact details and possibly those of staff members if appropriate. You may also provide us with dietary or other medical information that will allow us to ensure your safety and convenience whilst at Ashbourne Show. The Ashbourne Shire Horse Society respects your privacy and will only use your data for the provision, communication and processing of your stand and other requirements and for providing you with information regarding future Shows or events. Your personal data will not be shared with other third parties without your prior consent unless required to do so by law. All personal information is treated as private and confidential, it is recorded electronically on a database and/or in a paper file. You have the right to see any information that we hold about you, and to have your details removed.

Consent: I have read and understood this information I confirm that I am permitted to provide personal information about any other person included on my stand and I give written consent for Ashbourne Shire Horse Society to hold and to use this personal information to provide trade stand services to me safely and efficiently.

Name.....**Signature**.....**Date**.....

Exhibitors selling alcohol will require a Temporary Event Notice a copy of which must be provided before the event and the original must be available on the day of show

To order to book space all the following items **MUST** be sent to:

Ashbourne Show, The Cottage, Great Gate, Tean, Staffordshire ST10 4HF or admin@ashbourneshow.co.uk

THIS COMPLETED APPLICATION FORM

**FULL AMOUNT PAYABLE TO 'ASHBOURNE SHOW' OR BACS PAYMENT TO LLOYDS BANK, ACCOUNT 07107679, SORT CODE 30-90-25, REF RETAIL
COPY OF YOUR PUBLIC LIABILITY INSURANCE FOR £2M MINIMUM
RISK ASSESSMENT FORM
VEHICLE FORM**

HIRE CHARGES & CONDITIONS

Payment: Full payment is required with the application and no space will be reserved without payment and a completed application form, a copy of your public liability with an indemnity limit of at least £2 million, a vehicle form completed for all vehicles which require access to the showground and a risk assessment form for your pitch.

Cancellation: No refund will be given for cancellations.

Exhibitor's Admission Tickets: Two admission tickets will be issued with each application, extra tickets are £10.00 each pre-show (entry on Showday £12.00).

Exhibitor's Car Passes: Access on to the showground is only permitted with a displayed pass **INCLUDING BEFORE AND AFTER THE SHOW**. Passes are only issued to vehicles for which a vehicle form has been completed access to the showground is for unloading/loading purposes only. **All vehicles must be removed to the public parking area.** The Society would ask exhibitors not to expect Gate Staff to allow vehicles and staff on to the showground without the appropriate car pass and admission ticket, without these they will be directed to the public car park and entrance.

Insurance: The Exhibitor shall indemnify the Society, its officers and servants arising from any action or default by the exhibitors or servants of an exhibitor which shall lead to a claim against the Society, its officer or servants to a minimum of £2m. Proof of public liability insurance must be submitted with your application.

Risk Assessment Forms: These must be completed in respect of all risks including fire for your pitch. All Exhibitors are reminded that they must be aware of the potential risk their stand poses to the general public, their staff and showground staff and take all appropriate precautions. Exhibitors will be expected to bring only safe, properly maintained plant and equipment onto site, certify that it is compliant with all relevant regulations and will be used in a safe manner, Exhibitors must also comply with current Health and Safety Regulations. **ALL EXHIBITORS ARE REQUIRED TO SUPPLY A SUITABLE FIRE EXTINGUISHER.**

Generators: There is no mains electricity on the site generators are permitted, but are **STRICTLY TO BE SILENCED AND DIESEL DRIVEN ONLY** this also applies the generators used over night. Stewards will remove any generator not adhering to these regulations, causing a nuisance to others or if deemed unsafe.

Erection and Dismantling of Stands: All stands must be erected by 9.00 am on show day. In the interest of safety all unnecessary vehicles are to be removed from the Showground by no later than 9.00 am. Erection of stands is possible prior to showday. Stands must remain open to the public until 5.00 pm after which time they may be dismantled. Any damage to turf etc must be made good immediately, otherwise the Showground Contractor shall make good and charge the cost to the Exhibitor. **NO VEHICLES WILL BE ADMITTED TO THE SHOWGROUND BEFORE 5.00 PM ON SHOWDAY.** We reserve the right to extend this time in respect of health and safety requirements. The health and safety of yourself, your staff, show staff and members of the public on and around your stand is your responsibility and you must adhere to all current regulations.

Use of Stand: Exhibitors will not be allowed to sub-let any portion of the space allocated, otherwise they may be asked to vacate their stand and forfeit the opportunity to exhibit at future shows. The selling of goods by auction, excessive shouting, annoying, or unacceptable behaviour is forbidden and no trading or touting is allowed outside of your pitch area. Exhibitors are reminded that their stand and associated equipment and vehicles must remain within the allocated pitch at all times excluding erection and dismantling. Please place all litter in the yellow lidded bins and skips provided any Exhibitor leaving excessive litter will not be invited to attend future show.

Allocation of Stands: Stands will be marked out and allocated at the discretion of the Showground Surveyors and Secretary and no specific pitch can be guaranteed.

The Society, its officers and servants, shall not be responsible to any exhibitor or to any servant of any exhibitor while upon the Society's' premises or while entering or leaving in respect of

- a) Any loss or damage whatsoever caused to any property, equipment possessions of any exhibitor or
- b) For any injury, fatal of otherwise, howsoever caused to any Exhibitor or servant of an exhibitor

The Society reserves the right to postpone, cancel, abandon, or curtail the Show due to force majeure or otherwise at its absolute discretion. In no circumstances shall the Society be liable, in contract, tort (including negligence or breach of statutory duty) or otherwise howsoever, and whatsoever the cause thereof (i) for any loss of profit, business, contracts, revenues, or anticipated savings, or (ii) for any special indirect or consequential damage or losses of any nature whatsoever. For the purposes of this Condition, '*Force Majeure*' means fire, explosion, flood, lightning, Act of God, act of terrorism, war, rebellion, riot, sabotage, or official strike or similar official labour dispute, or events or circumstances outside the reasonable control of the Society.

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Why you must complete a risk assessment form - If someone comes on to your stand and injures themselves they can look to seek compensation from you. If you've made no effort to complete a risk assessment, or have simply put 'NO RISK' across your form, a court would likely look at this as you not having made any effort to consider the welfare of people coming onto your stand. If however you have completed a risk assessment and even if the injury is as a result of a hazard not identified in the assessment, a court maybe much more likely to look favourably on you as you've shown you've considered the risks and taken steps to minimise them.

Where work will include erection and removal of structures, the risk assessment must include details of, how you will ensure no unauthorised access to your working area, if height is involved suitable access and prevention of falls and details of any PPE required.

A hazard is anything within reason which could cause damage to people, property or the environment. Marquees and gazebos of any size, banners or flag poles must be fit for purpose and secure. Hazards could include access, slips, trips, falls from height, manual handling, use of electrical equipment, weather, or items on display.

A risk assessment is an important step in protection of your workers and your business as well as complying with the law. The Health & Safety Executive produce a useful guide to assist you in completing risk assessments should you require it.

COMPANY NAME				
ADDRESS				
RESPONSIBLE PERSON				
DATE ASSESSMENT UNDERTAKEN & ASSESSOR'S SIGNATURE				
HAZARD FIRE RISKS MUST BE INCLUDED	RISK	SEVERITY RATING	PROBABILITY RATING	CONTROLS TO MINIMISE RISK

SEVERITY RATING

- 1 **MINOR** - Basic first aid treatment
- 2 **MODERATE** - Medical intervention required and will be recovered from
- 3 **MAJOR** - Death or life changing injury affecting an ability to work

PROBABILITY RATING

- UNLIKELY** - A surprise if it happened
- POSSIBLE** - Even with controls it could happen if not managed
- VERY LIKELY** - No one would be surprised if it happened

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VEHICLE SHOWGROUND ACCESS FORM

IMPORTANT SAFETY NOTICE

NO VEHICLE WILL BE ADMITTED ON TO THE SHOWGROUND WHICH HAS NOT BEEN PRE-REGISTERED. THIS FORM MUST BE COMPLETED AND RETURNED TO THE SECRETARY WITH YOUR APPLICATION BEFORE THE DAY OF THE SHOW.

VEHICLE 1

MAKE

TYPE
(CAR/VAN/HORSEBOX/TRACTOR/LORRY)

REGISTRATION NUMBER

WILL THIS VEHICLE REMAIN ON YOUR BOOKED PITCH DURING THE SHOW **YES / NO**

ARE YOU TOWING **YES / NO** **TRAILER / CARAVAN**

OWNER

ADDRESS

.....

DECLARATION – I confirm that this vehicle, and its driver, is at the time of the Show properly licensed for use on the public highway and fully covered by third party insurance in respect of the use in which it is engaged.

SIGNED DATE

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VEHICLE 2

MAKE

TYPE
(CAR/VAN/HORSEBOX/TRACTOR/LORRY)

REGISTRATION NUMBER

WILL THIS VEHICLE REMAIN ON YOUR BOOKED PITCH DURING THE SHOW **YES / NO**

ARE YOU TOWING **YES / NO** **TRAILER / CARAVAN**

OWNER

ADDRESS

.....

DECLARATION – I confirm that this vehicle, and its driver, is at the time of the Show properly licensed for use on the public highway and fully covered by third party insurance in respect of the use in which it is engaged.

SIGNED DATE