

**APPLICATION
CLOSING DATE:
MONDAY
1st JUNE 2020**



**BOOK
ONLINE!**
www.hanburyshow.co.uk

**73rd ANNUAL SHOW
SATURDAY 4th JULY 2020**

Park Hall Farm, Hanbury, Redditch, Worcs, B96 6RD

Public attendance: 14,500

CHARITY STAND SPACE

2020 Stand Prices (excluding caterers)

Stand Space (Frontage x Depth)	Price	Tickets	Car Passes
3m x 6m	£25	2	1
6m x 6m	£40	2	1

Vehicles **MUST** be included in meterage if required to stay with stand


Any Charity applying for trade space **must have a valid Charity Commission registration number**, any application submitted without a valid number will be rejected.

Enquires can be emailed to: hcstradestands@gmail.com

Or contact Annette Steenton on 07841 499663

Please note no furniture will be provided unless pre-ordered on the application form. **TABLES : £10.00 each, CHAIRS : £5.00 each.**

Any applications received which are not signed or do not have an enclosed cheque will not be accepted.

EVENT WIFI PROVIDER: 
WiFi will be made available to all traders at no extra cost
Please Note: There is poor mobile, 3G & 4G reception on the showground

HANBURY COUNTRYSIDE SHOW

TRADE STAND TERMS AND CONDITIONS

1. All Applications for trade space should be made **NO LATER than MONDAY 1st JUNE 2020**.
2. No Applications will be processed without a returned booking form, **payment in full, a signed completed risk assessment form, health & safety declaration and proof of insurance.**
3. The completed application form must clearly state the size of the stand required, with details of all vehicles, trailers, gazebos, tents, etc which form part of the stand. Where tents are to be erected, sufficient space must be allowed to include tent guy ropes. **Please note that all sites are in the open, on grass, NO Electricity is provided (except Food and Craft Marquees).** Water will be available from taps on the Showground.
4. Trade stand pitches will be available from 11.00am on Friday 3rd July. Passes will be posted out approximately one week before the Show. There will be overnight security in place.
5. Trade stand vehicle passes are only valid until 8.30am. Admittance is **STRICTLY BY PASS ONLY**. After 8.30am, all vehicles entering the Showground will be required to use the free public parking area.
6. Vehicle passes will be issued to each stand. Additional vehicles arriving on the morning of the Show will be refused entry. If more vehicle passes are required they must be requested in writing before June 1st 2020.
7. Exhibitors are solely responsible for the safe custody of their property. The Society, its officers and staff disclaim any responsibility and all liability in respect of loss (including damage, theft, fire, accident, etc). The Society strongly recommends that all Trade Exhibitors arrange adequate insurance to cover any loss. Exhibitors **must** have public liability insurance cover.
8. **Exhibitors must not commence dismantling any part of their trade stand exhibit before 6.00pm without prior permission from a Society Officer.**
9. Tentage for plots may be booked direct through The Marquee Company of Worcestershire on 07899 805150 www.themarqueecompany.co.uk. If tentage is hired please inform the secretary of the size and location within the stand pitch at least one week before the Show.
10. **Generators:** The use of **petrol generators is strictly forbidden.** The Society reserves the right to ask for what they regard as unsuitable generator equipment to be removed. To avoid the risk of nuisance to traders/the public; we request that you provide the quietest generator available, have suitable means of noise suppression and be mindful of siting the generator. Details of size, means of noise suppression & details of certification must be available for inspection. All electrical equipment used must display a current PAT certificate.
11. **Gas:** The use of gas appliances is permitted. Gas cylinders must be stored in well ventilated areas locked in cages and **NOT** in Marquees. **Propane cylinders** supplying appliances should be sited in the open air and **NOT** inside Marquees. A **Butane cylinder** can be located inside a marquee to supply the appliance. Cylinders must always be placed in an upright position. All flexible hose must be labelled with either BS3212 or BSEN1763 and the regulator must be labelled with BS3016 or BSEN12864. Hoses must not exceed one metre in length between the regulator and appliance. The Society reserves the right to ask for what they regard as unsuitable gas equipment to be removed.
12. Exhibitors are required to have a fire extinguisher available on their stand
13. Exhibitors will not be allowed to remove turf or dig up ground in any part of the Show area without the permission of a Society Officer. All holes must be filled in after use and turf replaced in a satisfactory manner.
14. All rubbish must be placed in bins and skips provided. All exhibitors must clear their site of litter after the event. Any litter which has been left will be subject to a clearance fee.
- Notice:** Please ensure all used cable ties are placed in bins; we recommend the use of brightly coloured cable ties which can easily be seen on grass. Discarded cable ties pose a threat to farm animals and wildlife.
15. All stands selling food must enclose alongside their application a valid copy of their **food safety certificate**, applications will not be accepted until such a certificate has been received.
16. Sites may not be transferred and no Exhibitor shall sublet, exchange or part with the possession of the site or stand allocated to him without the written permission of the Secretary.
17. All exhibitors and their representatives entering the Showground will be subject to the Rules and Regulations of the Society, which they are deemed to have accepted, and also to instructions of the Society's Officers and Staff.
18. Cancellations: In the event of an exhibitor notifying the Secretary that he/she is unable to attend before **June 1st 2020**, the Society will refund the charges paid, less an administration fee of £10.00. If the cancellation is made after **June 1st 2020** there will be no refund.
19. If the Show is cancelled due to poor weather (where the field is considered unusable by the organising committee) or any other reason outside the Society's control, the Society will refund the booking fee minus £5.50 to cover administration costs.
20. Hanbury Countryside Show Society accepts no responsibility for any conflict of interest between trade stands and/or the duplication of a similar type stand, but will try to position stands sympathetically and considerately.
21. Any persons contravening the above rules are liable to expulsion from the showground without any refund of fees paid.

PLEASE NOTE THAT ALL TRADE STANDS MUST BE PAID FOR WHEN BOOKING.

BOOKING FORM – HANBURY COUNTRYSIDE SHOW - SATURDAY 4th July 2020

PLEASE RETURN TO: Mrs A. Steenton, Mulberry Barn, Ostlers Meadow, Hanbury, Droitwich, Worcestershire, WR9 7DZ

CHARITY NAME & ADDRESS:
.....
..... Postcode:

REGISTERED CHARITY NUMBER:

Tel: Mobile:

Website:

Email:

Please book me trade space as below. I agree to conform to regulations, which I have read.

Signed: Name in block letters:

Date:

PLEASE STATE THE NATURE OF YOUR BUSINESS (in 15 words or less)

.....
.....
.....

All exhibitors will have a free entry in the trade stand exhibitors list printed in the Show Programme

OPEN GROUND SPACE - must include all gazebo guys, struts, vehicles etc.

FRONTAGE (in metres)..... **DEPTH** (in metres).....

STAND FEE £

TABLES approx. 6` trestle (£10.00 each) £

CHAIRS (£5.00 each) £

ADDITIONAL TICKETS @ £12 each £

TOTAL ENCLOSED £
=====

Cheques Payable to: "Hanbury Countryside Show Society"
(Post-dated cheques will not be accepted)

Will you require WiFi signal for remote card payments? YES / NO

A password will be provided to allow access to the network

WiFi provider: SIMPLIWIFI EVENT IT

Would you prefer your stand be in the Horse Show Field? YES / NO

(Please phone the Secretary if you wish to have more detail)

Will you be using a Generator? YES / NO

The use of petrol generators is strictly forbidden

Will you be using Gas? YES / NO

Animals on Stand? (please circle) YES / NO If YES, how many and which type(s)

OFFICE USE
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EXHIBITOR RISK ASSESSMENT FOR TRADE STANDS
Fire and General Hazards and Risks
HANBURY COUNTRYSIDE SHOW – SATURDAY 4th JULY 2020

As part of the ongoing Health & Safety aspects of this year's Show, it is incumbent on trade stand holders to provide a risk assessment of their displays and to ensure that all current rules, regulations and statutes are strictly adhered to:-

Trading Name/s: _____

Responsible Person: _____

Date Assessment Undertaken: _____

Operational Activity (Please indicate which description most reflects the activities of your stand)

Retail Outlet Static Display Demonstrations

Hazards associated with above activity: (Please tick one or more of the following)

Sources of ignition/heat		Dry Combustibles		Hot Surfaces		Flammable Liquids		LPG	
Large numbers of people		Electrical equipment		Smoking (outdoors only)		Work at height		Use of Sharps	

Please read the following points, if you have taken all reasonable actions to fulfil these points please sign.

- a) I/We confirm that we hold current and appropriate levels of third party and employee liability insurance for such an event.
- b) Where appropriate we hold Health & Safety and Hygiene Certificates applicable to all of the latest regulations.
- c) Where applicable we have a generator on site and this will be protected with the appropriate guards and the public will have no access to it.
- d) We confirm that the public will be protected from any items sold off the stall that are hot etc., and will be protected from any fires or other cooking facilities.
- e) That all items/produce will be strictly labelled according to British and European regulations and legislation.
- f) Fire equipment where necessary will be provided by the stallholder and if applicable specific safety items will be to hand.
- g) Other specific items that ought to be brought to the Show organiser's attention.
- h) First Aiders, Horse Ambulance and fire extinguishers will be located on the Showground and we have been informed by the Society where these locations are.

DECLARATION:

I have completed the exhibitor stand risk assessment and understand the requirement for ensuring that the necessary controls for eliminating or minimising risk are put in place. I have completed all pages of this form and apply for the trade space; I agree on behalf of myself/named business to comply with the rules and conditions of Hanbury Countryside Show Society which I have read and understood. It is the responsibility of those attending the Show within the trade stand areas to ensure that all regulations applying are met and no claims against the Society will be considered. Any major or minor incidents occurring within the area that you are located should and will be reported to an official of the Society immediately.

Signed: _____ **Date:**

**ASSESSMENT FOR TRADE STANDS
HEALTH AND SAFETY DECLARATION
HANBURY COUNTRYSIDE SHOW – SATURDAY 4th JULY 2020**

Trading Name/s: _____

Responsible Person: _____ Position/job title: _____

Date Assessment Undertaken: _____

Health and Safety Requirements

We fully understand and accept the requirement, as a condition of entry into Hanbury Show, each exhibiting member or employee of the Company, any contractor/sub-contractor, supplier, or other party whose presence and/or activity is associated with our undertakings to comply with the Health & Safety at Work Act 1974 and all other current, relevant legislation, established guidance relating to safety at public events and Hanbury Show's rules and procedures as outlined in the Safety Policy Statement which we have read. (Safety Policy Statement can be downloaded from the Show website)

We also recognise the duty at all times to ensure that the actions of any person undertaking work associated with the Company's stand(s) shall not endanger the health and safety of themselves or others at all times.

The Company **has / has not** a current health & safety policy - a copy **can / cannot** be provided upon request. (please circle)

Signed: _____ Date:

(Person responsible for safety matters)

Name (Block capitals):

Insurance policies and certification: I confirm that the following documents are current and will remain valid for the duration of the Show:

Public Liability Insurance YES / NO

Employers Liability Insurance YES / NO

PLEASE ENCLOSE ALONGSIDE THIS FORM A COPY OF YOUR INSURANCE CERTIFICATE/S

DECLARATION:

We have fully evaluated our exhibit as being compliant with Hanbury Show's requirements and have carried out a risk assessment as attached.

We confirm that our stand staff and others have been given sufficient information, instruction and training to enable them to work in a competent and safe manner.

All staff, including contractors and sub-contractors have been informed of potential risks on site.

We agree to liaise with the Showground Manager, Health & Safety Officer, or other person(s) authorised by the Society to ensure the health and safety of all parties who may be affected by our actions or inactions.

We accept that the Society may suspend any activity which they consider contravenes its rules and procedures for safety and agree to take any action required of us aimed at ensuring compliance

Signed: _____ Date:

Please fill in the below table or send in a copy of your standard risk assessment.

	Hazards and Risks	Persons at Risk	Control Measures
Before, On and After Show Day			