



# Indoor Charity & Promo Booking Form





## Indoor Charity/Promo Booking Form Wolsingham Show September 7th and 8th 2019

Mr D Richardson  
Fernleigh  
5 Front Street  
Frosterley  
Co. Durham  
DL13 2QW  
TEL: 07879990467  
Email: Info@wolsinghamshow.co.uk

21st January 2019

Dear Sir/Madam

This pack contains all of the information you require for booking trade and advertising space for this years Wolsingham Show to be held at Scotch Isle Park. Wolsingham and Wear Valley Agricultural Society is a traditional two-day agricultural show with an attendance of over 25,000 and is the oldest in England. Saturday is 'agricultural day' and Sunday is 'country fair day'. It retains strong links with agriculture and helps to promote a link between town and country. A wide range of entertainment and displays are offered and our livestock classes remain a very important feature of the weekend. These along with all the other side attractions guarantees something for everyone attending the show and, for traders and advertisers, provides an extremely good market place for the promotion and sale of a wide variety of goods to the farming and general public. For greater security the marquee will be locked at night by the committee and to prevent delays entering the showground, please ensure that your vehicle pass is clearly on display. All vehicles entering the show field must have a vehicle pass.

Application for space must be made on the official forms which must be completed and signed by the exhibitor and forwarded to the section secretary Mr. D.S. Richardson. Please note that submission of an application form does not guarantee a space. If you would like to discuss any aspect of your booking prior to completing the forms please contact Mr. D. Richardson on 07879990467 who will be pleased to assist with your enquiries. Please note cheques should be made payable to 'Wolsingham Show'.

This is a prestigious event for Wolsingham and is an affordable way of reaching new customers. Should you wish to advertise in the Show Catalogue or Show Schedules the prices can be found on the application form. If you wish your advert to appear in both the Show Programme and Show Schedules then we can offer you a discounted price. Should you wish to advertise with us please complete the 'Advertising Booking Form' and include proof advertisement together with your payment, cheques made payable to 'Wolsingham Show'.

I look forward to working with you at this year's event.

Yours faithfully

D Richardson  
Show Secretary



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The marquees will be open from 8:30 am until 5 pm both days.

The entrance fee which includes:

**10ft.space with 6ft. table and chairs, vehicle pass, two admission wrist bands,**  
is as follows :

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### 10ft frontage

**Saturday/Sunday £60**

**Saturday only £40**

**Sunday only £40**

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## TRADE STAND GUIDANCE NOTES:

- Cheques should be made payable to "Wolsingham Show".
- Stallholders must keep to the description of goods as stated on the booking form, otherwise the committee reserve the right to stop them from trading.
- The committee reserve the right to decline acceptance of any stall.
- All goods left in the hall at owner's risk (hall securely looked at night).
- The society will make the best arrangements in its power for the safety and proper accommodation of all persons, stock and produce in the Show Ground but will not assume responsibility for any loss or damage suffered by any person at or in connection with the Show.
- No monies refunded after **20th August 2019**.
- Extra tables are available for a hire charge of £5.00 per day.
- No applications selling fast food will be accepted.
- Interested stallholders should complete the form on P.5 and return with remittance to:

D.S. Richardson,  
Fernleigh, 5 Front Street,  
Frosterley, Bishop Auckland,  
DL13 2QW

**Please enclose S.A.E.**





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### Trade/Exhibitor Risk Assessment

To assist us in providing a safe event we require all Trade Stand Exhibitors to complete a risk assessment and submit this with their application form. This is to show that you have considered any likely hazards in relation to your trade stand or exhibit and that you have put controls in place to prevent illness, injury or harm. Using the form provided please identify any likely hazards that could affect those setting up/manning/breaking down your Trade Stand/exhibit also give consideration to members of the public visiting during the course of the show. We have included some basic guidance below but you can access more information and find examples of completed risk assessments at:

<http://www.hse.gov.uk/risk/assessment.htm>

An introduction to Health and Safety for Small Businesses can be found here:

<http://www.hse.gov.uk/pubns/indg259.pdf>

Please copy the risk assessment form if more space is required.

Please record on the risk assessment on the next page how you intend to control the risks from fire and all other hazards associated with your occupation of the stand. Note: fire controls for stands should be the same as for any retail outlet. You must consider who may be placed at risk during each stage of attendance on site, e.g. pre show, show day and post event activities, including contractors and members of the public and describe the steps you propose to take to minimise those risks. Whilst it is important that all significant hazards and risks are identified, keep the assessment simple – complication creates confusion. Feel free to copy the assessment page if more space is needed. Alternatively, you may send a copy of any similar format, provided you are satisfied as to its appropriateness to your stand at this event. It is unlikely that the activities associated with a stand will not have some risk attached. Therefore statements such as “NO RISK” may need to be qualified. **Please return the form to the Show / Section Secretary.** A copy of your risk assessment should also be kept on your trade stand and be available for inspection at all times.

**A COPY OF YOUR PUBLIC LIABILITY INSURANCE MUST ALSO BE MADE AVAILABLE IF REQUESTED FROM THE COMMITTEE.**



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## Risk Assessment Form

Please complete in BLOCK CAPITALS (Please photocopy more sheets if you need to)

Stand Name: ..... Name of Responsible Person: .....

Address: .....  
.....  
.....

Days Attending: SATURDAY  SUNDAY  BOTH  Signature of Assessor: .....

Date of Assessment: .....

Products to be Exhibited: .....

Hazard (anything that could cause harm)	Who might be harmed and how?	What are you already doing?	What further action is needed?	Who is responsible for implementing further actions?

**You can use your own Risk Assessment form if necessary/prefered.**

**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 shown on page five; I agree On behalf of myself/named businessto comply with the rules and conditions of Wolsingham and Wear Valley Agricultural Society which I have read and understood.



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Name: ..... Tel No: .....

Address: ..... E.mail: .....

.....

.....

Type of goods: .....

.....

Extra Table (£5)

I shall be attending: **Saturday 7th September**  Please tick  
**Sunday 8th September**  days attending.

I enclose my remittance of: £..... and S.A.E. for return.

I'm paying by cheque to:  
**Wolsingham Show**

I'm paying BACS to: **Barclays Bank,**  
**Sort code: 20-09-44 Acc No: 30982008**  
**PLEASE USE REFERENCE : CH19 and your company name**

Signed: ..... Capitals: .....

This application should be sent to:  
D.S. Richardson,  
Fernleigh, 5 Front Street,  
Frosterley, Bishop Auckland, DL13 2QW

**Please include a copy of your  
Public Liability Insurance Certificate  
with your completed booking form.**

**for more info: [info@wolsinghamshow.co.uk](mailto:info@wolsinghamshow.co.uk)**

**Priority booking for 2019 will be given to those who attended in 2018 if booked before 1st june.**

## FOR OFFICE USE ONLY

TRADE STAND No: ..... SITE LOCATION: .....

RETAIL .....  
Brief Description

DISPLAY .....  
Brief Description

VEHICLE PASSES / DAY ..... PEOPLE PASSES /DAY .....