



Upcycled & Handmade Booking Form





Upcycled & Handmade Stalls Booking Form (including vintage, retro & antiques) 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 32,000 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 Lisa Oliver. 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 D. Richardson via info@wolsinghamshow.co.uk 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 faithfull

D Richardson
Show Secretary



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

The entrance fee which includes:

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

Saturday: £40 Sunday: £40 or Both Days for £60

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 marquee at owner's risk.
- 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 it will not assume responsibility for any loss or damage suffered by any person at or in connection with the Show.
- No monies returned after **20th August 2019.**
- If you can demonstrate your craft on the day it would be appreciated.
- Extra tables are available for a hire charge of £5.00 per day.
- Interested stallholders should complete the attached forms and return with remittance to:

This application should be sent 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:
.....
.....

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 : UP19 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

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 DISPLAY
Brief Description Brief Description

VEHICLE PASSES / DAY PEOPLE PASSES /DAY