

Outside Trade Stand Booking Information Wolsingham Show September 5th and 6th 2020



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. **All stands must be set up by 8am on both days and we would prefer larger trade stands to be set up on Friday.** For greater security 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.

The allocation of sites will be at the discretion of the Organisers, and although every endeavour will be made to meet exhibitor's particular requirements, it is not always possible to allocate the exact space applied for in all cases. It has been the Organisers policy to offer exhibitors who have previously supported the show the same site as that occupied in the previous year. Full payments should be paid by cheque or BACS and made payable to Wolsingham Show. Please note that submission of an application form does not guarantee a space.

We offer a grass cutting service at £10 per stand, this will be done the day before set up and give you a much tidier looking area. Please see booking form if required.

The chart below indicates the amount of entry tickets & car passes allocated by stand size. Any extra staff members must have a ticket before being allowed into the Show. These can be purchased at a dicounted rate of £6 each. Please indicate on the booking form how many you require.

Stand Frontage (metres)	3m	4m	5m	6m	7m	8m	9m	10m	11m	12m	13m	14m	15m	16+m
Tickets allocated (per day)	2	2	2	2	3	3	4	4	4	5	5	5	5	6
Vehicle Passes	1	1	1	1	2	2	2	2	2	3	3	3	3	4
Cost £	140	140	140	147	171.50	196	220.50	245	269.50	294	318.50	343	367.50	P.O.A.

All Charities must apply for a trade stand in the usual manner and also write requesting a discount that may be given at the Committees discretion. This discount is only offered to a limited number of charities each year, the Committee selects charities on individual merit, choosing different ones each year to enable as many worthy causes as possible to benefit from this discount. If you wish to be considered for a charity discount please enclose a letter stating the method of fundraising or promotion and including the registered charity number with your booking form.

Application for space must be made on the official forms which must be completed and signed by the exhibitor or his authorised agent and forwarded to the Show Secretary. If you would like to discuss any aspect of your booking prior to completing the forms please contact Mr D Richardson who will be pleased to assist with your enquiries.

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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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Terms & Conditions

1. APPLICATION FOR SPACE / Trade Stand Allocation

All applications shall be submitted on the appropriate booking form. Applications submitted in any other way will not be acceptable. The application form must be signed by the Trader or their representative, and the signature on the forms shall be deemed to be the acceptance by the Trader of these rules and regulations and their agreement to be bound thereby.

2. PASSES

Vehicle pass(es), site plan, and admission tickets will be sent to the address given on your booking form, e tickets approximately 2 weeks before the show.

3. OBSERVANCE OF REGULATIONS

All Traders, their contractors and employees, while on the Showground, shall be subject to the rules and regulations of the Society, as interpreted by the Society, and the stewards and officials appointed by them.

4. WITHDRAWAL OR CANCELLATION OF SPACE RESERVED

- Your booking is confirmed when an invoice is received from the show secretary. A refund of 75% will be allowed for cancellations before 1st August 2020

- 50% will be refunded for cancellations received between 1st June and 30th July 2020

- No refunds will be made for cancellations in August. Where a trader withdraws from the show or cancels the space reserved for him/her for any reason, all fees shall be forfeited and the Society reserves the right to re-let the space. All cancellations to be made in writing to the Show Secretary.

Traders are reminded that they **MUST PAY THEIR SITE FEES BY 1st June 2020** late payment of invoices will be subject to a surcharge of £20.00. Non-payment by 1st June will be regarded as withdrawal or cancellation on their part and the site re-let.

5. HEALTH AND SAFETY REGULATIONS

Our stewards and any attending emergency services will direct, assist and pass on relevant emergency information where required. Our Event Safety Plan and Risk Assessments will be available on the day in the Secretary's Office. Our Event Safety Officer will be in attendance during the event to monitor compliance with our Event Safety Plan. All Traders will be expected to comply with any safety instructions provided to them by the Society or persons acting on our behalf. Traders must be conversant with and comply with all current Health and Safety regulations, particularly with respect to their equipment and public safety. A relevant Risk Assessment **MUST** be completed, dated and signed and returned to the Show Office with a copy of your public liability insurance and payment. Where appropriate a copy of the Health and Hygiene Certificate must be supplied. Foodstuffs and / or drinks may only be provided for immediate consumption within stands for hospitality purposes. No food or drink may be sold to the general public which is intended for immediate consumption.

No glass bottles are allowed on the show field.

FIRE SAFETY– Please note that it is a condition of our event safety plan that no naked flames are permitted within any marquees, gazebos or units e.g. Gas appliances, candles, spirit burners.

6. TIMES OF OPENING

All trade stands must be open and manned throughout the time the Show is open to the public - 9am to 6pm. – Traders must not move vehicles or dismantle their stand before 6pm

7. ALLOCATION OF SITES

The allocation of sites and positioning of trade stand space will be entirely at the discretion of the Society, although every endeavour will be made to meet any request made by a Trader regarding the position of their stand. Regular traders will be given priority when stand space is allocated, but this does not guarantee you will automatically have the same position as in previous years, sponsors will be given priority. If you would like more information regarding sponsorship arrangements, please contact the show office. Applications from new traders will be considered for suitability as every effort is made to ensure an even distribution of stands on the showground to the benefit of all concerned.

(a) Traders booking open space must apply and pay for sufficient space for all stays and guy ropes required for any building, tent or caravan to be erected on the space.

(b) Boundaries of sites will be marked and in no circumstances will traders be allowed to occupy a larger space than that allocated to them.

(c) The trader will be responsible for all damage to their site by them or their servants or agents, and hereby undertakes to make good any such damage.

(d) It is the responsibility of stand holders to clear all litter from their pitch throughout the day and at the close of show. An additional charge will be made when rubbish has to be cleared by show contractors.

(e) Vehicles not within the boundaries of your pitch must be off the showground by 8.30 am on show day and parked in the trade stand car park.

(f) All trade stands (indoor /food/ Rural Northumberland and outdoor) must complete a risk assessment and have a copy of their current liability insurance which must be available for inspection on the day



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8. ELECTRICITY

An official showground contractor can provide electricity for trade stands. Please reserve this on the enclosed booking form and note the price. Alternatively, you can use your own generator but this must be suitable for its intended use and a silent running type in consideration of your neighbouring stands. Safe arrangements for the storage of fuel and refuelling must be in place and covered within your risk assessment. Any cabling must not present risks due to slips, trips and falls or electrical hazard.

9. TRADING STANDARDS

The stewards and officials shall have power to remove from the Showground, any trader or itinerant vendor whose articles are not in accordance with the description given on the application form or the standards that shall be determined by the stewards and officials.

10. FIRE PROTECTION

(a) It will be the responsibility of each trader to ensure that their risk assessment addresses fire hazards and that their own fire precautions are provided, particularly in the case where any heating or other similar appliance is used. **IMPORTANT** – Please note that it is a condition of our event safety plan that no naked flames are permitted within any marquees, gazebos or cubicles e.g. Gas appliances, candles, spirit burners.

(b) The Society reserves the right to instigate further rules and regulations in respect of fire health and safety and fire precautions, if and when necessary.

11. NOISE

Traders must not use any loudspeaker apparatus, noisy engines or other offensive practices to cause annoyance to adjoining exhibitors.

12. RESPONSIBILITY OF TRADERS

The trader will indemnify the Society in respect of all actions causes claims losses proceedings or costs incurred claimed or arising out of the use by the trader of the Showground or by their agents contractors employees licensees or other persons being present at their request or with their concurrence for the purposes of the Show and the trader shall similarly be liable for all plant equipment, vehicles, stands, animals, livestock, goods or other things of whatever kind or nature brought on to the Showground for whatever purposes and the trader shall be liable similarly for any matter arising out of the exhibition handling or housing of such exhibits and the conduct of the traders stand generally. Acceptance of this foregoing provision and the foregoing provisions generally shall be a condition precedent of entry.

13. CANCELLATION OF SHOW

The Society reserves the right to cancel at any time and for any reason the Wolsingham Show held annually by the Society, subject to the Society's Secretary giving at least 24 hours' notice of cancellation to the Exhibitor or Trade Stand Holder except in the case of the cancellation being due to fire, flooding, civil commotion, Act of God or riot, in which case notice given verbally or otherwise, by the Society's Secretary shall be deemed sufficient. If the Society decides to cancel the Show, the Society shall endeavour to refund.

The Exhibitor or Trade Stand Holder will be repaid their entry fee, less a small handling charge, and the Society will not be responsible for any financial, trading or other loss of whatever kind incurred by the Exhibitor or Trade Stand Holder. **EXHIBITORS ARE ADVISED TO CARRY THEIR OWN CANCELLATION INSURANCE.** Caravans are only allowed on the show field if they form part of your stand otherwise they should be parked in a designated caravan area within a car park as directed by a member of show staff. Please ensure, therefore, that you book plenty of space – there is no allowance made for squeezing people in! BBQs are not permitted at all on site; this includes behind trade stands for personal use. Any LPG heating appliances within Caravans must be subject to the necessary Gas Safety testing regime and used safely. A special pass must be obtained for all caravans and it must be clearly stated on the application form if this is to be sited within the paid area allocated to the stand or the caravan parking area.

Charges: Caravan parking fees - Fee £20.00 per night (no electrical hook-up), No caravan entry after 10 pm. Traders wishing to apply to stop in our Caravan Park should contact the Show Secretary by 1st July 2020

15. VACATING SHOWFIELD

Traders / Exhibitors must clear their sites by 4pm on the day following the Show. The Society will not be held responsible for any damage caused to items.

16. NO SUB-LETTING

Trade stand space shall be for the sole and exclusive use of the applicant. Food Hall Traders **MUST NOT** sell food suitable for immediate consumption (i.e. hot beef sandwiches etc.), only samples of food can be given away.

17. TRADE STAND COMPETITION

All trade stands will be automatically entered into the Trade Stand Competition, unless they notify the show office that they do not wish to be part of the competition.

TRADERS WILL BE HELD RESPONSIBLE FOR ALL FIRE AND ACCIDENTAL DAMAGE CAUSED BY THEM, THEIR SERVANTS OR AGENTS, AND THEREFORE EXHIBITORS SHOULD INSURE NOT ONLY AS REGARDS THEIR OWN PROPERTY, BUT ALSO AGAINST THIRD PARTY CLAIMS, WHICH INCLUDE FIRE AND ACCIDENTAL DAMAGE.