



**SATURDAY 21 SEPTEMBER 2019**

## **TRADE STAND BOOKING FORM**

This pack contains the information you require for booking trade and advertising space.

The booking form enables you to order staff admission tickets, tables for the craft/indoor areas and outdoor pitches. It is a great help to us if you book all your requirements at the same time, which allows us to place exact orders with our suppliers, keeping costs down. Please send payment by cheque or via Bank Transfer along with your application for space and extra admission tickets, a receipt will be issued.

Outdoor trade stand areas are on fields which may be grass or stubble if weather conditions dictate. No cover is provided. Facilities are primitive with no mains services. Toilets are accessible in the school yard and in the village hall. The Marquee trade stands are also on grass or stubble within marquees provided by the Show.

Stallholders are required to complete a risk assessment and forward this with their application and also retain it for display or inspection on the day. A sample form is included in your pack.

Pitches are either 8' frontage x 8' deep or 12' frontage x 8' deep.  
Larger sizes available by request.

## **SETTING UP TIMES**

Outdoor stands can be set up from 6.00pm on Friday 20th September.  
Indoor trade stands in the marquee can be set up from 8.00am on Saturday 21st September.  
Stallholders are responsible for the security of all their own property and valuable items.  
Passes are not required for the set up and break down period.

## **CLOSING DATE FOR APPLICATIONS**

31<sup>st</sup> August 2019

It is recommended that you return your booking form well before the closing date as the show is expected to be fully booked.

## **Show Secretary**

Ogle Dene House, Whalton, Morpeth, Northumberland, NE61 3XJ

## **2019 PRICE LIST**

**OUTDOOR PITCHES**    8' x 8' £35      12' x 8' £45.00

**MARQUEE**            6' Tables @ £25.00 each

### **ADVERTISING**

An A5 size programme will be produced giving details of the day's events, the programme will be given to visitors on the day.

¼ page advertisement £15.00, ½ page £30.00, full page £60.00. Artwork should be posted or emailed by 1<sup>st</sup> June for inclusion. Payment should be made with your stand application.

### **PUBLIC LIABILITY INSURANCE**

EXHIBITORS 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 UNLIMITED LIABILITY FOR THIRD PARTY CLAIMS, FOR BOTH FIRE, ACCIDENTAL DAMAGE, INJURY AND DEATH.

### **ADMISSION PASSES**

Please read carefully and make sure you order enough passes for all staff members manning your stand, 2 x Complimentary admission tickets are allocated to each exhibitor, extra tickets are available at a price of £3.00 per ticket or full price on the day.

For further information please email: [show@whaltonvillage.org.uk](mailto:show@whaltonvillage.org.uk)



Booking form Saturday 21<sup>st</sup> September 2019 11.00am - 5.00pm  
email: show@whaltonvillage.org.uk Tel: 07792 138383

Name of stand/exhibitor .....

Contact name .....

Address .....

..... Postcode .....

Telephone ..... Mobile .....

Email .....

Brief and accurate description of your business and type of goods sold or business being promoted

.....  
.....

**Outside Pitches**

Small - approx size 8 feet x 8 feet @£35 .....(space required)

Large - approx 12 feet x 8 feet @£45 ..... (space required)

Non profit Charity Stands @£15 .....(space required)

In Marquee: 6 ft tables @ £25 each ..... (*no of tables required*)

**Closing date for entries 31<sup>st</sup> August 2019.**

**Late bookings are subject to a late booking fee of £10 per item.**

Whalton Village Hall Show Committee reserve the right to refuse applications considered unsuitable to their aims and objectives. Responsibility for the arrangement of any necessary insurance rests with the exhibitors. I/We agree to comply with the rules, safety requirements and conditions of Whalton Show.

Signed ..... Date .....

**Applications will be refused if received without the following documentation**

- **Copy of your current Trade Stand Insurance covering products and public liability.**
- **Payment either by cheque** or by Bank Transfer: Barclays Bank, Sort Code 20-23-81, Account No 53471497 Whalton Village Show. Quoting your surname as reference.
- **Completed Risk Assessment**

## Whalton Village Show Consent Form

Whalton Village Show uses personal data for the purposes of managing the show, its bookings and finances. As a result of a change in UK law, we now need your consent to how we contact you. Please fill in the contact details you want us to use to communicate with you.

**Contact name** .....

**Address**

.....

..... **Postcode** .....

**Telephone** ..... **Fax** .....

**Mobile**

.....

**Email**

.....

**By signing this form you are confirming that you are consenting to the Whalton Show Committee holding and processing your personal data for the purposes of organising the show and informing you of future shows and events/activities which maybe of interest to you.**

**I consent to Whalton Show contacting me by (*please tick*)**

**Post**

**Phone**

**Email**

**Signed** ..... **Date** .....

We will not share your information with any other Companies. Data may be retained for up to 7 years for accounts purposes and for longer where required by the show's insurers. If you would like to find out more about how we use your personal data, or want to see a copy of information about you that we hold, please contact the Show Secretary.

You can withdraw or change your consent at any time by contacting the Show Secretary.

**Send to: The Show Secretary, Ogle Dene House, Whalton, Morpeth, NE61 3XJ**  
Tel 07792 138383 or email [show@whaltonvillage.org.uk](mailto:show@whaltonvillage.org.uk)

## **RULES & REGULATIONS – TRADE STANDS, EXHIBITORS ETC**

### **1. APPLICATION FOR SPACE / Trade Stand Allocation**

All applications shall be submitted on the appropriate entry form. The application form must be signed by the Exhibitor or his/her representative, and the signature on the forms shall be deemed to be the acceptance by the Exhibitor of these rules and regulations and his/her agreement to be bound thereby. ALL FEES TO BE FULLY PAID BY 31st August 2019.

### **2. PASSES**

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

### **3. OBSERVANCE OF REGULATIONS**

All Exhibitors, their contractors and employees, while on the Show field, shall be subject to the rules and regulations of the Show, as interpreted by the Village Hall Committee, and the stewards and officials appointed by them.

### **4. TRADING STANDARDS**

The stewards and officials shall have power to remove from the Show field, any Exhibitor 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.

### **5. WITHDRAWAL OR CANCELLATION OF SPACE RESERVED**

All cancellations to be made in writing to the show secretary.

Where an exhibitor withdraws from the show or cancels the space reserved for him/her for any reason, all fees due shall be forfeited and the Show reserves the right to re-let the space.

Exhibitors are reminded that they MUST pay their site fees by 31st August 2019; otherwise this will be regarded as withdrawal/cancellation on their part and the site re-let.

### **6. ALLOCATION OF SITES**

The allocation of sites and positioning of trade stand space will be entirely at the discretion of the Show, although every endeavour will be made to meet any request made by an Exhibitor regarding the position of his/her stand. Regular exhibitors 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. Applications from new exhibitors 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) Exhibitors 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 Exhibitors be allowed to occupy a larger space than that allocated to them.

(c) The Exhibitor will be allocated a site by the Show and it will be a condition that the site allocated is accepted irrespective of its condition.

(d) The Exhibitor will be responsible for all damage to the site by him/her, his/her servants or agents, and hereby undertakes to make good any such damage.

(e) 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.

(f) Vehicles must be removed from the showground by 10.00am on show day and parked in the car park area.

(g) You can use your own generator but this must be a silent running type in consideration of your neighbouring stands and appropriate risk assessment must be carried out.

(h) All trade stands (craft/food/indoor and outdoor) must complete a risk assessment and health and safety policy statement which must be available for inspection.

### **7. TIMES OF OPENING**

All trade stands must be open and manned throughout the time the Show is open to the public - 11.00 am to 5.00pm. The show organisers reserve the right to alter these times at short notice in exceptional circumstances.

### **8. FIRE PROTECTION**

(a) It will be the responsibility of each Exhibitor to ensure that adequate fire precautions are provided, particularly in the case where any heating or other similar appliance is used.

(b) The Show reserves the right to make further rules and regulations in respect of fire precautions, if and when necessary.

## **9. NOISE**

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

## **10. RESPONSIBILITY OF EXHIBITORS**

The Exhibitor will indemnify the Show in respect of all actions causes claims losses proceedings or costs incurred claimed or arising out of the use by the Exhibitor of the Showground or by his/her agents contractors employees licensees or other persons being present at his/her request or with his/her concurrence for the purposes of the Show and the Exhibitor shall similarly be liable for all plant equipment vehicles stands articles animals livestock goods or other things of whatever kind or nature brought on to the Show field for whatever purposes and the Exhibitor shall be liable similarly for any matter arising out of the exhibition handling or housing of such exhibits and the conduct of the exhibitor's stand generally. Exhibitors shall provide their own unlimited liability insurance cover for personal injury and death, for self, employees and the general public. Acceptance of this foregoing provision and the foregoing provisions generally shall be a condition precedent of entry.

## **11. HEALTH AND SAFETY REGULATIONS**

Exhibitors are reminded to ensure they are fully conversant with and comply with all current Health and Safety regulations, particularly with respect to material handling, working heights, equipment and public safety. The Risk Assessment Form will be provided with the invoice for your site and MUST be displayed on the stand.

## **12. CANCELLATION OF SHOW**

The Show officers reserve the right to cancel the event at any time and for any reason. Subject to the Show 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, extreme weather or by order of the local authority, government agency or police in which case notice given verbally or otherwise, by the Show's Secretary shall be deemed sufficient. If it is decided to cancel the Show, the Exhibitor or Trade Stand Holder will be refunded advance fees paid less a 50% charge, the Show will not be responsible for any financial, trading or other loss of whatever kind incurred by the Exhibitor or Trade Stand Holder.

## **13. VACATING SHOWFIELD**

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

## **14. NO SUB-LETTING**

Trade stand space shall be for the sole and exclusive use of the applicant.

**15. Raffles, tombolas** or similar are not permitted on trade stands.

## **16. DISABLED ACCESS**

Please inform the show secretary before the 1st September 2019 if a stall holder or staff are disabled and require any assistance.

## Whalton Show 2019 RISK ASSESSMENT FORM

All Trade Stand Exhibitors are required to complete the form below and submit this with their payment or prior to the show. 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 effect 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 guidelines below but you can access more information and find examples of completed risk assessments at [www.hse.gov.uk/risk/assessment.html](http://www.hse.gov.uk/risk/assessment.html). Please copy this page if more space is required. If in your opinion there are no risks please print **NO RISKS** and return the form.

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

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?
Look for likely hazards which you could reasonably expect to cause harm. We have given examples below but only include/add those relevant to you.	There is no need to list individuals by name just think about groups of people who could be harmed (examples below)	For each hazard you have listed list what precautions you already take	Is there anything else you need to do to make things safer?	Who will make sure that the remaining actions have been completed in time?
Hazards may include Fire – You should consider likely sources of ignition and any combustible materials. Slip/Trip hazards Use of chemicals or substances Use of Machinery especially the moving parts of machinery (e.g Blades) Working at height Use of vehicles Electricity Gas/ LPG Manual handling (Lifting/carrying) Noise Livestock/ Animal Issues Food Hygiene	Staff Members of the public Pay particular attention to:- People with disabilities Children Inexperienced staff/volunteers People working on their own – they may be more vulnerable.	Example precautions may include Using competent, trained staff. Following safe systems of work. Using well maintained and suitable equipment. Being prepared for likely weather conditions Restricting access to certain areas that may cause harm - barriers Keeping areas clear and tidy. Cleaning up spills. Providing adequate supervision at all times. Following food safety guidance e.g. Safer Food Better Business. Providing safety equipment/ clothing where required. Staff know how to get help and what to do in an emergency.	Inspections/ vigilance on the day. Communicating with Marshals on day.	Trade Stand Staff

# Whalton Village Show 21<sup>st</sup> September 2019

## RISK ASSESSMENT FORM

Please complete in BLOCK CAPITALS (Please photocopy more sheets if required)

Stand Name: .....

Address: .....

Name of Responsible Person: .....

Outdoor/Indoor (in marquee) .....

Products to be exhibited: .....

Signature of Assessor: ..... Date of Assessment: .....

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