

WHALTON VILLAGE SHOW 2017

Saturday September 16th 2017

Expected attendance 2,200 based on 2016 attendance figures.

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/food 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. 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 by law to complete a risk assessment and retain it for display or inspection. 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 6pm on Friday 16th Sept. Indoor trade stands, craft marquee and food market can be set up from 8 am on Saturday 17th Sept.

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

31st August 2017

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

Barrowburn, Ogle, Ponteland Newcastle upon Tyne, **NE20 OAU**

PRICE LIST

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

MARQUEE Tables @ £25.00. each

ADVERTISING

An A5 size programme will be produced giving details of the days 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 1st July . 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.

Email: show@whaltonvillage.org.uk

WHALTON VILLAGE SHOW 2017

Booking form Saturday 16th Sept. 2017 11.00am - 5.00pm
email: show@whaltonvillage.org.uk Tel: 01670 775540

Name of stand/exhibitor

Contact name

Address

..... Postcode

Telephone Fax

Mobile

Email

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

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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

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

Closing date for entries 31st August 2017.

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**

Send to: The Show Secretary, Barrowburn, Ogle, Newcastle upon Tyne. NE20 OAU

Tel 01670 775540 or email 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 2017

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 2017; 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 5pm. 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 Society 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

Please inform the show secretary before the 1st September 2017 if a stall holder or staff are disabled and require any assistance.

Whalton Show 2017 RISK ASSESSMENT FORM

All Trade Stand Exhibitors are required to complete the form below. Using the guidelines shown below please consider what risks there are to those building up Trade Stands and to members of the public during the show. Outline the steps you propose to take to minimise those risks in the table overleaf. 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)

TYPE OF HAZARD	HAZARD SEVERITY RATING*	HAZARD PROBABILITY RATING**	PERSONS AT RISK	CONTROLS TO MINIMISE RISK

***Hazard Severity Rating:**

- 1 – Negligible (remote possibility of harm)
- 2 – Marginal (slight injury, minor first aid)
- 3 – Slightly dangerous (some injury, not too serious)
- 4 – Dangerous (serious injury or damage)
- 5 – Very dangerous (could cause death or widespread injuries)

****Hazard Probability Rating:**

- 1 – Improbable (unlikely to happen)
- 2 – Remote (may occur at some time)
- 3 – Possible (likely to occur at some time)
- 4 – Probably (very likely to occur)
- 5 – Very probable (very likely to occur soon).