



Trade Stands Schedule

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SHROPSHIRE COUNTY AGRICULTURAL SHOW SATURDAY 26TH MAY 2012

Important Dates

Closing Dates for:

Early Bird Discount	3 rd February 2012
Trade stand Entries	9 th April 2012
Catalogue Entries	31 st March 2012
Electrical Applications	20 th April 2012

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SHOWGROUND MAP

APPLICATION FORM

REGULATIONS

SECTION 1 – APPLICATION FOR SPACE

1.1 Trade Stand Charges – Outside Plots

Area – please refer to map on back cover	Size	Price per Plot
Agricultural Traders: Blocks H1, H3	10m frontage x 15m deep	£220.00
Agricultural Traders: Block I1	10m frontage x 10m deep	£205.00
Agricultural related Traders: Block G1	6m frontage x 12m deep 12m frontage DOUBLE PLOT	£165.00 £210.00
Blocks C2, C3, C4, C5	10m frontage x 15m deep 20m frontage DOUBLE PLOT	£285.00 £395.00
Blocks D1, H5	10m frontage x 10m deep	£265.00
Blocks E1, E2, E3, E4, H2	6m frontage x 10m deep 12m frontage DOUBLE PLOT	£205.00 £315.00
Blocks A1, F1, F2	6m frontage x 6m deep	£140.00
Block C1, I2	6m frontage x 6m deep	£160.00
Blocks D2, D3	3m frontage x 6m deep 6m frontage DOUBLE PLOT	£125.00 £160.00
Blocks B1, B2	3m frontage x 3m deep	£80.00
Blocks A2, A3	3m frontage x 3m deep	£65.00

Trade Stand Charges – Inside Plots

CRAFT / SHOPPERS PAVILION	3m frontage x 3m deep	£70.00
FARMERS MARKET <i>Please contact Stuart Jones on 07789 114253 or aevents@btinternet.com</i>	2.5m frontage x 2.5m deep	See left

1.2 Early Bird Discount

There will be a 10% discount on the above rates on all applications received, with payment in full, **before 3rd February 2012.**

1.3 Closing Dates

Early Bird Discount Entries with remittance in full must be received by 3rd February 2012 to qualify. **All entries are to be received by 9th April 2012.**

1.4 Application for Space

All applications must be submitted on the enclosed application form which must be signed by the exhibitor or his/her representative; such signature being an acceptance of the regulations. A remittance for all charges must accompany the Application Form. **No signed Application Form = no stand space reserved.**

Payment for Space. A remittance for all charges must accompany the Application Form. Early Bird discount for space will apply for outside and inside plots as stated above if received before 3rd February 2012. **Once your plot has been confirmed to you via email your cheque will be cashed.**

No goods other than those stated on the Application Form may be displayed or sold without prior approval of the Society. The Society reserves the right to veto any exhibit or part thereof at any time.

Sub-letting or allowing another exhibitor to occupy part of your stand is forbidden. Any stand found to be infringing this rule will be asked to close down and cease trading.

Cancellation of space reserved. Cancellations must be notified in writing. The Society reserves the right to re-let any cancelled space. The payment of refunds in respect of the cancellation of trade space will be at the discretion of the Society. **No refunds will be given in respect of cancellations received less than 30 days prior to the date of the show.**

1.5 **Allocation of Sites**

Every endeavour will be made to meet the request made by an exhibitor regarding the position of his/her stand. Should the area requested be reserved already then the exhibitor will be contacted and offered an alternative area.

Exhibitors booking open space must apply and pay for sufficient space for all stays or guy-ropes required for any building, tent or caravan to be erected on the space, or to move in a mobile exhibition unit.

Boundaries of sites will be marked and under no circumstances will exhibitors be allowed to occupy a space larger than the one allocated to them. Any exhibitor infringing this regulation will be fined £100 and have to pay for additional space taken.

All stands and/or sites allocated to exhibitors will be clearly numbered by the Society. Stand number plates must not be removed, disturbed or obscured. Exhibitors must not move from, or set up, their exhibitions in any place other than that allocated to them by the Society. Contravention of this regulation will render the exhibitor concerned liable to expulsion from the Showground.

The Society will not be held responsible for any damage caused to sites by a third party during the Show build up period and will not undertake to make good such damage.

If an exhibitor does not wish to be placed adjoining any other particular exhibitor, this must be clearly stated in writing at the time of making the application. The Society cannot undertake erection or work in connection with the preparation of stands. Exhibitors must make their own arrangements.

1.6 **Description of Exhibits in Show Publication**

Each exhibitor must complete the Description section of the Application Form and will receive, free of charge, an entry in the Show Publication giving the Stand Number, Name, Address and Email together with up to 30 words of descriptive matter. Exhibitors will not be allowed to sell or demonstrate goods which have not been included in their catalogue description unless prior permission is granted. Description forms received after 20th April 2012 will not be included in the Show Publication.

1.7 **Demonstrations**

Exhibitors must restrict their activities or demonstrations, oral or otherwise, to the confines of their stand specifically allocated for this purpose. Such demonstrations must be quiet and unobtrusive in order that neighbouring exhibitors are not disturbed or inconvenienced. PA systems and loudspeakers on stands are prohibited. The free passage of the public must not be impeded.

1.8 **Recovery of Fines, Fees and Charges**

Any fines, fees and charges shall be recoverable by the Society and, until payment is made, persons owing them shall be debarred from exhibiting at future Shows of the Society.

SECTION 2 – TICKETS, PASSES AND ACCESS TO THE SHOWGROUND

PASSES WILL BE SENT APPROXIMATELY 2 WEEKS BEFORE THE SHOW AND NOT BEFORE.

Definitions

(a) Pre-Show Period – 8.00 a.m. Tuesday 22nd May until midnight Friday 25th May 2012.

(b) Show Period – midnight Friday 25th May until 7.00 p.m. Saturday 26th May 2012.

(c) Post Show Period – from 7.00 p.m. Saturday 26th May to Tuesday 29th May 2012.

Please note that all Vehicle Passes must be affixed to vehicle windscreens. Failure to comply will mean no entry to the Showground.

Under no circumstances will refunds be made to exhibitors or their staff or representatives who arrive at entrances without admission badges and have to pay the public price to gain admission to the Showground.

2.1 **Exhibitors Complimentary Admission Tickets/Badges**

Exhibitors admission tickets will be granted for the use of exhibitors and their assistants employed on the stands during the Show as follows:

Plot Area	Number of Tickets allocated
9 sq m	2
18 sq m	3
36 sq m	4
60 sq m	5
Over 60 sq m	6 max

2.2 **(a) Additional Show Ticket for Exhibitors**

Additional tickets for exhibitors may be purchased (**maximum of 12**) at a cost of **£8.00** per ticket. **Only written orders for additional tickets will be accepted.**

(b) Guest Tickets

Guest day tickets for the Show may be purchased at **£10.00** per ticket.

2.3 **Exhibitor Vehicle Passes**

One vehicle pass for every 6m frontage. These admit the vehicle to the Showground from Tuesday 22nd May until 8.15 a.m. on Show Day, 26th May 2012. Vehicle passes must **only be used for the building of, or supply to your trade stand.** Unless the vehicle forms part of the exhibit it **MUST** be removed to the Trade Stand Parking Area opposite Gate 4 **before 8.15 a.m.** on Show Day.

PLEASE NOTE:

(a) **Vehicles will NOT be admitted to the Showground unless they clearly display a Vehicle Pass. Vehicle passes are also required on pre and post Show days.**

(b) **Vehicle Passes do NOT admit Driver or Occupants to the Show. All persons entering the Showground in a vehicle must be in possession of a valid ticket. Those without a ticket will not be admitted.**

(c) **All vehicles not forming part of an Exhibit must be removed from the Showground and parked in the Trade Stand Parking Area.**

(d) **Additional Vehicle Passes may be purchased at a cost of £5.00.**

2.4 Caravans

A Caravan pass must be obtained for all caravans and it must be clearly stated on the Application Form if the caravan is to be sited within the paid area allocated to the stand. Caravans not sited within the paid area must be sited in the external Parking Area. Charge per caravan is 15.00. Hook up electric point, if available will be £30.00.

2.5 Livestock Exhibitors

Livestock will only be allowed onto the Showground from the time stated in the relevant Schedule on Friday 25th May 2012. Details of animals to be exhibited must be sent on the application form. It is the responsibility of the exhibitor to obtain any necessary permit and to comply with any restrictions which may be in force at the time of departure to, or at, the Show. It is an offence for an exhibitor to bring livestock to the Show when restrictions are in force.

SECTION 3 – VEHICLE MOVEMENT

3.1 Speed Limit

There is a **maximum speed limit of 5 m.p.h.** in force across the entire Showground.

3.2 Show Day

On Show Day all vehicles must be removed from the Showground **BEFORE 8.15 a.m.** No vehicles will be admitted to the Showground after 7.45 a.m.

3.3 Post Show Breakdown Traffic

Breakdown commences from 7.00 p.m. on Saturday 26th May. **No stand is to be dismantled, or vehicles allowed onto the trade areas until after 7.00 p.m.** Please note that the Show is open to the public until 7.00 p.m. and that all roadways must be kept clear for the movement of emergency vehicles and for public safety reasons.

SECTION 4 – SHOW REGULATIONS

4.1 Observance of Regulations

Whilst on the Showground, all exhibitors, their contractors and employees will be subject to the Rules and Regulations of the Society, as interpreted by the Society, its Stewards and Officials appointed by them. The Stewards have the power to order the removal of any article from the Showground or to close the stand of any exhibitor who does not conform to the regulations of the Society or the directions of the Stewards or Officials and, if necessary, to expel such exhibitors or his/her representatives from the Showground.

4.2 Responsibility of Exhibitors

The Exhibitor shall assume full responsibility including liability for all claims arising out of the exhibition, handling or housing of any animal, article, plant machinery or object of any kind exhibited on the Showground and the conduct of the trade stand generally. The Exhibitor shall indemnify the Society against all claims, damages or expenses whatsoever in any way arising out of the presence of the Exhibitor or his/her exhibits on the Showground. Acceptance of these provisions shall be a condition of entry.

Exhibitors must insure against fire, theft and damage not only as regards their property but also against third party claims. Exhibitors may be asked to provide documentary evidence of this.

4.3 **Trading Standards**

Exhibitors must comply with all relevant Trading Standards legislation. Specifically, display notices indicating the name and address of organisation, ensure that you have a system to ensure controlled products are not sold to underage children, ensure that you verify that any products on sale or in possession for sale do not breach copyright and that any vehicle bringing material to the Show must not exceed permitted weights.

4.4 **Times of Opening**

All trade stands must be open and be manned throughout the Show period i.e. 8.30 a.m. to 7.00 p.m.

4.5 **Unauthorised Trading**

The Stewards and Officials have the power to remove from the Showground any exhibitors whose goods are not in accordance with the description given on the Application Form or any vendor of unauthorised articles who may have gained admission to the ground. The definition of what constitutes unauthorised articles shall rest entirely with the Stewards and Officials.

4.6 **Exhibition of Livestock on Stands**

Exhibitors wishing to include livestock on their stands must first obtain the Society's approval and an application to exhibit animals must be received by the Society no less than 60 days before the Show. Animals exhibited on trade stands cannot exhibit in Show classes. If livestock of any description are to form part of an exhibit it is the responsibility of the exhibitor to obtain the necessary Movement Licence from the Ministry of Agriculture or other appropriate authority, and to comply with any regulations which may be in force at the time of departure to, or at the Show, and must present the documentation to the Section Steward of the relevant Show Section. Exhibitors must, at all times, comply with any instruction or request made by the Society Veterinary Officer.

4.7 **Dogs**

Dogs are allowed on the Showground **EXCEPT** in livestock areas. All dogs must be kept on a lead at all times and owners must take the appropriate steps to clean up after them. Under no circumstances must dogs be left unattended in vehicles. The Society reserves the right to release animals in locked vehicles in the interest of animal welfare. The Society will not be responsible for the security of the vehicle or any damage that may occur when releasing animals from locked vehicles.

4.8 **Photographers**

It shall be a condition of entry to the Showground and car parks that no person shall ply for trade as a photographer, or solicit trade with visitors to the Show in any other capacity deemed by the Society's officers to cause annoyance. The Society reserves the right to expel from the Showground and car parks, without refund of the admission charge, anyone who infringes this regulation. Anyone wishing to take photographs of trade stands or animals must first obtain permission from the Society. By exhibiting at the Show exhibitors are agreeing to have photographs taken, if desired, and used for promotional use by the Society. The official Show photographer is available, should you require their services.

4.9 **Moving Machines/Equipment**

The use of smokeless fuel is only permitted during the times that the Show is open to the public. All exhibits containing moving parts must be fitted with guards to comply with standard safety regulations governing that particular exhibit. All shafting, belts, gearing or any moving part which might be dangerous to the public must be fitted with adequate guards. All tractors or power units fitted with implements or attachments must be immobilised whilst on display. All implements or attachments displayed in the raised position must have adequate physical supports. **All vehicles in use must at all times be in the**

care of a competent person. A risk assessment and safe working procedure must be completed and returned with the Application Form for all demonstrations and exhibits with moving parts.

4.10 Raffle Tickets, Collections and Appeals

Raffle tickets may only be sold with the prior written consent of the Society and strictly within the stand space confines. Stands selling raffle tickets must be registered under the Lotteries and Amusements Act 1976. Written consent must be displayed on the trade stand. Games of Chance etc. will also need written consent to be displayed on the trade stand. The raffle of live animals is prohibited. Charities or other institutions wishing to make appeals for contributions to their funds must first obtain written permission from the Society. If permission is granted collections must not be made outside the limits of the trade stand.

4.11 Advertisements

No exhibitor or other person will be allowed to affix any placard or advertisement to any part of the Society's plant or premises without the written permission of the Society. No exhibitor or other person will be allowed to distribute handbills or display advertisements except on their own stand

4.12 Prohibited Activities

(a) Balloons and Kites.

The selling or donating of hand-held size inflated or deflated balloons and of kites is forbidden to avoid frightening livestock. The Society will not permit hand-held size balloon races to be organised from the Showground or car parks.

(b) Aircraft Advertising, Loudspeaker Advertising, Trailing Banner Advertising.

Exhibitors are not allowed to advertise by means of aircraft, loudspeakers or trailing banners.

(c) Cap Guns, BB Guns, Laser Pens and Explosive Devices.

The sale of cap guns, BB guns, laser pens and explosive devices is forbidden.

(d) External Trading and Distribution of Handbills.

External trading and the distribution of handbills on any area owned, or supervised by the Society, other than on the exhibitors paid for trade stand space is not allowed.

(e) Protests, Demonstrations, Deputations, Delegations and Canvassing of members of the Public other than within the confines of the exhibitors trade stand space.

(f) Riding of Cycles, Motorcycles etc.

The riding of cycles, motorcycles, motor trikes, farm bikes, quad bikes etc on the Showground, in the car parks or caravan areas is not allowed.

SECTION 5 – SET UP AND DISMANTLING OF TRADE STANDS

5.1 Commencement of Work

Exhibitors may commence work on their trade stand from Tuesday 22nd May 2012 or earlier by arrangement with the Society office.

5.2 Stand Set up

All exhibitors must set up their stands on the Showground by 8.00 a.m. LATEST on **Saturday 26th May**, the day of the Show. **It is preferred that Stands are set up by 10.00 p.m. on 25th May.**

5.3 Mobile Units

Exhibitors with large mobile units should arrange to have these in position by **Thursday 24th May**. This is especially important when it is necessary to encroach on adjoining stand space

to manoeuvre the unit into position. No articulated units may be sited during the hours of darkness.

5.4 Delivery to Stands

Goods and packages should not be sent to the Showground unless there is a representative of the trade stand to receive them.

5.5 Time of Dismantling / Removal of Trade Stands

NO PART OF A STAND MAY BE CLOSED OR DISMANTLED UNTIL 7.00 P.M. ON SATURDAY 26TH MAY. Collecting vehicles will be allowed in after this time.

5.6 Removal of Stands from the Showground

Stands and exhibits must be cleared from the Showground by 29th May 2012. **Any company infringing this regulation will incur a surcharge of 10% of trade stand fee.**

5.7 Excavation

If you intend to excavate, mechanical or hand dig, drive poles or pins into the ground then you must advise the Society no later than 20th April 2012. All ground must be reinstated and holes filled in. Any damage to turf caused by the erection of temporary structures, exhibition of and/or removal of machinery/equipment or any other cause must be made good by reseeding or re-turfing. **The Society reserves the right to charge exhibitors for making good any damage caused by excavations that are not made good. Exhibitors are responsible for ensuring that their contractors are aware of this regulation.**

5.8 Allotment of Space

The Society will not be responsible for any loss or damage arising from any error in the allotment of space in the Showground, or from any encroachment by one exhibitor on the space allotted to another.

SECTION 6 - SERVICES

6.1 Electricity

Exhibitors requiring electricity must complete and return their application **before 20th April 2012. Applications received after this date will incur a surcharge of 10%.**

All electrical equipment to be used must have been inspected and tested by a competent electrician and documentation should show the date of the test and the name of the person carrying out the test. All electricity supplied to trade stand exhibitors will be billed direct by the Society. No alteration or connection to the supply can be undertaken by anyone other than the Society's appointed Electrical Contractor. Exhibitors must not leave their sites until such time as any electricity supply is disconnected and made safe by the Society's Electrical Contractor.

There are many overhead cables throughout the Showground site. Particular attention must be paid when using ladders or telescopic devices. In damp conditions electricity can arc. Appropriate action must be taken to avoid contact. Flagpoles and other structures must be erected **not less than 3m** from any electricity or telephone wires or poles.

Rates for Electricity

Electricity Connection		Rate per Point
13 amp single socket outlet	0 – 3 KW	£90.00
16 amp 'Ceeform' socket outlet	0 – 4 KW	£120.00
13 amp double socket outlet	0 – 6 KW	£155.00
32 amp 'Ceeform' socket outlet	0 – 8 KW	£165.00
63 amp 'Ceeform' socket outlet	0 – 15 KW	£268.00

If you require Three Phase Supply (425/240 volt) please contact the Office.

6.2 Generators

The Society prefers that generators are not used. If they are required then only **SILENT DIESEL** generators can be used by Exhibitors on their trade stands. These must NOT be refuelled whilst the engine is running. The Society's Safety Officer will check these requirements during the course of his inspection and failure to comply with this Regulation will result in the offending trade stand being refused permission to remain open. All necessary fire precautions must be taken (see Regulation 8). All generators to be checked and tested before being brought to the Showground.

6.3 Water

Exhibitors wanting a water supply direct to their stand must complete the section on the Application Form. No exhibitor is permitted to connect his or her own stands to the water supply.

6.4 Telephones

Exhibitors requiring a telephone **should apply directly to British Telecom.**

6.5 Litter

Exhibitors are required to keep their stands and the portions of the avenues, alleys and roadways adjoining their stands clean at all times during the Show. Any litter and refuse generated should be put in suitable receptacles, stacked ready for collection by the Society's contractors at the end of the Show. Caterers and exhibitors providing meals and light refreshments on their trade stands must provide their own bins for waste food. At the end of the Show all rubbish and waste must be disposed of and the site left in a clean and tidy condition. The Society reserves the right to charge for clearance of excessive or dangerous litter left behind on the trade stand or adjoining area at the end of the Show.

6.6 Grass Cutting, Plants on Stands etc.

If you require your grass cut or any plants or shrubs for your stand please contact P & W Maintenance on 01691 656600 or 07736 159900 to arrange.

SECTION 7 – CATERING ON STANDS

7.1 Catering

Trade exhibitors may make such arrangements regarding catering on their own stands for hospitality purposes but may not sell food for consumption on the Showground. All exhibitors providing catering on their stands must have regard to ALL current Food Safety Regulations.

Any catering exhibitors must also have regard to ALL current Food Safety Regulations and be in possession of the necessary documentation. Such exhibitors intending to provide catering must contact the Environmental Health Officer at Shropshire Council, Shirehall, Abbey Foregate, Shrewsbury, Shropshire SY2 6ND. Telephone 0345 678 9000. Exhibitors employing caterers must ensure that catering staff are provided with the correct badges as the Society will not make special allowance for such caterers. **No caterer will be allowed vehicular access onto or off the Showground between the hours of 8.15 a.m. and 7.00 p.m. on Show day.**

7.2 Food Safety

All catering establishments selling food and drink must be registered with their Home Authorities under the current Food Premises (Registration) Regulations.

The proprietors of all food businesses shall ensure that food handlers engaged in food businesses are supervised and instructed and/or trained in food hygiene matters. Proprietors are responsible for checking how the regulations apply to their individual business. The stand is to be kept clean and maintained in good repair and condition so as to avoid the risk of contaminating foodstuffs and harbouring pests. Food must not be exposed to any risk of contamination e.g. raw and cooked food is to be kept apart at all times. Appropriate facilities must be available to maintain adequate personal hygiene i.e. hand washing and drying. An adequate supply of hot and cold water must be available. Every person working in the food handling area shall ensure that he/she maintains a high degree of personal cleanliness. Any person known or suspected to be suffering from any disease likely to be transmitted through food shall not be allowed to work in any food handling area. Exhibitors must ensure that they provide their own bins for waste food.

SECTION 8 – FIRE PRECAUTIONS

8.1 Fire Extinguishers

All trade stands must have fire extinguisher (s) appropriate to their risk. Fire extinguishers should be positioned on exit routes or near hazards which they are designed to protect. The fire extinguishers supplied must be suitable for the risk involved e.g. water, carbon dioxide, dry powder or other types of extinguisher. A fire blanket must also be supplied. **This regulation is a condition of entry and must be observed by all exhibitors.** Each trade stand will be inspected by the Society Health & Safety Officer to ensure that fire precautions have been carried out and the Society reserves the right to order an exhibitor to cease trading and/or exclude him/her from the Show in the event of non-compliance with this regulation.

8.2 Fire Safety in Marquees

Exhibitors using marquees or tents must ensure that they have been manufactured or treated so as to reduce the flame spread hazard.

8.3 Flammable Liquids and Gases

All LPG cylinders must be kept in the open air and outside of any tents and marquees. Joints in pipework between cylinders and appliances must be checked for leaks before use. Pipework and cylinders must be protected against damage. Cylinders in use must be secured against any possible movement which may result in the disconnection of, or leakage from connecting hoses. All gas appliances must comply with current HSE Regulations and must have been examined and tested by a competent person and labelled to indicate the examiner's name and date of the examination.

8.4 No Smoking

The current law regarding 'no smoking' applies to all buildings, tents, marquees and other structures. Enclosed stands must have signage stating that no smoking is allowed.

SECTION 9 – SAFETY REQUIREMENTS

9.1 Health and Safety at Work Act 1974

It is the responsibility of the Exhibitors to ensure that their stands, including access steps, ramps etc. and all parts of their display comply with the Health and Safety at Work Act 1974 and any rules or regulations made under it or otherwise relating to the safety of employees and all other people. The Society holds exhibitors wholly responsible for the observance of statutory regulations governing the safety of machinery exhibited by them. Machines and appliances are accepted for the adjudication on the understanding that they are capable of

complying with Health and Safety at Work etc. Act 1974, and the regulations which come under it.

9.2 **Transport Safety**

Please observe the following guidelines:

- (a) The Showground operates a 5mph maximum speed limited. THIS MUST BE ADHERED TO AT ALL TIMES.
- (b) Wherever possible, all vehicles should drive on and off the stand space. If reversing is necessary an experienced banksman must be positioned at the rear of the vehicle. Large vehicles must have reverse sound warnings.
- (c) When unloading ensure that members of the public/other exhibitors are kept well clear of the area.
- (d) For all vehicle movements loads must be secured at all times.
- (e) When unloading is complete please remove all vehicles to the parking areas provided.

9.3 **Show Stand Safety**

- (a) Pesticides and other substances hazardous to health. Trade stands should display only new, empty containers.
- (b) Plant or machinery must only be operated after ensuring that adequate precautions are taken to protect the operator and bystanders. Guards must be fitted; mobile machinery fenced off; static exhibits properly erected, propped and stacked; hydraulic systems locked off or otherwise made safe.
- (c) Any steam or pressure vessels or lifting appliances either used or demonstrated must have been examined and tested by a competent person and labelled to indicate the examiner's name and date of examination.
- (d) All temporary structures, information boards, fences, gates, flagpoles etc are to be safe for their intended purpose and comply with the latest and relevant codes of practice. Exhibitors must give regard to the stability of their exhibits and ensure that they cannot under reasonable circumstances be knocked over.
- (e) Marquees. Ensure that exposed tent pegs are safely covered.
- (f) Suspicious Packages. If in doubt about any item, do not touch it. Inform a Society Steward who will contact the appointed Society member. Do not spread alarm but, if judged to be appropriate, evacuate the stand.
- (g) Livestock. Only qualified personnel may be left in charge of livestock.

9.4 **Overhead and Underground Electricity Cables**

Exhibitors are warned of the danger of overhead and underground supply cables. Flagpoles and other tall structures must be erected or placed at least 3 metres from any telegraph pole and at least 7 metres clear of any electricity of telephone wires.

SECTION 10 - SECURITY

- 10.1 Security will be in operation from Tuesday 22nd May until Tuesday 29th May.

SECTION 11 – INSURANCE AND RISK ASSESSMENTS

- 11.1 Exhibitors **must** be insured in respect of public liability for sum of at least £5 million. A copy of the valid Certificate of Insurance **MUST** be sent with the Application Form as proof of evidence and must cover the dates of the Show. Exhibitors must insure against fire and other appropriate risks, not only as regards their property, but also against third party claims. Any firm or organisation employing people must have Employer's Liability Insurance to satisfy Health and Safety requirements.

- 11.2 Risk Assessments are required. A completed Risk Assessment Form **must** accompany the Application Form.
- 11.3 Failure to supply a copy of the Certificate of Insurance and/or Risk Assessment Form will result in an application being rejected.

SECTION 12 – DISCLAIMER OF LIABILITY

12.1 **Disclaimer of Liability**

In this clause the term Exhibitor shall include persons taking part in any competition or display arranged by the Society, and the owner of any animal, plant machinery, or other thing, involved in any such competition or display or otherwise exhibited on the Showground. Save for death or personal injury caused by the negligence of the Society, its servants or agents, the Society will not be responsible for death, injury, disease or damage or loss caused to any Exhibitor or to his or her servant or agent or to any animal, article, plant machinery or thing of whatever nature brought onto the Showground by the said Exhibitor from whatever cause death, injury, disease, damage or loss arises.

- 12.2 The Society will not be responsible in any way for any animal, article, plant machinery, or object of any kind exhibited on the Showground or for damage caused to sites during the pre-show period and will not undertake to make good such damage.

EARLY BIRD DISCOUNT

**IF YOU RETURN YOUR
APPLICATION
WITH FULL REMITTANCE**

BY

3RD FEBRUARY 2012





SHROPSHIRE COUNTY AGRICULTURAL SHOW

SATURDAY 26TH MAY 2012

Application for Trade Stand Space

Please complete **BOTH SIDES OF FORM** in full using **BLOCK CAPITALS**

Trading Name:

.....

Address:

.....

.....Postcode:

Mobile: Tel: (inc. code)

Email: Website:

Contact Name:

.....

For Office Use Only

Date:

Payment:

Electric

Water:

Risk Assessment:

Insurance:

Vehicle Passes:

Tickets:

Invoice No.:

Requests:

STAND NO:

PLEASE COMPLETE BOOKING REQUIREMENTS BELOW

AREA	Size	BLOCK / QUANTITY REQUIRED	Price per Plot/item	£	P
Agricultural Traders: Blocks H1, H3	10m frontage x 15m deep		£220.00		
Agricultural Traders: Block I1	10m frontage x 10m deep		£205.00		
Agricultural related Traders: Block G1	6m frontage x 12m deep 12m frontage DOUBLE PLOT		£165.00 £210.00		
Blocks C2, C3, C4, C5	10m frontage x 15m deep 20m frontage DOUBLE PLOT		£285.00 £395.00		
Blocks D1, H5	10m frontage x 10m deep		£265.00		
Blocks E1, E2, E3, E4, H2	6m frontage x 10m deep 12m frontage DOUBLE PLOT		£205.00 £315.00		
Blocks A1, F1, F2	6m frontage x 6m deep		£140.00		
Block C1, I2	6m frontage x 6m deep		£160.00		
Blocks D2, D3	3m frontage x 6m deep 6m frontage DOUBLE PLOT		£125.00 £160.00		
Blocks B1, B2	3m frontage x 3m deep		£80.00		
Blocks A2, A3	3m frontage x 3m deep		£65.00		
CRAFT / SHOPPERS PAVILION	3m frontage x 3m deep		£70.00		
FARMERS MARKET	2.5m frontage x 2.5m deep		Contact Stuart Jones on 07789 114253 or aevents@btinternet.com		
ELECTRICITY	13 amp single socket outlet		£90.00		
	16 amp 'Ceeform' socket		£120.00		



SHROPSHIRE COUNTY AGRICULTURAL SHOW

SATURDAY 26TH MAY 2012

Application for Trade Stand Space

	13 amp double socket outlet		£155.00		
	32 amp 'Ceeform' socket outlet		£165.00		
	63 amp 'Ceeform' socket outlet		£268.00		
WATER SUPPLY			£75.00		
CARAVAN PER NIGHT			£15.00		
CARAVAN ELECTRIC HOOK-UP			£30.00		
TABLES – 6' TRESTLE			£8.50		
CHAIR			£2.50		
ADDITIONAL SHOW TICKETS			£8.00		
GUEST TICKETS			£10.00		
ADDITIONAL VEHICLE PASSES			£5.00		
ADMINISTRATION FEE			£2.00	2	00
GRAND TOTAL					

Do you intend using LPG? (Delete as appropriate) Yes No

Do you intend using a Mobile Generator? (Delete as appropriate) Yes No

Details for Show Publication – to be completed by all Exhibitors

Please write a brief description of goods or services to be sold (**maximum 30 words**). These details plus your Company name and address will be inserted free of charge.

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Owing to copy deadlines, applications received after 20th April 2012 will not be included in the Show Publication.

All Trade Stands will be eligible for the Trade Stand Competition.

All Trade Stands must have Public Liability Insurance for a sum of at least £5 million. Please attach a copy of Certificate of Insurance with this application.

A completed RISK ASSESSMENT FORM must accompany your application.

NOTE FOR LATE APPLICATIONS PLEASE REFER TO WEBSITE FOR BLOCK AVAILABILITY
www.shropshirecountyshow.com

DECLARATION

I/We hereby apply for the afore-mentioned Trade Stand space and agree to abide by the Rules and Regulations and Safety Policy of the Shropshire & West Midlands Agricultural Society Ltd which I/we have read and understood and which we will pass on to



SHROPSHIRE COUNTY AGRICULTURAL SHOW

SATURDAY 26TH MAY 2012

Application for Trade Stand Space

SIGNED:

.....
.....

POSITION:

.....
.....

DATE:

.....
.....

CHEQUE ENCLOSED, MADE PAYABLE TO S.W.M.A.S. LTD FOR SUM OF:

.....

PLEASE RETAIN A COPY OF YOUR APPLICATION FOR YOUR RECORDS.

Please return your completed Application Form, full payment and other relevant forms to:

**Shropshire & West Midlands Agricultural Society Ltd
The Agricultural Showground
Berwick Road
Shrewsbury
Shropshire
SY1 2PF**

*** FULL PAYMENT MUST ACCOMPANY ALL APPLICATIONS ***



SHROPSHIRE COUNTY AGRICULTURAL SHOW

SATURDAY 26TH MAY 2012

Risk Assessment Form

This form **MUST** be returned with your Trade Stand Application Form

* must be completed

FOR GUIDELINES SEE OVER

Company Name & Address*	Authorised Signatory*
	Print Name in Full*
	Date of Assessment*
Telephone Number*	Mobile Number*

Hazard	Persons at Risk	Controls to Minimise Risk

Fire Assessment		
Hazard	Persons at Risk	Controls to Minimise Risk
Liquified Petroleum Gas (LPG) on site YES/NO (please circle)		

Please return with your completed Trade Stand Application Form to:
 Mary Hopkins, General Manager, Shropshire & West Midlands Agricultural Society Ltd,
 Berwick Road, Shrewsbury, Shropshire SY1 2PF

RISK ASSESSMENT GUIDELINES FOR TRADE STAND EXHIBITORS

All exhibitors **MUST** complete the Risk Assessment Form.

Using the guidelines shown below, please consider what risks there are to those building up trade stands and to visitors during the Show. Outline the steps you propose to take to mitigate risk in the table on the Risk Assessment Form. If, in your opinion, there is no risk, then No Risk and return the form to Mary Hopkins, General Manager, Shropshire & West Midlands Agricultural Society Ltd, Berwick Road, Shrewsbury, Shropshire SY1 2PF.

Hazard	Who Might Be Harmed?	More Needed to Control the Risk
<p>Look only for hazards, which you could reasonably expect to result in significant harm under the conditions in your workplace. Use the following examples as a guide:</p> <ul style="list-style-type: none"> * Slipping/tripping hazards * Chemicals (eg battery acid) * Moving parts of machinery (eg blades) * Work at height (eg from mezzanine floors) * Pressure systems * Vehicles (eg fork-lift trucks) * Electricity * Fumes (eg vehicle engines) * Manual handling * Noise * Livestock on stand 	<p>There is no need to list individuals by name - just think about groups of people doing similar work or who may be affected eg:</p> <ul style="list-style-type: none"> * Office Staff * Maintenance personnel * Contractors * People sharing your workplace * Operators * Cleaners <p>Pay particular attention to:</p> <ul style="list-style-type: none"> * Staff with disabilities * Visitors * Inexperienced staff * Lone workers - may be more vulnerable 	<p>For the hazards listed, do the precautions already taken:</p> <ul style="list-style-type: none"> * Meet the standards set by a legal requirement? * Comply with a recognised industry standard? * Represent good practice? * Reduce risk as far as reasonably practicable? <p>Have you provided:</p> <ul style="list-style-type: none"> * Adequate information, instruction or training? * Adequate systems or procedures? <p>If so, then the risks are adequately controlled but you need to indicate the precautions that you have in place.</p> <p>Where the risk is not adequately controlled, indicate what more you need</p>
<p>Fire Hazard e.g. combustible materials (rubbish, flammable substances, LPG etc.) and ignition sources (flames, smoking etc.)</p>	<p>As above</p>	<ul style="list-style-type: none"> * Means of escape; fire detection and alarms. Fire fighting equipment and fire evacuation plan.

Shropshire County Agricultural Show

26th May, 2012

at the West Mid Showground, Shrewsbury SY1 2PF

Tel: 01743 289831

email: enquiries@shropshirecountyshow.com

