



ALRESFORD AGRICULTURAL SHOW SATURDAY 2nd SEPTEMBER, 2017.

1ST March 2017

Dear Exhibitor,

I have pleasure in enclosing an application form for a trade/craft/produce exhibitor pitch. A copy of the Rules and Regulations has been posted on the website **please read it** before completing this form. We cannot be responsible for any problems that may arise from failure to observe these regulations and reserve the right to refuse admission if there are any issues which concern us.

Exhibitor pitches are allocated to show a wide variety of products and services to the public, preference is given to those relating to agriculture. All unsuccessful applicants will be notified shortly after 1st June and any fee returned.

Please keep a copy as a record of your booking and as a receipt of payment. No other receipt will be issued.

Copies of the Showground map and of the Rules and Regulations are available to download from our website. www.alresfordshow.co.uk. The Showground layout is subject to further revision and later versions will be posted.

Please note that all trade stand vehicles must be removed from the Showground by 9am on Show day and parked in the free car park indicated on the map. **If you need a vehicle near your stand for stock etc. you will need to apply for sufficient space to accommodate your vehicle within your stand** (as per Trade Stand Regulations).

We have a policy of **no vehicle movements on the showground after 10am** therefore deliveries after that time must go to the public car park and be collected from there by exhibitors.

Due to the weight of traffic causing delays at the gates early on Show day we encourage all trade exhibitors to come in and set up on Thursday and Friday; craft and produce exhibitors may set up on Friday and use the RED gate for access.

We look forward to welcoming you to this year's Show. If you have any queries, please let me know.

Yours sincerely

Hazel Flindt
Trade Stand Secretary (email: heflindt@aol.com)

Secretary: Val Watley, P.O. Box 146, Alresford, Hampshire, SO24 4AJ Tel: 01962 738748 email: secretary@alresfordshow.co.uk
Trade Stand Secretary: Hazel Flindt, Manor Farm, Hinton Ampner, Alresford, SO24 0LE Tel: 01962 771201 email: heflindt@aol.com

The Society is a charity which exists to improve agriculture for the public benefit and education

Alresford & District Agricultural Society Ltd Registered No. 02231722 Registered Charity No. 298980

Registered office: Grange Farm, Tichborne, Alresford, Hampshire, SO24 0NE

Registered in England & Wales

ALRESFORD & DISTRICT AGRICULTURAL SOCIETY ANNUAL SHOW
Trade, Craft & Produce Stand Application Booking
SATURDAY 2nd SEPTEMBER 2017

CLOSING DATE FOR APPLICATIONS - JUNE 1st 2017. Please refer to regulations.

Exhibitor Name	
Address.....	
Postcode	Contact Name
Telephone	Email
Mobile Phone	Website
Programme description of stand, max 15 words.	

DESCRIPTION	RATE	BOOKING	COST
TRADE STAND SPACE NB: minimum 4 metre frontage increasing in 1 metre increments – all depths are fixed at 9metres			
Trade stand (Min £124)	£31/metre frontage		
Charity stand (Min £92)	£23/metre frontage		
Tented Open Fronted Pitch 3m x 3m	£160		
TENTS FOR HIRE: Tubular tent 3.66m depth. Other sizes and depths are also available, please contact for details.			
3m width@£250; 6m width@£310; 9m width@£400			
CRAFT MARQUEE SPACE			
Inside craft marquee 3m x 3m pitch	£100/pitch		
Shedding outside craft/hort marquees 3m x 3m pitch	£105/pitch		
PRODUCE TENT SPACE			
3m x 4m (approx.) pitch – produce to take home	£145/pitch		
3m x 4m (approx.) pitch – produce to eat at the show	£190/pitch		
TICKETS AND EXTRAS			
Additional Tickets @ £2 discount	Adult £13 Senior Citizen £9 Child 11-16 years £5		
Chairs – plastic folding	£4 each		
Tables – rectangular 6ft trestle	£10 each		
Electricity - limited availability, please state loading	£50/plug		
We will be bringing a generator / LPG	Yes/No	Total = £	

ALRESFORD & DISTRICT AGRICULTURAL SOCIETY ANNUAL SHOW
Trade, Craft & Produce Stand Application Payment
SATURDAY 2nd SEPTEMBER 2017

A company Limited by Guarantee Registered in England No. 2231722 Reg. Charity No. 298980 Not registered for VAT.

Exhibitor Name

Total Payment Due £

Please note that your application will not be confirmed until full payment has been received.

<p>Payment by CHEQUE</p> <p>Please make cheques payable to "Alresford and District Agricultural Society" and return with your completed Application Form.</p>

<p>Payment by BACS</p> <p>Please contact the Trade Stand Secretary for Bank Details</p> <p>Email heflindt@aol.com</p>

<p>Payment by DEBIT/CREDIT CARD</p> <p>A 3% administration charge will be added for all card payments.</p>				
Card Type:	MasterCard	Visa Credit	Switch/Maestro	Visa Debit
Card Number	<input style="width:100%;" type="text"/>			
Expiry Date	<input style="width:15%;" type="text"/>	Security Code (3 digits)	<input style="width:15%;" type="text"/>	Issue Number
Name on Card	<input style="width:100%;" type="text"/>			
Registered Post Code	<input style="width:25%;" type="text"/>	House Number	<input style="width:50%;" type="text"/>	

After completion, please retain a copy as a receipt and send your application to:-
Mrs. H Flindt, Manor Farm, Hinton Ampner, Alresford. SO24 0LE
 Email heflindt@aol.com Tel: 01962 771201

ALRESFORD & DISTRICT AGRICULTURAL SOCIETY ANNUAL SHOW

Exhibitor Risk Assessments/Insurance Details

Please complete all sections of this application form and return to the Trade Stand Secretary with your payment.

PLEASE USE BLOCK CAPITALS

Name:	
Company Name:	
Address:	
Responsible Person:	
Date of Assessment:	
Signature of Assessor:	

General Risk Assessment			
Identified Hazard	Persons at Risk	Controls in Place	Additional Controls Required

All stands must have a minimum of £2.5 million **Public Liability** insurance cover. A copy of your certificate must accompany your application, if this is outdated by 2/9/2017 then a renewal copy must also be forwarded.

Insurance		
Insurer Name and Information of Public Liability Status	Amount covered	Policy Term – start and end dates

Clause 21 Cancellation & Abandonment Insurance

If you wish to take up this cover please complete the form and return it to the Secretary at least 6 weeks prior to the Show.
A copy of the Policy Wording is available on request.

Name and address of Exhibitor	Estimated irrecoverable costs: £
	Calculate the cost of cover, where the sum insured represents irrecoverable expenses. Sum Insured X 3% + 12%(insurance tax) = £

We hereby apply for stand/space and agree to abide by the Rules & Regulations of the Society.

Signed: Date:

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Fire Risk Assessment

Name of Unit / Stall:

Contact No. on site:

In order to comply with relevant fire safety legislation you MUST complete a Fire Risk Assessment of your stall or unit.

The Risk Assessment needs to identify the fire hazards and persons at risk and you **must** endeavour to remove or reduce these risks and protect people from fire. The Fire Risk Assessment must be suitable for the circumstances.

Please note: Failure to comply with this requirement will result in you being removed from the site.

You must answer ALL of the questions below and keep a copy of this signed and completed form available for inspection by the Health & Safety Steward / Fire & Rescue Service / WCC Officers at all times.

You do not need to use this form and may use another method if you wish. However, this form is taken from The Chief Fire Officers' Association Form.

Part 1 ~ General Considerations

1.1 Are adequate exits provided for the numbers of persons within the unit or stall?
(Are your staff and customers able to evacuate easily if the normal exit is blocked?) **YES/NO/NA**

1.2. Where necessary, are there sufficient directional signs indicating the appropriate escape route and do they comply with current regulations? **YES/NO/NA**

1.3 Are the exits maintained available, unobstructed, and unlocked at all times the premises are in use. **YES/NO/NA**

1.4 Do you have an adequate number of fire extinguishers/fire blankets available in prominent positions and easily available for use? **YES/NO/NA**

1.5 All fire-fighting equipment must be tested within the last 12 months.
Note: a certificate of compliance is required **YES/NO/NA**

1.6 Have your staff been instructed on how to operate the fire-fighting equipment provided? **YES/NO/NA**

1.7 Have your staff been made aware of what to do should an incident occur, how to raise the alarm; evacuate the unit, and the exit locations? **YES/NO/NA**

1.8 Have you identified combustible materials that could promote fire spread beyond the point of ignition such as paper/cardboard, bottled LPG etc and reduced the risk of them being involved in an incident? **YES/NO/NA**

1.9 Have you identified all ignition sources and ensured that they are kept away from all flammable materials? **YES/NO/NA**

1.10. The structure, roofing, walls and fittings of your stall or unit flame must be retardant.
Note: certificates of compliance are required **YES NO/NA**

1.11 If any staff sleep in a stall because of security considerations is there a working smoke-detector and a clear exit route at night? Note: Persons should not be allowed to sleep within a high risk area. **YES/NO/NA**

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Fire Risk Assessment

1.12 Are you aware that you must not stock or sell certain items? eg. fireworks **YES/NO/NA**

1.13 Do you have sufficient bins for refuse? Is all refuse kept away from your unit? **YES/NO/NA**

1.14. Have you informed the Show Organisers that you intend to bring your own generator to the site? See additional generator use compliance notes below **YES/NO/NA**

Part 2 ~ LPG use Considerations

2.1 Do you have an inspection / gas safety certificate for the appliances and pipework (copy to be available for inspection) and are all hose connections made with regulation "crimped" fastenings? **YES/NO/NA**

2.2 Will the cylinders be kept outside, secured in the upright position and out of the reach of the general public? **YES/NO/NA**

2.3 Will appliances be fixed securely on a firm non-combustible heat insulating base and surrounded by shields of similar material on three sides? **YES/NO/NA**

2.4. Do the shields provide an adequate and effective barrier of at least 600 mm between the heat source and any combustible material? **YES/NO/NA**

2.5. Have you ensured that no combustible materials can be blown against, or fall onto the apparatus? **YES/NO/NA**

2.6 Will the cylinders be located away from entrances, emergency exits and circulation areas? **YES/NO/NA**

2.7 Will the gas cylinders be readily accessible to enable easy isolation in case of an emergency? **YES/NO/NA**

2.8 Do you ensure that gas supplied is isolated at the cylinder, as well as the appliance when the apparatus is not in use and appliances are fitted with full flame safety devices on all burners that are not readily visible? **YES/NO/NA**

2.9. Do you ensure replacement cylinders are fitted in the open air away from the sources of ignition? **YES/NO/NA**

2.10 Do you ensure that only those cylinders in use are kept at your unit/stall? (Spares should be kept to a minimum and in line with any specific conditions for the event) **YES/NO/NA**

2.11 Is a member of staff, appropriately trained in the safe use of LPG, present in the Unit / stall at all times? **YES/NO/NA**

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Fire Risk Assessment

Part 3 ~ Generator use

- | | |
|---|-----------|
| 3.1 Is the generator being operated in accordance with manufacturer's operating instructions? | YES/NO/NA |
| 3.2 Has generator been adequately maintained? | YES/NO/NA |
| 3.3 Has the generator and any associated extension leads a current PAT test certificate? | YES/NO/NA |
| 3.4 Is generator being operated in a secure area not accessible by the general public and with adequate ventilation? | YES/NO/NA |
| 3.5 Has all combustible material been removed from the vicinity of the generator? | YES/NO/NA |
| 3.6 Is the generator fuel being stored well away from the machine in a secure position? | YES/NO/NA |
| 3.7 Is a suitably rated fire extinguisher sited near the generator? | YES/NO/NA |
| 3.8 Has the generator refueling method been risk assessed? | YES/NO/NA |
| 3.9 Have your staff been instructed on how to operate the unit and its associated components and what to do if there is an incident with the machine? | YES/NO/NA |

Please note: if the answer to any of the above questions is "NO", please detail below the actions you have taken to remedy the situation.

Name and Designation of Responsible Person (Print):	
Signature:	Date:

Please keep a copy of this form and return the original with your completed application form – thank you

PLEASE NOTE:

THE COMPLETION OF THIS DOCUMENT DOES NOT PRECLUDE YOU FROM POSSIBLE PROSECUTION OR REMOVAL FROM THE SITE BY THE SHOW ORGANISERS SHOULD A SUBSEQUENT INSPECTION REVEAL UNSATISFACTORY STANDARDS.

This form is derived from The Chief Fire Officers' Association – Fire Risk Assessment Food Concessions / Traders & Market Stalls Form dated 15/02/2010 + additions