



ALRESFORD AGRICULTURAL SHOW SATURDAY 5th SEPTEMBER 2020

1ST March 2020

Dear Exhibitor,

Please find below the application form for a trade/craft/produce exhibitor pitch. We're delighted that you are interested in exhibiting at our Show.

Exhibitor pitches are allocated to show a wide variety of products and services to the public. Preference is given to those relating to agriculture. Unfortunately, we cannot guarantee a pitch as we are often oversubscribed and we like to ensure that all exhibitor are relevant to our Show. All unsuccessful applicants will be notified shortly after 1st June and any fee returned.

The Alresford Show is *not for profit event* and therefore we thank you in advance for your continued support and the timely and accurate completion of all the necessary paperwork, which is an important part of securing a safe and enjoyable show for everyone.

Before completing these forms, please be aware of the following information:

- A downloadable copy of the Rules and Regulations has been posted on the website (**please read**) 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.
- 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 is 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 pitch** (as per Trade Stand Regulations).

- We have a policy of **no vehicle movements on the showground after 9am** 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 strongly recommend purchasing access to **WIFI** if you are intending to accept card payments. Access to the normal networks are limited when the Showground is full.

Please book DIRECTLY with the Show's WIFI suppliers at: <https://alresford.networks.events/>

- This year we are not allowing Traders to bring their own petrol generators due to Health and Safety issues.

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

Yours sincerely

Caroline Hewett
Trade Stand Secretary (email: exhibitors@alresfordshow.co.uk)

Secretary: Val Watley, P.O. Box 146, Alresford, Hampshire, SO24 4AJ Tel: 01962 73874 email: secretary@alresfordshow.co.uk
Trade Stand Secretary: Caroline Hewett, Slate Cottage, Newton Valence, Alton, Hampshire GU34 3RE Tel: 01420 588034
email: exhibitors@alresfordshow.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 5th SEPTEMBER 2020

CLOSING DATE FOR APPLICATIONS - JUNE 1st, 2020. 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 £136)	£34/metre frontage		
Charity stand (Min £103)	£25.75/metre frontage		
Tented Shedding Pitch 3m x 3m	£134/pitch		
TENTS FOR HIRE: Tubular tent 3.66m depth. Other sizes and depths are also available, please contact for details.			
3m width@£278; 6m width@£340; 9m width@£433			
CRAFT MARQUEE SPACE Inside craft marquee 3m x 3m pitch NB: this year there is no power in the craft tent.	£113/pitch		
PRODUCE TENT SPACE 3m x 4m (approx.) pitch – produce to take home 3m x 4m (approx.) pitch – produce to eat at the show	£165/pitch £210/pitch		

TICKETS AND EXTRAS

Additional Tickets @ £2 discount	Adult Senior Citizen Child 11-16 years	£13 £11 £3	
Chairs – plastic folding		£4.65 each	
Tables – rectangular 6ft trestle		£10.80 each	
Electricity - limited availability, please state loading		£100/plug	
WIFI - https://alresford.networks.events/		Please book directly via this link	
We will be bringing LPG (NB: NO PETROL GENERATORS ARE PERMITTED)	Yes/No	Total = £	

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Trade, Craft & Produce Stand Application Payment

SATURDAY 5th SEPTEMBER 2020

A company Limited by Guarantee Registered in England No. 02231722 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.

Payment by CHEQUE

Please make cheques payable to "Alresford and District Agricultural Society" and return with your completed Application Form.

Payment by BACS

Please contact the Trade Stand Secretary for Bank Details

Email: exhibitors@alresfordshow.co.uk

Payment by DEBIT/CREDIT CARD

Card Type: MasterCard Visa Credit Switch/Maestro Visa Debit

Card Number

Expiry Date Security Code (3 digits) Issue Number

Name on Card

Registered Post Code House Number

After completion, please retain a copy as a receipt and send your application to: -
Caroline Hewett, Slate Cottage, Newton Valence, Alton, Hampshire GU34 3RE

Email: exhibitors@alresfordshow.co.uk Tel: 01420 588034

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 5/9/2020 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 by **1st June 2020**.
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 100% of irrecoverable expenses. Sum Insured X 4.25% + 12% (insurance tax) = £

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

Signed: Date:

Alresford & District Agricultural Society Ltd.

CFOA Fire Risk Assessment

TO BE COMPLETED FOR EACH UNIT/STALL IN LINE WITH NATIONALLY RECOGNISED FIRE RISK ASSESSMENT GUIDES

To comply with relevant fire safety legislation, you **MUST** complete a Fire Risk Assessment of your unit.

The Risk Assessment needs to identify the fire hazards and persons at risk, you must endeavour to remove or reduce these risks and protect people from fire. Failure to comply with this requirement may result in your unit being prohibited from use. You must be able to answer YES to the following questions. This signed and completed form must be maintained available for inspection by the Fire & Rescue Service / Event Organiser / Council Officers at all times.

You must undertake a Fire Risk Assessment for each unit, which must be suitable for the circumstances. You do not need to use this form and may use another method if you wish, however, this form is considered to be suitable for most market stalls and traders units.

EVENT	Alresford Agricultural Show					
UNIT NAME & LOCATION						
DATE/TIME	START	5/9/2020 - 9.00 am		FINISH	5/9/2020 - 6.00 pm	
UNIT DETAILS	PERSON IN CHARGE					
	TYPE AND USE OF UNIT					
	SIZE (M2)					
	MAXIMUM OCCUPANCY		STAFF			
PUBLIC					TOTAL	
			ACTION/COMMENT			
1. Are adequate exits provided for the numbers of persons within the unit or stall? (<i>Are your staff and customers able to evacuate easily if the normal exit is blocked?</i>)			YES	NO		
2. Where necessary, are there sufficient directional signs indicating the appropriate escape route and do they comply with current regulations?			YES	NO		
3. Are the exits maintained available, unobstructed, and unlocked at all times the premises are in use.			YES	NO		
4. If the normal lighting failed would the occupants be able to make a safe exit? (<i>Consider back up lighting</i>)			YES	NO		
5. Do you have an adequate number of fire extinguishers/fire blankets available in prominent positions and easily available for use?			YES	NO		
6. Has the fire-fighting equipment been tested within the last 12 months? <i>Note: a certificate of compliance will normally be required</i>			YES	NO		
7. Have your staff been instructed on how to operate the fire-fighting equipment provided?			YES	NO		
8. 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		

9. 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	
10. Have you identified all ignition sources and ensured that they are kept away from all flammable materials?	YES	NO	
11. Are the structure, roofing, walls and fittings of your stall or unit flame retardant? <i>Note: certificates of compliance will normally be required</i>	YES	NO	
12. If any staff sleep in the stall is there a working smoke detector and a clear exit route at night? <i>Note: Persons should not be allowed to sleep within a high-risk area and some Authorities and events do NOT allow any sleeping within units.</i>	YES	NO	
	N/A		
13. Are you aware that you must not stock or sell certain items, i.e. fireworks, garden flares, household candles, tea lights, etc.?	YES	NO	
14. Do you have sufficient bins for refuse? Is all refuse kept away from your unit?	YES	NO	
15. Are you aware that petrol generators are not permitted on site?	YES	NO	
			ACTION/COMMENT
Do You use LPG? (If 'No' ignore questions 16-25)	YES	NO	
16. Do you have an inspection / gas safety certificate for the appliances and pipework (<i>copy to be available for inspection</i>) and are all hose connections made with "crimped" fastenings?	YES	NO	
17. Are the cylinders kept outside, secured in the upright position and out of the reach of the general public?	YES	NO	
18. Are appliances fixed securely on a firm non-combustible heat insulating base and surrounded by shields of similar material on three sides?	YES	NO	
19. Are the cylinders located away from entrances, emergency exits and circulation areas?	YES	NO	
20. Are the gas cylinders readily accessible to enable easy isolation in case of an emergency?	YES	NO	
21. Do you ensure that all gas supplies are isolated at the cylinder, as well as the appliance when the apparatus is not in use?	YES	NO	
22. Do you ensure that only those cylinders in use are kept at your unit/stall? (<i>Spare should be kept to a minimum and in line with any specific conditions for the event</i>)	YES	NO	
23. Is a member of staff, appropriately trained in the safe use of LPG, present in the unit / stall at all times?	YES	NO	

