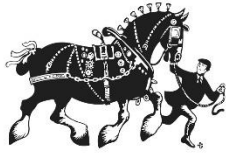


Saturday 9th September 2017



THE
ROMSEY SHOW
EST. 1842

**FOOD ZONE
BOOKING FORM**

Please complete in BLOCK LETTERS. CLOSING DATE 1st July 2017

Office use only:

Confirmed rec.	Paid (£)	SMACS	Stand no.
Receipt	Chairs	Tables	
W/Bond	Power		
T	C	Z	O

Trading Name:

Contact Name:

Address:

Telephone:

Mobile Number:

Email:

Postcode:

Website:

Twitter:

Facebook:

Name & Telephone of local EHO:

Rating at last inspection:

Blow your own trumpet! Tell us what makes your business/products special (we may use this on Social Media)

Describe your business/products in 30 words or less for your free entry in our show guide:

Where do you source your ingredients/products? – Locally, specific regions either in the UK or abroad? Please be as specific as possible, while not giving names and addresses.

Please provide a complete list of the products you are intending to sell. This will enable us to create a balanced shopping experience. **YOU MAY BE PREVENTED FROM SELLING ITEMS NOT LISTED HERE.**

Schedule of Costs – Trade Space:

<p>NB: The “Early Bird” discount ONLY applies to applications made in FULL with FULL PAYMENT before 31st May 2017.</p> <p>Incomplete applications, ‘deposits’ and post-dated cheques will NOT qualify for the Early Bird discount.</p>	<p>Cost if FULL payment is received BEFORE 31/05/17 (*)</p>	<p>Cost if payment is received ON or AFTER 31/05/17</p>	<p>No. required</p>
<p>Main Food Marquees (NB. No cooking is allowed in the Food Marquees)</p>			
<p>3m front x 3m depth Trade from one-side FRONT ONLY</p>	<p>£153</p>	<p>£170</p>	
<p>3m front x 3m depth Trade on 2 sides – a CORNER position NB: Spaces are limited – book early</p>	<p>£204</p>	<p>£226</p>	
<p>Do you intend to be trading under your own gazebo in the marquee?</p>	<p>YES</p>	<p>NO</p>	
<p>Farmers’, Producers & Fine Foods Market Area:</p>			
<p>3m x 2.5m, trading under ‘Zapp’ canopy umbrellas Note – NO electrical supply is available under this option.</p>	<p>£102</p>	<p>£114</p>	
<p>Outside Space</p>			
<p>3m x 3m grass area, no cover Trading 3m frontage</p>	<p>£102</p>	<p>£114</p>	
<p>If you have an unusual or large trading capability, please describe it, so we can ensure we are appropriately prepared:</p>			
<p>If you attended last year, and would like the same position, please tick here: <input type="checkbox"/></p> <p>We cannot guarantee positions, but we will try to meet your wishes where possible.</p>			

Schedule of Costs - Additional Requirements:

<p>ELECTRICITY -Available from 12noon Friday. Note – there is NO electrical supply for ‘Zapp’ canopy trade stands.</p>	<p>Please list below electrical items, number of sockets and load rating for each appliance.</p>	<p>Total Cost</p>
<p>Installation of electricity – to include one 13A power point with a load capacity of not more than 2500 watts at 240v 50Hz AC. This supply will be available within the confines of your trading space.</p> <p>£75.00</p>	<p>1</p> <p>2</p> <p>3</p> <p>4</p>	<p></p> <p></p> <p></p> <p>£</p>
<p>Each additional 13A power point with a load capacity of not more than 2500 watts. This supply will be available within the confines of your trading space.</p> <p>£35.00</p>	<p>1</p> <p>2</p> <p>3</p> <p>4</p>	<p></p> <p></p> <p></p> <p>£</p>
<p>NOTE – Electricity MUST be booked and paid for with your application. We cannot guarantee to meet late requests.</p>		

Schedule of Costs - Additional Requirements Continued.

<p>Personal Petrol generators are NOT permitted on site – Please refer to the main Trade Regulations. If you have special electrical requirements outside of the options provided above, please call the office to enquire.</p>		
<p>GAS: Do you intend to use any gas appliances? (Please refer to the Trade Stand Regulations & circle as appropriate. NO gas is allowed in the marquees)</p>		<p>YES / NO</p>
<p>FURNITURE</p>	<p>Number Required</p>	
<p>6 foot tables @ £10 each</p>	<p>@ £10 each</p>	<p>£</p>
<p>Chairs @ £5 each</p>	<p>@ £5 each</p>	<p>£</p>
<p>WRISTBANDS & VEHICLE LABELS</p> <p>A single stand will be issued with 1 vehicle pass (for the vehicle ONLY, NOT the driver) & 3 wristbands (wristband allowance to include the driver). If you have more than one stand, you will get additional wristbands/vehicle passes on a pro-rata basis.</p> <p>Additional trade vehicle labels will be issued at the discretion of the Show Secretary.</p> <p>ALL vehicles (unless they are part of your stand and included within the space booked) MUST be off the showground by 8:30am on show day and may NOT return until after 6pm.</p> <p>WRISTBANDS AND VEHICLE PASSES ARE ESSENTIAL FOR ACCESS TO THE SHOWGROUND.</p>		
<p>VEHICLES REMAINING ON SITE</p> <p>Please state here how many of your vehicles will remain on your pitch during the show: _____ (Outside pitches ONLY)</p> <p>Note – A parking permit will be issued for vehicles remaining on the show ground between 8:30am – 6pm. Any vehicles on the show ground NOT displaying this permit MUST be parked in the Trade Parking area or the Public Car Park.</p>		
<p>Additional Entry Wristbands Available at a discounted rate of £13.60 each.</p>	<p>_____ @ £13.60 each</p>	<p>£</p>
<p>Website Link A link between our website and yours for £25.</p>	<p>WWW. @ £25</p>	<p>£</p>
<p>(Please complete the FOOD ZONE EXHIBITOR PAYMENT FORM on PAGE 5) GRAND TOTAL:</p>		<p>£</p>
<p>WASTE BOND</p> <p>To assist us in keeping the show ground clean, all Food Zone applications MUST include a waste bond cheque of £40. This should be separate to the payment for your application.</p> <p>At the end of the show your pitch will be inspected and your cheque destroyed if your pitch is clean. Do NOT leave the site without checking your pitch is clear of rubbish. We reserve the right to keep the waste bond if your pitch is not free from litter.</p>		
<p>WASTE BOND per stall (This is due WITH your application) @ £40 / stand</p>		<p>£</p>

ARRIVAL ON THE SHOW GROUND:

You may arrive before show day and set up your stand from 12 noon on Thursday 7th September.

Electricity, if you have booked it, will be available from 12 noon Friday 8th September.

As the Food Operating Organisation, you are responsible for ensuring your products and procedures comply with Health and Safety legislation and best practice while on the show ground, irrespective of your time of arrival. Please provide an estimate of the day and time you intend to arrive and set-up. (This is a guide for us only)

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Traders **SELLING OR PROMOTING ALCOHOL** are reminded that they **MUST** have a **Temporary Events Notice (TEN)**, which **MUST** be displayed at the show.

With your Booking Form, you must enclose:

- Trade Exhibitor Payment Form and full payment (page 5)
- Waste Bond Cheque (separate to application payment)
- Risk Assessment including fire risk assessment (pages 7 and 8)
- If new to the show - images of your trading unit, or a link to your website with photos

To the Romsey Show Secretary:

Please reserve space at the Romsey Show Food Zone as indicated on the attached preceding/above pages:

By signing this application, you agree to having read the Trade Stand Regulations and agree to abide by them.

Sorry, but applications will not be accepted without a signature or payment.

Please also note that incomplete or illegible application forms may cause your application to be rejected or the application process to be delayed.

Food Hygiene and Electrical Safety Declaration:

It is a condition of participating in The Romsey Show Food Zone that exhibitors are conversant with, and abide by, the Food Safety (General Food Hygiene) Regulations 1995 and the Food Safety (Temperature Control) Regulations 1995. It is also a condition that all electrical equipment used at the Food Zone has a current PAT certificate under regulations 4, 5 and 6 of the Electricity at Work Regulations 1989 (EAWR) – this includes all electrical appliances, equipment and extension leads. PAT certificates must be available for inspection at the show.

I confirm that I am conversant with and abide by the Food Safety (GFC) Regulations and Food Safety (TC) Regulations 1995 and that all electrical equipment used at the Food Zone will have current PAT certificate/s on the 9th September 2017.

The Show reserves the right to stop any trader from trading at the show if it does not comply with The Romsey Show Trade Regulations, appropriate legislation, best practice or the guidance given by its officials and stewards.

Signed:	Print name:
Date:	Company name:

We very much look forward to seeing you at The Romsey Show Food Zone in 2017.

Interested in advertising in our Schedule or Show Guide?

Call Graham Walton Publishing on 01749 880 181

Please send all forms & FULL payment to us by 1st July 2017.

Return to: The Secretary, Romsey Show, 4 The Old Carhouses, Broadlands, Romsey, Hampshire SO51 9LQ
Tel: Romsey 01794 517521 Email: info@romseyshow.co.uk www.romseyshow.co.uk
Company Limited by Guarantee No 2370986 England Charity Registration No 1007948



THE
ROMSEY SHOW
EST. 1842

Food Zone Exhibitor Payment Form

(Please include this form with your Booking Form & Risk Assessment)

Closing Date – 1st July 2017

EARLY BIRD discount ONLY applies if FULL payment is received by 31st May 2017

Company Name:	
Total Payment Due:	£

Please select your payment method below and fill in the relevant details:

Note – Food Zone Waste Bonds should be via cheque (separate to the payment listed below)

<input type="checkbox"/> BACS Payment	
Date Payment will be/has been submitted:	
Payment reference used/to be used:	FZ/
Do you require an invoice prior to payment:	YES / NO
<u>Romsey Show Account details:</u>	
Account name: Romsey Show	Account Number: 21587368
	Sort Code: 30-97-14

<input type="checkbox"/> Payment by Credit/Debit Card			
Card Number:			
Expiry Date:		Security Code (last 3 digits):	
Security Code:			
Postcode:			
House Number: (if applicable)			

<input type="checkbox"/> Cheque Enclosed
Please make cheques payable to ROMSEY SHOW and include with your application.

Thank you for submitting your payment details. A receipt confirming payment of your stand will be sent to the contact listed on the application form. *This form will be shredded once payment has been confirmed.*

ROMSEY SHOW – RISK ASSESSMENT FORMS

OFFICE USE: Trade Stand No.....

Company Name:

Trading Name:

Address:

.....

Telephone Number: Mobile Number:

.....

Email Address:

Name of Person Responsible:

Assessment Completed by:

Signature: Date of Assessment:

THIS FORM MUST BE COMPLETED ON BOTH SIDES AS FULLY AS POSSIBLE

Please copy this page if more space required

Do you use a generator?	Yes	No	If yes, state type
Do you use gas?	Yes	No	If yes, give details & description
How many cylinders?			Total = Size =
Do you use deep fat fryers?	Yes	No	If yes, give details & description
Do you have an 'F' type extinguisher for the deep fat fryer (if used)	Yes	No	If yes, give details & description
Do you use any ovens?	Yes	No	If yes, give details & description
Do you use bain-maries?	Yes	No	If yes, give details & description
Do you have any other significant risk?	Yes	No	If yes, give details & description

Please attach any other relevant details to this sheet – thank you

P.T.O.

ROMSEY SHOW - COMPULSORY RISK ASSESSMENT FORM

Guidelines for all exhibitors:

Using the examples shown, please consider what risk there is to those building up trade stands and to members of the public during the Show. Outline the steps you propose to take to reduce that risk **in the table below**. Copy this page if more space is required.

HAZARD	PERSONS AT RISK	CONTROLS TO MINIMISE RISK
(Example - Slipping/tripping/ vehicles/electricity)	(Example - General public/ staff/ operators/cleaners/contractors)	(Example - Cover possible trip hazard or highlight with fluorescent tape. Provide appropriate training. Used a certified electrician)

PUBLIC LIABILITY INSURANCE

NAME OF INSURANCE COMPANY:

ADDRESS:

INDEMNITY SUM: £ MILLION

EXPIRY DATE OF INSURANCE COVER:

IMPORTANT: This form must be completed on **BOTH SIDES**, in full, in **BLOCK CAPITALS**, signed and returned to the Romsey Show Office, 4 The Old Carhouses, Romsey, SO51 9LQ or info@romseyshow.co.uk.

Failure to return this form will mean that your trade stand application will not be accepted.