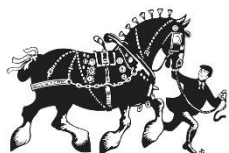


Saturday 9<sup>th</sup> September 2017



THE  
**ROMSEY SHOW**  
EST. 1842

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

## PUBLIC CATERING CONCESSION BOOKING FORM

**CLOSING DATE 31<sup>st</sup> MAY 2017**

<b>Trading Name:</b>	<b>Contact Name:</b>
<b>Address:</b>	<b>Telephone:</b>
	<b>Mobile Number:</b>
	<b>Email:</b>
<b>Postcode:</b>	<b>Website:</b>
<b>Twitter:</b>	<b>Facebook:</b>
<b>Name &amp; Telephone of local EHO:</b>	<b>Rating at last inspection:</b>

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

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

**Please write down your estimated Day/Time for Arrival:**

You may set-up from 12 noon Thursday (booked electricity available from 12 noon Friday 8<sup>th</sup> Sep)

### Pitch Fee

A **non-returnable deposit** according to pitch size (as listed below) **PLUS 20% of your takings, less the deposit.**

The additional commission, over and above the deposit, must be paid to the Show Office no later than 1 calendar month after show day.

NB. Units (including tow bars, refrigerated vehicles, storage, water etc.) must be kept within the site boundary.

**Please tick the appropriate option below:**

- Up to 4m frontage x 6m deep - **£300 (plus 20% minus £300)**
- 4m to 6m frontage x 6m deep - **£400 (plus 20% minus £400)**
- 6m plus frontage – **By negotiation.**  (Please contact the Show Office first)

<b><u>Website Link</u></b> A link between our website and yours for £25.	<b>www.</b>	@ £25	£
<b><u>Additional Entry Wristbands</u></b> Available at a discounted rate of £13.60 each.		_____ @ £13.60 each	£

## For spaces booked in Food Zone ONLY

### ELECTRICITY

Only electricity required within the FOOD ZONE should be booked via the table below (for the main showground – see below)

<b><u>ELECTRICITY</u> -Available from 12noon Friday.</b> Note – there is NO electrical supply for ‘Zapp’ canopy trade stands.	<b>Please list below electrical items, number of sockets and load rating for each appliance.</b>	<b>Total Cost</b>
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.  <b>£75.00</b>	1	
	2	
	3	
	4	£
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.  <b>£35.00</b>	1	
	2	
	3	
	4	£

The hire of tables & chairs is **ONLY** available in the **Food Zone**.

<b><u>FURNITURE</u></b>	<b>Number Required</b>		
6 foot tables @ £10 each		@ £10 each	£
Chairs @ £5 each		@ £5 each	£

## For spaces booked on the main showground ONLY

### ELECTRICITY

If you require electricity on the main showground (for Food Zone see above), you must book this directly with our show ground electrical provider, contact details below:

Power Logistics – Alex Cameron	admin@powerlog.co.uk	0845 034 8002
--------------------------------	----------------------	---------------

### **Total Payment Due:**

**Please include all payments selected from page 1 and 2 and complete the PCC Payment Form on page 5.**

£

### **Waste Bond**

To assist us in keeping the show ground clean, **all public catering applications MUST include a waste bond cheque of £40.** This should be separate to the payment for your application.

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.

**Position**

Positioning of catering units will be at the discretion of the Show Office. There will be Food Courts around the showground.

**Type of unit (please tick):**

Tent/Gazebo  Trailer  Driven Vehicle  Other (please Specify) .....

If you would prefer to be in the Food Zone, please tick here:

**FOOD ZONE ONLY** – Please select an option below for your pitch:

Outside  Inside a Main Food Marquee  Under a ‘Zapp’ canopy umbrella

We cannot guarantee your position, but will endeavour to place you in the Food Zone if you would prefer to trade there.

**ENTRY WRISTBANDS & VEHICLE LABELS**

Allocation of wristbands & vehicle labels is based on the size of your pitch, as per the table below:

<u>Size of Pitch</u>	<u>Number of Entry Wristbands</u> (to include the driver)	<u>Number of Vehicle Labels</u>
Up to 4M	3	1
Between 4m and 6m	4	1
Over 6m	TBC with the Secretary	TBC with the Secretary

If you have more than one stand, you will be issued additional wristbands/ vehicle labels on a pro-rata basis.

**Additional trade vehicle labels will be issued at the discretion of the Show Secretary.**

**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.**

**WRISTBANDS AND VEHICLE LABELS ARE ESSENTIAL FOR ACCESS TO THE SHOWGROUND ON SHOW DAY.**

**VEHICLES REMAINING ON SITE**

**Please state here how many of your vehicles will remain on your pitch during the show: \_\_\_\_\_**

**Note – A parking permit will be issued for vehicles remaining on the showground between 8:30am – 6pm.** Any vehicles on the showground **NOT** displaying this permit **MUST** be parked in the Trade Parking area or the Public Car Park.

**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)
- Full list of products for sale on show day, with prices to be charged.
- Insurance Certificate
- If you are new to the show - images of your trading unit, or a link to your website with photos

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 showground, irrespective of your time of arrival.

**Bar Concessions**

Bar Concessions on the main showground have been tendered for 2017. Please contact the Show Office if you are interested in selling alcohol to drink on the day within in the Food Zone. Traders **SELLING OR PROMOTING ALCOHOL** are reminded that they **MUST** have a **Temporary Events Notice (TEN)**, which **MUST** be displayed at the show.

**To the Romsey Show Secretary:**

Please reserve space at the Romsey Show 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 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 9<sup>th</sup> September 2017.

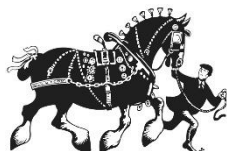
The Show reserves the right to stop any trader from trading at the show if it does not comply with The Romsey Show Trade Regulations, appropriate legislation, best practice or the guidance given by its officials and stewards.

<b>Signed:</b>	<b>Print name:</b>
<b>Date:</b>	<b>Company name:</b>

Office use only					
Payment	Waste Bond	Risk Asses.	Product List	Insurance Certificate	Images of unit/website

**Interested in advertising in our Schedule or Show Guide?**

Call Graham Walton Publishing on 01749 880 181



THE  
**ROMSEY SHOW**  
EST. 1842

**Please send all forms & FULL payment to us by 31<sup>st</sup> May 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](mailto:info@romseyshow.co.uk) www.romseyshow.co.uk  
Company Limited by Guarantee No 2370986 England Charity Registration No 1007948



THE  
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# PCC Payment Form

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

**Application Closing Date - 31st May 2017**

Company Name:	
Total Payment Due:	£

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

Note – PCC Waste Bonds should be included with your application (using a separate cheque for £40)

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

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

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

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.

<b>HAZARD</b>	<b>PERSONS AT RISK</b>	<b>CONTROLS TO MINIMISE RISK</b>
(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.

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