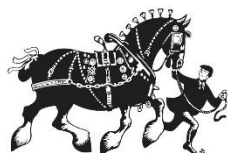


**Saturday 9<sup>th</sup> September 2017**



**THE ROMSEY SHOW**  
EST. 1842

FOR OFFICE USE ONLY

Confirm App. Received	On SMACS	STAND NO.
Paid (£)	Receipt for payment Sent	
Paid by:		

**OUTSIDE TRADE BOOKING FORM**

(CLOSING DATE 1<sup>st</sup> July 2017)

Trading Name:	Contact Name: Mr/Mrs/Miss/Ms
Address:	
Postcode:	
Telephone:	Mobile:
Email:	Website:
Facebook:	Twitter:
Description of exhibit for show guide (FREE – MAX. 30 words)	

**Trade Stand Requirements**

(Enter the size of site required below – **see page 4 for the Schedule of Costs & pitch sizes available**). The space booked **MUST** include guy ropes, railings, any vehicles forming part of the stand etc. Stands may be plotted side by side/back to back.

<b>FRONTAGE</b> Metres	<b>DEPTH</b> Metres	<b>CORNER</b> YES / NO	£
<b>Additional Admission wristband(s)</b> @ discounted rate of £13.60 each.  (These will be posted with the trade pack to the above address)		<b>Number of Wristbands</b>	£
<b>Website Link @ £25.00</b>		YES / NO	£
<b>GRAND TOTAL</b> (The Society is not VAT registered and endeavours to use this application as a receipt/invoice where possible).  <b>Please complete the TRADE EXHIBITOR PAYMENT FORM on PAGE 3</b>			<b>GRAND TOTAL</b> £

## Additional Trade Stand Information

<b>Have you exhibited at the show before?</b>	YES / NO  (If no, please include your Website and/or photos of your exhibit)
<b>When do you intend to set up?</b>  (Access to the Showground will be available from 12-noon on Wednesday 6 <sup>th</sup> September 2017)	
<b>How many vehicles (if any) will remain on your stand during the show?</b> These vehicles will be issued with a specific permit.  (NB These vehicles must fit within the total space booked. ALL other vehicles MUST go in Trade or Public Parking between 8:30 am and 6pm).	
<b>Blow Your Own Trumpet!</b> Tell us what makes your business/products special (we may use this on Social Media)	
Special Requirements*:	
*Whilst we do our best to accommodate special requirements, we cannot guarantee this.	

ALL APPLICATIONS ARE FOR CONSIDERATION AND **WILL NOT** BE ACCEPTED WITHOUT A SIGNATURE AND FULL PAYMENT.

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

Date: .....

Signature: .....

**CLOSING DATE for applications 1<sup>st</sup> JULY 2017**

**(Early Bird closing date – 31<sup>st</sup> May 2017– Full payment MUST be included)**

**All applications MUST include:**

- A Risk Assessment (pages 5-6) or your own copy
- The Trade Exhibitor Payment Form (page 3)

**Please return pages 1-5** to the Show Office either via post (address below) or email to [info@romseyshow.co.uk](mailto:info@romseyshow.co.uk)

Please ensure you have read ALL our Trade Stand & Fire Safety Regulations. **Generators will be checked** by our Fire Safety Officer on show day. Any traders not meeting the requirements will be asked to stop using their generator immediately. Personal petrol generators are NOT permitted.

**Interested in advertising in our Schedule or Show Guide?** Call Graham Walton Publishing on 01749 880 181

Return to: Romsey Show Office, 4 The Old Carhouses, Broadlands, Romsey SO51 9LQ

Telephone: 01794 517521 Email: [info@romseyshow.co.uk](mailto:info@romseyshow.co.uk) [www.romseyshow.co.uk](http://www.romseyshow.co.uk)

# Trade Exhibitor Payment Form

(Please include this form with the Application Form & Risk Assessment)

**EARLY BIRD discount ONLY applies if FULL payment is received by 31<sup>st</sup> May 2017**

Company Name:	
Total Payment Due:	£

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

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

<input type="checkbox"/> <b>BACS Payment</b>	
Date Payment will be/has been submitted:	
Payment reference used/to be used:	TS/
Do you require an invoice prior to payment:	YES / NO
<u><b>Romsey Show Account details:</b></u>	
<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.*

# OUTSIDE TRADE STANDS – SCHEDULE OF COSTS 2017

Size of Site		Standard Pitch		Corner/End Pitch		Show Passes	Vehicle Labels
Front	Depth	If payment received by 31 <sup>st</sup> May 2017*	If payment received after 31 <sup>st</sup> May 2017	If payment received by 31 <sup>st</sup> May 2017*	If payment received after 31 <sup>st</sup> May 2017	(to include any drivers)	Each label is for the vehicle ONLY – NOT the driver.
3m	x 6m	£135	£150	£162	£180	3	1
4.5m	x 6m	£171	£190	£205	£228	3	1
6m	x 6m	£202	£225	£243	£270	3	1
9m	x 6m	£292	£325	£351	£390	5	2
12m	x 6m	£364	£405	£437	£486	5	2
15m	x 6m	£441	£490	£529	£588	7	3
18m	x 6m	£486	£540	£583	£648	8	3
6m	x 12m	£306	£340	£367	£408	5	2
9m	x 12m	£459	£510	£551	£612	6	2
12m	x 12m	£540	£600	£648	£720	8	3
15m	x 12m	£643	£715	£772	£858	10	4
18m	x 12m	£688	£765	£826	£918	10	4
24m	x 12m	£810	£900	£972	£1,080	10	4

FOR A COMBINATION OF FRONTAGES PLEASE APPLY TO THE SECRETARY. The minimum size of all outside stands is 3m x 6m.

**\*EARLY BIRD DISCOUNT:** In order to receive the Early Bird Discount, FULL payment must be received by the Society before 31<sup>st</sup> May 2017.

We are NOT VAT registered and endeavour to keep our costs to a minimum, so please use this application form as your receipt of payment.

### Admission to the Showground

The Society will not issue admission tickets over the scale laid down above. Exhibitors are responsible for ensuring that their staff have their tickets in their possession. Advanced tickets may be purchased ahead of show day for a special discount rate of £13.60 each only using this Application (please put your request on the Booking Form). Alternatively, staff will be required to pay the full show day price of £17 and will not be reimbursed by the Society. Tickets and passes are only required on Showday – none are required for set-up before showday, or take-down after. Please ensure you have checked your pack prior to showday.

### Vehicle Parking

Vehicles which do not form part of an exhibitor's stand are to be parked in the trade vehicle park outside the confines of the Showground. DRIVERS WILL REQUIRE A PASS OUT STAMP TO RE-ENTER THE SHOWGROUND. **THERE WILL BE NO TRADE PARKING ON THE SHOWGROUND except on a stand.** Vehicles parking on the stand will be given a specific pass. Your staff who wish to gain entry to the Showground between 8.30am and 6pm are to park in the public car parks and walk in through one of the pedestrian entrances.

### Exhibitor Packs

EXHIBITOR PACKS FOR SHOWDAY WILL BE POSTED OUT TO YOU IN AUGUST – Please check your pack as soon as it arrives. The pack will contain the Traffic Plan along with admission tickets and labels. **Please ensure all your staff and contractors are given the appropriate information and passes/tickets they will require in order to set-up and/or enter the showground** (NB Tickets and passes required Showday only; Traffic Plan required for set-up and take-down as well)

**IF YOU DO NOT RECEIVE A PACK BY 01 SEPTEMBER PLEASE CONTACT THE OFFICE.**

**Please note: We are a registered charity (Charity No. 1007948) and therefore unable to provide a discount on the above schedule of costs for trade stands.**

# 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.**