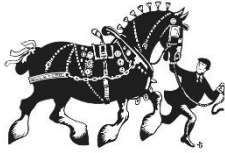


**Saturday 9th September 2017**



**THE ROMSEY SHOW**  
EST. 1842

FOR OFFICE USE ONLY

Confirm App. Received

On SMACS

STAND NO.

Paid (£)

Receipt Sent

Paid by:

**SHOPPING & CRAFT  
BOOKING FORM**  
(Closing Date 1<sup>st</sup> July 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>
Describe your business/products in 30 words or less for your free entry in our show guide:	

**Enter your requirements in the table below: EARLY BIRD – FULL PAYMENT BY 31<sup>st</sup> MAY 2017.**

**Size of Pitch** - Each space is **3m frontage x 2.4m depth**. The marquee will be divided into spaces, with open fronts & sides, marked and numbered. Exhibitors **MUST** display their name plate above their pitch and keep within their booked and marked area.

<b>1 Selling face ONLY - £150 per space OR Early Bird Discount £135</b>	<b>No. Required</b>	£
<b>2 Selling sides CORNER - £185 per space OR Early Bird Discount £166.50</b>		£
<b>Chairs @ £5.00 each</b>		£
<b>6ft Tables @ £10.00 each</b>		£
<b>Electricity @ £75.00 (max 16amp split over 2 items)</b>		£
<b>Additional Admission Wristbands @ discounted rate of £13.60 each.</b>	<b>No. of Wristbands</b>	£
<b>Website Link @ £25.00      www.</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 PAYMENT FORM on page 3.</b>	<b>GRAND TOTAL</b>  £
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Have you exhibited at the show before? (please circle)  If no, please include a website link and/or photos of your stand.	YES / NO
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<b><u>ENTRY WRISTBANDS &amp; VEHICLE LABELS</u></b>	
A single stand will be issued with <b>1 vehicle pass</b> (for the vehicle ONLY) & <b>3 wristbands</b> (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.	
Additional trade vehicle labels will be issued at the discretion of the Show Secretary. Any staff vehicles not carrying stock will need to go into the public car park and walk through to the showground.	
<b>ALL vehicles MUST be off the showground by 8:30am on show day and may NOT return until after 6pm.</b>	
<b>WRISTBANDS AND VEHICLE PASSES ARE ESSENTIAL FOR ACCESS TO THE SHOWGROUND.</b>	

Special requirements: .....

**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.**

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

Date: .....

Signature: .....

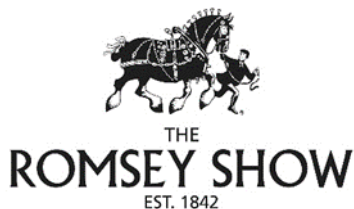
<p><b>EARLY BIRD discount prices ONLY apply if FULL payment is received by 31<sup>st</sup> May 2017</b></p> <p><b>CLOSING DATE for applications 1<sup>st</sup> JULY 2017</b></p> <p><u>All applications MUST include:</u></p> <p><input type="checkbox"/> A Payment Form (page 3)</p> <p><input type="checkbox"/> A Risk Assessment (pages 5-6)</p> <p style="text-align: center;">Personal Generators are <b>NOT</b> permitted in the marquee.</p> <p>Water will be available nearby. The sale of refreshments is NOT permitted; facilities are provided by caterers on the show ground. Please see the Trade Regulations for more information.</p>
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**Interested in advertising in our Schedule or Show Guide?**

Call Graham Walton Publishing on 01749 880 181

**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

# Shopping & Craft Exhibitor Payment Form



(Please include this form with your Booking 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:**

<input type="checkbox"/> <b>BACS Payment</b>		
Date Payment will be/has been submitted:		
Payment reference used/to be used:	S/	
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.**