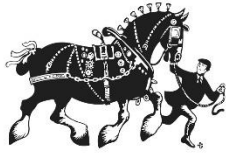


Saturday 14th September 2019



THE
ROMSEY SHOW
EST. 1842

Office use only:

Confirmed rec.	Paid (£)	SMACS	Stand no.
Receipt	scanned		
Power	Chairs	Tables	
EHO	Generator	Website	Overnight

**FOOD ZONE
BOOKING FORM**

Please complete in BLOCK LETTERS. CLOSING DATE 31st July 2019

Trading Name:	Contact Name:
Address:	Telephone:
	Mobile Number:
	Email:
Postcode:	Website:
Twitter:	Facebook:

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 2019.</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 31/05/19</p>	<p>Cost if payment is received ON or AFTER 31/05/19</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</p> <p>Trade from one-side FRONT ONLY</p>	<p>£155</p>	<p>£170</p>	
<p>3m front x 3m depth</p> <p>Trade on 2 sides – a CORNER position</p> <p>NB: Spaces are limited – book early</p>	<p>£205</p>	<p>£225</p>	
<p>Do you intend to be trading under your own gazebo in the marquee?</p>	<p>YES</p>	<p>NO</p>	
<p>Outside Space</p>			
<p>3m x 3m grass area, no cover</p> <p>Trading 3m frontage</p>	<p>£105</p>	<p>£115</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.</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>		
<p>Note – From 2018 Personal Petrol generators are NOT permitted on site – Please refer to the Exhibitor Terms & Conditions</p>		
<p><u>FURNITURE</u></p>	<p>Number Required</p>	
<p>6 foot tables @ £10 each</p>		<p>@ £10 each £</p>
<p>Chairs @ £5 each</p>		<p>@ £5 each £</p>

WRISTBANDS & VEHICLE LABELS

A single stand will be issued with 1 vehicle pass & 2 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.

ALL vehicles (unless they are part of your stand and included within the space booked) **MUST be off the showground by 8am on show day and may NOT return until after 6pm.**

WRISTBANDS AND VEHICLE PASSES ARE ESSENTIAL FOR ACCESS TO THE SHOWGROUND.

VEHICLES REMAINING ON SITE

Please state here how many of your vehicles will remain on your pitch during the show: _____
(Outside pitches ONLY)

Additional Entry Wristbands

Available at a discounted rate of £14.50 each.

_____ @ £14.50 each £

Website Link

A link between our website and yours for £25.

WWW.
@ £25

£

(Please complete the FOOD ZONE EXHIBITOR PAYMENT FORM on PAGE 5)
GRAND TOTAL:

£

ARRIVAL ON THE SHOW GROUND:

You may arrive before show day and set up your stand from 12 noon on Wednesday 11th September 2019. Electricity, if you have booked it, will be available from 12 noon Friday 13th September 2019.

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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Staying Overnight on Site:

The Romsey Show does not offer any overnight accommodation, however due to fire regulations, in case of an emergency, if you do intend to stay overnight please complete the details below. Any Exhibitor we do not have details for may be asked to leave the site by Security. If arrangements change between submitting the application form & the Show, please contact the Show Office by Monday 9th September 2019 with details.

Exhibitor:	
Emergency Mobile Number & contact name:	
Number of people staying on site overnight:	
Date(s) staying on site <i>Please select date(s)</i>	Thursday 12 th September 2019 Friday 13 th September 2019
Please select the relevant type of overnight accommodation:	Staying within trade stand Staying in a caravan Staying in a tent Staying in a stock vehicle

Please note – Exhibitors may only stay overnight within their allocated trade stand pitch (Outside pitches only) or alternatively in Trade Park 1. Exhibitors are not allowed to stay overnight within Show marquees. Please read the Exhibitor Terms & Conditions 2019 for more details on overnight arrangements that Exhibitors must adhere to.

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)
- 2019 Exhibitor Health & Safety Assessment Questionnaire (pages 7 and 8) signed
- 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:

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

Communications Policy By Signing below, you agree that The Romsey Agricultural & Horse Show Society may use any personal contact information you provide in order to contact you in the future about The Romsey Agricultural & Horse Show Society future shows, show news and related events.	
Terms & Conditions Agreement By signing this application, you agree to having read the Exhibitor Terms & Conditions 2019 and agree to abide by them.	
Signed:	Print name:
Date:	Company name:

Please send all forms & FULL payment to us by 31st July 2019.

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

Interested in advertising in our Schedule or Show Guide?

Call Graham Walton Publishing on 01749 880 181



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Food Zone Exhibitor Payment Form

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

Closing Date – 31st July 2019

EARLY BIRD discount ONLY applies if FULL payment is received by 31st May 2019

Company Name:	
Total Payment Due:	£

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

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

<input type="checkbox"/> Payment by Credit/Debit Card – PLEASE ONLY SEND YOUR FORM VIA POST if you wish to include card details for payment	
Card Number:	
Expiry Date:	Security Code (last 3 digits):
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 and this form will be shredded once payment has been processed.



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2019 Exhibitor Health & Safety Assessment Questionnaire

This form is part of your application and therefore must be fully completed and returned with the rest of your application to the Show Office. Where evidence is requested (i.e. Public Liability Insurance), this must be available for inspection at all times whilst on the show site.

It is your responsibility to ensure that suitable and sufficient risk assessments are carried out to cover your operations and activities at our Show. You are also required to consider the risk of fire within your stand / structure. Failure to comply with reasonable health and safety precautions may result in you being removed from the site.

Company Name:	
Name of Onsite Manager:	
Emergency on-site Telephone Number:	
Please provide a description of the product(s) on display and / or activities taking place. Please include the intended size and structure of your stand / unit:	

Insurance			
1.	Do you hold Public Liability Insurance to cover your attendance at the Show? <i>(Evidence of this insurance must be available during the Show)</i>	Yes	No
	Name of Insurer:	Amount of Cover (£):	The Policy Term: (Date from – Expiry date)

Risk Assessment		
Have you completed a full and thorough risk assessment covering your stand / structure set up, break down and the operations you intend to undertake? This must include (but not limited to): Vehicle movements, erection of marquee / stand, work at height (including the use of ladders), use of machinery, manual handling, slips, trips & falls, hazardous substances, adverse weather conditions etc. (Evidence of this assessment must be available during the Show) Visit www.hse.gov.uk if you require a Risk Assessment Template.	Yes	No

General		
Do you intend to dig, excavate or, pin into the ground to such a depth that you may come into contact with underground services such as cables or pipework? If yes, please contact the Show Office for advice of procedures.	Yes	No

Catering			
If you are providing catering (food / drinks), are you registered with your local authority?	Yes	No	N/A
Name of Authority Registered with:			
Do you hold a Food Hygiene Rating?	Yes	No	N/A
	Rating Held		
Will you be selling alcohol? If so, have you obtained a TEN's licence from the relevant Authority? <i>(Evidence of this must be available during the Show)</i>	Yes	No	N/A

Fire Assessment			
Are the structures, roofing, walls and fittings of your stand / unit flame retardant?	Yes	No	N/A
Will exits be maintained and kept unobstructed at all times?	Yes	No	
Do you have an adequate number of fire extinguishers / fire blankets available for easy use?	Yes	No	N/A
Has your firefighting equipment been tested in the last 12 months?	Yes	No	N/A
Have your staff been made aware of what to do should an incident occur? Do they know how to raise the alarm, evacuate the stand / unit and operate the firefighting equipment supplied?	Yes	No	N/A
Have you identified all ignition sources and ensured they are kept away from combustible / flammable materials?	Yes	No	N/A
Do you have sufficient refuse bins and ensure all refuse is kept away from your stand/ unit?	Yes	No	
Have any portable appliances been PAT tested by a qualified person in the last 12 months?	Yes	No	N/A
Are you aware that PETROL generators are NOT permitted on site?	Yes	No	
Are you using a diesel generator on site?	Yes	No	
Are you aware that you must not stock certain items such as: fireworks, garden flares, candles, tea lights etc.?	Yes	No	
If staff are sleeping within the stand / unit is a working smoke detector fitted and, are exit routes maintained throughout the evening / night?	Yes	No	N/A
Are you aware that open fire, naked flames are not allowed on the showgrounds (without prior permission from Show management)?	Yes	No	
If you have answered "No" to any of the above questions, please provide details of the actions taken to avoid any dangerous situations arising (excluding Diesel generator use):			
Will you be using LPG gas within the confines of your stand / unit? If "Yes", please answer the following questions:		Yes	No
Do you have an inspection / gas safety certificates for the appliances / pipework and are all hose connections made with "crimped" fastenings? <i>(Evidence of this must be available during the Show)</i>		Yes	No
Are the cylinders kept outside, secured in the upright position and out of the reach of the general public?		Yes	No
Are appliances fixed securely on a firm non-combustible heat insulating base and surrounded by shields of similar material on three sides?		Yes	No
Are the cylinders located away from entrances, emergency exits and circulation areas?		Yes	No
Are the gas cylinders readily accessible to enable easy isolation in case of an emergency?		Yes	No
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
Do you ensure that only those cylinders in use are kept at your unit/stall? <i>(Spares should be kept to a minimum and in line with any specific conditions for the event)</i>		Yes	No
Is a member of staff, appropriately trained in the safe use of LPG, present in the unit / stall at all times?		Yes	No
DECLARATION: I / we hereby confirm that we will take all due care and diligence with regards to the health, safety and fire risks on our stand / unit and, will have all requested documentation (see above) available for inspection whilst at the Show and, have informed all onsite staff (including any appointed contractors) of this assessment.			
Date Completed:			
Stand / Unit Responsible Person:			
Signature:			

For completion by Show Office only:		Initials:
Have all sections of this questionnaire / assessment been completed?	Yes / No	
Is further information required from the Exhibitor / Trader?	Yes / No	
Approved for entry onto the Approved Exhibitors / Traders List?	Yes / No	