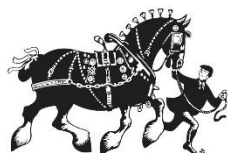


Saturday 14th September 2019



THE
ROMSEY SHOW
EST. 1842

FOR OFFICE USE ONLY			
Confirmed Rec.	Paid (£)	SMACS	STAND NO.
Receipt	Scanned	Power	
Generator	Website	Overnight	

OUTSIDE TRADE BOOKING FORM

(CLOSING DATE 31st July 2019)

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).

FRONTAGE Metres	DEPTH Metres	CORNER YES / NO	£
Additional Admission wristband(s) @ discounted rate of £14.50 each. (These will be posted with the trade pack to the above address)		Number of Wristbands	£
Website Link @ £25.00		YES / NO	£
GRAND TOTAL (The Society is not VAT registered and endeavours to use this application as a receipt/invoice where possible). Please complete the TRADE EXHIBITOR PAYMENT FORM on PAGE 5			GRAND TOTAL £

Additional Trade Stand Information

Have you exhibited at the show before?	YES / NO (If no, please include your Website and/or photos of your exhibit)
When do you intend to set up?	
How many vehicles (if any) will remain on your stand during the show? These vehicles will be issued with a specific permit & MUST fit in the space booked. No unauthorised vehicle movement between 8am – 6pm.	
Special Requirements (please put here if you would like to go in a similar location to last year* (2018 Exhibitors only), priority FOR 2019 locations will be given to applications received by 15 th June 2019):	
*Whilst we do our best to accommodate requirements, we cannot guarantee this, as it depends on the site layout for 2019.	

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 box below.

Any Exhibitor we do not have details for may be asked to leave the site by Security/Show Officials. If arrangements change between submitting the application form & the Show, please contact the Show Office by Mon 9th September 2019 with details.

Exhibitor & main contact name:	
Emergency Mobile Number:	
Number of people staying 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 sleep overnight within Show marquees.

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

By signing this application, you agree to having read the Exhibitor Terms & Conditions 2019 and agree to abide by them.

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.

Signature: **Date:**

CLOSING DATE for applications 31st JULY 2019

(Early Bird closing date – 31st May 2019– Full payment MUST be included)

For returning 2018 Exhibitors – deadline for requesting a similar location to last year is 15th June 2019

All applications MUST include:

- The Trade Exhibitor Payment Form (page 5)
- The Health & Safety Exhibitor Questionnaire 2019 (pages 7 & 8) signed.

Please return the application to the Show Office either via post or email to info@romseyshow.co.uk

NO PETROL ARE GENERATORS PERMITTED ON SITE. Please ensure you have read the 2019 Exhibitor Terms & Conditions.

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 www.romseyshow.co.uk

OUTSIDE TRADE STANDS – SCHEDULE OF COSTS 2019

Size of Site		Standard Pitch		Corner/End Pitch		Show Passes	Vehicle Labels
Front	Depth	If payment received by 31 st May 2019*	If payment received after 31 st May 2019	If payment received by 31 st May 2019*	If payment received after 31 st May 2019	(to include any drivers)	Each label is for the vehicle ONLY – NOT the driver.
3m	x 6m	£140	£155	£170	£190	3	1
6m	x 6m	£200	£235	£260	£285	3	1
9m	x 6m	£300	£330	£370	£410	4	1
12m	x 6m	£370	£420	£460	£510	4	1
15m	x 6m	£455	£505	£550	£610	4	1
18m	x 6m	£540	£580	£625	£675	5	1
6m	x 12m	£315	£350	£425	£485	4	2
9m	x 12m	£470	£525	£575	£640	5	2
12m	x 12m	£550	£615	£675	£745	5	2
15m	x 12m	£660	£735	£800	£885	5	2
18m	x 12m	£705	£785	£855	£950	5	2
24m	x 12m	£825	£925	£1,005	£1,110	5	2

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 31st May 2019.

IF YOU DO NOT RECEIVE A TRADE PACK BY 06 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.



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Trade Exhibitor Payment Form

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: 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. For safety do NOT email.			
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 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 the 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: <small>(Date from – Expiry date)</small>

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. <small>(Evidence of this assessment must be available during the Show) Visit www.hse.gov.uk if you require a Risk Assessment Template.</small>	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	
Do you intend to use 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 generators 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>(Spare 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:			<i>Initials:</i>
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	