

**Saturday 14<sup>th</sup> September 2019**



**THE ROMSEY SHOW**  
EST. 1842

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

**SHOPPING & CRAFT BOOKING FORM**

(Closing Date 31<sup>st</sup> July 2019)

<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 2019.**

<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 £170</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 £14.50 each.</b> (each stand will be allocated 2 free wristbands)	<b>No. of Wristbands</b>	£
<b>Website Link @ £25.00</b> <b>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>GRAND TOTAL</b>
<b>Please complete the PAYMENT FORM on page 3.</b>		£
<b>Size of Pitch</b> - Each space is <b>3m frontage x 2.4m depth</b> . Spaces are next to each other & Exhibitors must not exceed the pitch area.		

Have you exhibited at the show before? (please circle) If no, please include a website link and/or photos of your stand.	YES / NO
<b>Returning 2018 Exhibitors</b> – Tick here if you would like a similar location to your 2018 pitch. Providing the design of the marquee does not change, 2018 Exhibitors will be given priority for applications (inc. payment) submitted by 15 <sup>th</sup> June 2019. <input type="checkbox"/>	
<b>VEHICLES</b> <b>ALL vehicles MUST be off the showground by 8am on show day and may NOT return until after 6pm.</b> <b>WRISTBANDS AND VEHICLE PASSES ARE ESSENTIAL FOR ACCESS TO THE SHOWGROUND ON SHOW DAY.</b>	

**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 in the boxes below. Any Exhibitor we do not have details for may be asked to leave the site by our Security. If arrangements change between submitting the application form & the Show, please contact the Show Office by Mon 9<sup>th</sup> September 2019 with details:

Exhibitor:	
Emergency Mobile Number:	
Number of people staying on site overnight:	
Date(s) staying on site <i>Please select date(s)</i>	Thursday 12 <sup>th</sup> September 2019 Friday 13 <sup>th</sup> 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 in Trade Park 1. Exhibitors are not allowed to sleep overnight within Show marquees. Please read the 2019 Exhibitor Terms & Conditions for more details on overnight arrangements that Exhibitors must adhere to.

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

**By signing this 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

**Date:** .....

**Signature:** .....

<p align="center"><b>EARLY BIRD discount prices ONLY apply if FULL payment is received by 31<sup>st</sup> May 2019</b></p> <p align="center"><b>CLOSING DATE for applications 31<sup>st</sup> JULY 2019</b></p> <p><u>All applications MUST include:</u></p> <p><input type="checkbox"/> A Payment Form (page 3)</p> <p><input type="checkbox"/> 2019 Exhibitor Health &amp; Safety Assessment (pages 5-6) signed</p> <p>Personal Generators are <b>NOT</b> permitted in the marquee.</p> <p>Water will be available nearby. The sale of refreshments is <b>NOT</b> permitted; facilities are provided by caterers on the show ground.</p>
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**Return to:** The Secretary, Romsey Show, 4 The Old Carhouses, Broadlands, Romsey, Hampshire SO51 9LQ



# Shopping & Craft Exhibitor Payment Form

THE  
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(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 2019**

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:	
Do you require an invoice prior to payment:	<b>YES / NO</b>
<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> – 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):	
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.*



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**Blank Page (Back of Payment Form)**

## 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.

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

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
<b>Name of Insurer:</b>		<b>Amount of Cover (£):</b>	
		<b>The Policy Term:</b> (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 <a href="http://www.hse.gov.uk">www.hse.gov.uk</a> 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	N/A
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	N/A
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	N/A
Are you aware that you must not stock certain items such as: fireworks, garden flares, candles, tea lights etc.?	Yes	No	N/A
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	N/A
If you have answered "No" to any of the above questions, please provide details of the actions taken to avoid any dangerous situations arising:			
<b>Will you be using LPG gas</b> 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	
<b>DECLARATION:</b> 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.			
<b>Date Completed:</b>			
<b>Stand / Unit Responsible Person:</b>			
<b>Signature:</b>			

<b>For completion by Show Office only:</b>		<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	