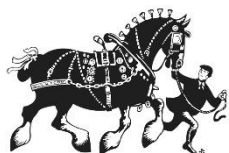


Saturday 14th September 2019



THE
ROMSEY SHOW
EST. 1842

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

PUBLIC CATERING CONCESSION BOOKING FORM

CLOSING DATE 31st MAY 2019

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

Bottled Water

Hildon Ltd have exclusive water pouring rights for the 2019 Romsey Show. **Any water sold by Exhibitors MUST be from Hildon Ltd.** The Romsey Show will pass details provided on this application form to Hildon Ltd, who will contact you regarding any orders/delivery.

Prices to order from Hildon Ltd (Inclusive of delivery):

- 500ml PET – 24 bottles - £6.03
- 330ml PET 30 bottles - £6.66

The Romsey Show have put a maximum re-sale cap of £1.50 per bottle for the 500ml and £1 per bottle for the 330ml. Prices will be checked by Stewards on the day.

Describe your business in 30 words or less for your free entry in our show guide:

Pitch Fee

A non-returnable deposit according to pitch size (as listed below) **PLUS 20% of your takings, less the deposit post-show.**

The additional commission, over and above the deposit, must be paid to the Show Office no later than 1 calendar month after show day.

NB. Units (including tow bars, refrigerated vehicles, storage, water etc.) must be kept within the site boundary.

Please tick the appropriate option below:

- Up to 4m frontage x 6m deep - **£300 (plus 20% minus £300)**
- 4m to 6m frontage x 6m deep - **£400 (plus 20% minus £400)**
- 6m plus frontage – **By negotiation.** (Please contact the Show Office first)

Please write down your estimated Day/Time for Arrival:

You may set-up from 12 noon Thursday (booked electricity available from 12 noon Friday 13th Sep)

Website Link A link between our website and yours for £25.	www.	@ £25	£
Additional Entry Wristbands Available at a discounted rate of £14.50 each.		_____ @ £14.50 each	£
Electricity Booking	If you require electricity, fill in the Electricity Booking Form on Page 6 & return with application		£
			Enter total amount due for electricity here:

Total Payment: Please do NOT include your payment with your application. All applications will be reviewed, and accepted caterers will be sent an invoice for payment.

£

Position

Positioning of catering units will be at the discretion of the Show Office. There will be Food Courts around the showground.

Type of unit (please tick):

Tent/Gazebo Trailer Driven Vehicle Other (please Specify)

FOOD ZONE

If you are a returning Exhibitor and would **prefer to be in the Food Zone**, please tick here:

ENTRY WRISTBANDS & VEHICLE LABELS

Allocation of wristbands & vehicle labels is based on the size of your pitch, as per the table below:

<u>Size of Pitch</u>	<u>Number of Entry Wristbands</u> (to include the driver)	<u>Number of Vehicle Labels</u>
Up to 4M	3	1
Between 4m and 6m	4	1
Over 6m	TBC with the Secretary	TBC with the Secretary

If you have more than one stand, you will be issued additional wristbands/ vehicle labels on a pro-rata basis. Wristbands & Vehicle labels are essential for entry on show day.

VEHICLES REMAINING ON SITE

Please state here how many of your vehicles will remain on your pitch during the show: _____

Note – A parking permit will be issued for vehicles remaining on the showground between 8am – 6pm. Any vehicles on the showground **NOT** displaying this permit **MUST** be parked in the Trade Parking area or the Public Car Park.

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 & main contact name:	
Emergency Mobile Number:	
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 2019 Exhibitor Terms & Conditions for more details on overnight arrangements that Exhibitors must adhere to.

With your Booking Form, you must enclose:

- 2019 Exhibitor Health & Safety Questionnaire (pages 4 & 5) signed.
- Full list of products for sale on show day, with prices to be charged. Water **MUST** be Hildon Ltd only and following the pricing structure listed on page 1.
- If you are new to the show - images of your trading unit, or a link to your website with photos

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 showground, irrespective of your time of arrival.

Bar Concessions

Bar Concessions on the main showground have been tendered for 2019.

To the Romsey Show Secretary:

Please reserve space at the Romsey Show as indicated on the attached preceding/above pages.

Sorry, but applications will not be accepted for review without a signature.

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.

By signing below, you agree that The Romsey Agricultural & Horse Show Society may pass your contact details to Hildon Ltd to contact you regarding orders/delivery of water to be sold at the 2019 Show and that only Hildon branded water will be sold from your pitch. Hildon Ltd will not pass on your details to any third party.

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:

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 Show Guide?

Call Graham Walton Publishing on 01749 880 181

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? <small>(Evidence of this must be available during the Show)</small>	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	

2019 The Romsey Show Public Catering Concession – Electricity Booking Form

You provide	We Provide						
		13A Plug £75 each	Qty Needed	Name of Appliances	Wattage (If known)	Cost per Unit	Additional Information (Max draw 2,900w @ 13A)
		16A Plug £75 each	Qty Needed	Name of Appliances	Wattage (If known)	Cost per Unit	Additional Information (Max draw 3,600w @ 16A)
		32A Plug £100 each	Qty Needed	Name of Appliances	Wattage (If known)	Cost per Unit	Additional Information (Max draw 7,300w @ 32A)
		3phase Plug Please specify: 16, 32 £160 each (depending on location) 63 or 125 £POA	Qty Needed	Name of Appliances	Wattage (If known)	Cost per Unit	Additional Information

Exhibitor Name:

Showground position (Office to complete):

Total Cost for Electricity Booking: