



President: Viscount Boyne DL
Chairman: Mary Williams
Show Manager: Glenys Allen

January 2018

Dear Exhibitor,

Re Burwarton Show - Thursday 2 August 2018 - Shopping Arcade

I have pleasure in enclosing the Trade Stand Application Pack for 2018 which includes:

Application Form*	Insurance Indemnity*	Risk Assessment'
Safety Policy	Fire Safety Policy	

Please ensure that the forms marked with an * above are completed in full and returned to the Show Office duly signed by the person responsible for the stand by 31 March 2018. You will be advised whether your application has been successful by the end of April and invoiced at that time. Any space not paid for in full by 30 June 2018 will automatically be re-allocated.

All exhibitors are responsible for their on-site contractors and staff and for ensuring that they are competent to carry out the work required on site. Please note that Enforcement Officers can visit the site pre-show and your contractors may be asked to produce their Health and Safety paperwork. Please ensure that they are given the correct stand number and location on site.

For Catalogue advertising please contact Graham Walton direct on 01749 880191.

Whilst overnight security will be on site from Monday 30 July through Thursday 2 August inclusive, exhibitors are responsible for taking adequate security precautions on their stand during this period.

We look forward to welcoming you to Burwarton Show on 2 August.

Yours sincerely

Glenys Allen
Show Manager

SHOWGROUND POSTCODE WV16 6RP

CONDITIONS OF SITE HIRE 2018

Until acceptance of the application is made in writing by the Show Manager no hiring contract will be created whether or not booking fees are banked.

APPLICATION AND BOOKING

All applications must be submitted on the appropriate form and reach the Show Manager no later than 31 March 2018. The allocation and positioning of sites will be at the discretion of the Society, although every endeavour will be made to meet any requests made by an exhibitor regarding the position of their stand. Unless requested otherwise, full exhibitor details will be listed in the Show Catalogue. Half or full page advertisements may be inserted. For details please contact: sales@gwpublishing.co.uk.

PASSES AND ENTRY

Exhibitor passes will be issued as follows, 2 people passes plus 1 trade vehicle pass for each stand. Additional tickets may be purchased before Show Day at pre-show prices. **To avoid delays and to gain entrance to the showground ensure that you have sufficient vehicle and people passes clearly displayed.**

OPERATION OF SITE

Exhibitors may commence work on their stand on the Tuesday prior to Show Day or earlier by arrangement with the Show Manager. **ALL STANDS MUST BE FULLY ERECTED AND ALL VEHICLES REMOVED FROM THE SHOW GROUND BY 9.00AM ON SHOW DAY. DISMANTLING MUST NOT COMMENCE BEFORE 6.00PM.** Equipment must be completely cleared by 12 noon on the Saturday following Show Day. Note: the Showground is in use from the Friday following the Show for the YF Charity Dance. Care should be taken not to cause damage to the showground by heavy vehicles. Exhibitors and their employees must act at all times in accordance with the directions of the Stewards of the Society. Exhibitors will be responsible for damage caused by themselves or their employees contravening these directions. All trade vehicles must be parked as directed on Show Day.

CATERING

In order to protect our public catering concession agreement with K & C Yarwod Ltd., exhibitors are requested to restrict provision of refreshments to clients/customers only and not to general public. Exhibitors offering catering will be sent a set of Food Hygiene forms with their acceptance letter for completion and return to the Show Manager. These forms will then be sent to the designated Shropshire Council Public Safety Officer for review and approval. Shropshire Council Health and Safety Officer and/or the Society may inspect the stand site at any time to ensure the safe and hygienic operation of the site and compliance with the conditions of site hire before, during and after the Show. Directions given by Shropshire Council Health and Safety Officers and/or the Society must be complied with immediately. It is the responsibility of each trader whose activities on Show day fall within the remit of the Licensing Act 2003 to obtain an appropriate Temporary Event Notice and forward a copy to the Show Manager.

SAFETY

Trade exhibitors are responsible for the provision of fire and safety equipment on their stands, which must fully comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005. LPG. Exhibitors must ensure that their gas appliances have been recently examined and tested by a competent Gas Safe registered person and labelled to show the examiner's name and date of examination. We may ban the use of any appliance which does not comply or breaches the safety regulations. Written approval must be obtained from the Show Manager before any gas appliance is used. Empty and full cylinders must be kept separately outside the tent. The equipment must be installed in a safe area away from the public and shielded from the canvas. Stewards have the authority to require the immediate cessation of the use of any gas appliance. ELECTRICAL. All electrical installations must comply with the current Health and Safety regulations and the use of mobile/portable generators must be in accordance with **Section 2 of the Health and Safety at Work Act**, i.e. maintained in safe working order and guarded to prevent injury. **All electrical equipment used on the showground must display a current PAT certificate.**

CHILDREN. It is the responsibility of exhibitors to prevent children climbing on exhibits.

GENERAL

The Society reserves the right to cancel bookings and refuse applications for trade stand space where payment has not been received by 30 June. Where an exhibitor cancels the space reserved for them for any reason after 1 June they will forfeit 10% of the total hire charge. If cancellation takes place after the 30 June the total hire charge will be forfeited. In the event of Show cancellation, the Society's responsibility is limited to refund of hiring charges. The Society accepts no responsibility for consequential loss incurred by traders. All raffles draws and tombola are strictly forbidden. The release of balloons is strictly forbidden. Leaflet distribution, and the placing of leaflets on windscreens, is strictly forbidden anywhere on the showground or in the car parks. No exhibitor may sub-let their stand or part thereof without written permission of the Show Manager. Any exhibitors providing regulated entertainment, music, etc. on their stand must advise the Show Manager in advance of the nature of the proposed entertainment. They must ensure that they obtain the appropriate licence which is to be displayed on the trade stand and ensure that no disturbance is caused to other exhibitors, and must, at all times, comply with the directions of the Stewards of the Society. Exhibitors are requested to have litter completely cleared from their stands by 10am on the Friday after Show day.

SECURITY

The Society accepts no responsibility for security of the stands, equipment, stock, cash and/or any other property of the exhibitors, who must arrange their own insurance cover including public liability insurance. The indemnity form must be completed and returned with the application. Insurance must be valid for 2 August 2018.

**BURWARTON SHOW 2018 VAT Reg. No. 275658711
APPLICATION FOR SHOPPING ARCADE**

NAME OF TRADER
 NAME OF CONTACT (IF DIFFERENT FROM ABOVE)
 TYPE OF EXHIBIT
 ADDRESS
 POST CODE TEL. NO
 MOBILE E-MAIL

All prices + VAT

ORDER	NUMBER	PRICE	TOTAL
Stand area of 3.5m x 3.7m		£108.00	
Electric plug for demonstrating		£40.00	
6ft trestle table each		£3.75	
3ft round plastic table each		£4.00	
Bistro chair white plastic		£1.50	
Extra tickets (purchased prior to the Show)		£12.50	
Internet access for card payments (iZettle, PayPay Here, Wifi PDQ)		£20.00 per device	
		TOTAL	
		VAT 20%	
		TOTAL	
		TICK IF ENCLOSED	

THIS FORM IS NOT VALID UNLESS COMPLETED IN FULL AND SIGNED.

REMEMBER TO RETURN YOUR INDEMNITY AND RISK ASSESSMENT FORM WITH APPLICATION.

YOU ARE ADVISED TO KEEP A COPY OF THIS FORM. PLEASE COMPLETE AND RETURN TO SHOW OFFICE NO LATER THAN 31 MARCH.

DO YOU INTEND TO USE ANY FORM OF GAS APPLIANCE? **YES/NO** (delete as appropriate)
 ONE VEHICLE PASS AND 2 EXHIBITOR PASSES WITH EACH STAND.

CHEQUES Payable to B.D.A.S. by 30 June at the very latest. (Post dated cheques will not be accepted). OR by BACS on receipt of booking confirmation and invoice.

I hereby apply for trade stand space at Burwarton Show on 2 August 2018 and if accepted agree to abide by the conditions laid down. I have received and read the **Safety Policy and Fire Safety** documents and will draw attention of my employees, sub-contractors and anyone working on my behalf to the requirements.

I agree to details of my company being included in the Show Catalogue. YES/NO (Delete as appropriate)

Name..... Signed

Position in Firm Date.....

OFFICE USE ONLY

PLEASE RETURN TO:
 THE SHOW OFFICE, BURWARTON,
 BRIDGNORTH, SHROPSHIRE WV16 6QJ

INVOICE DATE	PAYMENT DATE
TICKETS ISSUED:	

PLEASE COMPLETE, TEAR OFF AND RETURN TO THE SHOW OFFICE