

EQUIPMENT ORDER FORM AND PRICE LIST

LIST OF MARQUEES AND ANCILLARY EQUIPMENT WHICH CAN BE HIRED FROM OUR CONTRACTOR, HENMANS OF HEREFORDSHIRE - 01568 708872.

ONCE YOUR TRADE STAND SPACE HAS BEEN CONFIRMED IN WRITING BY THE SHOW MANAGER. YOUR ORDER WILL BE SENT DIRECT TO RAY CHIU AT HENMANS OF HEREFORDSHIRE FOR PROCESSING AND INVOICING..
(Ray Chiu - ray@henmanmarquees.com. Telephone: 07767165377).

ALL MARQUEES AND ANCILLARY EQUIPMENT ORDERED THROUGH HENMANS MUST BE FULLY PAID FOR AT LEAST 30 DAYS PRIOR TO SHOW DAY.

No Required	Item Required	Price
.....	3m x 3m frame structure	£120.00 per unit
.....	5m x 6m frame structure	£260.00 per unit
.....	5m x 9m frame structure	£300.00 per unit
.....	6m x 6m frame structure	£280.00 per unit
.....	6m x 12m frame structure	£360.00 per unit
.....	6ft trestle tables	£3.75 each
.....	3ft round tables plastic	£4.00 each
.....	5ft round tables wooden	£5.50 each
.....	Bistro chairs white plastic	£1.50 each
.....	Screening per metre (Picket fence)	£15.00 per 6 ft panel
.....	Flag pole	£25.00 each
.....	Banner rails (3m sections)	£25.00 each

All above prices are subject to VAT.

Minimum order - Tables (any size) x 10 • Chairs x 25

IF YOU ARE HIRING A MARQUEE FROM THE ABOVE LIST
PLEASE INDICATE THE POSITION REQUIRED ON YOUR PITCH

FRONT

BACK

CONTACT NAME:

COMPANY NAME:

TEL. NO:

MOBILE:

EMAIL:

This order will be forwarded to our contractor, Henmans of Herefordshire, who will invoice you direct for the items ordered above.

Tradestand Number
(To be completed by the Show Society).



BURWARTON SHOW

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

January 2018

Dear Exhibitor,

Re Burwarton Show - Thursday 2 August 2018 - Trade Exhibition Space

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

Burwarton and District Agricultural Society

The Show Office, Burwarton, Bridgnorth, Shropshire WV16 6QJ
Tel: 01746 787535

Email: info@burwartonshow.co.uk **Website:** www.burwartonshow.co.uk

A Company Limited by Guarantee Company Reg. No. 2088026 Registered Charity No. 518459

TRADE STANDS - 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.

TRADE STAND AREA: 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. All exhibitors must ensure that their displays, tents, vehicles, etc. are sited within the perimeters of the marked out areas of their stand. Please ensure that you order sufficient space to meet your requirements. Exhibitors may commence work on their stand on the Monday prior to the Show day, or earlier by prior arrangement with the Show Manager. **ALL STANDS MUST BE FULLY ERECTED AND ALL VEHICLES REMOVED FROM THE SHOWGROUND BY 9.00AM ON THE SHOW DAY. DISMANTLING OR MOVING OFF FROM THE SHOWGROUND ON SHOW DAY MUST NOT COMMENCE BEFORE 6.00PM.**

Equipment must be completely cleared by 12 noon on the Saturday after Show day. 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 car and machinery retailers who intend to sell their products should, if at all possible, display new. Any second hand goods to be displayed should be of nearly new condition. The only exception being a product of interest which enhances your display. All exhibitors are responsible for their staff and/or contractors and for ensuring that they are competent and/or qualified to carry out the work required on their trade stand site during the build period, day of Show and breakdown period.

PASSES AND ENTRY: Trade exhibitor passes will be issued as follows, 2 people passes for each 5 metres of frontage, maximum 12 passes. 1 trade vehicle pass for 5 metre frontage. 2 trade vehicle passes thereafter. Passes for catering staff are not issued free of charge. **Additional people passes may be purchased at pre-show prices (see application form).** All vehicles not parked within the confines of the trade stand must be parked on the trade stand car park. **To avoid delays and to gain entrance to the showground ensure that you have sufficient vehicle and people passes clearly displayed.**

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.

NAME OF COMPANY
 NAME OF CONTACT
 ADDRESS
 POST CODE TEL. NO
 MOBILE E-MAIL
 TYPE OF EXHIBITION (e.g. Caravan)
 NATURE OF GOODS TO BE SOLD/DISPLAYED.....
 SPECIAL REQUESTS.....

(The Society will make every effort to meet such requests, however if not possible for any reason, then the committee's decision will be final.)

All prices + VAT

FRONTAGE	FRONTAGE REQUIRED	PRICE	PLEASE TICK	TOTAL Ex VAT
Main Show Field Frontage: Minimum of 5 metres (to include enough space for pegs and guy ropes if required). Depth: 9 metres.	5 metres	£125.00		
	6 metres	£144.00		
	7 metres	£163.00		
	8 metres	£177.00		
	9 metres	£191.00		
	10 metres	£205.00		
	12 metres and over at £19.00 per metre metres @ £19.00		
ELECTRICITY @ £80.00 (a 13 amp supply)		£80.00		
EXTRA TICKETS @ £12.50 + VAT each		No..... @ £12.50		
Internet access for card payments (iZettle, PayPay Here, Wifi PDQ)		£20.00 per device		
DO YOU INTEND USING A GENERATOR			YES NO	TOTAL
DO YOU INTEND USING A GAS APPLIANCE			YES NO	
DO YOU INTEND PROVIDING REFRESHMENTS TO CUSTOMER/CLIENTS			YES NO	
ENCLOSURES: Insurance Indemnity Risk Assessment				VAT
Invoice will be issued on acceptance of application for payment by cheque, payable to B.D.A.S., or by BACS by 30th June 2018.				TOTAL
				TICK IF ENCLOSED

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.....

THIS FORM IS NOT VALID UNLESS COMPLETED IN FULL AND SIGNED.
 PLEASE READ ALL NOTES ON 'CONDITIONS OF SITE HIRE' BEFORE COMPLETING.
 SEE OVERLEAF FOR ADDITIONAL EQUIPMENT ORDER FORM.
 YOU ARE ADVISED TO KEEP A COPY OF THIS FORM

OFFICE USE ONLY

TS 2017	TS 2018	INV. No.	DATE OF PAYMENT
TICKETS ISSUED:			

PLEASE COMPLETE, TEAR OFF AND RETURN TO THE SHOW OFFICE