



## COVERED TRADE STAND APPLICATION FORM 2019

<b>CONTACT DETAILS</b> (Please complete in BLOCK CAPITALS)	
Name of Company or Individual:	
Address:	
Post Code:	
Contact Name:	E-Mail:
Telephone:	Mobile:
Website:	
Brief Description of business / products offered (15 words maximum)	

**THE ABOVE DETAILS WILL BE PRINTED IN OUR SHOW GUIDE AND CATALOGUE**

**PLEASE ENSURE YOU RETURN YOUR COMPLETED TRADE STAND APPLICATION FORM,  
BOOKING FORM, RISK ASSESSMENT AND RELEVANT PAYMENT**

**Please tick payment method below:**

- 25% Deposit (balance required no later than 1<sup>st</sup> June 2019) **Deposits are non-refundable.**
- Paid in Full
- Cheque enclosed - made payable to MAS Limited
- BACS – please email remittance to office@melplashshow.co.uk  
Sort Code 82 64 15 A/c No 40016658 A/c Name MAS Ltd
- Credit/Debit card – please ring 01308 423337 with card details

**I have read and understood the Melplash Agricultural Society Limited trade stand notes and conditions and hereby undertake on behalf of myself / ourselves and all persons in my / our employment to abide by the terms and conditions.**

Signed ..... Print Name ..... Date .....



## COVERED TRADE STAND BOOKING FORM 2019

Please complete in full and return with completed Application Form,  
Risk Assessment and relevant payment.

Please tick if you would like the same site as 2018

If you would like an alternative site please telephone the office to discuss availability.

STAND TYPE AND SIZE	UNIT PRICE	NO. REQUIRED	TOTAL
FOOD HALL 3M X 3M	£125.00		
CRAFT & TRADERS MARQUEE 3M X 3M	£115.00		
OPEN BAY 3M X 3M	£160.00		
COOKING CHARGE Food Hall marquee only (If you are selling food for immediate consumption)	£125.00		
EXTRA PASSES (reduced rate)	£12.00		
<b>TOTAL</b>			

**ELECTRICITY IS AVAILABLE AT EXTRA COST – PLEASE CONTACT THE OFFICE FOR A BOOKING FORM OR  
DOWNLOAD FROM OUR WEBSITE.**

**2 FREE PASSES WILL BE SUPPLIED PER 3M X 3M STAND BOOKED, IF ADDITIONAL PASSES  
ARE NEEDED PLEASE ORDER ABOVE.**

Please note that MAS Limited is not required to charge VAT.

Will you be staying on site the night before the show? **YES / NO** (please delete as applicable)



## COMPULSORY RISK ASSESSMENT FORM

THIS FORM MUST BE RETURNED WITH YOUR TRADE STAND APPLICATION

In order to comply with the statutory regulations of the Health and Safety at Work Act 1974, all exhibitors, displays and stand holders are required to complete a Risk Assessment form to be returned together with the Trade Stand Application.

The Health and Safety Risk Advisors must know in advance of any **HAZARDS** being introduced to the Showground, aiming to pre-empt potential incidents and reduce the risks of accidents. Alternatively, you may send us details of your existing Health and Safety arrangements for attending Show grounds. In particular, the following should be declared:

### HAZARDS – PLEASE CONSIDER ALL POSSIBLE RISKS INCLUDING:

Slipping / Tripping e.g. Guy Ropes, pegs	Sharp instruments, blades and sharp edges
Vehicles e.g. tractors, fork lifts, cranes, trucks	Fumes / Fuel spillages
Vans, cars, motorcycles and quad bikes	Gas, gas cylinders, LPG
Electricity Generators	Water boilers / Ovens / Hobs
Hot Fluids e.g. refreshments	Fire Risk e.g. rubbish & flammable substances
Display boards, racks and cabinets	Moving parts on machinery

### FIRE ASSESSMENT

**A FIRE EXTINGUISHER MUST BE PROVIDED AND A FIRE RISK ASSESSMENT UNDERTAKEN BY ALL EXHIBITORS**

Hazard	Persons at Risk	Controls to minimise risk
Are you operating a generator?  <b>YES / NO</b>		
Are you serving hot food or drinks?  <b>YES / NO</b>		
LPG (Liquid Petroleum Gas) on site? <b>All Gas pipes MUST be crimped</b>  <b>YES / NO</b>		



Please identify other possible Hazards

Hazard	Persons at Risk	Controls to minimise risk

**CONTACT DETAILS** (Please complete in BLOCK CAPITALS)

Name of Company or Responsible Individual:

Address:

Post Code:

Name of Insurer:

Policy Number:

Signed:

Print Name:



### TRADE STAND NOTES AND CONDITIONS

1. The siting of Trade Stands will be at the discretion of the Society. No Trader has the right to claim a particular site. Where possible however, the Society will endeavour to allocate previous sites to traders of long standing, if requested.
2. Should an Exhibitor withdraw from the Show, or cancel the space reserved for them for any reason, all fees paid shall be forfeited and the Society reserves the right to re-let such space.
3. Any space allotted which is not occupied by 8.00 a.m. on Show Day will be considered not required. The Society reserves the right to re-allocate such space. No stand holder will be permitted to sublet or exchange a stand or charge for admission to any stand, or permit anyone else to use any part of the stand without prior agreement with the Secretary.
4. The Committee reserves the right to refuse any application without giving a reason and to cancel or postpone the show for whatever reason.
5. The fee paid is for space only. Exhibitors (with the exception of the Craft & Traders Marquees, Food Hall and Open Bays) must find their own tent or covering. Tents may be hired from the Society's contractor, V.I.P. Marquees, Tel: 01392 833924. All tentage must comply with the latest fire safety regulations.
6. Frontage booked must include an allowance for outside tent guy ropes (if used) and for the drawbars of display caravans. When calculating space for display caravans, please allow sufficient space to manoeuvre the caravan into position without interfering with adjacent sites. No part of the caravan, tent, etc. is allowed to overhang the avenue.
7. SILENT generators WILL be allowed, provided they are kept within the pitch site and do not cause excessive noise, smell or smoke. NO PETROL GENERATORS ARE PERMITTED. The Secretary reserves the right to forbid any generators that, in her opinion, do not comply with the above restrictions. Exhibitors must not use a Public Address system on their site or adopt any offensive practices which will cause annoyance to neighbouring exhibitors.
8. A TRADE VEHICLE PASS will be issued to each stand holder to admit a Trade Vehicle to unload in the Showfield. (An additional Trade Vehicle Pass will be issued for each booking of 20 metres frontage or over.) Once the vehicle has been unloaded, it must be removed to an outside car park as soon as possible and by 8.00 am on Show Day at the latest. No trade vehicle will be allowed to stay on the showfield unless it forms part of the Trade Stand. Vehicles causing an obstruction in any form may be towed away.
9. The Showfield will be open for the erection of Trade Stands for three days prior to the Show with overnight security on the site from 6pm the day before. PLEASE NOTE THAT EVERY STAND MUST BE COMPLETED BY 8AM ON SHOW DAY AND THE DISMANTLING OF TRADE STANDS MUST NOT START BEFORE 6PM ON SHOW DAY. Please note that there is 24 hour access to the Showfield at all times, but authority to enter will be checked by security when it is operational.
10. Every site must be cleared by 5pm on Saturday after Show Day. Traders are reminded that they are responsible for clearing ALL litter in the vicinity of their stand. Skips hired by the Society will be positioned around the Showground for the disposal of reasonable amounts of litter. Any excessive amounts MUST be removed from the site by the Trader. A CHARGE WILL BE MADE IF THE SOCIETY IS REQUIRED TO REMOVE EXCESSIVE LITTER FOUND ON ANY SITE.
11. Traders may not sell goods or distribute literature or advertising material outside the area of their trade stands.
12. No political trade stands or propaganda will be allowed. NO TYPE OF CHEAP JACK, TOUTING, HAWKING OR AUCTIONEERING OR ANY OTHER UNSUITABLE ACTIVITY IS PERMITTED, INCLUDING CREATING EXCESSIVE NOISE (e.g. MEGAPHONES, MICROPHONES OR ANY OTHER LOUD HAILER DEVICE) LOTTERIES, DRAWS OR RAFFLES OF ANY SORT IN ANY CIRCUMSTANCES ARE NOT ALLOWED. The Society reserves the right to Close any stand whose activities are not in the interests of the Society.
13. Dogs must be kept under control and on non-retractable leads at all times. Owners will be held responsible for any fouling that occurs and will be expected to clean up after their pets. Dogs are not allowed in the Livestock lines or Food Hall. Please do not leave your dog unattended in a vehicle.



14. If livestock form part of your exhibit please ensure this is indicated on your trade stand application and permission from the Secretary is obtained. Exhibitors must comply with DEFRA, veterinary and other regulations which apply to animals being brought to the showground. The showground holding number is 11/052/8000.
15. The sole rights of selling teas, luncheons and refreshment on the grounds are sold and no-one will be permitted to supply these without the consent of the Secretary. Trade exhibitors who wish to provide catering facilities for their clients or customers free of charge are reminded they must comply with current Food Hygiene Regulations and have completed a risk assessment. It is the responsibility of exhibitors to comply with the Licensing Act 2003.
16. CATERING – Any food or beverage sold is not to be consumed on the premises (or likely to be) without prior permission of the Secretary. Exhibitors are reminded they must comply with current Food Hygiene Regulations and have completed a risk assessment.
17. Liquefied Petroleum Gas – please indicate on the risk assessment if you intend using LPG. **Under no circumstances are jubilee clips to be used.** Please ensure that all tubing is secured by crimped clamps only and they must be tight. All gas appliances coming onto the Show ground **must** hold an annual gas safety inspection certificate carried out by a registered and competent Gas Safety Engineer. The Show will audit this documentation and it should be available on request. All cylinders are to be located outside the marquee structure in the open air on firm, level ground and secured firmly in the vertical position away from any unauthorised interference.
18. Traders are strongly advised to insure against fire and other appropriate risk not only regarding their own property but also against any third party claim. **Provision of a fire extinguisher on the stand is now the Agricultural Show Association policy.** Traders are required to provide one on each stand. The Society reserves the right to close down a Stand without the appropriate fire extinguisher. Officials of the Society and representatives of the Fire Service may inspect any stand and shall be entitled to order the immediate removal of any equipment or structure which, in their opinion, constitutes a fire hazard. All exhibitors are to abide by current legislation regarding fire safety; further information can be obtained from [www.fire.gov.uk](http://www.fire.gov.uk).
19. All machinery must be protected from the general public in accordance with HSE regulations.
20. The Society accept no responsibility whatsoever for any theft/damage to stands or their associated exhibits and exhibitors and stand holders MUST hold relevant insurance. HSE requirements and where necessary, Public Health Certificates must be met. All exhibitors are responsible for ensuring safe working practices are followed by themselves, their employees, agents and contractors. Current food safety legislation must be adhered to by all catering sites and those offering food by way of hospitality. The Society will not be held responsible for damage caused to sites during the pre- and post-show periods and will not undertake to make good such damage.
21. Save for death or personal injury caused by the negligence of the Committee, its servants or agents, the Committee will not be responsible for death, injury, disease damage, or loss caused to any Trader or his or her servant or agent or to any animal, article, plant, machinery or thing of whatever nature brought on to the Showground by the said Trader from whatever cause death, injury, disease, damage or loss arises. (Save as aforesaid) the Trader shall indemnify the Committee against all claims, damages and expenses whatsoever in any way arising out of the presence of the Trader, his servants, agents, exhibits, vehicles or equipment on the Showground and shall assume full responsibility therefore.
22. Exhibitors must have Employer's Liability Insurance to satisfy Health & Safety requirements. Where an exhibitor does not have Employer's Liability cover because they rely on self-employed persons or volunteers they must have Public Liability cover. All trade stand holders must have a minimum of £2.5 million public liability insurance cover. Public Liability cover provides protection for claims made by visitors to the area of an exhibitors stand. This is particularly important where volunteers of self-employed persons are working for an exhibitor since there is a duty of care to these persons as they are treated as employees. The Consumer Protection Act came into force in 1988 and makes the retailer of a defective product strictly liable to any person injured by it. It is therefore necessary for all exhibitors to have Product Liability cover. Exhibitors must insure his / her exhibits whilst on the showground. This includes fixtures and fittings and take out adequate third party insurance in respect of the exhibitors use and possession of the trade stand