



Dear Shopping Marquee Exhibitor

104th Ashby Show - Sunday, 15th July, 2018

SHOPPING MARQUEE STAND DETAILS

The 2018 Ashby Show will be held at Cattows Farm, Heather on Sunday, 15th July and we thank you for your continued support or for showing an interest in attending this year's event. We make sure our Shopping Marquee has a wide variety of exhibits and as it was fully booked by the end of June, early application is advisable to avoid disappointment. All Exhibitors will be listed in the Show Guide (except for applications received after 11th June, 2018).

Ashby Show is a traditional one-day agricultural show, and with an average attendance of 15,000 is considered to be one of the best in the country. It retains strong links with agriculture and helps to promote a link between town & country. A wide range of entertainment and displays is being arranged again and our livestock classes remain a very important feature and there are many showing classes for cattle, sheep, horses as well as show jumping. These along with all the other side attractions will provide something for everyone attending the show and - for you the exhibitor - provides an extremely good market place for the promotion and sale of a wide variety of goods to the farming and general public.

All exhibitors MUST complete and sign the Risk Assessment & Fire Risk Assessment form and return this with their booking form and remittance to Lesley Whitaker. Unfortunately, we will not be able to accept any applications without this form or remittance.

Ashby Show is going from strength to strength and we look forward to receiving your booking and seeing you at the 2018 Show.

Yours sincerely

Jane Harding
Secretary

ASHBY-DE-LA-ZOUCH & DISTRICT AGRICULTURAL SOCIETY

Terms & Conditions covering Shopping Marquee Exhibitors

1. **Application:** Exhibitors for the Shopping Marquee must complete the Booking Form, Risk & Fire Risk Assessment Forms and forward them to Jane Harding at Several Woods Cottage, Heath Lane, Boundary, Swadlincote, Derbys, DE11 7AZ together with the appropriate fees. Every Exhibitor shall be deemed to have read and understood these Terms & Conditions. Early application is advised as stands are limited and will be allocated on a first come first served basis. Receipted invoices will be issued on receipt of payment.
2. **Exhibits:** Shopping goods may be exhibited and sold in the Shopping Marquee on payment of the following fees:- Stands - approximately 3m frontage x 2m depth - £60.00. This charge includes one table, 6' long x 2', two chairs. There will be a charge of £10 for a 240-volt electricity supply if required but exhibitors should provide their own adapters and extension cables. Exhibitors who wish to erect tall backboards to their stands must state this on their application form, so that they can be allocated a stand that does not obscure other stands. Exhibitors, who have not booked in advance, will not be allowed to exhibit.
3. **Exhibitor's Responsibilities:** The Society will not be responsible in any way for any article, plant, machinery or object of any kind exhibited on the Showground. The Exhibitor shall assume full responsibility therefore, including liability for all claims arising out of the exhibition, handling or housing of such exhibits and the conduct of the Stand generally. The Exhibitor shall indemnify the Society against all claims, damages or expenses whatsoever in any way arising out of the presence of the Exhibitor or his exhibits on the Showground. Acceptance of the foregoing provisions shall be a Condition of Entry. Exhibitors **MUST** take out Comprehensive Insurance for Public Liability, Products Liability & all other risks, including Fire & Loss of Business not only as regards their own property, but also against any third party claims. Any exhibitor employing people **MUST** have Employer's Liability Insurance to satisfy Health & Safety requirements.
4. **Cancellation of Space:** All persons who have booked and paid for stands and subsequently cancel the booking or fail to exhibit shall forfeit all fees and charges paid. The Society reserves the right to sub-let such space.
5. **Sub-Letting or splitting stands.** Sites may not be transferred and no Exhibitor shall sublet or exchange or part with the possession of the site or stand allocated to him, without the written authority of the Secretary.
6. **Allocation of Exhibitor Tickets:** Exhibitors will be sent out tickets and vehicle passes as stated on the Shopping Marquee Form. Please note that no one will be allowed onto the showground without a ticket or vehicle pass. Under no circumstances will refunds be made to exhibitors or their staff that arrive at the entrance without tickets and have to pay to gain admission to the Show at the full rate. The Society cannot be held responsible for lost or forgotten exhibitor tickets.
7. **Site Preparation & Completion:** The Shopping Marquee will be open on the Saturday afternoon prior to the Show for exhibitors to begin preparation of their stand. Exhibitors wishing to bring exhibits to their stands on the morning of the Show may do so, but not later than 7.30am. **The staging of all stands must be completed by 8.30am on the day of the Show.**
8. **Temporary Structures:** Any temporary structures, including tents, gazebos, etc, must be securely fastened and guy ropes or fastening down straps must be protected to avoid injury to the general public. Any flagpoles, banners or any other such structures, above 2 metres must be securely anchored. All stands will be inspected on the day of the Show by the Health & Safety Representative from the Show Committee.
9. **Dismantling of Stands:** Exhibitors must not commence dismantling any part of their stand exhibit before 5.30pm, without the permission of a Society Officer. No vehicles will be admitted to the Showground between 7.30am and 5.30pm on Show day. No vehicle either delivering or collecting goods on the Showground shall be driven at speeds in excess of 10mph.

10. **Parking:** When staff or volunteers have finished setting up stands, all vehicles must be removed from the showground and taken to the carparks provided. **Stands must be completed by 8.30am and all vehicles, which are not part of the stand, must be removed from the Show area by 8.00am. Any late arrivals will not be allowed on the showground after 8.00am and will have to carry their exhibits from the allotted carparks.** Staff or volunteers ‘manning’ your stand on Show Day must park in the public car parks. An Exhibitors pass does not allow the vehicle to remain in the Show area or avenues after 8.00am. **No parking will be allowed in the show area or avenues during the Show** and in the interests of safety, the Ground Stewards will strictly enforce this Rule. Exhibitors should inform their staff and contractors of these Rules. The Showground must be cleared by dusk on Monday, 16th July, 2018. All exhibitors are strongly encouraged to display their name on their stands.
11. **Hire Equipment:** Chairs and 6ft trestle tables will be supplied on each stand. Please note that there is no Public Telephone on the Showground. Water will be available on site.
12. **Security:** Although security staff will be on the Showground overnight on Friday, 13th July, Saturday, 14th July and Sunday, 15th July, exhibitors are solely responsible for the safe custody of their property. The Society and its Officers and Staff disclaim any responsibility and all liability in respect of loss (including damage, theft, fire, accident, etc). The Society strongly recommends that all Exhibitors arrange adequate insurance to cover any loss.
13. **Turf & Grass Cutting:** Exhibitors will not be allowed to remove turf or dig up ground in any part of the Show area, without the permission of a Society Officer. All holes must be filled in after use and turf replaced in a satisfactory manner. Exhibitors are responsible for the cutting of grass on their stand. All rubbish must be placed in receptacles provided for the purpose.
14. **Cheap Jack, Hawkers & Canvassers:** The Society and/or its appointed Officers have the power to expel from the Showground any Exhibitors or their representatives who shall call attention to their goods in a manner which may cause annoyance. Vendors of cheapjack articles, hawkers, commercial photographers and similar persons are not permitted to exhibit, and the selling of goods by auction, shouting or annoying behaviour is strictly forbidden. Canvassing of the general public in the avenues or car parks by issuing promotional leaflets, collecting monies, personal data or market research information is also forbidden.
15. **Food & Catering:** No exhibitor other than the Society’s appointed caterers and stands in the Marquees will be allowed to sell food or drinks for consumption on the Showground or Car Parks or any area controlled by this Society on Show day. The sale of ice cream, food and drinks will be strictly prohibited, unless this Society or its contractors have previously granted the Exhibitor a concession in writing. Exhibitors are at liberty to make such arrangements regarding hospitality catering on their own stands as they may wish but are reminded that they must conform to Food Hygiene Regulations. Any such food and drinks must be given away free to their invited guests, and not sold.
16. **Machinery in Motion:** Regulations applicable to machinery in motion, engines etc. a) only smokeless fuel will be permitted. b) All exhibits containing moving parts must be fitted with guards to comply with Standard Safety Regulations governing the particular exhibit. c) All shafting, belts, gearing or anything, which might be dangerous to the public, must be fitted with adequate guards. All tractors or power units fitted with implements or attachments, if working, must be effectively protected. d) While the Society reserves to itself the right of excluding any petroleum or spirit it may deem unsafe it in no way relieves the Exhibitor from responsibility in the event of an accident or fire. Exhibitors must conform to the Regulations relating to the transport of petroleum and the precautions to be taken against fire. e) Exhibitors of chainsaws may only give working demonstrations if special permission in writing is given by the Secretary. Such demonstrations must have adequate barriers to keep the public at a safe distance (at least 2 metres). To comply with regulations, a Health & Safety Risk Assessment form must be completed, signed and returned with this booking form.

17. **Fire Safety:** a) All exhibitors are required to supply a suitable fire extinguisher/s in the interests of fire precautions. b) All stands using bottle gas are required to have the installation checked by a qualified fitter to ensure that the apparatus is safely installed. Exhibitors must comply with the Health & Safety Executive Guidance Note CS8 (Small-scale storage & display of LPG at retail premises). The Society reserves the right of inspection by one of its Officials or a representative of the Civilian Fire Service of all marquees, stands and occupied areas, to ensure maximum safety against fire. Any decision made by the Society on the matters must be accepted as final. The Officials shall have the full authority to order the use of any appliance(s) or equipment to be discontinued immediately if in their opinion this constitutes a danger. c) Exhibitors will realise that these precautions are necessary in the interest both of themselves and the general public. d) Exhibitors must insure against fire, not only as regards their own property but against Third Party Claims.
18. **Disclaimer of Liability:** The Show, its' Officers or Servants shall not be responsible for any accident, damage or loss, however caused, that may occur to any exhibitor, or his servant, or to any article, animal or property brought into the Showground, or while entering or leaving the Showground. Each exhibitor shall be solely responsible for any loss, injury or damage that may be done to or occasioned by, arising from any machinery or other article, or any animal, or property exhibited by him. It is a condition of entry that each exhibitor shall indemnify and hold harmless the Show, the Society, its' Officers or Servants, from and against all actions, suits, expenses and claims on account of such damage, injury or loss.
19. **Right of Refusal or Removal:** The Society, through their Chairman, shall have full and free right to refuse to accept any entry, to cancel any entry after being made and accepted, to refuse admission to the Showground of any proposed exhibit and/or to remove, or order to be removed, at the risk and expense of the owner thereof any exhibit which has been admitted to the Showground. There shall be no obligation upon the Society or Show Committee to make or offer any explanation or reason for any such action and the Society or Show Committee shall not incur any liability or responsibility in this matter.
20. **Stop & Search:** The Society reserves the right to stop and search all vehicles entering or leaving the Showground.
21. **Postponement or Abandonment:** Exhibitors shall not have any claim against the Society or any member of the Society in respect of any loss or damage whatsoever consequent upon the Show or any part of it failing (for whatever reason) to be held or having to be abandoned.
22. **Compliance:** All Shopping Marquee exhibitors must be compliant with all current legislation and regulations relating to their business and the exhibiting of their business.
23. **Rules & Regulations:** All exhibitors and their representatives, entering the Showground, will be subject to the Rules and Regulations of the Society, which they are deemed to have accepted, and also to instructions of the Society's Officers and Staff.

104th Ashby Show - Sunday, 15th July, 2018

SHOPPING MARQUEE - Stand Application Form

Business Name of Exhibitor: (for printing in Showguide)

Address:

..... Post Code:

Contact Name: Email

Tel No: Mobile Tel No

Description of goods

(please note that in the event of a dispute, goods not described in detail on this form will risk being removed from the point of sale)

Have you any special requirements?

Size of Stand: Units are approx. 3m frontage x 2m depth and include a table 6ft x 2 ft and 2 chairs
Bookings for each unit include 2 Entrance Tickets and 1 Vehicle Pass

No of Units @ £60/Unit: £

Electricity supply (0 – 3KW) - £10 £

Extra admission tickets: Adult tickets @ £10.00 £

..... Senior Citizen @ £8.00 £

..... Child tickets @ £4.00 £

Show Guide Advert: Please reserve Size: £

(Full page - £195 Half page - £135 Quarter page - £65)

Please note that no Shopping Marquee Application Form will be accepted unless accompanied by the correct fee and completed Risk & Fire Risk Assessment Forms

Cheque BACS (please tick payment used) **TOTAL** £

Please make cheques payable to: Ashby Agricultural Society Ltd
Payment by BACS should be made to HSBC Bank plc, Ashby de la Zouch
Account No: 91480928 - Sort Code: 400831 Using Ref: SHOPPING

I hereby apply for a stand in the Shopping Marquee at the Ashby Show and agree to abide by the Terms & Conditions of the Society and to notify my/our representatives of them. I declare I have read/completed the health & safety risk assessment forms and so far as practicable, I have identified the hazards that may arise during the event and as far as practicable ensure that any identified hazards that may arise will be suitably and sufficiently controlled. I declare that I can provide, upon request, evidence of suitable and sufficient public liability insurance, risk assessments and control measures and any other relevant 'health & safety' documentation.

Name (please print) Position

Signed Date 2018

Please return this Application Form (with remittance & risk assessment form) to:-
Jane Harding, Several Woods Cottage, Heath Lane, Boundary, Swadlincote, Derbys, DE11 7AZ
Tel No: 01283 229225 info@ashbyshow.com

FOR SOCIETY USE

Form received Tickets Inv No

Fee received Veh Passes Mailed

Ashby Show - Sunday, 15th July, 2018

Risk Assessment Form Please complete in block capitals

Company Name:		
Address:		
Responsible Person:	Print Name:	Authorised Signatory:
Date Assessment undertaken:		
Location of Stand on Showground:	Stand Number (will be completed when known).	
Products to be exhibited:		

Public Liability Insurance	Insurance Company:	Policy No:
	Sum Insured: £	Expiry Date:

POTENTIAL HAZARD	HAZARD SEVERITY RATING	HAZARD PROBABILITY RATING**	PERSONS AT RISK	CONTROLS TO MINIMISE RISK

* Hazard Severity Rating:

- 1 - **Negligible** (remote possibility of harm) 2 - **Marginal** (slight injury, minor first aid)
 3 - **Slightly dangerous** (some injury, not too serious) 4 - **Dangerous** (serious injury, damage or death)

** Hazard Probability Rating:

- 1 - **Improbable** (unlikely to happen) 2 - **Remote** (may occur at some time)
 3 - **Possible** (likely to occur at some time) 4 - **Probable** (very likely to occur)

Fire Risk Assessment Form

Operational Activity (please indicate which description most reflects the activities on your stand)

Retail Outlet		Static Display		Demonstrations		Catering Outlet	
---------------	--	----------------	--	----------------	--	-----------------	--

Hazards associated with above activity:

Please tick the following if the hazards will form part of your stand during the Ashby Show

LPG		Dry Combustibles		Hot Surfaces		Food Prep.		Heat & Ignition Sources	
Highly Flammable		Electrical Equipment		Machinery		Dangerous Overcrowding			

Signature of responsible person (must be authorised company signatory)

.....

Ashby Show - Sunday, 15th July, 2018

Risk Assessment Guidelines

Guidelines for Trade Stand Exhibitors, all of who **MUST** complete the Risk Assessment & Fire Risk Assessment forms and return with their applications.

Using the guidelines show below please consider what risk there is to those building up Trade Stands and to members of the public during the Show. Outline the steps you propose to take to minimise that risk on the Risk Assessment form.

HAZARD (please use as a guide to complete 'hazard' column on risk assessment form)	
Look only for hazards, which you could reasonably expect to result in significant harm under the conditions in your workplace. Use these examples as a guide.	* Slipping/tripping hazards * Chemicals (e.g. Battery acid) * Moving parts of machinery (e.g. Blades) * Work at height (e.g. from mezzanine floors) * Pressure systems * Vehicles (e.g. fork-lift trucks) * Electricity * Dust (eg from grinding) * Fumes (e.g. vehicle engines) * Manual handling * Noise * Livestock on stand * Lifting operation
Fire Hazard	Combustible materials (rubbish, flammable substances, LPG etc) and ignition sources (flames, smoking etc)

WHO MIGHT BE HARMED? (Please use as a guide to complete 'persons at risk' column on risk assessment form)	
There is no need to list individuals by name – just think about groups of people doing similar work or who may be affected, eg	<ul style="list-style-type: none">• Office staff, Maintenance personnel, contractors• People sharing your work place – Operators, cleaners, members of the public <p style="text-align: center;">Pay particular attention to:</p> <ul style="list-style-type: none">• Staff with disabilities, visitors, inexperienced staff• Lone workers – they may be more vulnerable
Is more needed to control the risk? (Please use as a guide to complete 'controls to minimise risk' column on risk assessment form)	
For the hazards listed, do the precautions already taken:- * Meet the standards set by a legal requirement? * Comply with a recognised industry standard? * Represent good practice * Reduce risk as far as reasonably practicable?	
Have you provided:- * Adequate information, instruction or training? * Adequate systems or procedures? * In case of fire, a means of escape - Fire detection and alarms - Fire fighting equipment - Fire evacuation plan	

Show Guide Advertising

Taking out an advert is a cost-effective way of enhancing your presence at Ashby Show by bringing your name to the attention of thousands of visitors. Our A5 Showguide is going from strength to strength after its introduction in 2010. The **free** full-colour Show Guide will include full trade stand listings, entertainment timetable, showground map and lots of other key information. It is a quality publication that is retained for future reference long after the Show.

The guide will be given out free to all visitors to the Show on show day.

Advert Size - A5 Booklet Full Page: £195 Half Page: £135 Quarter Page: £65

Please book and reserve your advert on the Shopping Marquee application form and you will be contacted later for your advert details.