



**Whitacres & Shustoke**  
HORTICULTURAL SOCIETY



**Saturday 13<sup>th</sup> July 2019**

# Tradestand / Craft Marquee Application Form

<b>Name</b>			
<b>Trading Name:</b>			
<b>Address</b>			
<b>Telephone</b>		<b>Email</b>	
<b>Description of Goods to be sold/displayed:</b>			
<b>Preferred area of show (please circle)</b>	Charity Village *	Trade village	Craft Marquee
<b>Open Space:</b> please indicate ✓ 3m x 3m                      £50 <input type="checkbox"/> 6m x 3m                      £80 <input type="checkbox"/> 9m x 3m                      £100 <input type="checkbox"/> 6m x 6m                      £120 <input type="checkbox"/> <b>Price includes 2 entry wristbands and one vehicle pass</b> If you require a larger space, please contact me directly to discuss further		<b>Craft Marquee:</b> Please indicate ✓ Introductory offer (froze for 2019)    £40 <input type="checkbox"/> (trestle table included with price) <b>Charity Village</b> 3m x 3m (charity village)                      £30 <input type="checkbox"/> <b>Price includes 2 entry wristbands and one vehicle pass</b>	
<b>Total cost:</b> please complete Total cost of space required    £ _____ Extra wristbands (£8)            £ _____ Total amount enclosed            £ _____		<b>Payment options</b> <b>Bank transfer:</b> please transfer the total amount using the following details, (please include trading name as a reference) Account no: <b>16528260</b> Sort Code: <b>30-92-18</b> Cheques to be made payable to: <b>The Whitacres and Shustoke Horticultural Society</b>	

In order to reserve a space, the full payment must be received by the Trade Secretary at the address below with this completed application form together with a copy of your public liability insurance.

I have read and understand the regulations and conditions covering Trade Stands, Exhibits and Exhibitors included with this form and agree that the pitch/space applied for on this form, will comply with them at The Whitacres and Shustoke Annual Show. I undertake to notify my/our representatives or agents of them.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Please place entry form in a sealed envelope, and post to...

**Lisa Doody, 56 Parkhall Crescent, Castle Bromwich, Birmingham, B36 9SY**

**Please return before 15<sup>th</sup> June 2019**

Trade Stand Secretaries:

**Lucinda Rumble 07733 259646**

**Lisa Doody 07952 665702**

Email: [tradestands@whitacresandshustokeshow.co.uk](mailto:tradestands@whitacresandshustokeshow.co.uk)

**REGULATIONS AND CONDITIONS COVERING TRADE STANDS,  
EXHIBITS, EXHIBITORS AND PERFORMERS**

Please read these conditions carefully

1. Exhibitors attending The Whitacres & Shustoke Horticultural Society Annual Show at their own risk.
2. All Exhibitors have the responsibility to ensure that nobody is injured on their pitch. Therefore, all Exhibitors must complete a risk assessment to identify any potential risks and if applicable, take steps to reduce the likelihood of injury occurring.
3. All liability on Trade Stands/Exhibits/ performers lies with the particular exhibitor who is responsible for obtaining his/her own Public Liability Insurance.
4. The Society will not be responsible for any accident involving implements, machines or other articles belonging to any Exhibitor and it is a condition of entry that each exhibitor shall hold the Society blameless for, and indemnifies it against, any legal proceedings arising from any accident caused by exhibitors or their employees or exhibits.
5. Exhibitors must notify the Society before the Show if they wish to demonstrate and / or operate machinery. Exhibitors must provide the Society with a written risk assessment. The provision of such an assessment shall not imply any endorsement by the Society and the Society reserve the right to refuse permission to demonstrate and / or operate machinery.
6. All displays, exhibits and particularly moving machinery and electrical equipment, must comply with the appropriate healthy and safety and fire regulations and other regulations in force at that time.
7. Where tents are to be erected, sufficient space must be allowed to include tent guy ropes, as these cannot be allowed to project outside the area booked. Allowance must be made for vehicles and trailers which are part of the exhibit and also trailer drawbars. Please note sites are in the open, on grass.

8. Exhibitors must not commence dismantling any part of their trade stand exhibit , without permission of a Society Officer.
9. 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.
10. Sites may not be transferred, and no exhibitor shall sublet or exchange or part with the possession of the site or pitch allocated to him/her, without the written authority of the secretary.
11. The Society and/or its appointed officers have powers to expel from the showground and exhibitors or their representatives who shall call attention to their goods in a manner, which may cause annoyance. The selling of goods by auction, shouting or annoying behaviour is strictly forbidden.
12. Foodstuffs or drinks may only be provided for immediate consumption within stands for hospitality purposes. No food or drink may be sold or given away to the general public which is intended for immediate consumption. (Trade Stand holders, who provide foodstuffs for hospitality purposes, must ensure that their suppliers have all relevant food safety certifications).
13. It is the responsibility of all exhibitors to comply with all relevant Trading Standards and Environmental Health legislation in respect to their stands, exhibits and merchandise. Trading Standards Officers may visit trade stands during the Show and this is something which The Whitacres & Shustoke Horticultural Society has no control over.
14. No exhibitor will be permitted to arrange a stand or place signs in such a manner as to obstruct or inconveniently affect the display of any other Exhibitor. Signs and guy ropes must not be allowed to project beyond the space allocated. SPACE RESERVED MUST ALLOW FOR THIS. Infringements of this regulation will be dealt with by the Stewards, who are empowered to remove the cause of the offence or to have the stand rearranged at the expense of the Exhibitor.
15. Exhibitors will be responsible for the removal of all refuse from their site.
16. By law, all enclosed and substantially enclosed public spaces (THIS INCLUDES MARQUEES) must be kept SMOKE FREE. Council Smoking Inspectors, who are not employed by The Whitacres & Shustoke Horticultural Society, may attend and will issue a fine if someone is smoking in an enclosed area. The Whitacres & Shustoke Horticultural Society will not be liable for this fine.
17. All LPG cylinders should be located in open air, away from entrances, emergency exits, circulation areas and sources of ignition. The cylinders must incorporate pressure relief valves and be secured in an upright position. Appropriate firefighting equipment must be available and combustible materials should be kept away from cylinders and appliances. Exhibitors are advised to seek advice from the Fire master.
18. Please note that there are no public telephones on the showground. There is no electricity available on site. Water is available, but you are strongly recommended to bring bottled water.
19. All applications received are subject to the right of the Society to refuse an application on whatsoever grounds it considers necessary. The Whitacres & Shustoke Horticultural Society reserves the right to refuse or place limitations upon, any application for space and to return fees, in whole or in part, or otherwise deal with the application as they may consider advisable and that without providing any reasons therefore and without entering into correspondence.
20. 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.
21. All bookings are non-refundable.
22. No Exhibitor will be authorised to set up on the showground unless full payment has been received prior to the day and all relevant paperwork is completed.

## **ACCESS TO THE SHOWGROUND DURING THE SHOW**

THIS SECTION RELATES TO YOUR ENTITLEMENTS  
WITH REGARD TO VEHICLES AND ADMISSION AT THE SHOW

Please read carefully

- The show area will be open for the reception of trade exhibits, etc., on Friday 12<sup>th</sup> July between the hours of 14:00 and 20:00. There will be security staff on the showground overnight Friday 12<sup>th</sup> July, but exhibitors are solely responsible for the safe custody of their property, and 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 Trade Exhibitors arrange adequate insurance to cover any loss. Camping on the showground overnight on Friday 12<sup>th</sup> July is strictly prohibited.
- Exhibitors wishing to bring exhibits to their stands on the morning of the show from 07:30 am may do so, but not later than 9.30am, by which time all trade stands should be completed. ALL VEHICLES MUST BE REMOVED FROM THE SHOW AREA AND VENUES BY 09:30 am AND BE TAKEN TO THE TRADERS CAR PARK OR AS DIRECTED BY THE SOCIETY'S OFFICERS OR STAFF.
- Trader's car park is within a designated area in the public car park and is accessible during the show. A trade exhibitor pass does not allow the vehicle to remain in the showground or avenues after 09.30 am, except when the vehicle is part of the display on a trade stand site. NO PARKING WILL BE ALLOWED IN THE SHOW AREA OR AVENUES DURING THE SHOW, and, in the interest 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 Saturday 13<sup>th</sup> July. All exhibitors are strongly encouraged to display their name on their stands.
- Trade vehicle packs will be issued shortly before the show if full payment has been received. This will include your wrist bands (two) a program and any instructions for the show day. Extra wrist bands to gain entry need to be purchased beforehand Stewards within the Showground are empowered to authorize the removal of indiscriminately parked vehicles where their presence is likely to hinder the free movement of Priority and Emergency Services or otherwise cause public nuisance.