



TRADE STAND INFORMATION, REGULATIONS & APPLICATION FORMS

SHROPSHIRE & WEST MID SHOW
Saturday 21st and Sunday 22nd June 2008

THE SHROPSHIRE & WEST MIDLANDS AGRICULTURAL SOCIETY

Registered Charity No. 702372

The Agricultural Showground, Berwick Road, Shrewsbury, SY1 2PF
Tel: 0870 957 6444 Fax: 0870 957 6445 www.westmidshow.co.uk Email: enquiries@westmidshow.co.uk

Contents

	Page Number
General information	3-9
Fire precautions	10
Fire risk assessment form	13
Risk assessment form	14
West Mid Show - trade stands 2008	15
Banner advertising order form	16
Application for food hall trade stand	17-18
Order for electrical services to open spaced stands	19
Application for water supply	20
Application for trade space	21-22
Safety precautions	23

General Information

Trade space is available at a price per metre of frontage with a minimum of 2m. Depth available is 6m as a norm together with a limited number of 3m, 12m and 18m deep sites for general trade. Early booking is essential for these.

Gates will open to the general public at 9am and our last entertainment feature on Saturday will finish around 8pm and on Sunday about 7pm. Trade stands are required to remain open until 6pm and thereafter security is your own responsibility.

The enclosed provisional Showground plan identifies the areas for trade stands and any preference should be identified on the application form.

1. APPLICATIONS FOR SPACE

- a) All applications must be submitted on the appropriate entry form, **which must be signed by the exhibitor or his/her representative, the signature being an acceptance of the Regulations.** Please note all sites are bare ground unless otherwise stated.
- b) The Society reserves the right to refuse any entry whatsoever, whether received prior to the closing date for entries or not, and also reserves the right to cancel any entry which may have been accepted, without any reason being given.
- c) Space will not be reserved or particulars of entries printed until all charges have been paid. All fees must be paid at the time of making the entry or within 7 days of demand.

Please note that VAT is chargeable on the total fee and services for trade stands.

COST per metre frontage:

(All sites are on bare ground unless otherwise stated)

	Site depth	Price per metre of frontage
General	3m deep	£36.00 / m
	6m deep	£43.00 / m
	12m deep	£59.00 / m
	18m deep	£73.00 / m - PRIME SITE
Canvas Shedding in 3m x 3m bays		£55.00 / m (multiples of 3m only)
The stands consist of framework with roof and walls covered by canvas.		
There is a lace-up night screen. No floor or fittings are provided.		
Equestrian	6m deep	£35.00 / m
	15m deep	£53.00 / m
Agricultural Machinery	15m x 15m	£250.00 (or multiples thereof)

MARQUEES

Shropshire on Show Food Hall	3m deep	£60.00 / m
	3m deep	£66.00 / m

(Includes 1 x 13 amp socket)

2. OBSERVANCE OF REGULATIONS

All exhibitors, their contractors and employees shall be subject to the rules and regulations of the Society, while on the Showground as interpreted by the Council and the Stewards and Officials appointed by them.

3. DESCRIPTION OF EXHIBITS

Each exhibitor must complete a description of his/her exhibit, which will be published in the Show Catalogue free of charge. Please complete appropriate boxes on the trade form.

4. UNAUTHORISED TRADING

The Stewards and Officials have the power to remove from the Showground any exhibitors whose articles are not in accordance with the description given on the entry form, or any vendor of unauthorised articles who may have gained admission to the ground. The definition of what constitutes unauthorised articles shall rest entirely with the Stewards and Officials.

5. WITHDRAWAL OR CANCELLATION OF SPACE RESERVED

Where an exhibitor withdraws from the show or cancels the space reserved for him/her for any reason, all fees paid shall be forfeited. Any amounts outstanding must be paid. The Society reserves the right to re-let such space.

6. ALLOCATION AND OCCUPATION OF SITES

The allocation of sites and positioning of trade stand space will be entirely at the discretion of the Society although every endeavour will be made to meet any request made by an exhibitor regarding the position of the stand. The Society will only be responsible for providing the amount of space booked.

- a) Exhibitors booking open space must apply and pay for sufficient space for all stays or guy-ropes required for any building, tent or caravan to be erected on the space, or to move in a mobile exhibition unit.
- b) Boundaries of sites will be marked and in no circumstances will exhibitors be allowed to occupy a space larger than the one allocated to them.
- c) All stands and/or sites allocated to exhibitors will be clearly numbered by the Society. Stand number plates must not be removed, disturbed or obscured.
- d) Any stand, which faces or abuts more than one road or avenue, must be arranged so as not to have a blank side against the road or avenues.
- e) Exhibitors must site all tents and buildings on the back line of their site, and not on the flanks, to avoid obstruction of view on adjoining stands.
- f) Exhibitors must not move from or set up their exhibits in any place other than that allocated to them by the Society. Contravention of this regulation will render the exhibitor concerned liable to expulsion from the Showground.
- g) **NO EXHIBITOR SHALL SUB-LET ANY PORTION OF THE SPACE ALLOTTED TO HIM/HER.**
- h) The Society cannot undertake erection or work in connection with the preparation of stands. Exhibitors must make their own arrangements.
- i) The Society will not be held responsible for damage caused to sites during the pre-show period and will not undertake to make good such damage.

7. PREPARATION OF STAND

- a) Exhibitors may commence work on their stand area one week prior to the show or earlier by arrangement with the Secretary. Any necessary excavation exceeding 45cm (18") in depth must be approved by the Secretary before digging.
- b) Exhibitors using large mobile units should arrange to have these in position by the Wednesday prior to the show. This is especially important where it is necessary to encroach on adjoining stand space to manoeuvre the unit into position.

- c) During the week preceding the show, the Showground will be open from 8am - 5pm.
During the week of the show, the Showground will be open from 8am - 9pm.
- d) A ramp is sited outside the Showground immediately beyond Gate 2. The use of the ramp is prohibited between the hours of 4pm and 8pm on show days to avoid congestion.
- e) Any paint, varnish or other preparation used must be dry by 6am on the first day of the show.
- f) **All** exhibitors must provide a clear sign bearing the name of the firm or organisation as entered in their description. Trade stand signs must not be erected in such a way that they overshadow a neighbouring stand. Exhibits must be placed so that they do not obscure the name signs of adjacent stands.
- g) Flagpoles and other structures must be erected not less than 3m from any electricity or telephone wires or poles.
- h) Vehicles on tracks or spud wheels will not be allowed to move about the Showground but must be brought in on trailers or other pneumatic-tyred vehicles and unloaded directly onto the exhibitor's stand.
- i) **All exhibits must be arranged on the stands by 6pm on the day before the show.**
- k) Any exhibitor damaging the shedding or canvas in any way will incur a penalty of £100 plus the net cost of the repair of the damage, and the Stewards have the power to remove the exhibitor from the Showground.

8. DISMANTLING OF STAND

- a) Exhibitors or their contractors **may not commence dismantling any part of their stand whilst the show is open to the public. Vehicles for the removal of stands will not be allowed to enter the Showground under any circumstances before 7pm on the last evening or such later time as circumstances may require.**
- b) **Stands and all exhibits must be cleared from the Showground by the Friday lunchtime following the show. Demurrage charges may be rendered against exhibitors not complying.**
- c) All exhibitors not contracting with the Society who break the soil in the Showground for the purpose of fixing their exhibits, must restore the same within 5 days after the close of the show, by which time the site of the stand must also be cleared of all materials, rubbish, etc. Failing this, the Society will undertake the work and charge the expense to the exhibitor.

9. DELIVERY TO SHOWGROUND

Exhibitors are informed that goods and packages **CANNOT** be received by the Society and should not be sent to the Showground unless there is a representative on the stand to receive them.

10. TIMES OF OPENING - SHOW DAYS

All trade stands must be open and manned from 9am until at least 6pm.

11. CATERING

- a) Exhibitors are at liberty to make such arrangements regarding catering on their own stands as they wish, providing that no exhibitor **may sell or offer for sale** any food stuffs or beverages on his/her stand unless written permission has been obtained from the Secretary prior to the Show.
- b) Any exhibitor intending to provide catering must contact the Environmental Health Officer, Shrewsbury and Atcham Borough Council, The Guildhall, Frankwell Quay, Shrewsbury (Tel: 01743 281359) to ensure the necessary regulations are met.
- c) Exhibitors are asked to advise the Society if they are providing catering so that the necessary vehicle and staff passes are applied for. Trade exhibitors employing caterers must ensure that all catering staff are provided with tickets as the Society will not make special allowance for such caterers.
- d) Exhibitors requiring special deliveries to comply with Environmental Health Regulations must apply to the Society for the appropriate pass giving full details.
- e) Caterers and exhibitors providing meals and light refreshments must provide their own bins for waste food.
- f) **Any exhibitor found selling food items for consumption on the ground will be removed from the Showground.**

12. LITTER

Exhibitors are required to have their stands and the portions of their avenues and alleys adjoining their stands cleaned up each evening during the show before 7pm and the litter and refuse stacked ready for collection by the Society's contractors. Caterers and exhibitors providing meals and light refreshments must provide their own bins for waste food.

13. EXHIBITION OF LIVESTOCK ON STANDS

Exhibitors wishing to include livestock on their stands must first obtain the Society's approval. Details of animals to be exhibited must be sent to the Secretary not less than 60 days prior to the show, so that an Admission Order can be issued. It is the responsibility of the exhibitor to obtain any necessary permit (Movement Order from the Ministry of Agriculture Local Authority) as required, and to comply with any restrictions which may be in force at the time of departure to or at the show. It is an offence for an exhibitor to bring livestock to the show when restrictions are in force. Any exhibitor arriving with livestock to be displayed as part of their exhibit will be refused admission unless the necessary permission has been given.

14. REGULATIONS APPLICABLE TO MACHINERY IN MOTION, ENGINES ETC.

The use of smokeless fuel is only permitted during the times the show is open to the public. All exhibits containing moving parts must be fitted with guards to comply with standard safety regulations governing that particular exhibit. All shafting, belts, gearing or any moving part, which might be dangerous to the public, must be fitted with adequate guards. All tractors or power units fitted with implements or attachments must be immobilised whilst on display. All implements or attachments displayed in the raised position must have adequate physical supports. All vehicles in use must at all times be in the care of a competent person.

A risk assessment and safe working procedure must be forwarded to the Secretary with the application form for all demonstrations and exhibits with moving parts.

15. COLLECTIONS AND APPEALS

Charities or other Institutions wishing to make appeals for contributions to their funds must first obtain permission from the Secretary. If permission is granted, collections must not be made outside the limits of the Institution's own stand.

16. ADVERTISEMENTS

No exhibitor or other person shall be allowed to affix any placard or advertisement to any part of the Society's plant or premises unless permission to do so has been obtained from the Secretary, nor will any person be allowed to distribute handbills or display advertisements except on their own stand.

No kites or balloons will be allowed on the Showground and exhibitors may not freely distribute these from their stands. No exhibitor will be permitted to advertise by means of aircraft, loudspeakers or trailing banners.

17. NOISE & NUISANCE

Exhibitors must not use any noisy engines, generators, or any other offensive practices such as excessive methods of sale, shouting, etc. likely to cause annoyance to adjoining exhibitors. The use of amplified sound is forbidden unless prior permission in writing has been obtained from the Society. No mock or other forms of auction will be permitted without prior written consent of the Society.

18. PHOTOGRAPHERS

It shall be a condition of entry to the Showground and Car Parks, that no person shall ply for trade as a photographer, or solicit trade with visitors to the Show in any other capacity deemed by the Society's Officers to cause annoyance.

The Society reserves the right to expel from the Showground and Car Parks without repayment of the admission charge anyone who infringes this Regulation. Anyone wishing to take photographs of stands or animals must first obtain permission from the Commercial Director. By exhibiting at the Show you are agreeing to have photographs taken if desired and used for promotional use by the Society.

19. DOGS

Dogs are welcome on the Showground except in the livestock areas. All dogs must be kept on a lead at all times and owners are asked to clean up after them. Under no circumstances must dogs be left unattended in vehicles. We reserve the right to release animals from locked vehicles in the interest of animal welfare. The Society will not be responsible for the security of the vehicle or any damage that may occur.

20. EXHIBITORS TICKETS

- a) All trade exhibitors are required to pay Membership, which entitles them to Member's privileges.
- b) Two Exhibitors Admission tickets per stand will be issued for the use of exhibitors and their assistants during show days. No ticket is required for admission before the two days of the show. Additional tickets may be purchased at a cost of £12.77 + VAT.
- c) Exhibitors are asked to ensure that they advise the Society regarding catering staff ticket requirements (see para 11(c)).
- d) **Under no circumstances will refunds be made to exhibitors or their staff or representatives who arrive at the entrance without their ticket and have to pay for entry.**

21. VEHICLE REGULATIONS

Exhibitors are warned that strict control is exercised both at the gate and on the Showground regarding Vehicle Passes. They should therefore ensure that they apply for adequate labels and include any contractors they are engaging. **It is the exhibitor's responsibility to pass Vehicle Passes on to their contractors.**

a) Speed Limit and 'One Way' Traffic System

Whilst on the Showground no vehicle shall be driven at a speed exceeding **5 MILES per hour**. Drivers of vehicles are requested to note and comply with the one-way traffic system on the ground and avoid driving over other exhibitors' sites.

b) Exhibitor Vehicle Pass

Only vehicles bearing this pass will be admitted to the Showground during the build-up to the show and for dismantling. Exhibitors must therefore apply for the appropriate number for their staff and contractors. All other cars are to be parked in the Exhibitors' Car Park. An Exhibitor Vehicle Pass will NOT give access to the Showground on show days.

c) Trade Vehicles

Exhibitors' lorries remaining onsite over the show period must be parked in the Exhibitors' Car Park and not on the Showground, unless they form part of the trade stand. If in doubt please ask.

d) Show Days

No vehicles will be allowed to enter the Showground other than those delivering to stands for which a special pass has been obtained. Any vehicle found on the Showground not displaying the appropriate pass during this period is liable to be towed off the Showground by the Society and in these circumstances the Society will not be responsible for the security of the vehicle or any damage that may occur.

This regulation will be strictly enforced. Vehicles are not permitted to move about the Showground during the hours that the show is open to the public. Action will be taken against trade exhibitors or their employees contravening this regulation.

Exhibitors' Car Park passes are available at special rates (see trade form for price). One free Car Pass will be issued to each trade stand. Exhibitors requiring deliveries to their stands on either show morning must apply for a Trade Delivery Pass. **The vehicle must leave the Showground by 8.30am on the appropriate day.** Where it is unavoidable that a vehicle must be moved during the show's operating hours, it must be done under the direction of a Society steward in all circumstances.

Any passenger must be in possession of valid admission passes.

Separate application must be made for catering deliveries. See para 11(c.)

e) Caravans

Special passes at current prices are required for caravans unless caravans form part of the trade stand.

- f) Exhibitors are responsible for the vehicles of their staff and for any demonstrations or contractors connected with their stand.
- g) Caravans and awnings must be a minimum of 20ft apart. If this condition is ignored you may be asked to move.

22. WORKMEN AND ASSISTANTS OF THE EXHIBITOR

Exhibitors' assistants working on the Showground will be admitted without passes up to and including the day before the opening of the show provided they produce written authority from an exhibitor or his representative to whom an Admission Pass has been issued.

On the days of the show each assistant must be in possession of an official pass. **Under no circumstances will the Society issue free passes to persons bringing supplies into the Showground.**

23. RISK ASSESSMENT

Please complete and return along with the completed trade form. Failure to do so will result in trade information being returned and not processed.

24. ELECTRICITY

Power is available on the ground. The supply is 230 volt single phase, 400 volt 3-phase (AC), and application for same must be made directly to Shropshire & West Midlands Agricultural Society, Agricultural Showground, Berwick Road, Shrewsbury, SY1 2PF. Please be aware that there are overhead cables throughout the site. Particular attention must be paid when using ladders or telescopic devices. In damp conditions electricity can arc. Appropriate actions must be taken to avoid contact.

25. WATER

Applications for water supply and connection should be made directly to Shropshire & West Midlands Agricultural Society, Agricultural Showground, Berwick Road, Shrewsbury, SY1 2PF.

26. TELEPHONES

Applications for telephones should be made directly to British Telecom (reference: Shropshire & West Mid Show)

27. NON-COMPLIANCE WITH REGULATION

The Stewards or Officials have the power to order the removal of any article from the ground, or to close the stand of any exhibitor who does not conform to the regulations of the Society or the directions of the Stewards or Officials, and if necessary, to expel such exhibitor or his representatives from the showground without recompense.

28. RECOVERY OF FINES, FEES AND CHARGES

All fines, fees and charges shall be recoverable by the Commercial Director, and until payment is made persons owing them shall be debarred from exhibiting at the Society's Show.

29. RESPONSIBILITY OF EXHIBITORS

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 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 insure against fire, theft and damage not only as regards their property, but also against third party claims. (You may be asked to provide documentary evidence.)

30. DISCLAIMER OF LIABILITY

The Society will not be responsible for the death, injury, disease or loss caused to any exhibitor or to his or her servant or agent, or to any animal, insect, bird or thing of any nature whatever cause, if death or injury, disease or loss arises.

The exhibitor of any animal, insect, bird or thing of any nature whatever will indemnify the Society for any damage, loss, injury, or disease occasioned by the said exhibitor, his servant, agents, or by the said animal, insect, bird or thing, however such damage, loss, injury or disease shall be caused.

The Society will not be responsible for any claim unless it can be clearly determined it was the Society's liability.

31. INTERPRETATION OF CONDITIONS ETC.

The Society reserves to itself by its Council the sole and absolute right to interpret these or any other prescribed conditions and arbitrarily to settle and determine all matters, questions or differences in regard thereto, or otherwise arising out of, or connected with, or incidental to the show; also to restrict or curtail the size or scope of the show as may be necessary through any cause whatsoever; to postpone or abandon the show; or relax conditions as the Society may deem expedient.

32. INSURANCE

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 firm or organisation employing people must have employer's liability insurance to satisfy Health & Safety requirements.

Fire Precautions

Regulatory Reform (Fire Safety) Order Fire Safety Requirements

A series of comprehensive fire safety inspections shall be undertaken by enforcing officers of the Fire Authority.

You may be visited by an inspecting Officer at any time during the event to ensure compliance with the below Regulations and Organiser's requirements.

It is within the exhibitor's best interests to make sure that fire safety standards are adhered to at all times.

During the build-up period:

Stand to be built by a contractor, see attached risk assessment for stand construction. A suitable fire extinguisher will be on hand during build up. Stand builders will be able to demonstrate their competence with the relevant fire extinguisher.

Good housekeeping, personal discipline and training will ensure that heat sources and combustibles are kept apart.

During the open period:

The stall will be a no smoking stall/stand. A receptacle will be provided for the casual discard of smoking materials. Suitable fire extinguishers will be supplied within the stall/stand. An appropriate means of raising the alarm will be provided. The sales staff will have knowledge of how to raise the alarm, the evacuation procedures and how to use the extinguishers. Additional staff will be appointed to control dangerous overcrowding.

Information for all periods:

- a) Under no circumstances must: **HEATING APPLIANCES, COOKING APPLIANCES, ANY FORM OF NAKED LIGHT, ANY CONTAINER OF FLAMMABLE LIQUID OR GAS** be brought into any tent or stand unless approval has been given by the Society or a Fire Service Officer
- b) Exhibitors using cooking appliances must ensure that:
 - i) - the equipment is out of reach of the general public
 - ii) - the equipment is rigidly fixed or incapable of being knocked over
 - iii) - the equipment is installed in a safe area, well clear of any combustible material including the tent or stand
 - iv) - the equipment does not obstruct any passage or escape route
 - v) - where possible cylinders should be located **outside** and well clear of the tent or stand and the supply piped in by pipework installed by a person competent to do so
 - vi) - spare and empty cylinders are stored in the open air separately from those in use, well clear of any combustible material and out of reach of the public
- c) Exhibitors must not, on any account, obstruct gangways or exits from tents
- d) On arrival, exhibitors should acquaint themselves with the position and method of operation of reels and portable extinguishers provided for fire fighting and the position of the emergency telephones

- e) **Exhibitors must provide a fire extinguisher for their stand where their R/A identifies the need.**
- i) In the event of an outbreak of fire no matter how small,
 - contact your nearest steward who will communicate with showground control and notify the Fire Officer where necessary, or
 - notify a patrolling Fire or Police Officer, or
 - make contact with the Fire Appliance on site
 - ii) Ensure that members of the public on your stand are quickly moved to safety in the open air
 - iii) If it is safe to do so, an outbreak of fire should be tackled using the equipment provided until the arrival of the Fire Service
 - iv) Keep all access roads clear at all times
- f) **Any directive given by the Fire Service Officers patrolling the ground must be followed.**
- g) Smoking is strictly forbidden in livestock areas and in all marquees, buildings and enclosed spaces. Exhibitors will realise that these precautions are necessary in the interest of both themselves and the general public. Exhibitors are advised to insure against fire not only regarding their own property, but also against third party claims, as they could be held liable for any damage resulting from a fire on their stand.

Attention

Fire Plan

Arrangements in place that would be used in case of an emergency.

Fire Extinguishers

You must have the appropriate extinguishers; mounted and accessible.

Evidence of Staff Training in the use of extinguishers

Fire Signage

Where appropriate, indicating escape routes. (Shape, colour, pictogram, visible.)

Fire Exits

If appropriate. Clearly marked, open outward with clear area beyond and unobstructed.

Fire Alarm

Must have a means of raising the alarm. (Shout, clacker, whistle, fog horn, bell - every member of staff to know.)

No Smoking Signage

At entrance, visible. (Shape, colour, pictogram, visible and compliant with the current legal requirements.)

Receptacles for discarded smoking materials

Where appropriate, at the entrance. (Container, bucket, sand filled.)

Overcrowding, especially in larger marquees

How will stand staff prevent dangerous overcrowding, monitor crowd, and control entry.

If you are leaving a static vehicle on your stand, please ensure that the fuel tank of the vehicle is as empty as possible.

FIRE RISK ASSESSMENT FORM

NAME OF ORGANISATION

NAME OF RESPONSIBLE PERSON

Operational Activity (Please indicate which description best reflects the activities of your stand)	
Retail Outlet	<input type="checkbox"/>
Static Display	<input type="checkbox"/>
Demonstration	<input type="checkbox"/>
Catering Outlet	<input type="checkbox"/>
Hazards associated with above activity:	
Please tick all of which apply, if the hazards will be present on your stand during your occupation at the West Mid Show site.	

- | | | | |
|-------------------------|--------------------------|--------------------------------|--------------------------|
| LPG | <input type="checkbox"/> | Highly Flammable Liquids | <input type="checkbox"/> |
| Dry Combustible | <input type="checkbox"/> | Machinery | <input type="checkbox"/> |
| Hot Surfaces | <input type="checkbox"/> | Heat & Ignition Sources | <input type="checkbox"/> |
| Use of Sharps | <input type="checkbox"/> | Electrical Equipment | <input type="checkbox"/> |
| Working at Height | <input type="checkbox"/> | Dangerous Overcrowding | <input type="checkbox"/> |
| Food Preparation | <input type="checkbox"/> | Smoking Allowed | <input type="checkbox"/> |

Please indicate how you intend to control the fire and other represented hazards associated with your occupation of the stand/stall. All exhibitors are reminded that the fire controls for the stands/stalls will be the same as for any high street retail outlet.
During the build-up period:
During the open period:
During the break-down period:

Signature of responsible person: Date:

RISK ASSESSMENT FORM

Please complete using **BLOCK CAPITALS**

COMPANY NAME

ADDRESS

.....

.....

.....

.....

RESPONSIBLE PERSON

DATE ASSESSMENT UNDERTAKEN

SIGNATURE OF ASSESSOR

HAZARD	PERSON AT RISK	CONTROLS TO MINIMISE THE RISK

West Mid Show - Trade Stands 2008

Hazard

Look only for hazards that you could reasonably expect to result in significant harm under the conditions of your work place. Use the following examples as a guide:

- Slipping/tripping hazards including natural phenomena such as rabbit holes
- Chemicals (e.g. battery acid)
- Moving parts of machinery (e.g. blades)
- Working at height
- Electricity including overhead power lines
- As the show features both livestock and horses, traders should be aware that they present a potential risk.
- Dust
- Manual handling
- Noise
- Lifting operation
- Riser
- Trees

Who might be harmed

There is no need to list individuals by name. Just think about groups of people doing similar work who may be affected:

- Office staff
- Maintenance personnel
- Contractors
- People sharing your work place
- Operators

Pay particular attention to:

- Individuals with disabilities
- Visitors
- Possibility of intruders
- Inexperienced staff
- Lone workers - they may be more vulnerable

Controls to minimise risk

For the hazards listed, are the following precautions taken?

- Meet the standards set by legal requirement?
- Adequate systems or procedures?
- Have you provided adequate information, instruction or training?
- Comply with recognised industry standards?
- Represent good practice?

Complying with such standards is likely to control the risk. However you need to indicate the precautions you have in place, where the risk is not adequately controlled. Indicate what further measures you need to take/have taken.



BANNER ADVERTISING

An eye-catching way of advertising your Company at the Show is by displaying a banner in one of the Rings

TRADING NAME

CONTACT NAME

ADDRESS

..... **POST CODE**

TEL. NO. **FAX NO.**

EMAIL

ORDER FORM

	Cost per banner	No	£
MAIN RING FENCING Banner to be 10ft x 3ft maximum	£100		
SHOWGROUND ROAD FENCE Banner to be 10ft x 3ft maximum	£75		
CATTLE/HORSE RING FENCING Banner to be 10ft x 3ft maximum	£75		
Transfer to Booking Summary on Trade Stand Application Form			
		SUB TOTAL	
If sent separately add VAT at current rate (VAT No. 310 1531 30)			
		VAT	
		ENCLOSE AMOUNT DUE	
Cheques to be made payable to: Shropshire & West Midlands Agricultural Society REG CHARITY No. 215531			

Banners should be delivered to the Show Office on the Showground in the week proceeding the show (or by arrangement at other times). Banners should be collected by the advertiser at the close of the Show. The Society does not accept any responsibility for loss or damage to banners.

DESCRIPTION OF EXHIBIT TO BE PUBLISHED IN SHOW CATALOGUE

DETAIL (max 30 words)

.....
.....
.....
.....

Please print or type your entry. Whilst every effort will be made to ensure accuracy we regret that proof copies cannot be issued.

ITEMS TO BE EXHIBITED

(Please list all items you intend to exhibit on your stand. Please note in order to reduce duplication this will be monitored regularly on Show Days and you will be asked to remove any items which are not covered).

.....
.....
.....
.....

Under the Data Protection Act we are required to seek permission to publicise your name and address in our catalogue. If you do not wish to have your details printed please tick here

On behalf of the above organisation, I confirm the intention to occupy the stand space for the purpose indicated in the catalogue entry, and that I have read and agree to abide by the Society's Rules and Trade Regulations.

Signed **Date**

Name **Position**

Please return the form with full payment to:

The Shropshire & West Midlands Agricultural Society

The Agricultural Showground
Berwick Road, Shrewsbury SY1 2PF

Tel: 0870 957 6444 Fax: 0870 957 6445

Cheques to be made payable to: Shropshire & West Midlands Agricultural Society.

Alternatively if you wish to pay by debit/credit card, please complete and return the enclosed form with your trade application.

VAT to be levied at the prevailing rate.

VAT REG. No. 161 0911 00

Note: Trade stands will not be allocated unless accompanied by full payment.

FOR OFFICE USE ONLY				
PAID	RECEIPT	BALANCE	INVOICE	WP

APPLICATION FOR WATER SUPPLY

I/we the undersigned, having applied for stand space at the Shropshire & West Midlands Show, hereby apply for water supply to be laid on to our stand as follows, and I/we undertake to pay the appropriate charges in connection therewith.

Please tick:

- A** Supply to stand, terminating in tap fixed to post or connected to unit or caravan **£90.00 + VAT**
- B** Supply to exhibitor's own sink, caravan or mobile unit (inc. connecting waste pipe and drainage) **£120.00 + VAT**

TRADING NAME

CONTACT NAME

ADDRESS

.....

.....

..... **POST CODE**

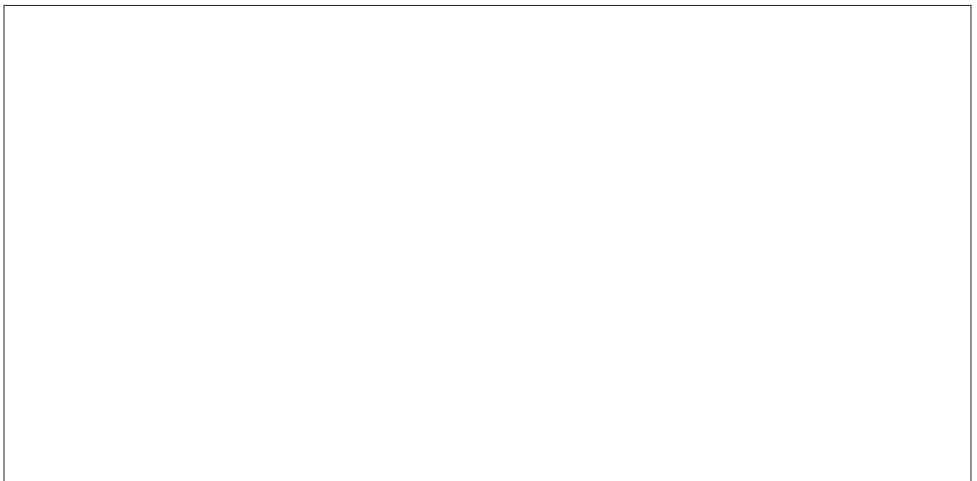
TEL. NO. **FAX NO.**

EMAIL

Signed **Date**

This application form should be completed and forwarded to the Show Office not later than 8TH JUNE 2008.

Please give a sketch below indicating the tap position on the stand.



APPLICATION FOR TRADE SPACE

Please complete using **BLOCK CAPITALS**

COMPANY NAME

CONTACT

ADDRESS

POSTCODE

FAX NO.

TEL. NO.

Please refer to the Trade Stand Regulations Book for prices.

2 x Trade Exhibitor tickets, 1 x Exhibitor Car Pass and 2 x Exhibitor Vehicle Passes will be included with the booking.

You will also receive 1 x Two-day ticket and a Car Pass with the Trade Membership (ticket to be used with badge).

Section Required

Frontage X Depth m

Please tick if electricity is required. Extra charge applies:

We will email or post electricity forms.

	NUMBER REQUIRED	£	VAT
Trade stand	1	17.02	2.98
Trade Membership (Reg. 21.a)			
Trade Exhibitor Two-day ticket (Reg. 21.b) @ £12.77 each + VAT			
Exhibitor One-day ticket @ £8.51 each + VAT			
Exhibitor Car Pass (Reg. 22.d) @ £3.40 each + VAT			
Trade Delivery Pass (Reg. 22.d) @ £10.21 each + VAT For use on Show days to allow vehicle entry from 7.30 am until 9.00 am			
Caravan Pass (Residential vans only) (Reg. 22.e) @ £15.32 each + VAT			
Exhibitor Vehicle Pass (Reg. 22.b) – FREE OF CHARGE			
Water supply to stand, terminating in tap fixed to post or connected to unit or caravan @ £90.00 + VAT			
Water supply to exhibitor's own sink, caravan or mobile unit (inc. connecting waste pipe and drainage) @ £120.00 + VAT			
	SUB TOTAL	£	£
	TOTAL ENCLOSED	£	

DESCRIPTION OF STAND TO BE PUBLISHED IN SHOW CATALOGUE

Detail (max 30 words)

.....
.....
.....
.....
.....

Please print or type your entry. Whilst every effort will be made to ensure accuracy we regret that proof copies cannot be issued.

ITEMS TO BE EXHIBITED

(Please list all items you intend to exhibit on your stand. Please note in order to reduce duplication this will be monitored regularly on show days and you will be asked to **remove any items which are not listed here.**)

.....
.....
.....
.....
.....

Under the Data Protection Act we are required to seek permission to publicise your name and address in our catalogue. If you do not wish to have your details printed please tick here

On behalf of the above organisation, I confirm the intention to occupy the stand space for the purpose indicated in the catalogue entry, and that I have read and agree to abide by the Society's Rules and Trade Regulations.

Signed **Date**

Name **Position**

Please return the form with **full payment** to: The Shropshire & West Midlands Agricultural Society, The Agricultural Showground, Berwick Road, Shrewsbury, SY1 2PF. Tel: 0870 957 6444 Fax: 0870 957 6445.

Cheques to be made payable to: Shropshire & West Midlands Agricultural Society. Alternatively if you wish to pay by debit/credit card, please complete and return the enclosed form with your trade application.

VAT to be levied at the prevailing rate. VAT REG. No. 161 0911 00

Note: Trade stands will not be allocated unless the form is accompanied by full payment and risk assessment.

FOR OFFICE USE ONLY

PAID	RECEIPT	BALANCE	INVOICE	WP
-------------	----------------	----------------	----------------	-----------

SAFETY PRECAUTIONS

TRADE EXHIBITORS

(To be read in conjunction with the Trade Regulations)

1. Exhibitors are advised to ensure that their staff are fully briefed on Safety standards, and Health and Safety Executive regulations.
2. Exhibitors' attention is drawn to the following points:
 - i) **Electricity:**
All electrical equipment to be used must have been inspected and tested by a competent electrician and subsequently labelled. Beware overhead cables, particularly with high-sided vehicles and flagpoles.
 - ii) **LPG:**
LPG may only be used in an approved situation. Empty and full cylinders must be stored separately, and outside any marquees.
 - iii) **Fire:**
Fire regulations must be complied with. (See para 15 of the Trade Regulations).
 - iv) **Machinery:**
 - No working machinery on an exhibitor's stand unless approved by the Society, and checked by the appropriate Safety Authority.
 - The demonstration area to be fenced off from the public and staff to be briefed to ensure they are kept at a distance
 - Hydraulic Lifts must be propped up in case of failure.
 - v) **Traffic:**
Speed limits in operation around the Showground must be observed. Beware of pedestrians. Large vehicles must have reverse sound warnings.
 - vi) **Livestock:**
Only qualified personnel may be left in charge of livestock.
 - vii) **Marquees:**
Ensure that exposed tent pegs are safely covered.
 - viii) **Suspicious Package:**
If in doubt about any item, do not touch it. Inform the senior member of staff present who will contact the Secretary. Do not spread alarm, but if judged appropriate, evacuate the stand.
3. Location of Emergency Services:
 - i) **Fire:** On Wildlife Road
 - ii) **First Aid:** Beside Main Gate
 - iii) **Vet:** Behind Gate 4