

LEEK & DISTRICT SHOW



www.leekshow.org.uk



Trade Stands Application Pack 2022

LEEK & DISTRICT SHOW

ORGANISATION NAME:		
ADDRESS:		
POST CODE:		
CONTACT NAME & TEL NO:		
EMAIL:		
WEBSITE ADDRESS:		
PRINCIPLE ACTIVITY : TRADE CHARITY OR CATERING		
STAND REQUIREMENTS (All sites have a depth of 8 metres)		COST £
TRADE SITE FRONTAGE: Charge £60.00 for 4 metres Charge £120 for 8 metres Additional Frontage: £15 for every additional 1 metre metres TOTAL FRONTAGE REQUIRED: _____ metres		£
CHARITY SITE FRONTAGE: Charge £40 for 4 metres Additional space by arrangement		£
CATERING SITE FRONTAGE: Charge £200 for 8 metres Additional space/location by arrangement		£
SPONSORSHIP Please state level required		£
GOLD : £1,000 SILVER: £500 BRONZE: £250 DONATION		£
ADDITIONAL ADMISSION TICKETS at £8.00 each: N° Required:		£
ADDITIONAL VEHICLE PASSES at £5.00 each: N° Required:		£
BANNER - license for display at £50.00 each:		£
TOTAL COSTS		£
Signed		

See attached Terms and Conditions. This application provides consent for details to be used for open publication on the Leek Show website and social media for marketing and publicity purposes. On receipt of this application an invoice will be raised by the Leek Show Committee for payment by 30th June 2022.
 PLEASE RETURN COMPLETED APPLICATION TO: MIKE OTTEWELL, TRADE STAND SECRETARY
 EITHER BY POST TO: 165 STATION ROAD, CHEDDLETON, LEEK, STAFFS, ST13 7EE
 OR E MAIL tradestands@leekshow.org.uk Enquiries call Mike on 07989 602480

LEEK & DISTRICT SHOW

TRADE STAND - MARQUEE HIRE, FURNIATURE AND EQUIPMENT OPTIONS

SITE FRONTAGE

Minimum charge - **£60.00 for 4 metres**

Exhibitors will receive ONE Vehicle Pass and TWO Admission Tickets

Additional frontage - **£15.00 for every additional metre**

ADDITIONAL ADMISSION TICKETS

£8.00 each

All persons entering the Showground on Show Day between 6.00 am and 4.00 pm, for whatever purpose, MUST have an admission ticket. If they do not produce one, they will be charged £10.00 to enter.

ADDITIONAL VEHICLE PASSES

£5.00 each

The vehicle pass is for the vehicle ONLY and does not allow entry to the driver and/or passenger. Any vehicle without a vehicle pass on Show Day between 6.00 am and 11.00 am will not be allowed entry.

MARQUEE HIRE - See below for size and price guidelines. Please order direct from Jacksons Marquee Hire Limited, Tel: 01538 722280 enquiries@jacksonsmarquees.co.uk

3.63 m x 3.63 m (12' x 12')	£130.00
6.06 m x 3.63 m (20' x 12')	£150.00
6.06 m x 12.12 m (20' x 40')	£300.00
12.12 m x 12.12 m (40' x 40')	£550.00

Exhibitors must ensure it will fit into the allocated site space, including guide ropes, which we recommend a minimum of 2 metres either side of the marquee. If the marquee exceeds the size of the site, you will be invoiced for the additional frontage space.

Jacksons can also supply tables and chairs.

BANNERS

Only exhibitors and show sponsors will be permitted to display banners on the site. A license fee of £50 will apply to each exhibitor banner which can be displayed at specific locations on the show ground. for the month of July.

SPONSORSHIP

Show sponsorship opportunities are available on the following basis:

Platinum	£3000
Gold	£1000
Silver	£500
Bronze	£250

Class Sponsorship opportunities are also available. For more information, please contact Jackie Walker on 07876 796154

TERMS AND CONDITIONS

1. Booking Stands

To make a booking, please complete the Application Form and the Risk Assessment Form, sending both Forms, together with copies of valid insurance documents and electrical testing certificates to : tradestands@leekshow.org.uk Failure to provide any of the above, when requested, will result in your application being rejected. By making a booking, an exhibitor shall be deemed to be bound by all the Society's Terms and Conditions.

The completion of this Application Form does not guarantee a trade stand, as the Committee may limit the number of exhibitors and/or stalls which sell the same products. The Committee also reserves the right to refuse any application for trade stand space.

On approval, an invoice will be issued for payment not later than 30th June 2022.

2. Payment

All payments **MUST** be made by BACS, stating the invoice number as reference to:

Leek & District Show

Account No : 23508892

Sort Code : 01 05 02

3. VAT

The Leek Show is not registered for VAT.

4. Confirmation

An email address **MUST** be provided, and an invoice will be issued to confirm receipt and acceptance of your application.

5. Cancellations

Any exhibitor unable to attend the Show for any reason must notify the organiser as soon as possible, or by Friday prior to the Show. Where an exhibitor withdraws from the Show or cancels the space reserved for them, the following rates will be refunded:

2 months' notice = 50%

1 months' notice = 25%

<1 months notice = 0%

6. Catering

The only caterers permitted to sell food or beverages on the Showground will be prior approved by the Committee. The Committee reserves the right to refuse any caterers without reason. The Committee will limit the number of exhibitors and/or stalls which sell the same products.

7. Health & Safety

It is strongly recommended that all exhibitors bring a suitable fire extinguisher or fire blanket.

All exhibitors must complete a Risk Assessment Form and return it with their application. A Form is attached in the Application Pack together with guidelines on its completion.

8. Insurance

Neither the venue owners nor the organisers accepts any responsibility for loss or damage to any exhibit or property suffered by the exhibitor howsoever caused and the exhibitor shall be solely

responsible for effecting such insurance as it considers necessary in respect of loss or damage to goods and property brought into the venue by it. (Continues)

The Committee engages the services of security guards on the Showground on the Friday evening prior to the Show, but not on the Saturday evening (day of the Show). All exhibitors must ensure that they take out the necessary insurance if they are leaving any equipment and goods on the ground unattended. **THE COMMITTEE CANNOT ACCEPT RESPONSIBILITY FOR LOSS OR DAMAGE.**

All exhibitors must hold valid Public Liability Insurance for Show Day and if this is not available at the time of booking, a copy of the valid Certificate must be sent to the organisers by 1st July 2021 at the latest.

9. Stands

All stand sites have a maximum depth of 8 metres. The minimum frontage is 4 or 8 metres and additional frontage can be purchased.

Marquees and equipment are available to hire from our contractors (see item 12 below) for which additional charges will be made. Personal marquees/gazebos are allowed. Please ensure that the relevant insurance is in place.

10. Space Allocation and Position

Although every endeavour will be made to meet any request made by an exhibitor regarding the size and position of their stand, the allocation of sites and positioning of trade stand space will be entirely at the discretion of the Committee.

11. Alcohol

The sale of alcohol to be consumed on the Showground is strictly prohibited.

12. Marquee and Equipment Hire. Please deal directly with the designated supplier Jacksons Marquee Hire Limited of Cheadle, Staffs

YOU MUST ENSURE YOUR MARQUEE WILL FIT INTO THE ALLOCATED SITE SPACE. If the marquee exceeds the size of the site, you will be invoiced for the additional frontage space prior to the Show and should payment not be received, your application will be rejected.

13. Electricity

Electricity will not be supplied by the Show Organisers. Exhibitors will need to ensure that all portable electrical equipment has a valid PAT test label and must provide the organisers with a copy of your Electrical PAT Test Certificate. If this information is not available at the time of booking it needs to be sent to the organisers by 1st July 2022 at the latest.

14. Admission Tickets and Vehicle Passes

Exhibitors will receive 2 Admission Tickets and 1 Vehicle Pass. Additional tickets and passes may be purchased in advance at the rate stated on the Application Form. Exhibitors are requested to ensure that they have tickets and passes for all their staff and vehicles.

Please note that all persons entering the Showground on Show Day between 6.00am and 4.00pm for whatever purpose **MUST** have an admission ticket. If they are unable to produce one, they will be charged the 'on-the-day' rate.

The vehicle pass is for the vehicle only and does not allow entry to the driver and/or passenger/s. Any vehicle without a vehicle pass on Show Day between 6.00am and 11.00am will not be allowed entry to the Showground. The vehicle pass is not transferrable between vehicles and must be displayed in the windscreen of the vehicle at all times.

Movement of vehicles anywhere on the Showground is NOT permitted between the hours of 11.00am and 4.00pm.

15. **Setting Up & Dismantling**

Your stand space will be available on the Friday prior to Show Day, together with the marquee and equipment, if ordered, when you may begin to set up your stand. Please call into the Show Office in order that staff can assist and direct you to your pitch.

On Show Day, access to the Showground is available from 6.00 am. Once your vehicle has been unloaded, please move it to the correct Exhibitor Car Park as indicated on the letter enclosed with your tickets. Exhibitors are requested to be on the Showground and set up before 9.00 am and remain on their stands until 5.00 pm or later. Anyone found leaving early may not be allocated space the following year.

16. Exhibitors are asked to ensure their staff understand these terms and conditions and so prevent any problems which otherwise may arise.

17. The Show Committee will not be held responsible for any loss of earnings due to the cancellation of events, theft of stock, non-appearance of press advertisements, removal of directional signs or any other reason outside their control. Liability for the goods sold and refunds to customers cannot be accepted by the Show Committee.

18. **General Data Protection Regulations**

The information you supply will be treated in the strictest confidence in accordance with the GDPR and we will require your consent to pass your details to selected third parties, so that they may send you information that may be of interest to you and your trading name so that it may be used on our website, social media pages and any advertising that may be undertaken with regard to Leek & District Show.

19. **Contact Us**

If you have any queries or issues in the period up to Show Day, all correspondence is to be via email tradestands@leekshow.org.uk

On either Friday or Show Day, you will be able to contact our Trade Stand Secretary on a specific number, which will be notified to you in your letter with your admission tickets.

Alternatively, on Show Day, please go to one of the public address system boxes, where staff will be able to contact one of the Show Officials.

RISK ASSESSMENT Guidelines for Trade Stand Exhibitors

Using the guidelines on following page, please consider what risk there is to those building up trade stands and to members of the public. On the Risk Assessment Form, outline the steps you propose to take to minimize that risk. If more space is required, please copy the Form.

If, in your opinion, there is no risk, please print **NO RISK** and sign and return the Form.

HAZARD	WHO MIGHT BE HARMED	IS MORE ACTION NEEDED TO CONTROL THE RISK?
Look only for hazards that could reasonably expect to result in significant harm under the conditions on your stand. Use the following examples as a guide:	There is no need to list individuals by name – just think about groups of people doing similar work or who may be affected, e.g.:	For the hazards listed, do the precautions already taken:

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<p>Hazard</p> <p>Slipping / tripping hazards</p> <p>Chemicals (e.g. battery acid)</p> <p>Work at height (e.g. ladders)</p> <p>Pressure systems</p> <p>Vehicles</p> <p>Electricity</p> <p>Dust</p> <p>Fumes</p> <p>Manual handling</p> <p>Noise</p> <p>Livestock on stand</p>	<p>Who may be harmed?</p> <p>Members of the public</p> <p>Members of the public with disabilities</p> <p>Maintenance personnel</p> <p>Staff</p> <p>Volunteers</p> <p>Pay particular attention to:</p> <p>Children</p> <p>Inexperienced staff</p> <p>Lone workers</p>	<p>Precautions</p> <ul style="list-style-type: none"> - Meet the standards set by a legal requirement? - Comply with a recognised industry standard? - Represent good practice? - Reduce risk as far as reasonably practicable? <p>Have you provided:</p> <ul style="list-style-type: none"> - Adequate information, instructions or training? - Adequate systems or procedures? <p>If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place.</p> <p>Where the risk is not adequately controlled, indicate what more you need to do (the 'action list')</p>

THIS PAGE FOR INFORMATION AND GUIDANCE ONLY

LEEK & DISTRICT SHOW

RISK ASSESSMENT FORM - SATURDAY 30 JULY 2022

Please complete in **BLOCK CAPITALS** and copy more sheets if required

TRADING NAME:	
ADDRESS:	
RESPONSIBLE PERSON:	
DATE ASSESSMENT UNDERTAKEN:	
SIGNATURE OF ASSESSOR:	

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

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* **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 or damage) 5 - **Very dangerous** (could cause death or widespread injuries)

** **HAZARD PROBABILITY RATING:** 1 - **Improbable** (unlikely to happen) 2 - **Remote** (may occur at some time) 3 - **Possible** (likely to occur at some time) 4 - **Probably** (very likely to occur) 5 - **Very probable** (very likely to occur soon)

ENDS Application Pack March 2022