

# **APPLICATION FOR TRADE STAND SPACE**

**At the 94<sup>th</sup> Annual  
Fillongley Agricultural Show**

**Sunday, 12<sup>th</sup> August 2018**

**The Show Ground**

**Church Lane, Corley**

**Warwickshire**

**CV7 8AG**

**Fillongley Agricultural Society**

**Show Secretary, email: [secretary@fillongleyshow.org.uk](mailto:secretary@fillongleyshow.org.uk)**

**Postal Address: 31 Fielding Way, Galley Common, Nuneaton CV10 9RB**

**[www.fillongleyshow.org.uk](http://www.fillongleyshow.org.uk)**

# TRADE STAND RULES AND REGULATIONS

## 1. BOOKINGS

All applications for trade stand ground space for Trade Exhibits must be made on the form supplied, completed in black ink and clearly written. Payment should be sent with the application or the appropriate BACS tick box endorsed to indicate an electronic payment. A receipt will be included in the Pack sent out late June/early July which will include a car park pass and other information necessary to setting up. Applications close on 15<sup>th</sup> June 2018 or earlier if space is filled. Bookings received after this date incur a 20% surcharge. The Society aims to ensure that no more than two similar trade stands are accepted to allow for a full diversity of attractions however the Society will waive this decision if it is in the best interests of the show and visitors to the show. Applications from charitable and educational based organisations are welcome and will be charged at half the price of their chosen sized space. In the interest of the Show the Society may restrict the number of charitable organisations accepted. Charities are not allowed to make collections but articles can be sold and intention to do this should be declared when completing the application form.

All Booking forms should be accompanied by an up-to-date Risk Assessment, a copy of the Public Liability Insurance certificate and a cheque or notification that a BACS payment has been made. A trade stand booking is considered confirmed only when cheques and BACS payments have been cleared by the Society's bank.

All exhibitors and their representatives entering the Showground will be subject to the Rules and Regulations of the Society and of the Society's officers which they are deemed to have accepted.

The Society reserves the right to refuse any application without entering into correspondence.

Exhibitors are solely responsible for the safe custody of their property. The Society, 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.

## 2. ALLOCATED SPACE

The Society will allocate a specific space for each trader to occupy and a grid reference comprising a letter and a number will be included in the information sent out together with a map showing the row reference. According to the information completed on the booking form a vehicle may, or may not be, allowed on the stand. The Society reserves the right to change a space if it is deemed necessary for the efficient running of the show. If a special circumstance applies the trader is advised to make this information available to the Show Secretary without delay so that the matter can be resolved to the satisfaction of both parties. Where tents, gazebos and the like 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. Space booked must include an allowance for trailers which are part of the exhibit including drawbars as adjacent trade stands may be in place when you arrive and the size of space booked must allow for parking under such circumstances. Please note that all sites are in the open on grass. Spaces are allocated on a first come first served basis. Mobile ice cream, fast food vans and trades of any description will not be allowed into the Showground car parks.

## 3. GENERATORS

All Generators must be supplied by the exhibitor. Generators should be silent running.

## 4. SHOW DAY PROGRAMME

The name and address of each Trade Exhibitor and a brief description of the exhibit, goods and/or service will be included free of charge in the Show Day Programme for all applications received prior to 15<sup>th</sup> June 2018. A maximum of fifteen words are permitted. The exhibitor's description must be provided on the reverse of the Booking form page.

## 5. CANCELLATION

In the event of any exhibitor notifying the Secretary that he/she is unable to attend the Society will refund the charges paid less an administration fee of £25 provided that the space can be resold by the Society. In the event of cancellation of the booking by the Society (whether or not the Show takes place) the only compensation due to the exhibitor will be a refund of the fees paid in respect of the cancelled booking.

## 6. ACCESS TO SHOWGROUND

The showground will be open on Friday evening after 6pm by prior arrangement with the Secretary and on Saturday 11<sup>th</sup> August 2018 from 9am. Trade Stand passes must be visible at all times. All trade stands must be completely erected and vehicles removed from the showground by 8.45am on Show Day except for those stands where a prior arrangement for a vehicle to be on the space has been agreed in writing. Any exhibitors, caterers or vehicles arriving or delivering to an exhibitor's stand arriving after 8.45am will not be admitted to the showground.

## 7. CLEARANCE

Exhibitors may not begin dismantling their exhibits before 5.30pm on Show Day as this causes a serious health and safety risk to visitors, staff and other exhibitors and causes unnecessary disruption. Any exhibitors found engaging in this activity without prior permission and supervision by a Health and Safety Officer of the Society will not be permitted to return for future shows. Exhibitors are not to be allowed to remove turf or dig up ground in any part of the Showground without the permission of a Society officer. All holes must be filled in after use and turf replaced in a satisfactory manner. Any damage which has been made to the site will be subject to a minimum reparation fee of £25 or above. All rubbish must be placed in receptacles provided for the purpose (where necessary traders must provide their own receptacles, e.g., caterers). All exhibitors must clear their site of litter after the event and any litter which has been left will be subject to a minimum clearance fee of £25 or above.

## 8. CATERING

Exhibitors may purchase refreshments from any caterers on the Showground for the convenience of their clients and exhibitors noting that in such a situation the exhibitor must comply with all Public Health and Food Hygiene requirements which apply even when those refreshments are offered free of charge. The Society accepts no responsibility for remunerating the caterer/s used for this purpose.

## 9. CATERERS

All caterers should provide an up-to-date copy of their Public Health and Food Hygiene certificate with their application form, up-to-date risk assessment and copy of their current Public Liability Insurance certificate.

## 10. CARAVANS AND MOTORHOMES

The Fillongley Showground has limited space for caravans, motor homes or any other vehicle of any description used for the purpose of overnight accommodation. Exhibitors, caterers and anyone else requiring overnight parking must indicate this on their application form and the Secretary will contact with them in writing to confirm or otherwise. Such vehicles arriving without written permission from the Secretary will be turned away.

## 11. CONDUCT

No person shall:

- a. offer for sale any articles, display posters or services other than from an exhibitors stand.
- b. accost others or call attention to goods or services in such a manner as to cause annoyance to exhibitors or public.
- c. use radio or other equipment causing interference to the Society's equipment.
- d. sites may not be transferred and no Exhibitor shall sublet, exchange or part with the possession of the site allocated to them without the written permission of the Secretary.
- e. make any charge for admission to an exhibitor's stand.
- f. use any public address system or internal combustion engine or provide recorded or live music audible outside his stand during the hours of 9.00am to 5.30pm on Show Day without the prior written permission of the Secretary. (The Society reserves the right to withdraw such permission should a justifiable complaint be made).
- g. exhibit any animal on a stand without the prior written permission of the Secretary and all animals should comply with the DEFRA regulations laid out at the time and should be strictly adhered to. Exhibitors will be required to have a current licence authorising the movement of animals and should not unload their animals until the Show Vet has inspected them. Please contact the Vet direct or through the Show Secretary when you arrive.
- h. sell by auction or otherwise behave in an unsuitable manner.
- i. make a charge for the supply of photographs, operate as a cheapjack or hawk, or make a charge or accept donations in respect of participation in a raffle or a game of chance without the prior written permission of the Secretary.

## GENERAL

- A. Catering Facilities – no free catering facilities are provided by the Society for exhibitors.
- B. Tickets and passes will be allocated one week before the show or on completion of the Show site maps. These will be issued by the Secretary and no further free tickets will be allocated to trade stand exhibitors or catering outlets unless agreed with the Secretary in advance. Additional tickets for entry will be available for purchase at £7 per adult ticket.
- C. Permission to place leaflets on parked cars will only be given on payment of a non-returnable charge of £200 paid to the Secretary by 31<sup>st</sup> July 2018.

**FILLONGLEY AGRICULTURAL SOCIETY ANNUAL SHOW**

**SUNDAY, 12<sup>TH</sup> AUGUST 2018**

**PRICE LIST 2018**

**IMPORTANT INFORMATION FOR TRADERS:**

**IF A VEHICLE IS PART OF YOUR DISPLAY, A SPACE OF AT LEAST 5 METRES FRONTAGE AND 6 METRES DEPTH TO ACCOMMODATE ONE SUPPORTING VEHICLE OF A SUITABLE DIMENSION IS REQUIRED. PLEASE CONTACT US WITH FULL DETAILS BEFORE COMPLETING YOUR BOOKING.**

**A SURCHARGE OF 20% APPLIES TO BOOKINGS RECEIVED AFTER 15<sup>TH</sup> JUNE 2018**

DEPTH NO VEHICLE	FRONTAGE	X	RATE PER METRE	TOTAL = FRONTAGE X RATE
3M	3M	X	£14	£42
3M	4M	X	£14	£56
3M	5M	X	£14	£70
3M	6M	X	£14	£84
3M	7M	X	£14	£98
DEPTH WITH OR WITHOUT VEHICLE	FRONTAGE	X	RATE PER METRE	TOTAL = FRONTAGE X RATE
6M	3M	X	£15	£45
6M	4M	X	£15	£60
6M	5M	X	£15	£75
6M	6M	X	£15	£90
6M	7M	X	£15	£105
6M	8M	X	£15	£120
DEPTH WITH VEHICLE	FRONTAGE	X	RATE PER METRE	TOTAL -= FRONTAGE X RATE
8M	5M	X	£16	£80
8M	6M	X	£16	£96
8M	7M	X	£16	£112
8M	8M	X	£16	£128

**FOR TRADE STANDS LARGER THAN THE SIZES SHOWN ABOVE PLEASE CONTACT THE SECRETARY**

**PLEASE RETURN YOUR COMPLETED FORM WITH THE ENCLOSED:**

- YOUR CHEQUE OR BACS PAYMENT (DETAILS AS PER THE BOOKING FORM),
- A SIGNED COPY OF THE RISK ASSESSMENT FORM,
- A COPY OF YOUR FOOD HYGIENE CERTIFICATE RATING (IDEALLY A RATING OF 4 OR ABOVE)
- PUBLIC LIABILITY INSURANCE CERTIFICATE
- A C5 SIZED STAMPED ADDRESSED ENVELOPE WHICH WE USE TO SEND YOUR TRADE STAND PASS AND INFORMATION PACKAGE.

**TRADE STAND PASS AND INFORMATION PACKAGE WILL BE SENT OUT**

**NO LATER THAN ONE WEEK BEFORE THE SHOW.**

**BOOKING FORM - FILLONGLEY AGRICULTURAL SOCIETY SHOW – SUNDAY, 12th AUGUST 2018**

Please return via email: Claire White, [secretary@fillongleyshow.org.uk](mailto:secretary@fillongleyshow.org.uk)  
Or by post to: FAS Secretary, 31 Fielding Way, Galley Common, Nuneaton, CV10 9RB

Please make cheques payable to: F.A.S. and BACS to: 54-21-13, A/C No: 21593140 reference T/Stand

**Please use a separate booking form for each stand purchased**

NAME & ADDRESS:

NATURE OF BUSINESS :

PLEASE STATE THE NATURE OF YOUR BUSINESS OVERLEAF IN 15 WORDS OR LESS FOR FREE ENTRY INTO THE SHOW DAY PROGRAMME.

TEL:

EMAIL:

VEHICLE MAKE: REGN. NO:  NO. OF PASSENGERS:   
(For show ground pass purposes only)

CHARITY/REGISTRATION NO: N/A

Please book me Trade Space as below. I have read and agree with the 2018 Trade Stand Rules and Regulations.

Signed : Date:

ALL STANDS ARE OPEN AND ON GRASS – SIZE MUST INCLUDE ALL GUYS, STRUTS, VEHICLES ETC.

FRONTAGE (in metres): DEPTH (in metres):

NUMBER OF VEHICLE/s ON STAND:

Gazebo, Trailer, or open display:

Silent Running Generator details:

**COST:** £

**A SURCHARGE OF 20% APPLIES TO BOOKINGS RECEIVED AFTER 15<sup>TH</sup> JUNE 2018**

Admission tickets will be issued to Exhibitors as follows:-

Stands 3-6mtrs frontage: 2 admission tickets included in price  
Stands 7-9 metres frontage: 3 admission tickets included in price  
Stands over 9mtrs frontage: 4 admission tickets included in price  
Large stands of 9 + metres depth: 5 admission tickets included in price

**ADDITIONAL TICKETS @ £9 per ticket** £  
TOTAL: No £

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CHEQUE OR BACS (delete one)

Office Use: Chq/BACS  Risk Assess:  Ins:  S/S  Inv:  Rcpt:

**FILLONGLEY AGRICULTURAL SOCIETY SHOW  
SUNDAY, 12<sup>TH</sup> AUGUST 2018**

**TRADE STANDS RISK ASSESSMENT**

It is a requirement of booking and incumbent on all trade stand holders to provide a risk assessment and to ensure that all current Health & Safety rules, regulations and statutes are strictly adhered to:

TRADE NAME:

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CONTACT NAME:

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CONTACT TEL. NO

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- a. We confirm that we hold current and appropriate levels of third party and employee liability insurance for this an event.
- b. Where appropriate we hold Health & Safety and Food Hygiene Certificates applicable to all of the latest regulations and provide copies herewith.
- c. Where applicable we have a generator on site and this will be protected with the appropriate guards and the public will have no access to it.
- d. We confirm that the public will be protected from any items sold off the stall that are hot etc., and will be protected from any fires or other cooking facilities.
- e. That all items/produce will be strictly labelled according to British and European Regulations and Legislation.
- f. Fire equipment where necessary will be provided by the stall holder and if applicable specific safety items will be to hand.
- g. Other specific items that ought to be brought to the Show Organiser's attention have been so done.
- h. Paramedics, Veterinary services and fire extinguishers will be located on the Showground and we have been informed by the Society where these locations are. *(Please note this information will be marked clearly on the showground map which will be included in the Pack sent out no later than one week before the show).*

It is the responsibility of those attending the Show within the trade stand areas to ensure that all regulations applying are met and no claims against the Society will be considered. Any major or minor incidents occurring within the area that you are located should be reported to an official of the Society immediately.

Signed:

Dated: