

# Whalton Village Show Saturday September 17th 2011

Expected attendance 2,300 based on 2010 attendance figures.

This pack contains the information you require for booking trade and advertising space.

The booking form enables you to order staff admission tickets, tables for the craft/indoor/food areas and outdoor pitches. It is a

great help to us if you book all your requirements at the same time, which allows us to place exact orders with our suppliers, keeping costs down. Please send payment by cheque with your application for space and extra admission tickets, a receipt will be issued by post.

Outdoor trade stand areas are on fields which may be grass or stubble if weather conditions dictate. There are no mains services. Toilets are accessible in the school and village hall. Contact details for local marquee providers can be supplied on request. The Marquee trade stands and food market areas are also on grass or stubble within marquees provided by the Show. Caterers must ensure they can supply a high standard of hygiene facilities to the standards required in the Food Hygiene Regulations 2006. Stallholders are required by law to complete a risk assessment and retain it for display or inspection.

A sample form is included in your pack.

Pitches are either 8' frontage x 8' deep or 12' frontage x 8' deep.  
Larger sizes available by request.

## SETTING UP TIMES

Outdoor stands can be set up from 9 am on Friday 16<sup>th</sup> Sept.

Indoor trade stands, craft marquee and food market can be set up from 8 am on Saturday 18<sup>th</sup> Sept.  
Stallholders are responsible for the security of all their own property and valuable items.

Passes are not required for the set up and break down period.

## CLOSING DATE FOR APPLICATIONS

Craft Marquee – 31<sup>st</sup> August 2011

Outdoor & Indoor Trade Stands – 31<sup>st</sup> August 2011

Programme Advertising – 1<sup>st</sup> July 2011

It is recommended that you return your booking form well before the closing date as the show is expected to be fully booked

**Show Secretary**  
Barrowburn Ogle  
Ponteland  
Newcastle NE20 0AU

# PRICE LIST Saturday September 17th 2011

OUTDOOR PITCHES 8' x 8' £40.00 12' x 8' £50.00

MARQUEE 1 Table £25.00. 2 x Tables £45.00

CONFECTIONERS & CATERING PITCH FEES are available ON APPLICATION

## ADVERTISING

An A5 size programme will be produced giving details of the days events the programme will be sold at a price of 30p to visitors.

¼ page advertisement £15.00 ½ page £25.00 full page £45.00. Artwork should be posted or emailed by 1<sup>st</sup> July . Payment should be made with your stand application.

EXHIBITORS WILL BE HELD RESPONSIBLE FOR ALL FIRE AND ACCIDENTAL DAMAGE CAUSED BY THEM, THEIR SERVANTS OR AGENTS, AND THEREFORE EXHIBITORS SHOULD INSURE NOT ONLY AS REGARDS THEIR OWN PROPERTY, BUT ALSO AGAINST UNLIMITED LIABILITY FOR THIRD PARTY CLAIMS, FOR BOTH FIRE , ACCIDENTAL DAMAGE, INJURY AND DEATH.

## ADMISSION PASSES

Please read carefully and make sure you order enough passes for all staff members manning your stand , 2 x Complimentary admission tickets are allocated to each exhibitor , extra tickets are available at a price of £2.50 per ticket or full price on the day.

More information at: [www.whaltonvillage.co.uk](http://www.whaltonvillage.co.uk)

Email: [show@whaltonvillage.co.uk](mailto:show@whaltonvillage.co.uk)

# Whalton Village Show 2011

Booking form Saturday 17th Sept. 2011 from 11.00am -5.00pm

Web: www.whaltonvillage.co.uk email : show@whaltonvillage.co.uk

Name of stand/exhibitor ..... Contact name .....

Address .....

..... Postcode .....

Telephone ..... Fax .....

Mobile .....

Email .....

Brief and accurate description of your business and type of goods sold or business being promoted

.....

Please Include a copy of your current insurance certificate covering Public Liability risk for your products and stand.

## Outside Pitches

Small - approx size 8 feet x 8 feet £40 .....(space required)

Large - approx 12 feet x 8 feet £50 ..... (space required)

## In Marquee: trade tables

6 ft tables £25 for one table or £45 for two tables ..... (no of tables required)

## Programme Advertising

A5 booklet sold on the day to visitors at .30p giving details of the days events

¼ page £15 ½ page £25 full page £45 copy to be posted or emailed by 1<sup>st</sup> July. Please Book and pay now .

**Closing date for entries 31<sup>st</sup> August .**  
**Late bookings subject to availability @ £10 extra per item**

Whalton Village Hall Committee reserve the right to refuse applications considered unsuitable to their aims and objectives. Responsibility for the arrangement of any necessary insurance rests with the exhibitors. I/We agree to comply with the rules, safety requirements and conditions of Whalton Show. Please enclose a copy of your insurance certificate covering the risks identified below in Rule 10 .

Signed ..... Date .....

Payment to be included with booking form, payable to ' Whalton Village Hall' . Please return to

**Show Secretary. Barrowburn. Ogle. Ponteland. Newcastle. NE20**  
**OAU**

Tel .01670 775540 or email show@whaltonvillage.co.uk

## RULES & REGULATIONS – TRADE STANDS, EXHIBITORS ETC

### 1. APPLICATION FOR SPACE / Trade stand Allocation

All applications shall be submitted on the appropriate entry form. The application form must be signed by the Exhibitor or his/her representative, and the signature on the forms shall be deemed to be the acceptance by the Exhibitor of these rules and regulations and his/her agreement to be bound thereby. ALL FEES TO BE FULLY PAID BY 31ST August 2011.

### 2. PASSES

Vehicle pass(es), site plan, and admission tickets will be sent to the address given on your booking form 2 weeks before the show.

### 3. OBSERVANCE OF REGULATIONS

All Exhibitors, their contractors and employees, while on the Show field, shall be subject to the rules and regulations of the Show, as interpreted by the Village Hall Committee, and the stewards and officials appointed by them.

### 4. TRADING STANDARDS

The stewards and officials shall have power to remove from the Show field, any Exhibitor or itinerant vendor whose articles are not in accordance with the description given on the application form or the standards that shall be determined by the stewards and officials.

### 5. WITHDRAWAL OR CANCELLATION OF SPACE RESERVED

All cancellations to be made in writing to the show secretary.

Where an exhibitor withdraws from the show or cancels the space reserved for him/her for any reason, all fees due shall be forfeited and the Show reserves the right to re-let the space.

Exhibitors are reminded that they MUST pay their site fees by 31st August 2011; otherwise this will be regarded as withdrawal/cancellation on their part and the site re-let.

### 6. ALLOCATION OF SITES

The allocation of sites and positioning of trade stand space will be entirely at the discretion of the Show, although every endeavour will be made to meet any request made by an Exhibitor regarding the position of his/her stand. Regular exhibitors will be given priority when stand space is allocated, but this does not guarantee you will automatically have the same position as in previous years. Applications from new exhibitors will be considered for suitability as every effort is made to ensure an even distribution of stands on the showground to the benefit of all concerned.

(a) Exhibitors booking open space must apply and pay for sufficient space for all stays and guy ropes required for any building, tent or caravan to be erected on the space.

(b) Boundaries of sites will be marked and in no circumstances will Exhibitors be allowed to occupy a larger space than that allocated to them.

(c) The Exhibitor will be allocated a site by the Show and it will be a condition that the site allocated is accepted irrespective of its condition.

(d) The Exhibitor will be responsible for all damage to the site by him/her, his/her servants or agents, and hereby undertakes to make good any such damage.

(e) It is the responsibility of stand holders to clear all litter from their pitch throughout the day and at the close of show. An additional charge will be made when rubbish has to be cleared by show contractors.

(f) Vehicles must be removed from the showground by 10.00 am on show day and parked in the car park area.

(g) You can use your own generator but this must be a silent running type in consideration of your neighbouring stands and appropriate risk assessment must be carried out.

(h) All trade stands (craft/food/indoor and outdoor) must complete a risk assessment and health and safety policy statement which must be available for inspection.

### 7. TIMES OF OPENING

All trade stands must be open and manned throughout the time the Show is open to the public - 11.00 am to 5pm.

### 8. FIRE PROTECTION

(a) It will be the responsibility of each Exhibitor to ensure that adequate fire precautions are provided, particularly in the case where any heating or other similar appliance is used.

(b) The Show reserves the right to make further rules and regulations in respect of fire precautions, if and when necessary.

### 9. NOISE

Exhibitors must not use any loudspeaker apparatus, noisy engines or any other offensive practices to cause annoyance to adjoining exhibitors.

#### 10. RESPONSIBILITY OF EXHIBITORS

The Exhibitor will indemnify the Show in respect of all actions causes claims losses proceedings or costs incurred claimed or arising out of the use by the Exhibitor of the Showground or by his/her agents contractors employees licensees or other persons being present at his/her request or with his/her concurrence for the purposes of the Show and the Exhibitor shall similarly be liable for all plant equipment vehicles stands articles animals livestock goods or other things of whatever kind or nature brought on to the Show field for whatever purposes and the Exhibitor shall be liable similarly for any matter arising out of the exhibition handling or housing of such exhibits and the conduct of the exhibitor's stand generally. Exhibitors shall provide their own unlimited liability insurance cover for personal injury and death, for self, employees and the general public. Acceptance of this foregoing provision and the foregoing provisions generally shall be a condition precedent of entry.

#### 11. HEALTH AND SAFETY REGULATIONS

Exhibitors are reminded to ensure they are fully conversant with and comply with all current Health and Safety regulations, particularly with respect to material handling, working heights ,equipment and public safety. The Risk Assessment Form will be provided with the invoice for your site and MUST be displayed on the stand .

#### 12. CANCELLATION OF SHOW

The Show reserves the right to cancel the event at any time and for any reason .

subject to the Show Secretary giving at least 24 hours notice of cancellation to the Exhibitor or Trade Stand Holder except in the case of the cancellation being due to fire, flooding, civil commotion, Act of God or riot, in which case notice given verbally or otherwise, by the Show's Secretary shall be deemed sufficient. If it is decided to cancel the Show, the Exhibitor or Trade Stand Holder will be repaid his/her entry fee, less a 50% charge, and the Show will not be responsible for any financial, trading or other loss of whatever kind incurred by the Exhibitor or Trade Stand Holder.

#### 13. VACATING SHOWFIELD

Exhibitors must clear their sites by 21.00 on the day following the Show. The Society will not be held responsible for any damage caused to items.

#### 16. NO SUB-LETTING

Trade stand space shall be for the sole and exclusive use of the applicant.

#### 17. DISABLED

Please inform the show office before the 1st May 2010 if a stall holder or staff are disabled and require any assistance.

# Whalton Show 2011

All Trade Stand Exhibitors are required to complete the form below. Using the guidelines shown below please consider what risks there are to those building up Trade Stands and to members of the public during the show. Outline the steps you propose to take to minimise those risks in the table overleaf. Please copy this page if more space is required. If in your opinion there are no risks please print **NO RISKS** and return the form.

Hazard	Who Might be harmed	Is more needed to control the risk
Look only for hazards which you could reasonably expect to result in significant harm under the conditions in your workplace. 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 of who may be affected, e.g.	For the hazards listed, do the precautions already taken
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 (e.g. from grinding) Fumes (e.g. from vehicle engines) Manual handling Noise Livestock on stand Lifting operation	Office Staff Maintenance Personnel Contractors People sharing your work place Operators Cleaners Members of the public  <b>Pay particular attention to:-</b> Staff with disabilities Visitors Inexperienced staff Lone workers – they may be more vulnerable.	* Meet the standards set by a legal requirement?  * Comply with a recognised industry standard?  * Represent good practice?  * Represent risk as far as reasonably practicable?  Have you provided:  * Adequate information, instruction or training?  * Adequate systems or procedures?  If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place.  Where the risk is not adequately controlled, indicate what more you need to do (the ‘action list’).
Fire hazard e.g. combustible materials (rubbish, flammable substances, LPG etc) and ignition sources (flames, smoking etc)	As above.	* Means of escape; fire detection and alarms. Fire fighting equipment and fire evacuation plan.

# Whalton Show 2011 RISK ASSESSMENT FORM

Please complete in BLOCK CAPITALS (Please photocopy more sheets if you need to)

Company Name:	
Address:	
Responsible Person:	
Date Assessment undertaken:	
Signature of Assessor:	
Location of Stand in Showgrounds:	Section: Stand Number:
Products to be exhibited:	

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 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).