

CLOSING DATE FOR YOUR APPLICATION IS NO LATER THAN THE 27TH APRIL 2018 AND WILL BE DEALT WITH ON A FIRST COME FIRST SERVE BASIS SUBJECT TO PLOT AVAILABILITY



February 2018

Dear Sir/Madam

OSWESTRY SHOW – SATURDAY 4TH AUGUST 2018

We are pleased to inform you that the 2018 Show will be held at The Showground, Park Hall, Oswestry, Shropshire SY11 4AB on **SATURDAY 4th AUGUST** where space will be available in our **BUSINESS/SHOPPING MARQUEE**. The size of the marquee is 24mtrs x 12mtrs and is situated in the same area as LAST year. Cheques are payable to Oswestry & District Agricultural Society Ltd: Via BACs Barclays 20 77 85 a/c 50905704 alternatively payment can be made by card using the telephone number given below.

Stands available and charges are:-

Please note: We are **NOT** VAT registered.

3mtrs frontage x 3mtrs deep (side of marquee) £97.00

1.8mtrs frontage x 1.8mtrs deep (centre of marquee) £85.00

Power points: £10.00 per power point.

Please note there are no tables and chairs provided.

To apply for space please complete the enclosed application forms and return along with the appropriate fee to the Show office by the 27th April (see note above) Please ensure that you and your staff are familiar with our list of rules and regulations for letting of trade stand space. Business/Shopping Stand application **WILL NOT** be considered unless accompanied by a **SIGNED** completed indemnity form (as enclosed) and risk assessment form found on the back of the application form in accordance with our health and safety regulations.

There will be a competition for the **Best Presented Indoor Stand**. Judging will take place from 10 am on Show Day; there will be prize money of £25; £15; £10 and a salver to be held for one year for the first prize winner.

Yours faithfully

Mandy Roberts

Mrs Mandy Roberts

Show Manager

Mrs Mandy Roberts, Show Manager, Oswestry Showground, Park Hall, Oswestry, Shropshire, SY11 4AB
Tel: 01691 654875 Email: mandy@oswestryshow.co.uk www.oswestryshow.co.uk

OSWESTRY SHOW – SATURDAY 4th AUGUST 2018
BUSINESS/SHOPPING MARQUEE APPLICATION FORM

The Show Office, Oswestry Showground, Park Hall, Oswestry, Shropshire SY11 4AB

CLOSING DATE FOR APPLICATION 27th APRIL 2018

Name of Company/Organisation _____

Contact Name _____

Address _____

_____ Post Code _____

Tel No _____ email: _____

Goods or Service to be displayed _____

Electricity required for _____

REMITTANCE

3mtrs x 3mtrs Stand @ £97.00. No Required _____ £ _____

1.8mtrs x 1.8mtrs Stand @ £88.00 No Required _____ £ _____

Electricity (Charge £10.00 per point) No Required _____ £ _____

Catalogue Advertising Space Size Required _____ £ _____

Membership Subscription (Optional) @ £17.50 each £ _____

TOTAL £ _____

Please make Cheques payable to: OSWESTRY & DISTRICT AGRICULTURAL SOCIETY LTD, BACs : sort Code 20 77 85 account number 50905704 using your trade name as reference to your payment. Alternatively card payments can be taken over the phone using the number from above.

Please complete all forms and return one copy to the above office and retain a duplicate for your own records. An acknowledgement invoice will **ONLY** be sent on receipt of a stamped addressed envelope.

Address to send tickets if different to above _____

I/We hereby apply for the above mentioned Trade Stand space. I/We have read and understood the Rules and Regulations as set out on the enclosed leaflet, and agree to abide by them. I/We confirm we hold public liability insurance.

SIGNED _____ **DATE** _____

PLEASE COMPLETE THE INDEMNITY & RISK ASSESSMENT FORMS

FOR OFFICE USE ONLY

| | | | | |
|-----------------------------|------------|-------------|---------|---|
| Date Rec'd | Paid | Outstanding | M | E |
| Invoice | Car Passes | Tickets | TS List | |
| ISSUED STAND NUMBER: | | | | |

*Make sure they
Know you're
here*



Oswestry Show 4th August 2018

Advertise in the Oswestry Show Official Catalogue and you could make more than 15,000 customers in a day.

Advertisement Rates:

The prices below are inclusive of VAT and all advertisements are placed in full colour.

Please tick the appropriate box for the size of advert you require.

| | | |
|---------------------|--------------------|---------|
| Full Page | 185mm deep x 125mm | £100.00 |
| Half Page | 90mm deep x 125mm | £70.00 |
| Quarter Page | 90mm deep x 60mm | £60.00 |
| Quarter Page | 42mm deep x 125mm | £60.00 |

The prices of these advertisements remain the same as previous years.

Latest date for copy: 15th June 2018

Advertise in the Oswestry Show Official Catalogue

Mrs Mandy Roberts, Show Manager, Oswestry Showground, Park Hall, Oswestry, Shropshire, SY11 4AB
Tel: 01691 654875 Email: mandy@oswestryshow.co.uk www.oswestryshow.co.uk

In accordance with **Health and Safety Regulations** we now request a risk assessment to be completed by all trade stand exhibitors. Using the guidelines shown below please consider what risk there is to those building up trade stands and to members of the public during the Show. Outline the steps you propose to take to minimise that risk on the enclosed 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 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 hazard listed, do the precautions already taken |
| Slipping/tripping/falls hazards Electric Cables. Guy Ropes. Chemicals (e.g battery acid) Moving parts of machinery (e.g blades) Generators. Work at height (e.g from mezzanine floor) Pressure systems Vehicles (e.g fork lift trucks) Movement before & on Show Day unloading etc Dust (e.g from grinding) Sawing Fumes (e.g vehicle engines) Manual handling. Noise. Generators Livestock on stand Lifting operation Food hygiene | Office staff, Catering staff, Members of Public Maintenance personnel Contractors People sharing your work place Operators Cleaners Members of public Pay particular attention to: Staff disabilities Visitors Inexperienced staff Lone Workers – they may be vulnerable Warning Notices. No Smoking in marquees. | Meet the standards set by a legal requirement? Red & white warning tape. Comply with a recognised industry standard? Represent good practice? Reduce 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) LPG Outdoors only with guards around containers | As above. Members of public. Staff on stands. | Means of escape; fire detection and alarms. Fire fighting equipment and fire evacuation plan. Suitable extinguishers on trade stand. |

Mrs Mandy Roberts, Show Manager, Oswestry Showground, Park Hall, Oswestry, Shropshire, SY11 4AB
Tel: 01691 654875 **Email: mandy@oswestryshow.co.uk** **www.oswestryshow.co.uk**

OSWESTRY & DISTRICT AGRICULTURAL SHOW

SATURDAY 4th AUGUST 2018

To all Exhibitors

The Committee Members of the Oswestry & District Agricultural Society have been advised by their Legal Advisers to ask all Exhibitors to sign and return this form of Indemnity.

NAME OF COMPANY: - _____

ADDRESS: - _____

POST CODE _____ TELEPHONE _____

I / We _____ hereby agree to indemnify Oswestry & District Agricultural Society, its Officers and Committee against any claims made against them for the loss, damage, injury or otherwise arising from the acts, omissions or negligence of my / our employees or other persons engaged by me / us in the erection, dismantling or operation of my / our trade stand at the Showground, Oswestry and I / we confirm that I / we have in force a Public Liability policy to cover such risks.

Insurance Company: - _____

Policy Number/ Expiry Date: - _____

Limit of Indemnity: - _____

Signed: _____

Name in capitals: _____

Position in Company: _____

Date: _____

Please complete, sign and return with your application form along with your Public Liability Policy

OSWESTRY & DISTRICT AGRICULTURAL SOCIETY ANNUAL SHOW
REGULATIONS APPLYING TO LETTING OF TRADE STAND SPACE

APPLICATION & CONDITIONS OF HIRE

1. **Please Note:** A fully completed and signed application form, risk assessment form and indemnity form must be accompanied by the appropriate fees and sent to the Oswestry Show Office by the **27th April and will be dealt with on a first come first served basis subject to availability** to ensure space is reserved. A limited number of stands are available and a full description of the items to be displayed must be entered on the form.
2. If it is intended to erect tents and marquees, exhibitors must make allowances for guy ropes in calculating the amount of space required; the amount of space for guy ropes must be included in the frontage booked. **Open space only is let; no cover provided.**
3. The exhibit will be listed in the catalogue.
4. Exhibitors will receive free tickets and car passes as follows:
2 tickets for 3mtrs (or part) with additional 1 ticket for 3mtrs units to a maximum of 10 tickets. One car pass per trade stand. Concessionary tickets can be purchased at £7 with a 10% discount if purchased prior to Show Day **STRICTLY FOR STAFF ONLY**. To save delays and gain entrance to the Showground you must have the correct number of people passes to cover the number of people in the vehicle.
5. Members of the Society will also receive badges and car park tickets.
6. The Society (through its Secretary or Hon. Directors or their duly appointed agents) shall have full and free rights to refuse to accept any entry, to cancel any entry after being made and to refuse admission to the Showground of any proposed exhibit and/or to remove or order to be removed at the risk and expense of the owner any exhibit which has been admitted to the Showground. There shall be no obligation upon the Society to make or offer any explanation or reason for any such action and the Society shall not incur any liability or responsibility in the matter.
7. Exhibitors who are unable to attend should inform the Show Office as soon as possible. Exhibitors who withdraw or cancel their space shall forfeit 10 per cent of the total hire charge. If cancellation takes place after 10th July the exhibitor will be responsible for the whole fee. Entries who fail to exhibit forfeit fees and charges and should inform the Secretary on either 01691 654875(Show Office) or 07891467913
8. **The allocation of a separate space on a trade stand to a charity organisation is not allowed. A charity organisation applying for a trade stand space must indicate what merchandise will be sold, or if a tombola, the type of goods. The sale of raffle tickets or collections on stands is strictly forbidden.**
9. The Society by its officers or servants will allocate sites. In no case can any particular site be selected by an exhibitor beforehand but any special requirements will be considered.
10. All trade stands are subject to inspection by the Society Safety Officer and the Officers of the Borough Council Environmental Department.
11. All exhibitors, their agents or servants entering the Showground will be subject to the rules and regulations of the Society. Any exhibitors not complying with reasonable requests of the officials and servants of the Society reserves the right by its officers or servants to order removal from the ground the goods of any exhibitor infringing the rules.
12. **It is the responsibility of the Exhibitor to insure all property and livestock on the Showground or elsewhere which is his own, or for which he is responsible. The Society requires Exhibitors to effect Public Liability insurance with a minimum indemnity of £5,000,000.**
13. **NOTE: Disclaimer of Liability**
In this clause the term Exhibitor shall include persons taking part in any competition or display arranged by the Show Committee, and the owner of any animal, plant, machinery or other thing involved in any such competition or display or otherwise exhibited on the Showground. Save for death or personal injury caused by the negligence of the Committee, its servants or agents, the Committee will not be responsible for death, injury, disease, damage, or loss caused to any exhibitor or to his or her servant or agent or to any animal, article, plant, machinery or thing of whatever nature brought onto the Showground by the said exhibitor from whatever cause death, injury, disease, damage or loss arises.
(Save as aforesaid) the exhibitor shall indemnify the Committee against all claims, damages and expenses whatsoever in any way arising out of the presence of the exhibitor, his servant, agents, exhibits, vehicles or equipment on the Showground and shall assume full responsibility therefore.

OPERATION OF SITE

14. All exhibitors must be in the Showground and in the space allocated by **9.00 am** on Show Day. Exhibits may **not** be removed from any stand until **5.30 pm**.

15. Stand holders are responsible for leaving their stand space in a clean and tidy condition.
16. Exhibitors will not be allowed to excavate on any part of a site without consent from the Showground Administrator or Chairman. Where consent is given, exhibitors must defray cost of re-instatement and damage to the grass by their vehicles.
17. All vehicles will not be allowed to park in the avenues or around trade stands but must be removed to the exhibitor's car park. Please note **NO VEHICLE MOVEMENT WILL BE ALLOWED ON THE SHOWGROUND AFTER 9.00AM AND BEFORE 5.30PM due to Health & Safety Regulations.**
18. Exhibitors are required to clear exhibits, banners, erections and materials from the Showground by the following Wednesday. Banners are the sole responsibility of the Exhibitors only.
19. The selling of goods by auction, shouting to attract crowds or behaviour likely to annoy visitors is forbidden.
20. Leaflet distribution and the placing of leaflets on windscreens is strictly forbidden anywhere on the Showground or in the car parks.
21. Acceptance of the foregoing provisions shall be a condition of entry.
22. Exhibitors are advised to insure against fire and other appropriate risk not only as regards their own property but also against any third party claim.
23. Exhibitors are responsible for the security of their stand and property.
24. Fires must not be lit on stands without the consent of the Society's officers or servants and where consent is given exhibitors shall not be relieved of responsibility in case of accident or fire. Whilst the Society reserves the right to exclude any inflammable spirits considered unsafe, exhibitors are not relieved of responsibility in case of accident or fire. Exhibitors must conform to regulations of the Local Authority relating to transporting of petrol and the precautions to be taken against fire. **All stands must provide their own fire extinguishers.**

HEALTH & SAFETY

25. **LPG Cylinders** All exhibitors must ensure that their gas appliances have been recently examined and tested by a competent person and labelled to show the examiner's name and date of examination. We may ban the use of any appliance which does not comply or which breaches the Safety Regulations. Written approval from the Secretary must be obtained before any gas appliance is used. Empty and full cylinders must be kept separately outside the tent. The equipment must be installed in a safe area away from the public and shielded from the canvas. Stewards have the authority to require the immediate cessation of the use of any gas appliance.
26. In the event of fire on or near your stand Notify the police and secretary giving the location e.g Stand No & Avenue. If safe to do so use a fire extinguisher until Fire Service attends. Follow Stewards instructions as to evacuation of public from area.
27. It is the responsibility of Trade Stand Exhibitors to prevent children climbing on exhibits.
28. All electrical installations must comply with the current Health and Safety regulations and the use of mobile generators must be in accordance with Section 2 of the Health and Safety at Work Act i.e. maintained in safe working order and guarded to prevent injury.
29. **Catering** No exhibitor may offer to sell foodstuffs or beverage without permission having been obtained before the Show from the Secretary. Any exhibitor providing Catering must contact Environmental Health Officer to ensure that they meet the necessary regulations.

OSWESTRY & DISTRICT AGRICULTURAL SOCIETY
MRS M ROBERTS, SHOW MANAGER, THE SHOW OFFICE, OSWESTRY SHOWGROUND, PARK HALL,
OSWESTRY, SHROPSHIRE, SY11 4AB
TEL NO: 01691 654875

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| <h2 style="margin: 0;">RISK ASSESSMENT FORM</h2> <p style="margin: 0;">PLEASE COMPLETE ALL BOXES USING BLOCK CAPITALS</p> |
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| | |
|------------------------------------|--|
| Company Name: | |
| Address: | |
| Responsible Person: | |
| Date Assessment Undertaken: | |
| Signature of Assessor: | |

| Hazard | Persons at Risk | Controls to Minimise Risk |
|--------|-----------------|---------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

FIRE ASSESSMENT

| | | |
|--|---------------|--|
| | | |
| | | |
| Liquefied Petroleum Gas A H.S.E Guide is Available on Request. (LPG) on site. Yes/No (Please circle) | Cylinder Size | |