

CLOSING DATE FOR YOUR APPLICATION IS NO LATER THAN THE 3<sup>rd</sup> OF MAY 2024 AND WILL BE DEALT WITH ON A FIRST COME FIRST SERVE BASIS SUBJECT TO PLOT AVAILABILITY.



March 2024

Dear Sir/Madam

**OSWESTRY SHOW – SATURDAY 3<sup>rd</sup> of AUGUST 2024**

We are pleased to inform you that the 2024 Show will be held at The Showground, Park Hall, Oswestry, Shropshire SY11 4AB on **SATURDAY 3<sup>rd</sup> of 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 PREVIOUS years. 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) £148.00

1.8mtrs frontage x 1.8mtrs deep (centre of marquee) £120.00

Power points: £30.00 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 3<sup>rd</sup> May (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  
Senior Show Administrator

**Senior Show Administrator. Mandy Roberts, Oswestry Showground, Park Hall, Oswestry, Shropshire, SY11 4AB**  
Tel: 01691 654875 Email: [mandy@oswestryshow.co.uk](mailto:mandy@oswestryshow.co.uk) [www.oswestryshow.co.uk](http://www.oswestryshow.co.uk)

**PLEASE RETAIN A COPY FOR YOUR INFORMATION**

**OSWESTRY SHOW – SATURDAY 3<sup>rd</sup> of AUGUST 2024  
BUSINESS/SHOPPING MARQUEE APPLICATION FORM**

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

**CLOSING DATE FOR APPLICATION 3<sup>rd</sup> of MAY 2024**

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 @ £148.00 No Required \_\_\_\_\_ £ \_\_\_\_\_

1.8mtrs x 1.8mtrs Stand @ £120.00 No Required \_\_\_\_\_ £ \_\_\_\_\_

Electricity (Charge £30.00 per point) No Required \_\_\_\_\_ £ \_\_\_\_\_

Catalogue Advertising Space Size Required \_\_\_\_\_ £ \_\_\_\_\_

Membership Subscription (Optional) @ £20.00 each £ \_\_\_\_\_

**ADDITIONAL STAFF TICKETS TO THE MAXIMUM OF 4 @ £9.00 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 or via email.

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	
<b>ISSUED STAND NUMBER:</b>				

*Make sure they  
know you're  
here*



## ***Oswestry Show 3<sup>rd</sup> of August 2024***

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.*

<b>Full Page</b>	185mm deep x 125mm PORTRAIT	£130.00
<b>Half Page</b>	90mm deep x 125mm LANDSCAPE	£93.00
<b>Quarter Page</b>	90mm deep x 60mm PORTRAIT	£80.00

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

**Latest date for copy: 19<sup>th</sup> June 2024**

***Advertise in the Oswestry Show Official Catalogue***

Senior Show Administrator. Mandy Roberts, Oswestry Showground, Park Hall, Oswestry, Shropshire, SY11 4AB  
Tel: 01691 654875 Email: [mandy@oswestryshow.co.uk](mailto:mandy@oswestryshow.co.uk) [www.oswestryshow.co.uk](http://www.oswestryshow.co.uk)

In accordance with **Health and Safety Regulations** we now request a risk and fire 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
<p>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</p>	<p>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</p>	<p>For the hazard listed, do the precautions already taken</p>
<p>Slipping/tripping/falls hazards</p> <p>Electric Cables. Guy Ropes.</p> <p>Chemicals (e.g battery acid)</p> <p>Moving parts of machinery (e.g blades) Generators.</p> <p>Work at height (e.g from mezzanine floor)</p> <p>Pressure systems</p> <p>Vehicles (e.g fork lift trucks) Movement before &amp; on Show Day unloading etc</p> <p>Dust (e.g from grinding) Sawing Fumes (e.g vehicle engines)</p> <p>Manual handling. Noise. Generators</p> <p>Livestock on stand Lifting operation Food hygiene</p>	<p>Office staff, Catering staff, Members of Public</p> <p>Maintenance personnel</p> <p>Contractors</p> <p>People sharing your work place</p> <p>Operators Cleaners</p> <p>Members of public</p> <p><b>Pay particular attention to:</b></p> <p>Staff disabilities</p> <p>Visitors</p> <p>Inexperienced staff</p> <p>Lone Workers – they may be vulnerable</p> <p>Warning Notices. No Smoking in marquees.</p>	<p>Meet the standards set by a legal requirement? Red &amp; white warning tape.</p> <p>Comply with a recognised industry standard?</p> <p>Represent good practice?</p> <p>Reduce risk as far as reasonably practicable?</p> <p>Have you provided Adequate information, instruction or training?</p> <p>Adequate systems or procedures?</p> <p>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)</p>
<p>Fire hazard e.g combustible materials (rubbish, flammable substances, LPG etc) and ignition sources (flames, smoking etc) LPG Outdoors only with guards around containers</p>	<p>As above. Members of public. Staff on stands.</p>	<p>Means of escape; fire detection and alarms. Fire fighting equipment and fire evacuation plan. Suitable extinguishers on trade stand.</p>

**Senior Show Administrator. Mandy Roberts, Oswestry Showground, Park Hall, Oswestry, Shropshire, SY11 4AB**  
**Tel: 01691 654875**      **Email: [mandy@oswestryshow.co.uk](mailto:mandy@oswestryshow.co.uk)**      **[www.oswestryshow.co.uk](http://www.oswestryshow.co.uk)**



# TRADERS AND MARKET STALLS – FIRE RISK ASSESSMENT

**TO BE**

**COMPLETED FOR EACH UNIT/STALL IN LINE WITH NATIONALLY RECOGNISED FIRE RISK ASSESSMENT GUIDES**

In order to comply with relevant fire safety legislation you **MUST** complete a Fire Risk Assessment of your unit. The Risk Assessment needs to identify the fire hazards and persons at risk, you must endeavour to remove or reduce these risks and protect people from fire. Failure to comply with this requirement may result in your unit being prohibited from use. You must be able to answer YES to the following questions. This signed and completed form must be maintained available for inspection by the Fire & Rescue Service / Event Organiser / Council Officers at all times.

You must undertake a Fire Risk Assessment for each unit, which must be suitable for the circumstances. You do not need to use this form and may use another method if you wish, however, this form is considered to be suitable for most market stalls and traders units.

EVENT					
UNIT NAME AND LOCATION					
DATE/TIME	START			FINISH	
UNIT DETAILS	PERSON IN CHARGE				
	TYPE AND USE OF UNIT				
	SIZE (M2)				
	MAXIMUM OCCUPANCY	STAFF			
PUBLIC			TOTAL		
		ACTION/COMMENT			
25. Are adequate exits provided for the numbers of persons within the unit or stall? <i>(Are your staff and customers able to evacuate easily if the normal exit is blocked?)</i>	YES	NO			
2. Where necessary, are there sufficient directional signs indicating the appropriate escape route and do they comply with current regulations?	YES	NO			
3 Are the exits maintained available, unobstructed, and unlocked at all times the premises are in use.	YES	NO			
4. If the normal lighting failed would the occupants be able to make a safe exit? <i>(Consider back up lighting)</i>	YES	NO			
5. Do you have an adequate number of fire extinguishers/fire blankets available in prominent positions and easily available for use?	YES	NO			
6. Has the fire-fighting equipment been tested within the last 12 months? <i>Note: a certificate of compliance will normally be required</i>	YES	NO			
7. Have your staff been instructed on how to operate the fire-fighting equipment provided?	YES	NO			
8. Have your staff been made aware of what to do should an incident occur, how to raise the alarm, evacuate the unit, and the exit locations?	YES	NO			
9. Have you identified combustible materials that could promote fire spread beyond the point of ignition such as paper/cardboard, bottled LPG etc. and reduced the risk of them being involved in an incident?	YES	NO			

10. Have you identified all ignition sources and ensured that they are kept away from all flammable materials?	YES	NO	
11. Are the structure, roofing, walls and fittings of your stall or unit flame retardant? <i>Note: certificates of compliance will normally be required</i>	YES	NO	
12. If any staff sleep in the stall is there a working smoke detector and a clear exit route at night? <i>Note : Persons should not be allowed to sleep within a high risk area and some Authorities and events do NOT allow any sleeping within units.</i>	YES	NO N/A	
13. Are you aware that you must not stock or sell certain items, i.e. fireworks, garden flares, household candles, tea lights, etc.?	YES	NO	
14. Do you have sufficient bins for refuse? Is all refuse kept away from your unit?	YES	NO	
15. Are you aware that petrol generators are not permitted on site?	YES	NO	
			ACTION/COMMENT
<b>Do You use LPG?</b> (If 'No' ignore questions 16-25)	YES	NO	
16. Do you have an inspection / gas safety certificate for the appliances and pipework ( <i>copy to be available for inspection</i> ) and are all hose connections made with "crimped" fastenings?	YES	NO	
17. Are the cylinders kept outside, secured in the upright position and out of the reach of the general public?	YES	NO	
18. Are appliances fixed securely on a firm non-combustible heat insulating base and surrounded by shields of similar material on three sides?	YES	NO	
19. Are the cylinders located away from entrances, emergency exits and circulation areas?	YES	NO	
20. Are the gas cylinders readily accessible to enable easy isolation in case of an emergency?	YES	NO	
21. Do you ensure that all gas supplies are isolated at the cylinder, as well as the appliance when the apparatus is not in use?	YES	NO	
24. Do you ensure that only those cylinders in use are kept at your unit/stall? ( <i>Spare should be kept to a minimum and in line with any specific conditions for the event</i> )	YES	NO	
25. Is a member of staff, appropriately trained in the safe use of LPG, present in the unit / stall at all times?	YES	NO	

If answer to any question is "NO", please detail below actions taken to remedy the situation.

*Continue on separate sheet if necessary*

Responsible Person: .....  
Signature Print Name Date

Designation: .....

Company: .....

**PLEASE NOTE:** This document does not preclude you from prosecution or removal from the site should a subsequent inspection reveal unsatisfactory standards.

## **Fire Safety Guidance**

Fire Risk Assessment Guidance for Open Air Events and Venues.

[www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/14891/fsra-open-air.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14891/fsra-open-air.pdf)

Guidance on Temporary Structures, Large Tents and Marquees.

[www.muta.org.uk/MUTAMembers/media/MUTAMembersMedia/PDFs/MUTA-s-Best-Practice-Guide,-November-2014.pdf](http://www.muta.org.uk/MUTAMembers/media/MUTAMembersMedia/PDFs/MUTA-s-Best-Practice-Guide,-November-2014.pdf)

Code of Practice 24: Part 4 – Use of LPG Cylinders: The Use of LPG for Catering at Outdoor Functions (March 1999)

[www.uklpg.org/shop/codes-of-practice/use-of-lpg-cylinders-the-use-of-lpg-for-catering-at-outdoor-functions-march-1999/](http://www.uklpg.org/shop/codes-of-practice/use-of-lpg-cylinders-the-use-of-lpg-for-catering-at-outdoor-functions-march-1999/)



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**OSWESTRY & DISTRICT AGRICULTURAL SHOW**  
**SATURDAY 3<sup>rd</sup> of AUGUST 2024**  
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 **3<sup>rd</sup> of May 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 £9 purchased prior to Show Day **STRICTLY FOR STAFF ONLY TO A MAXIMUM OF AN EXTRA 4 TICKETS PER STAND. NO TICKETS WILL BE SENT UNTIL FULL PAYMENT HAS BEEN RECEIVED.** 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 10<sup>th</sup> 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 01691 654875(Show Office)
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 £10,000,000.**
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.