



BURWARTON SHOW

President: Viscount Boyne DL

Chairman: Martin Clack

Vice Chairman: Brian Williams

January 2024

Dear Exhibitor,

Re Burwarton Show - Thursday 1 August 2024 - Conservation Area

I have pleasure in enclosing the Trade Stand Application Pack for 2024 that includes:

- Application Form
- Insurance Indemnity
- Risk Assessment
- Safety Policy
- Fire Safety Policy and Risk Assessment

Your application will not be processed until **ALL** the forms are received together, signed and dated IN FULL by the person responsible for the trade stand. The closing date for receipt of ALL applications is 31 March 2024 after which they will be reviewed by the Trade Stand Committee and you will be advised whether your application has been successful by end of April. Successful applicants will be invoiced at that time for payment soonest and by 30 June at the latest. Any space not paid for in full by 30 June 2024 will automatically be re-allocated.

NO passes/tickets will be issued until full payment has been received.

All exhibitors are responsible for their on-site contractors and staff and for ensuring that they are competent to carry out the work required on site. Please note that Enforcement Officers may visit the site pre-show and your contractors may be asked to produce their Health and Safety paperwork.

Please ensure that your contractors have the correct stand number and location on site.

For Catalogue advertising please contact Graham Walton direct on 01749 880191.

Whilst overnight security will be on site from Monday 29 July until Thursday 1 August inclusive, exhibitors are responsible for taking adequate security precautions on their stand during this period.

We look forward to welcoming you to Burwarton Show on Thursday 1 August.

Glenys Allen
Show Manager

SHOWGROUND POSTCODE WV16 6RP

Privacy Policy

The Society privacy policy sets out the basis on which any personal data we collect from you, that you provide to us or that we may receive from others about you, will be processed by us. It includes data that we hold electronically and in paper files.

Details will be published in Show literature, unless you request otherwise on the application form, and passed to our printers, solely for the purpose of compiling catalogues and show guides.

Please refer to www.burwartonshow.co.uk for full details of our Privacy Policy.

Burwarton and District Agricultural Society

The Show Office, Burwarton, Bridgnorth, Shropshire WV16 6QJ

Tel: 01746 787535

Email: info@burwartonshow.co.uk **Website:** www.burwartonshow.co.uk

A Company Limited by Guarantee

Company Reg. No. 2088026

Registered Charity No. 518459

CONDITIONS OF SITE HIRE 2024

Until acceptance of the application is made in writing by the Show Manager no hiring contract will be created whether or not booking fees are banked.

APPLICATION AND BOOKING

All applications must be submitted on the appropriate form and reach the Show Manager no later than 31 March 2024.

The allocation and positioning of sites will be at the discretion of the Society, although every endeavour will be made to meet any requests made by an exhibitor regarding the position of their stand. Unless requested otherwise, full exhibitor details will be listed in the Show Catalogue. Half or full page advertisements may be inserted. For details please contact: sales@gwpublishing.co.uk.

PASSES AND ENTRY: Exhibitor passes will be issued as follows:

- TWO entrance passes for each stand
- ONE trade vehicle pass for each stand
- Vehicles must be removed to the car park on completion of unloading
- Additional passes may be bought at pre-show prices with application form
- To avoid delays and to gain entrance to the showground ensure that you have sufficient vehicle and people passes clearly displayed. Staff without passes will have to pay on the gate.
- NO passes/tickets will be issued until full payment has been received.

OPERATION OF SITE

Exhibitors may commence work on their stand on the Tuesday prior to Show Day or earlier by arrangement with the Show Manager. **ALL STANDS MUST BE FULLY ERECTED AND ALL VEHICLES REMOVED FROM THE SHOW GROUND BY 9.00AM ON SHOW DAY. DISMANTLING MUST NOT COMMENCE BEFORE 6.00PM.** Equipment must be completely cleared by 12 noon on the Saturday following Show Day. Note: the Showground is in use from the Friday following the Show for the YF Charity Dance. Care should be taken not to cause damage to the showground by heavy vehicles. Exhibitors and their employees must act at all times in accordance with the directions of the Stewards of the Society. Exhibitors will be responsible for damage caused by themselves or their employees contravening these directions. All trade vehicles must be parked as directed on Show Day.

CATERING

In order to protect our public catering concession agreement with K & C Yarwod Ltd., exhibitors are requested to restrict provision of cold refreshments to clients/customers only and not to general public. Exhibitors offering catering will be sent a set of Food Hygiene forms with their acceptance letter for completion and return to the Show Manager. These forms will then be sent to the designated Shropshire Council Public Safety Officer for review and approval.

Shropshire Council Health and Safety Officer and/or the Society may inspect the stand site at any time to ensure the safe and hygienic operation of the site and compliance with the conditions of site hire before, during and after the Show. Directions given by Shropshire Council Health and Safety Officers and/or the Society must be complied with immediately. It is the responsibility of each trader whose activities on Show day fall within the remit of the Licensing Act 2003 to obtain an appropriate Temporary Event Notice and forward a copy to the Show Manager.

SAFETY

Trade exhibitors are responsible for the provision of fire and safety equipment on their stands, which must fully comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005.

WIRELESS INTERNET: Further improvements have been made to increase the availability of wireless internet via a network of access points around the showground providing traders and caterers the capability to provide card payment facilities.

Please ensure that your card machines are compatible with all levels of service (4G, 5G). As always, while connectivity will be better, it cannot be guaranteed and you are advised to hold a supply of cash, particularly as the Conservation is in a remote location.

CHILDREN. It is the responsibility of exhibitors to prevent children climbing on exhibits.

GENERAL

The Society reserves the right to cancel bookings and refuse applications for trade stand space where payment has not been received by 30 June. Where an exhibitor cancels the space reserved for them for any reason after 1 June they will forfeit 10% of the total hire charge. If cancellation takes place after the 30 June the total hire charge will be forfeited. In the event of Show cancellation, the Society's responsibility is limited to refund of hiring charges. The Society accepts no **All raffles draws and tombola are strictly forbidden. Leaflet distribution, and the placing of leaflets on windscreens, is strictly forbidden anywhere on the showground or in the car parks. The release of balloons is strictly forbidden.**

No exhibitor may sub-let their stand or part thereof without written permission of the Show Manager.

Any exhibitors providing regulated entertainment, music, etc. on their stand must advise the Show Manager in advance of the nature of the proposed entertainment. They must ensure that they obtain the appropriate licence which is to be displayed on the trade stand and ensure that no disturbance is caused to other exhibitors, and must, at all times, comply with the directions of the Stewards of the Society.

Exhibitors are requested to have litter completely cleared from their stands by 10am on the Friday after Show day.

SECURITY

The Society accepts no responsibility for security of the stands, equipment, stock, cash and/or any other property of the exhibitors, who must arrange their own insurance cover including public liability insurance. The indemnity form must be completed and returned with the application. Insurance must be valid for 1 August 2024.

BURWARTON SHOW - THURSDAY 1 AUGUST 2024
APPLICATION FORM FOR THE CONSERVATION AREA

PLEASE COMPLETE AND RETURN BY 31 MARCH 2024

Name of Company:	
Name of Contact:	
Company Address:	
Postcode:	Office Tel:
Email:	Mobile Tel:
Description of goods to be sold/displayed:	

All prices + VAT @ 20%

VAT Reg No: 275 6587 11

Order	Quantity	Price	Total
Stand frontage: Open spacemetres Under cover (3m x 3m) YES / NO		£75.00	
6ft trestle table (each)		£ 5.00	
Bistro chair (white plastic, each)		£ 1.50	
WiFi (1 x password allocation)		£10.00	
Extra tickets @ £16.67 + VAT each (£20)		£16.67	
A gas appliance will be operating	YES / NO		Sub total
			VAT 20%
			TOTAL

Invoices will be issued to successful applicants for payment by BACS (details on the invoice). Please ensure payment by 30 June 2024.

Enclosed: (please check) Insurance Indemnity Risk Assessment Fire Risk Assessment

Declaration: (please check)

I hereby apply for Trade Stand space at Burwarton Show 2024. If accepted, I agree to abide by the conditions laid down. All persons working on the stand, sub-contractors and anyone working on my behalf will be made fully aware of the Society **Safety Policy** and **Fire Safety Policy**.

The details of my Company may be printed in the catalogue

Name..... Signed

Position in Firm..... Date.....

OFFICE USE ONLY

PLEASE RETURN TO: THE SHOW OFFICE, BURWARTON, BRIDGNORTH, SHROPSHIRE WV16 6QJ

INVOICE DATE	PAYMENT DATE
TICKETS ISSUED:	

PLEASE COMPLETE, TEAR OFF AND RETURN TO THE SHOW OFFICE