



BURWARTON SHOW

President: Viscount Boyne DL

Chairman: Martin Clack

Vice Chairman: Brian Williams

January 2024

Dear Exhibitor,

Re Burwarton Show - Thursday 1 August 2024 - Trade Exhibition Space

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

TRADE STANDS - 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.

TRADE STAND AREA: 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. All exhibitors must ensure that their displays, tents, vehicles, etc. are sited within the perimeters of the marked out areas of their stand. Please ensure that you order sufficient space to meet your requirements. Exhibitors may commence work on their stand on the Monday 29 July, or earlier by prior arrangement with the Show Manager. **ALL STANDS MUST BE FULLY ERECTED AND ALL VEHICLES REMOVED FROM THE SHOWGROUND BY 9.00AM ON THE SHOW DAY. DISMANTLING OR MOVING OFF FROM THE SHOWGROUND ON SHOW DAY MUST NOT COMMENCE BEFORE 6.00PM.**

Equipment must be completely cleared by 12 noon on the Saturday after Show day. The showground is in use on Friday 2 August for the Y.F. 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 car and machinery retailers who intend to sell their products should, if at all possible, display new. Any second hand goods to be displayed should be of nearly new condition. The only exception being a product of interest which enhances your display. All exhibitors are responsible for their staff and/or contractors and for ensuring that they are competent and/or qualified to carry out the work required on their trade stand site during the build period, day of Show and breakdown period.

PASSES AND ENTRY: Trade exhibitor passes will be issued as follows:

- TWO entrance passes for each 5 metres of frontage, maximum 12 passes
- ONE trade vehicle pass for 5 metre frontage. 2 trade vehicle passes thereafter
- Passes for catering staff are not issued free of charge. Additional passes may be purchased at pre-show prices (see application form opposite).
- All vehicles not parked within the confines of the trade stand must be parked on the trade stand car park.
- 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.

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.

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

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 responsibility for consequential loss incurred by traders.

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 TRADE STAND SPACE

PLEASE COMPLETE AND RETURN BY 31 MARCH 2024

Name of Company:	
Name of Contact:	
Company Address:	
Postcode:	Office Tel:
Email:	Mobile Tel:
Exhibition structure: (caravan, vehicle, marquee etc)	
Description of goods to be sold/displayed:	
Special requests:	
The Society will make every effort to meet such requests. If this is not possible, for any reason, the Committee's decision is final.	

All prices + VAT @ 20%

VAT Reg No: 275 6587 11

Location	Frontage	Price	Select	Total
Main Show Field Frontage: mon 5m (to include space for guy ropes and pegs if required) Depth: 9 metres	5 metres	£ 140.00		
	6 metres	£ 165.00		
	7 metres	£ 189.00		
	8 metres	£ 216.00		
Livestock Field Frontage: Max 10 metres Depth: 5 metres	9 metres	£ 243.00		
	10 metres	£ 260.00		
12 metres and over @ £24.00 per metremetres	£24.00/m		
Electricity @ £100.00 (1 x 13amp supply)		£ 100.00		
WiFi (1 x password allocation)		£ 25.00		
Extra tickets @ £16.67 + VAT each (£20)		£ 16.67		
A generator will be operating	YES / NO			
A gas appliance will be operating	YES / NO			
Refreshments will be offered to customers/clients	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.....

THIS FORM IS NOT VALID UNLESS COMPLETED IN FULL AND SIGNED AND RETURNED ALONG WITH ALL OTHER REQUIRED FORMS. CONDITIONS OF SITE HIRE MUST BE READ AND COMPLIED WITH.

SEE OVERLEAF FOR ADDITIONAL EQUIPMENT ORDER FORM.

OFFICE USE ONLY			
TS 2023	TS 2024	INV. No.	DATE OF PAYMENT
TICKETS ISSUED:			

PLEASE COMPLETE, TEAR OFF AND RETURN TO THE SHOW OFFICE

EQUIPMENT ORDER FORM AND PRICE LIST

Here is a list of aluminium framed marquees and ancillary equipment that can be hired from our contractor **Henman Marquees Ltd - 01568 708715**

When your Trade Stand space has been confirmed in writing by the Show Manager, this order will be sent to Lucy Henman for processing and invoicing. Hereon in, your contact will be direct with Henman Marquees.

Lucy Henman - 07711 242528

All marquees and ancillary equipment ordered through Henman's must be fully paid at least 30 days prior to Show Day.

Item	Price	Quantity	Total
3m x 3m marquee	£200.00 each		
5m x 5m marquee	£400.00 each		
6m x 6m marquee	£450.00 each		
6m x 9m frame marquee	£600.00 each		
6m x 12m frame marquee	£750.00 each		
6ft trestle tables	£ 5.00 each		
3ft round tables plastic	£ 4.00 each		
5ft round tables wooden	£ 8.00 each		
Bistro chairs white plastic	£ 1.50 each		
Flag pole	£ 25.00 each		
Banner rails (3m section)	£ 25.00		
		Sub total	£
All above prices are subject to VAT at 20%			
<i>Minimum order - Tables (any size) x 10 • Chairs x 25</i>			
		VAT 20%	
		Total	£

IF YOU ARE HIRING A MARQUEE FROM THE ABOVE LIST
PLEASE INDICATE THE POSITION REQUIRED ON YOUR PITCH

FRONT

BACK

CONTACT NAME:

COMPANY NAME:

TEL. NO:

MOBILE:

EMAIL:

This order will be forwarded to our contractor, Henmans Marques Ltd, who will invoice you direct for the items ordered above.

Tradestand Number
(To be completed by the Show Society).