

Ashbourne Shire Horse Society

119 th ASHBOURNE SHOW

Saturday 21 August 2010 - Polo Ground, Osmaston, Ashbourne, Derbyshire

APPLICATION FOR CRAFT MARQUEE SPACE

BUSINESS NAME.....

CONTACT NAME.....

ADDRESS.....

.....

.....

TEL NO E-MAIL

Single Unit (inc 1 6 ft trestle table and 2 chairs) £40.00 (inc VAT)

Double Unit (inc 2 6 ft trestle tables and 2 chairs) £70.00 (inc VAT)

Please advise if tables and chairs not required

Additional Exhibitors' Admission tickets at £7.00 each (see reverse) Number

Electricity supply to stand at an additional cost of £41.13 (inc. VAT)

APPLIANCE	VOLTAGE	WATTS/KILO WATTS

No extension cables or adaptors will be provided by the Society the use of generators is permitted, but these must be noise reduced and sited outside the marquee)

Using Generator YES/NO TOTAL COST

In order to reserve space the full payment, payable to 'Ashbourne Shire Horse Society', must be sent to the address below with this application form, a copy of your **Public Liability insurance, risk assessment form and vehicle form.**

I/We hereby make application for Craft Space and I/We agree to conform as an Exhibitor to all the Rules, Regulations, Conditions and Orders of the Show, and undertake to notify my/our Representatives or Agents of them. I confirm I have read the conditions overleaf.

Signed Date

Please give details of your business

.....

Show Secretary, The Cottage, Great Gate, Tean, Staffordshire ST10 4HF

E-Mail enquiries@ashbourneshow.co.uk 01889 507497

For office use

Date received

Admission Tickets

Stand No

Receipt No

Vehicle Tickets

HIRE CHARGES & CONDITIONS

Payment: Full payment required with the application and no spaces will be reserved without payment and completed application.

Cancellation: No refund will be given if cancellation occurs after 1 August. For cancellations prior to this date 20% of the fee will be retained.

Exhibitor's Admission Tickets: Two admission tickets will be issued with each application. Extra tickets are £7.00 each (entry on Showday £8.00).

Exhibitor's Car Passes: Access onto the showground is only permitted by a displayed pass. Passes are only issued to vehicles for which a vehicle form has been completed and access to the showground is for unloading/loading purposes only. All vehicles must be removed to the designated parking area. The Society would ask exhibitors not to expect Gate Staff to allow vehicles and staff on to the showground without the appropriate pass and admission ticket, without these they will be directed to the car park.

Erection of Stands: All stands must be erected by 9.00 am on show day. In the interest of safety all vehicles are to be removed from the Showground by no later than 9.00 am on show day.

Dismantling of Stands: Stands must remain open to the public until 5.00 pm, after which they may be dismantled. Any damage to turf etc. must be made good with three days of the show, otherwise the Showground Contractor shall make good and charge the cost to the Exhibitor. No vehicles will be admitted to the showground before 5.00 pm on show day.

Sub-Letting: Exhibitors will not be allowed to sub-let any portion of the space allocated, otherwise they may be asked to vacate their stand and forfeit the opportunity to exhibit at future shows

Pitching: The selling of goods by auction, excessive shouting, annoying, or unacceptable behaviour is forbidden.

Sites: Will be set out and allocated at the discretion of the Secretary and no specific pitch can be guaranteed. Exhibitors are reminded that their stand and associated equipment must remain within the allocated pitch at all times.

The Society, its officers and servants, shall not be responsible to any exhibitor or to any servant of any exhibitor while upon the Society's premises or while entering or leaving in respect of

- a) Any loss or damage whatsoever caused to any property, equipment possessions of any exhibitor or
- b) For any injury, fatal or otherwise, howsoever caused to any Exhibitor or servant of an exhibitor

The exhibitor shall indemnify the Society, its officers and servants arising from any action or default by the exhibitors or servants of an exhibitor which shall lead to a claim against the Society, its officer or servants to a minimum of £2 million.

All Exhibitors are reminded that they must be aware of the potential risk their stand poses to the general public and take all appropriate precautions. Exhibitors will be expected to bring only safe, properly maintained plant and equipment onto site, certify that it is compliant with all relevant regulations and will be used in a safe manner. Exhibitors must also comply with current Health and Safety Regulations and completion of a risk assessment is required.

ALL EXHIBITORS ARE REQUIRED TO SUPPLY A SUITABLE FIRE EXTINGUISHER.

A COPY OF YOUR PUBLIC LIABILITY WITH AN INDEMNITY LIMIT OF AT LEAST £2 MILLION MUST BE SENT WITH THIS FORM.

THE VEHICLE, FORM COMPLETED FOR ALL VEHICLES WHICH REQUIRE ACCESS TO THE SHOWGROUND, AND THE RISK ASSEMENT FORM MUST BE COMPLETED AND RETURNED WITH THIS APPLICATION FORM.

NO PITCH CAN BE RESERVED WITHOUT FULL PAYMENT.

ASHBOURNE SHIRE HORSE SOCIETY

**119 th ASHBOURNE SHOW – SATURDAY 21 AUGUST 2010
VEHICLE FORM**

MAKE

TYPE
(CAR/VAN/HORSEBOX/TRACTOR/LORRY)

REGISTRATION NUMBER

ARE YOU TOWING YES / NO TRAILER / CARAVAN

OWNER

ADDRESS

DECLARATION – I confirm that this vehicle, and its driver, is at the time of the Show properly licensed for use on the public highway and fully covered by third party insurance in respect of the use in which it is engaged.

SIGNED DATE

MAKE

TYPE
(CAR/VAN/HORSEBOX/TRACTOR/LORRY)

REGISTRATION NUMBER

ARE YOU TOWING YES / NO TRAILER / CARAVAN

OWNER

ADDRESS

DECLARATION – I confirm that this vehicle, and its driver, is at the time of the Show properly licensed for use on the public highway and fully covered by third party insurance in respect of the use in which it is engaged.

SIGNED DATE

IMPORTANT SAFETY NOTICE

NO VEHICLE WILL BE ADMITTED ON TO THE SHOWGROUND WHICH HAS NOT BEEN PRE-REGISTERED.

THIS FORM MUST BE COMPLETED AND RETURNED TO THE SECRETARY WITH YOUR APPLICATION BEFORE THE DAY OF THE SHOW

YOUR CO-OPERATION TO ENSURE A SAFE SHOW WOULD BE GREATLY APPRECIATED

RISK ASSESSMENT FORM

ASHBOURNE SHIRE HORSE SOCIETY - 119 TH ASHBOURNE SHOW – SATURDAY 21 AUGUST 2010

COMPANY NAME				
ADDRESS				
RESPONSIBLE PERSON				
DATE ASSESSMENT UNDERTAKEN				
ASSESSOR'S SIGNATURE				
HAZARD	PERSON AT RISK	SEVERITY RATING	PROBABILITY RATING	CONTROLS TO MINIMISE RISK

SEVERITY RATING

- | | | |
|----------|-----------------|---|
| 1 | MINOR | Requiring basic first aid treatment |
| 2 | MODERATE | Requires medical intervention. An acute episode that will be recovered from |
| 3 | MAJOR | Death or life changing injury affecting an individual's ability to work |

PROBABILITY RATING

- | | | |
|----------|--------------------|--|
| 1 | UNLIKELY | It would be a surprise if it happened |
| 2 | POSSIBLE | Even with controls it could happen if not actively managed |
| 3 | VERY LIKELY | No one would be surprised if it happened |

3 X 3 RISK ASSEMENT MATRIX AND GUIDE

The purpose of carrying out a risk assessment is to identify those activities where a significant hazard is present which has the potential to cause harm. Based on this, the existing control measures are identified and the risk rating created. In some cases further control measures may be needed to be developed and implemented to further reduce the rating.

Hazard	Anything that has the potential to cause harm
Person at risk	The person working in or visiting the area being assessed
Severity	The reasonably foreseeable worst case injury a person may suffer following contact with, or exposure to the hazard
Likelihood	The level of probability that an accident will occur as a result of contact with, or exposure to the hazard
Controls to minimise the risk	Procedures implemented to reduce the risk rating of the hazard

To calculate the level of risk multiply severity by the likelihood to produce a risk rating

Severity X Likelihood

1	Minor	Requiring basic first aid	1	Unlikely	It would be a surprise if it happened
2	Moderate	Requires medical intervention. An acute episode that will be recovered from	2	Possible	Even with controls it could happen if not actively managed
3	Major	Death or life changing injury affecting ability to work	3	Very likely	No one would be surprised if it happened

Risk Rating

1 – 2 Low	Tolerable	Monitor and review
3 – 4 Medium	Reduce	Additional controls should be implemented
6 – 9 High	Actively manage	Stop the activity or manage with strict controls