

Ashbourne Shire Horse Society

119th ASHBOURNE SHOW

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

APPLICATION FOR TRADE STAND SPACE

BUSINESS NAME

CONTACT NAME.....

ADDRESS.....

.....

.....

TEL NO E-MAIL

Stands are only available in the depths shown this **MUST** include room for any guy ropes and necessary vehicles.

Depth	Price /metre of frontage	X	Metres of Frontage	=	Stand Cost
6 m	£14.20	X		=	
9 m	£15.00	X		=	
12 m	£16.50	X		=	
15 m	£18.00	X		=	

Total cost of space required (Minimum charge £40)

Extra Exhibitors' Admission tickets at £7.00 inc VAT (see reverse) Number

Total

There is no mains electricity supply to stands. The use of generators is permitted, But these must be noise reduced Using generator YES / NO

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, copy of your **Public Liability insurance, vehicle form and risk assessment form.**

I/We hereby make application for Trade 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 is required with the application and no spaces will be reserved without payment and completed application form including public liability, risk assessment and vehicle form.

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: Tickets will be issued in relation to stand depth: 2 tickets for 6 m deep; 3 for 9 m deep; 4 for 12 m deep; and 5 for 15 m deep; extra tickets are £7.00 each (entry on Showday £8.00).

Exhibitor's Car Passes: Access on to the showground is only permitted by displayed pass. Passes are only issued to vehicles for which a vehicle form has been completed if vehicles are required to remain on site they **MUST** be parked within the allocated trade space. Car parking is free in the public car park. The Society would ask exhibitors not to expect Gate Staff to allow vehicles and staff on to the showground without the appropriate car pass and admission ticket, without these they will be directed to the public car park.

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

Dismantling of Stands: Stands must remain open to the public until 5.00 pm after which time 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 marked out and allocated at the discretion of the Hon Showground Surveyors and Secretary and no specific pitch can be guaranteed. Exhibitors are reminded that their stand and associated equipment and vehicles must remain within the allocated pitch at all times excluding erection and dismantling.

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 of 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 £2m.

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 INSURANCE WITH AN INDEMNITY LIMIT OF AT LEAST £2 MILLION MUST BE SENT WITH THIS FORM.

**A VEHICLE FORM FOR ALL VEHICLES REQUIRING ACCESS TO THE SHOWGROUND AND A RISK ASSEMENT FORM MUST BE COMPLETED AND RETURNED WITH THIS APPLICATION.
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)

ARE YOU TOWING YES / NO TRAILER / CARAVAN

OWNER

ADDRESS

.....

REGISTRATION NUMBER

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)

ARE YOU TOWING YES / NO TRAILER / CARAVAN

OWNER

ADDRESS

.....

REGISTRATION NUMBER

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