

TRADE STAND AND BANNER NOTES.

63rd Annual Hodder Valley Show.

Saturday, 13th September 2008

www.hoddervalleyshow.co.uk

- ❑ **APPLICATIONS-** to be made on the forms provided will be treated in order of receipt and should be sent in the enclosed envelope to THE TRADE SECRETARY, PROCTERS FARM, SLAIDBURN, LANCS BB7 3AH. The Committee reserves the right to refuse and application without being obliged to give their reasons.
- ❑ **BANNERS-**can be displayed around the main ring. The banners should be approximately 11' x 3'. It is your responsibility to arrange for the banner to be put up securely and taken down on Show day. We can arrange for Banners to be made up for you for future use at very competitive rates. Contact Sarah 01200446134 for all banner enquiries.
- ❑ **COMPETITION-**It is the Show policy to restrict competition among stand holders to what the committee deems reasonable. Please detail, on the application form, all goods and services that will be displayed or sold.
- ❑ **ELECTRICITY-**The use of the generators supplied by The Hodder Valley Agricultural And Horticultural Society is **mandatory**
 - ❑ **The electrical supply will be in the form of 240 volts.**
 - ❑ **All your electrical equipment must be PAT tested by an approved Electrician.**
 - ❑ The plug you use must be of an industrial type, suitable for your voltage requirements, be **approved to EN60309-2 standards** and have an **IP 44 splash proof rating.**
 - ❑ The charge payable for electrical supply is detailed on the application form. Your electrical equipment may be inspected by a Health and Safety Officer on Show Day. Any equipment not meeting satisfactory standards will be deemed unfit and operation will not be allowed.
 - ❑ If the electricity you require is for making hot drinks PLEASE consider using a gas boiler instead. It is cheaper and helps us out enormously. We can arrange hire. Fill in the appropriate box on the application form.
- ❑ **FOOD HYGIENE CERTIFICATES.** We require all persons serving food to sent a copy of your valid certificate.
- ❑ **HEALTH AND SAFETY-** A document that has been prepared by the show committee is available on our website. If you do not have Internet access indicate this on the application form and we will gladly post a paper copy to you. We require you to read this document and to agree to abide by its content. **Please print off the Declaration, sign it and return it to us. We also require you to send us a Risk Assessment** for your display. An example of a format is included in the H&S documents.
- ❑ **INSURANCE-**All insurance for trade stands is the responsibility of stand holders who should be adequately covered for liability risks. **Please send a copy of your Public Liability insurance to us with the Health and Safety Declaration**
- ❑ **PASSES-** This year a professional company has been employed to man the gate. There will be no free entry without a pass. All Trade Stand applications will automatically be sent a pass to allow entry of the trade stand and people in the accompanying vehicle. **Additional staff arriving independently in a different vehicle will require a pass for free entry.** One pass will allow entry of one person. Please tell us on the application form how many of these additional staff passes you require.
- ❑ **PAYMENT-** this is due with the application form and cheques should be made payable to “**The Hodder Valley Show**”.
- ❑ **POSITION** of individual stands cannot be guaranteed but stand holders’ requests will be granted as far as possible.
- ❑ **RENT-** we charge on a frontage basis sees application form for details. We need to know the depth of your display, please indicate this on the application form. Remember to allow space for a vehicle if you require it for part of your display. If you require an area that is not detailed phone us for a costing.
- ❑ **RUBBISH** -On departure PLEASE can you remove all of your display and clear away rubbish leaving the site as you found it.
- ❑ **SPACE-**Only includes the grass site and The Show does not provide any covering for flooring or roofing or similar services. A number of small marquees are available at cost to you .If you are interested please telephone.
- ❑ **TEMPORARY STRUCTURES-** such as tents, caravans and gazebos and banners must be adequately secured and be of a suitable condition to satisfy our Health and Safety Officers.
- ❑ **TIMES-**Stands should be set up and open for business from no later than 9 a.m. We request you do not start to leave until at least 4.30 p.m. on Show Day. Stands can be erected on the preceding day or before opening time on the day itself. Please ask for Karen Swindlehurst or Sarah Johnson on arrival at the field.
- ❑ **VEHICLES-** All motor vehicles not forming part of the Trade Stand **MUST** be removed to the car parking area not later than 9 a.m. on Show Day. Vehicle keys cannot be left in unattended vehicles. Any vehicle that is part of the display **MUST** be locked and viewed by the public only under supervision.