



COVERED SPACE APPLICATION FORM

Held at The Green, Denbigh, LL16

4UB

17TH AUGUST 2023

Entries Close 1st. June 2023, Please complete in full using block capitals.

FOR SOCIETY'S USE.

Stand No:

Electric:

Tables & Chairs:

Ticket Allocation:

Membership:

Vehicle Pass:

Risk Assessment:

GDPR:

T/S Comp:

Invoiced:

Paid:

Name of Company:			
Address:			
Post Code:		Telephone No:	
E-mail:	Website:		
Contact Name:			
Product Information – Please give details of what you will be selling.			

1.	Stand Information – COVERED SPACE	£	P
	£100.00 for a 2.5m x 2.5m Plot		
2.	Additional extras		
	6ft Tables at £10.00 each	Number required:	
	Folding Chairs at £6.00 each	Number required:	
3.	Advance Tickets – 2 admission tickets with every plot		
	£12.50 per adult	Number required:	
	£2.92 per child	Number required:	
4.	Link for social media and website £15.00		
	Logo plus web address to be emailed to us		
5.	Advert in show day program - Please email artwork in pdf format. The program is A5		
	£120.00 Full page		
	£60.00 Half page		
	£35.00 Quarter page		

ENTRY FEE payable by all which includes First aid, Policing, Health and Safety etc. **6 00**

Please indicate your method of payment:

Cheque payable to 'Denbighshire & Flintshire Agricultural Society Ltd'	
BACS payment. Quote ref: your trade stand name can be made to HSBC Bank, Acc No: 31392387, Sort code: 40-24-27	
Credit / Debit Card contact the office on 01352 712131	

Sub		
Total		
VAT at 20%		
Total		
Payable		

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR OWN RECORDS

Declaration – I have read and agreed to abide by the show rules and regulations.

Signed **Print Name:**

Date:

Please return completed application form, payment, and risk assessment to:
 Show Coordinator, 1 Cross Street, Holywell, Flintshire, CH8 7LP
 Enquiries: 01352 712131, e-mail: admin@denbighandflintshow.com
 Website: www.denbighandflintshow.com

Covered space Application

Guidance Notes & Terms and Conditions

Guidance notes are provided to assist you with the completion of Trade Stand Applications.

However, should you require any further assistance please do not hesitate to contact the office, who will be happy to help you with your application.

- 1. APPLICATION:** Exhibitors must complete the Trade Stand Form and forward it to the Show Office together with the appropriate payment. Every Exhibitor shall be deemed to have read and understood these Terms and Conditions.
- 2. EXHIBITORS RESPONSIBILITIES:** The Society will not be responsible in any way for any article, plant, machinery, or object of any kind exhibited on the Showground. The Exhibitor shall assume full responsibility therefore, including liability for all claims arising out of the exhibition, handling or housing of such exhibits and the conduct of the Stand generally. The Exhibitor shall indemnify the Society against all claims, damages, or expenses whatsoever in any way arising out of the presence of the Exhibitor or his exhibits on the Showground. Acceptance of the foregoing provisions shall be a Condition of Entry. Exhibitors **MUST** take out **COMPREHENSIVE INSURANCE FOR PUBLIC LIABILITY, PRODUCTS LIABILITY & ALL OTHER RISKS, INCLUDING FIRE & LOSS OF BUSINESS** not only as regards their own property, **BUT ALSO AGAINST ANY THIRD-PARTY CLAIMS**. Any exhibitor employing people **MUST** have **EMPLOYER'S LIABILITY INSURANCE** to satisfy Health & Safety requirements.
- 3. EXHIBITORS VEHICLES:** All exhibitors vehicles, unless forming part of the exhibit must be removed from the Showground by 8:30am on Show day. These vehicles must be removed to the appropriate parking areas. No vehicles will be admitted to the Showground between 9.00am and 6.00pm on Show day. No vehicle either delivering or collecting goods on the Showground shall be driven at speeds in excess of 15 mph.
- 4. SUB-LETTING OR SPLITTING STANDS:** Exhibitors are not to sub-let any portion of the space allotted to them. Any exhibitor dividing the stand will be requested to leave the Showground and will forfeit all fees paid.
- 5. CANCELLATION OF SPACE:** All persons who have booked and paid for stands and subsequently cancel the booking or fail to exhibit shall forfeit all fees and charges paid. The Society reserves the right to re-let such space.
- 6. ALLOCATION OF EXHIBITOR TICKETS:** Exhibitors will be allocated two tickets per plot, plus one vehicle pass, unless stated different elsewhere. Staff or volunteers 'manning' your stand on Show day should park in the public car parks. Under no circumstances will refunds be made to trade exhibitors or their staff/volunteers that arrive at the entrance without exhibitor tickets and have to pay to gain admission to the Show at the full rate. The Society cannot be held responsible for lost or forgotten exhibitor tickets.
- 7. SITE PREPARATION & COMPLETION:** Trade Stand holders may begin preparation of their site on the Wednesday afternoon prior to the Show. All Trade stands must remain in place until 18:00 on the evening of the show.
- 8. TURF & GRASS CUTTING:** No turf shall be lifted by exhibitors except with the express permission of the Executive Director. Exhibitors **MUST** back fill any holes created by posts, fencing, flag poles etc. Exhibitors cutting grass on their stand **MUST** remove clippings immediately. A charge will be made to any exhibitor who leaves the stand in need of restoration by the Society.
- 9. ALLOCATION OF SPACE:** The application and allocation of sites, including the positioning of Stands, will be entirely at the discretion of the Society, although every endeavour will be made to meet any request by an Exhibitor regarding the position of their stand. The Society does not offer exclusivity for any product or service; accordingly, the Society does not undertake to limit the number of stands selling similar or identical products or services. Furthermore, the Society does not guarantee a minimum separation between stands selling similar products or services. Each exhibitor shall be strictly confined to the space allotted and paid for. Any exhibitor moving from the space allotted will be requested to leave the Showground and will forfeit all fees paid. In order to conform to the Showground Plan, the Directors Committee reserves the right to adjust the frontage and the depth of any stand applications while retaining the same area in square metres.
- 10. LITTER:** Exhibitors are required to have their Stands clean during & after the Show. Caterers and exhibitors providing meals and light refreshment must provide their own bins for waste food.
- 12. FOOD & CATERING:** No exhibitor other than the Society's appointed caterers and stands in the Food Hall will be allowed to sell food or drinks for consumption on the Showground. Exhibitors are at liberty to make such arrangements regarding hospitality catering on their own stands as they may wish but are reminded that they must conform to Food Hygiene Regulations.
NO ALCOHOL TO BE SERVED AFTER 16:00
- 13. NO CHEAP JACKS OR HAWKERS** allowed to rent space and in the interest of trade stands, exhibitors of miscellaneous articles for sale **MUST** state full particulars on the stand application form.
- 14. CHARITIES:** The collection of donations, sale of raffle tickets etc. is allowed only within the confines of the space booked by the charity concerned and must **NOT** be conducted within the walkways, roadways or car parks. The Registered Charity Number must be shown on the booking form and any raffle must have the necessary permissions from authorities governing such activities.
- 15. RIGHT OF REFUSAL OR REMOVAL:** The Society, through their Executive Director (or Honorary Director) shall have full and free right to refuse to accept any entry, to cancel any entry after being made and accepted, to refuse admission to the Showground of any proposed exhibit and/or to remove, or order to be removed, at the risk and expense of the owner thereof any exhibit which has been admitted to the Showground. There shall be no obligation upon the Society or Show Committee to make or offer any explanation or reason for any such action and the Society or Show Committee shall not incur any liability or responsibility in this matter.
- 16. THE SOCIETY RESERVES THE RIGHT:** to stop and search all vehicles entering or leaving the Showground.
- 17. POSTPONEMENT OR ABANDONMENT:** Exhibitors shall not have any claim against the Society or any member of the Society in respect of any loss or damage whatsoever consequent upon the Show or any part of it failing (for whatever reason) to be held or having to be abandoned.
- 18. COMPLIANCE.** All Trade Stand exhibitors must be compliant with all current legislation and regulation relating to their business and the exhibiting of their business.

RISK ASSESSMENT

Guidelines for Stand Exhibitors. All of whom **MUST** complete the form overleaf and return with application.

Using the guidelines shown below please consider what risk there is to those building Trade Stands and to members of the public during the Show. Outline the steps you propose to take to minimise that risk in the table.

Please copy this page if more space is required.

Hazard (please use this as a guide to complete hazard column)

Look only for hazards which you could reasonably expect to result in significant harm under the conditions in your workplace. Use these examples as a guide.	<ul style="list-style-type: none"> Slipping/tripping hazards Chemicals (e.g. battery acid) Moving parts of machinery (e.g. blades) Work at height (e.g. from mezzanine floors) Pressure systems Vehicles (e.g. fork-lift trucks) Electricity Dust (e.g. from grinding) Fumes (e.g. vehicle engines) Manual handling Noise Livestock on stand Lifting operation
Fire Hazard	Combustible materials (rubbish, flammable substances, LPG etc) and ignition sources (flames, smoking etc)

Who Might be Harmed? (Please use as a guide to complete persons at risk column)

There is no need to list individuals by name – just think about groups of people doing similar work or who may be affected, e.g.	<ul style="list-style-type: none"> Office staff Maintenance personnel Contractors People sharing your workplace Operators Cleaners Members of the public <p>Pay particular attention to :</p> <ul style="list-style-type: none"> Staff with disabilities Visitors Inexperienced Staff Lone workers – they may be more vulnerable
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Is more needed to control the risk?

(Please use as a guide to complete controls to minimise risk column)

For the hazards listed, do the precautions already taken:-	
<ul style="list-style-type: none"> Meet the standards set by a legal requirement? Represent good practice 	<ul style="list-style-type: none"> Comply with a recognised industry standard? Reduce risk as far as reasonably practicable?

Have you provided:-

<ul style="list-style-type: none"> Adequate information, instruction or training? Adequate systems or procedures? In case of fire, a means of escape Fire detection and alarms Firefighting equipment Fire evacuation plan <p>If the answer to the above is yes, then the risks are adequately controlled, but you need to indicate the precautions you have in place.</p> <p>Where the risk is not adequately controlled, indicate what more you need to do (the 'action list').</p>

Public Liability Insurance Details

Failure to supply this information may result in your application being delayed and or rejected.

Public Liability Insurance Details:	
Insurer Name:	Branch:
Policy Number:	Expiry Date:

RISK ASSESSMENT FORM

Please complete using BLOCK CAPITALS

Company Name:	
Address:	
Responsible Person:	
Contact Number:	
Date Assessment Undertaken:	
Signature of Assessor:	

Hazard	Persons at Risk	Controls to minimise risk

FIRE RISK ASSESSMENT

Liquefied Petroleum Gas (LPG) on site. Yes/No (Delete as appropriate)		

Denbighshire & Flintshire Agricultural Society Ltd Data Protection Policy

The General Data Protection Regulation (GDPR) came into force May 2018. The Denbighshire & Flintshire Agricultural Society Ltd is committed to protecting your data. This brief policy sets out the basis on which any personal data that you provide to us, or that we may receive from others about you, will be processed. Data may be held electronically or in paper format and will only be held for a reasonable length of time.

The Denbighshire & Flintshire Agricultural Society Ltd recognises its position as both controller and processor of your data with regards to the Denbigh & Flint Show. The Society will only use your data and share your data when it has a legitimate reason to do so. You may provide data to us when joining the Denbighshire & Flintshire Agricultural Society Ltd, booking a trade stand or entering a competition held at the Denbigh & Flint Show. Examples of bodies we may need to share your data with include but are not limited to; caterers who need to be aware of special dietary requirements; Breed Societies to verify entries; external contractors such as marquee and electricity suppliers; and for safety purposes your emergency contact details may be shared with relevant bodies.

The Denbighshire & Flintshire Agricultural Society Ltd recognises that you have rights surrounding the data we hold. Individuals may contact the Society's Data Protection Officer (DPO) and exercise your rights to; be informed about the data we hold; have access to the data we hold; have your data rectified; be forgotten and so forth. Should you make a data request The Society will endeavour to respond within the statutory period.

The Denbighshire & Flintshire Agricultural Society Ltd undertake to keep your data safe and will notify you and the Information Commissioners Office (ICO) should it become aware of any data breach, within the legal time limit of 72 hours. If you are not satisfied at any time with the actions of The Denbighshire & Flintshire Agricultural Society Ltd you have the right to contact the ICO at ico.org.uk or via their helpline on 0303 123 1113.

Please fill in the consent form below to confirm that you have read the details above and are aware that The Denbighshire & Flintshire Agricultural Society Ltd hold and will use your data in line with the instructions below.

Name

Company Name (if applicable)

I am aware that the Denbighshire & Flintshire Agricultural Society Ltd may need to legitimately publish my details.

I am aware that during the Denbigh & Flint Show I may be photographed, and images may be used later for promotional purposes.

I have read the details above and I acknowledge that I am aware of the Denbighshire & Flintshire Agricultural Society Ltd.'s Data Protection Policy and will contact The Society's DPO should I have any concerns.

Signature Date.....