



Sunday 8th April 2012

New Forest Spring Fair
The Showground
New Park
Brockenhurst
Hampshire
SO42 7QH



Closing Date: Thursday 1st March 2012

Tel: 01590 622400 Fax: 01590 622637 Email: beth@newforestshow.co.uk Website: www.newforestshow.co.uk

Trading/Company Name
.....
Contact Name:
Address:
Postcode:
Telephone: Fax:
Email: Website:

I hereby apply to exhibit the items detailed below at the 2012 New Forest Spring Fair
I agree to abide by the "Rules and Regulations" issued by the New Forest Agricultural Show Society
If accepted, I agree to exhibit on Sunday 8th April 2012 at New Forest Spring Fair.

Signed: Print Name: Date:

DESCRIPTION OF PRODUCT
.....
.....
.....
.....
.....
.....

<u>Costs</u>	
Stand Space Covered 3m x 3m	£70.00
Stand Space Covered 6m x 3m	£140.00
Open Space	£60.00
Camping Pass	£10.00
Tables (each)	£10.00
Chairs (each)	£5.00
Total	

Rules & Regulations

Public Opening Hours

The Fair is open to the PUBLIC from 8.15am until 6.30pm. During which time all stands must be open for trading.

Stands

Applications for exhibition space at the Spring Fair must be made on the appropriate forms obtainable from the office. Such forms must be lodged with the Society no later than the closing date indicated, accompanied by the necessary fees. The office is empowered to refuse incomplete entries and those not accompanied by the appropriate fees.

Refusing Entries – Withdrawals and Show Cancellation

Applicants should be aware that the Society reserves the right to refuse any application, without giving any reason and reserves the right to determine the area and position of sites.

Where an exhibitor withdraws from the Fair or cancels the space booked for any reason, all fees paid shall be forfeited whether the site is re-let or not. The Society will not be held responsible if, for any reason, the Fair in any particular year or years is cancelled or the period of its advertised duration curtailed. In this instance the Society shall retain all fees.

Allocation of Space

The Society shall determine the area and position of the stand allocated to the trader.

Tenure

The licence to occupy space is personal to the exhibitor and granted for the period of the Fair and expires at 12 noon on the day after the Fair (Monday 9th April).

Sub-Letting

Exhibitors may not sub-let or re-let the space allocated to them or display the sign of any other firm on their stand. (This regulation does not apply to manufactures of machinery implements or equipment exhibition in conjunction with their selling agents).

Deliveries of Stock

All stock will be delivered to the Office situated on site. Exhibitors are expected to collect their parcels from the Office on the day of delivery. The Fair cannot accept any responsibility for the loss or damage of parcels.

Site Demarcation

The perimeters of all stands will be marked out prior to the trader's arrival. No trade stand is allowed outside of the allocated area exhibitors should be aware that any vehicles parked outside this area will be removed by Society Officials. The Society cannot guarantee a flat and even surface.

Auctions, Noisy Behaviour, 'Cheapjack' Traders etc

Any shouting, offensive or intimidating behaviour, voice enhancing equipment, the playing of chance or lotteries for the selling of goods by auction which causes or, in the opinion of the Stewards and Officials of the Society, may cause annoyance to visitors or other exhibitors is strictly forbidden. The Stewards and Officials of the Society have the power to remove any exhibitors who trades or behaves as above from the Showground. Any exhibitor whose articles are not in accordance with the description given on their Booking Form or any vendor 'cheap jack' articles will also be removed. The definition of what constitutes 'annoyance', 'noisy behaviour' and 'cheap jack' shall rest entirely with the Stewards and Officials of the Society. Balloons- no balloons are to be given out at the Show. This is due to the presence of horses in the area.

Exhibitors' Responsibility

All exhibitors and other persons in charge of exhibits and all persons admitted into the Showground shall be subject to the Rules of the Society and shall obey the orders of the Stewards, Show Secretary and other Officials of the Society. Exhibitors shall be answerable for the conduct of their assistants or representatives. Any persons found acting in breach of these conditions may be ejected from the Showground and denied re-entry.

Services

- There will be no electricity provided on site.
- Generators are permitted on site (Petrol generators are not permitted).
- Water Points will be provided on site.
- Tentage, Tables, Floor Covers: to hire tents/structures, tables, chairs, floor covering, screening and/or other materials; please contact John M Carter Ltd on 01256 324434.

Tickets and Passes

Access will be denied if vehicle passes are not clearly displayed at all times, this will allow access through pink gate for exhibitors. All exhibitors will be issued with the appropriate wrist bands to be worn at all times.

Health & Safety and Defra

All exhibitors must complete a Fire Risk Assessment form and provide a copy of their risk assessment as well as proof that they have the necessary fire safety equipment. Failure will result in the stand being closed until the situation is rectified. The Society's Fire Safety Officer will visit all stands. Cooking or heating appliances must be fixed to a firm base of non-combustible material and must be surrounded on three sides by a suitable fireproof shield. All such appliances must also be kept out of reach of the public. All stand holders must comply with current fire Safety requirements throughout the set up, Show and breakdown periods.

All cylinders must be located away from the public in the open air. Combustible materials must be kept away from gas cylinders and appliances. Replacement cartridges for portable appliances must be fitted in the open air well away from source of ignition. When not required, gas supplies should be isolated at the cylinder as well as the appliance. H.S.E. and Fire Safety requirements.

Access

Access to the Showground to construct stands is from Friday 6th April at 9.00am or by earlier agreement. Please note that Showground access is restricted at night between 10.00pm and 7.00am before the Show. Stand holders are asked to display their 'Show Vehicle Label' at all times. During the Show the gates will be open for access from 5am to 8am, this will then give half an hour for all vehicles to be removed before the public enter the Show at 8.15am as public safety becomes paramount once the Show opens. Gates will reopen to allow vehicles onto the site at 6.30pm on Sunday 8th April.

Food and Drink

Exhibitors who wish to provide catering facilities for their clients or customers, free of charge, must state this when making application for space. They must comply with the requirements of the New Forest District Council Environmental Health Services, requirements in accordance with the Health and Safety at Work Act and Food Safety Act and regulations made under those Acts.

Camping and Accommodation

The exhibitors' campsite is at the rear of the main exhibitors' car park. Booking of this facility is only allowed if applied for on the trade stand application form, prior to the Show; any unauthorised caravan/tent found within New Park or the Showground will be evicted immediately. A steward will be in place on the campsite.

If you wish to sleep within your stand you must declare this for Fire, Safety and evacuation reasons and wristbands will be issued to those staying on the stand.

Security

The Society will not be responsible for any loss or damage to any items or articles that may be sustained at the Show or in transit to the Show. Exhibitors may make independent arrangements for security of their stands, but all such arrangements must be notified to and agreed in writing by the Show Office.

Society Rules and Disclaimer

Promotional material and activities – Due to 'landlord' restrictions and regulations within the New Forest National Park, no posters, display boards are allowed outside of the exhibitors own space.

Collections, appeals and raffles – Charitable or other institutions wishing to make appeals for contributions to their funds and/or to hold any kind of draw must first obtain permission in writing from the Show Secretary, having submitted full particulars of such proposed activity.

Disclaimer – the term exhibitors, stand-holders, contractor and suppliers, shall include people taking part in any competition, exhibition or display arranged by the Society and the owner of any animal, plant, machinery or any other object involved in any such competition or display or otherwise exhibited on the showground. Save for death or personal, injury caused by breach of its duty. The Society will not be responsible for death, injury, disease, damage or loss caused to any exhibitor, stand-holder, contractor, supplier, stewards or agents or to any animal, article, plant, machinery or object of whatever nature brought onto the Show Ground by the exhibitor, contractor and supplier from whatever cause death, injury, damage or loss arises.

Save as aforesaid the exhibitor, stand-holder, contractor and supplier shall indemnify the Society against all claims, damages and expenses whatsoever in any arising out of the presence of the exhibitor, stewards, agents, exhibits, vehicles or equipment in the Showground and shall assume full responsibility. Acceptance of the foregoing requirements shall be a condition of entry.

Interpretation of Regulations and conditions, the decision of the Officials of the Society shall in every matter arising in connection with the Show or Event be final.

The Show Secretary and the Board of the New Forest Agricultural Show Society have endeavoured to ensure the correctness of the particulars printed in this Schedule but will not accept responsibility for an error or mistake which may appear.

Fire Risk Assessment Form

Spring Show Sunday 8th April 2012

Every exhibitor must complete this form

Email: beth@newforestshow.co.uk or Phone 01590 622400

Name of Unit/Stall:	
Contact number on Site:	
Location on Site:	
Will sleeping be allowed within your concession?	
In order to comply with relevant fire safety legislation you MUST complete a Fire Risk Assessment of your stall or unit. The Risk Assessment needs to identify the fire hazards and persons at risk, you must endeavour to remove or reduce these risks and protect people from fire.	
Failure to comply with this requirement will result in you being removed from the site. You must be able to answer YES to the following questions.	
This signed and completed form must be maintained available for inspection by the Fire & Rescue Service/Event Organiser/Council Officers at all times.	
You <u>must</u> undertake a Fire Risk Assessment for your unit, which must be suitable for the circumstances. You do not need to use this form, and may use another method if you wish, however, this form is considered to be suitable for most standard market stalls and units.	

		Yes	No	N/A
1.	Are adequate exits provided for the numbers of persons within the unit or stall? (Are your staff and customers able to evacuate easily if the normal exit is blocked due to fire?)			
2.	Where necessary, are there sufficient directional signs indicating the appropriate escape route and do they comply with current regulations?			
3.	Are the exits maintained available, unobstructed, and unlocked at all times the premises are in use.			
4.	If the normal lighting failed would the occupants be able to make a safe exit? (Consider back up lighting)			
5.	Do you have an adequate number of fire extinguishers/fire blankets available in prominent positions and easily available for use?			
6.	Has the fire-fighting equipment been tested within the last 12 months? Note: a certificate of compliance will normally be required			
7.	Have your staff been instructed on how to operate the fire-fighting equipment provided?			
8.	Have your staff been made aware of what to do should an incident occur, how to raise the alarm, evacuate the unit, and the exit locations?			
9.	Have you identified combustible materials that could promote fire spread beyond the point of ignition such as paper/cardboard, bottled LPG etc and reduced the risk of them being involved in an incident?			
10.	Have you identified all ignition sources and ensured that they are kept away from all flammable materials?			
11.	Are structure, roofing, walls and fittings of your stall or until flame retardant? Note: certificates of compliance will normally be required			
12.	If any staff sleep in the stall, is there a working smoke detector and clear exit route at night? Note: Persons should not be allowed to sleep within a high risk area and some Authorities and events do NOT allow any sleeping within units.			
13.	Are you aware that you must not stock or sell certain items, i.e. fireworks, garden flares, household candles, tea lights, etc?			
14.	Do you have sufficient bins for refuse? Is all refuse kept away from your unit?			
15.	Are you aware that petrol generators are not permitted on site?			
16.	Are you going to use a generator?			
	If you use LPG			
17.	Do you have an inspection/gas safety certificate for the appliances and pipework (copy to be available for inspection) and are all hose connections made with "crimped" fastenings?			
18.	Are the cylinders kept outside, secured in the upright position and out of the reach of the general public?			
19.	Are appliances fixed securely on a firm non-combustible heat insulating base and surrounded by			

	shields of similar material on three sides?			
20.	Are the cylinders located away from entrances, emergency exits and circulation areas?			
21.	Are the gas cylinders readily accessible to enable easy isolation in case of an emergency?			
22.	Do you ensure that all gas supplies are isolated at the cylinder, as well as the appliance when the apparatus is not in use?			
23.	Do you ensure that only those cylinders in use are kept at your unit/stall? (Spares should be kept to a minimum and in line with any specific conditions for the event)			
24.	Is a member of staff, appropriately trained in the safe use of LPG, present in the unit/stall at all times?			

If the answer to any of the above questions is "NO", please detail the actions you have taken to remedy the situation. Continue on a separate sheet if necessary.

Stallholder/Responsible Person:

Signature	Print Name	Date
------------------	-------------------	-------------

Designation:

Company:

Please note: this document does not preclude you from possible prosecution or removal from the site by organisers, should a subsequent inspection reveal unsatisfactory standards.

COMPLETED FORM TO BE RETURNED TO:

Miss B Beales, NFASS, The Showground, New Park, Brockenhurst, Hampshire, SO42 7QH

General Risk Assessment Form

Spring Show Sunday 8th April 2012

Every exhibitor must complete this form

Email: beth@newforestshow.co.uk or Phone 01590 622400

Date:	
Company Name:	
Contact Name:	Mobile:

A People/Persons at Risk – Numbers at Risk							
Employees/Staff		Contractors		Public		Show Staff & Officials	

B Hazards													
Structure		Access/Egress		Vehicle Movements		Mechanical		Manual Handling		Biological Agents		Working Alone	
Animals		Housekeeping		Electrical		Lifting		Noise		Violence & Aggression		Working at Height	

C					
Task/Activity	Hazard		Existing Control Measures	Initial Risk H/M/L	Adequately Controlled
List significant steps in Job/Task	Describe all hazards identified and their effects for each task	People at Risk	Describe fully all controls applicable for each hazard. All controls must be valid in that they reduce severity, likelihood or both.	Classify risk rating from matrix for each hazard	Yes/No

IF YOU NEED EXTRA SPACE PLEASE PRINT ADDITIONAL FORMS AND MATCH

Risk Assessment Circulation list (tick box)					
Employees		Management		Contractors	
Other – Specify:					
Assessor:		Date Assessed:		Review Timescale:	
Signature:					

**COMPLETED FORM TO BE RETURNED TO:
Miss B Beales, NFASS, The Showground, New Park, Brockenhurst, Hampshire, SO42 7QH**

Guidance on Completing the General Risk Assessment Form

Table A

Those affected: Any person who may be affected by the work must be identified. Should there be categories of persons not listed, enter them in the boxes provided.

Table B

Hazards: Identify the hazards inherent to the activity being assessed, by putting crosses in the appropriate boxes. The list provided is not comprehensive. Should there be hazards that are not listed then enter them in the boxes provided.

Note: The definition of a HAZARD is:- something with the potential to cause harm.

Table C

Hazards: List the hazards identified in Table B.

Existing Control Measures: Outline the existing measures which will reduce the risk arising from each of the hazards listed. Check that they meet legal requirements, industry standards and represent good practice. Typical control measures include: safe design; preventing access to the hazard e.g. guarding; written procedures and instructions; training; provision of PPE etc.

Risk

Assess the risks arising from the hazards identified, using the criteria set out below. Consideration must be given to what is reasonably foreseeable in relation to the identified hazards and recognition of any existing control measures that reduce the risk. Enter the appropriate letter, L for low, M for medium or H for high. If the overall risk category is low, then the assessment is complete and the form circulated to those affected. However if the overall risk category is medium or high then Additional Control Measures are required (see below).

Note: The definition of a RISK is: - the likelihood that harm from a particular hazard will occur and the consequences.

Matrix	Likelihood		
Severity	Certain or near certain to occur	Reasonably likely to occur	Unlikely to occur
Fatality; major injury or illness causing long term disability	HIGH	HIGH	MEDIUM
Injury or illness causing short term disability	HIGH	MEDIUM	LOW
Other injury or illness	MEDIUM	LOW	LOW
	Risk		

COMPLETED FORM TO BE RETURNED TO:

Miss B Beales, NFASS, The Showground, New Park, Brockenhurst, Hampshire, SO42 7QH