



CRAFT TENT APPLICATION FORM

24th, 25th & 26th
July 2018

The Showground, New Park,
Brockenhurst, Hampshire SO42 7QH

Closing Date - 6th March 2018

gordon@newforestshow.co.uk

COMPANY/TRADING NAME:	
CONTACT NAME: (Title, First Name, Last Name)	
ADDRESS:	
COUNTY:	POSTCODE:
TEL NUMBER:	MOBILE NUMBER:
E-MAIL:	WEBSITE:
EXISTING EXHIBITORS Please click boxes to tick	
Do you wish to be situated in the same area as 2017? Yes No	
If you would like to request a different location please indicate your preference on a showground map. We cannot guarantee specific sites but will do our best to meet your request.	
NEW EXHIBITORS Please note that we give priority to our existing exhibitors who apply before the 6th March 2018. New applications are accepted only on approval by our Tradestand Committee. Please give details of other Shows you have attended in the last three years:	
Please include photos of your stand set up and/or products you intend to sell/promote. Failure to do this may impede your chances of being selected to have a stand with us.	
DESCRIPTION OF PRODUCTS AND/OR SERVICES TO BE EXHIBITED	

For Office Use Only		Date Received	Date Payment Banked	
2017 Block/Stand No	2017 Stand Size	Payment Received H&S Questionnaire Received Stand Plotted	2018 Stand Size	2018 Block/Stand No

NEW FOREST AND HAMPSHIRE COUNTY SHOW

2018 Stand Requirements - For pricing please refer to Tradestand Information Booklet

Space is eligible to exhibitors who hand make and sell their own craft items.

All craft marquees include exhibition space of 3.05m x 3.05m. Each unit is supplied with one trestle table and one folding chair, with panel fence dividers between the stands at 2m length x 1m high. Exhibitors are encouraged to provide a backdrop for their stand. Exhibitors are issued with two admission tickets per day and one Showground pass per unit. All stands must be manned from 8.30am - 6.30pm daily. N.B. Access for vehicles onto the Showground is closed at 8.00am on Showdays.

Company/Trading Name:	Size		Price (£) (The Society is exempt from VAT)
	Frontage (m)	Depth (m)	
Craft Tent- £275	3m	3m	
Craft Tent - £550	6m	3m	

ADDITIONAL REQUIREMENTS

Electricity	Refer To Services Booking Form	
One Day Admission Tickets (£14.50 Each)	Refer To Price List	
Official Caravan Pass Valid from 20th - 27th July	To be on the campsite - £40 Located beside the Showground	
Show Guide Advert (See Tradestand Information Booklet for details)	Full Page - £340 Half Page - £180 Quarter Page £140 Inside Front/Back Cover - £450	
Sponsorship	Bronze Package - £175 Silver Package - £800 Bespoke Package	

Please contact Amanda our sponsorship secretary to discuss bespoke sponsorship packages tailored to your requirements;
amanda@newforestshow.co.uk or 01590 622400

Number of persons sleeping within your tradestand area
Please supply this information for fire, safety and evacuation reasons.

TOTAL AMOUNT DUE £

I hereby apply to exhibit the items detailed in this application at the 2018 New Forest & Hampshire County Show. I agree to abide by the rules and regulations issued by The New Forest Agricultural Show Society. If accepted I agree to pay the total amount payable and exhibit on all three days of the 2018 New Forest & Hampshire County Show.

Signed:
PLEASE SIGN OR TYPE NAME

Print Name:

Company Name:

Company Position:

Date:


All applications must include the following:

- Completed Application Form
- Services Booking Form (if applicable)
- Payment Form
- Show Guide Listing
- Completed Health and Safety Questionnaire

Please return completed applications to:

Gordon Romley
The New Forest & Hampshire County Show
The Showground
New Park
Brockenhurst
Hampshire
SO42 7QH
Tel: 01590 622400 E-mail: gordon@newforestshow.co.uk

SERVICES BOOKING FORM

Company/Trading Name:	
On-Site Contact Name:	Mobile Telephone No:
I require an electricity supply to my tradestand to power the following appliances:	
IMPORTANT INFORMATION	
<p>If you wish to specify the location of water or electricity points please supply a diagram with this Booking Form.</p> <p>All electrical equipment used must be PAT tested (evidence to be available on request).</p> <p>All power is supplied from generators and will be available from 12 noon on Monday 23rd July through to 7pm on Thursday 26th July. If you require power for a longer period of time please contact Gordon Romley.</p>	<p>On booking electricity you will receive the following ceeform connection and adapter:</p> 
Any requests for electricity made after the 1st June 2018 will be taken at the discretion of the Society and liable to a 25% surcharge	

SUPPLY

PRICE OPEN SPACE

NUMBER REQUIRED

13amp (1kw) lighting supply

£116

13amp & lighting (3kw) supply

£170

TOTAL COST OF ELECTRICITY REQUIREMENTS

£

SHOW GUIDE

Included in the cost of your stand fee is a listing within the tradestand section of our Show Guide to include - Company Name, Telephone Number, E-mail Address, Website and Description.

For information on advertising within the publication refer to the Tradestand Information Booklet or contact Jenny Dolbear on 01590 622400.

For your free listing please complete the following section:

Please click boxes to tick

Tick if you would like us to use the same contact information as provided on the front page of the application

Alternatively please complete the following:

Company/Trading Name:

Telephone Number:

E-mail:

Website:

Description (Max 25 words)

PLEASE TICK ONE OF THE BELOW CATEGORIES THAT BEST SUITS YOUR COMPANY CLASSIFICATION

- | | | | |
|--------------------------|--|--------------------------|---|
| <input type="checkbox"/> | Agricultural Machinery | <input type="checkbox"/> | Forestry and Related Industries |
| <input type="checkbox"/> | Animal Feeds, Health, Equipment and Services | <input type="checkbox"/> | Fuel and Energy (non renewable) |
| <input type="checkbox"/> | Art and Culture | <input type="checkbox"/> | Gardening, Garden Furniture and Equipment |
| <input type="checkbox"/> | Auctioneers and Estate Agents | <input type="checkbox"/> | Gifts, Toys, Games and Novelties |
| <input type="checkbox"/> | Bags, Hats and Accessories | <input type="checkbox"/> | Health and Beauty |
| <input type="checkbox"/> | Banking and Financial Services | <input type="checkbox"/> | Holidays, Leisure, Hobbies and Tourism |
| <input type="checkbox"/> | Charity | <input type="checkbox"/> | Home Improvements and DIY |
| <input type="checkbox"/> | Clothing and Knitwear | <input type="checkbox"/> | Household Goods, Services and Furnishings |
| <input type="checkbox"/> | Conservation and the Environment | <input type="checkbox"/> | Jewellery, Clocks and Watches |
| <input type="checkbox"/> | Craft | <input type="checkbox"/> | Livestock Breeding and Breed Societies |
| <input type="checkbox"/> | Education and Training | <input type="checkbox"/> | Motor Vehicles and Accessories |
| <input type="checkbox"/> | Equestrian Clothing, Equipment and Services | <input type="checkbox"/> | Outdoor Clothing |
| <input type="checkbox"/> | Fencing and Gates | <input type="checkbox"/> | Publications, Books and Prints |
| <input type="checkbox"/> | Food and Drink | <input type="checkbox"/> | Renewable Energy |
| <input type="checkbox"/> | Footwear | | |

TRADE EXHIBITOR PAYMENT FORM

Company/Trading Name:
Total Payment Due:
(Please include additional services and tickets etc)

Please note that your application will not be confirmed until full payment has been received.

<input type="checkbox"/> Please click box to tick	I WISH TO PAY BY CHEQUE
Please make cheques payable to "NFASS" and send with your completed Application Forms. Please note that a charge of £15 will apply for any declined cheques	

<input type="checkbox"/> Please click box to tick	I WISH TO PAY BY BACS
Account Name: New Forest Agricultural Show Society	
Account Number: 00670054	
Sort Code: 30-95-32	
I will use the following payment reference:	
Payment has been/will be made on:	

PAYMENT BY DEBIT/CREDIT CARD

Card Type:	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa Credit	<input type="checkbox"/> Switch/ Maestro	<input type="checkbox"/> Visa Debit
Please click boxes to tick				
Card Number:				
Expiry Date:		Security Code (3 digits):		
Name on Card:				
Postcode: (where card is registered)				
House Number:				

All applications must include the following: <ul style="list-style-type: none">• Completed Application Form• Services Booking Form (if applicable)• Payment Form• Show Guide Listing• Completed Health and Safety Questionnaire	Please return completed applications to: Gordon Romley The New Forest & Hampshire County Show The Showground New Park Brockenhurst Hampshire SO42 7QH Tel: 01590 622400 E-mail: gordon@newforestshow.co.uk
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HEALTH AND SAFETY QUESTIONNAIRE

This form is part of your application and therefore must be fully completed by all exhibitors / traders and returned with the rest of your application to the Show Office. Where evidence is requested (i.e. Public Liability Insurance), this must be available for inspection at all times whilst on site. It is your responsibility to ensure that suitable and sufficient risk assessments are carried out to cover your operations and activities at our Show. You are also required to consider the risk of fire within your stand / structure. Failure to comply with reasonable health and safety precautions, may result in you being removed from the site. All staff on site during the Show should be fully briefed on all Health and Safety matters.

Company Name:
Name of On-Site Contact:
Emergency On-site Telephone Number:
Name of Over Night Emergency Contact:
Emergency Over Night Contact Number:
Please provide a description of the product(s) on display and / or activities taking place. Please include the intended size and structure of your stand / unit:

INSURANCE

Please click boxes to tick

It is mandatory to have Public Liability Insurance to attend the Show.		
Do you or will you have Public Liability Insurance to cover the period of the Show? (Evidence of this insurance must be available during the Show)	YES	NO
Name of Insurer:		
Amount of Cover:		
The Policy Term: (Date from - Expiry Date)		

RISK ASSESSMENT

It is mandatory to have completed a Risk Assessment prior to attending the Show. Will you have completed a full and thorough risk assessment covering your stand / structure set up, break down and the operations you intend to undertake prior to attending the Show?		
This must include (but not limited to): Vehicle movements, erection of marquee / stand, work at height (including the use of ladders), use of machinery, manual handling, slips, trips and falls, hazardous substances, adverse weather conditions, risk of fire etc. (Evidence of this assessment must be available during the Show)	YES	NO

GENERAL

Do you intend to dig, excavate or pin into the ground to such a depth that you may come into contact with underground services such as cables or pipework? If yes, please contact the Show Office for advice on procedures.	YES	NO
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CATERING

If you are providing catering (food/drink) are you registered with your local authority?	YES	NO
Name of authority registered with:		
Please state the food hygiene rating you have been awarded, and the trading name under which the hygiene rating is published on the Food Standards Agency Website:		
Will you be selling or sampling alcohol? (If so, have you obtained a tens licence from New Forest District Council)	YES	NO

HEALTH AND SAFETY QUESTIONNAIRE (CONT)

FIRE ASSESSMENT

Please click boxes to tick

<p>Exhibitors must ensure that all upholstered furniture, curtains, drapes, tents and marquees, are fire retardant, or have been treated to give some fire retardancy. All fabric must meet an appropriate fire performance. Further guidance can be found in BS 7837. Failure to comply with this rule will lead to closure of the stand until the relevant item has been removed.</p>		
Are the structures, roofing, walls and fittings on your stand / unit flame retardant?	YES	NO
Where necessary, are sufficient directional signs displayed indicating escape routes? Do they comply with current regulations?	YES	NO
Will exits be maintained and kept unobstructed at all times?	YES	NO
Do you have an adequate number of fire extinguishers / fire blankets available for easy use?	YES	NO
Has your fire fighting equipment been tested in the last 12 months?	YES	NO
Have your staff been made aware of what to do should an incident occur? Do they know how to raise the alarm, evacuate the stand / unit and operate the fire fighting equipment supplied?	YES	NO
Have you identified all ignition sources and ensured they are kept away from combustible / flammable materials?	YES	NO
Do you have sufficient refuse bins and ensure all refuse is kept away from your stand/ unit?	YES	NO
Will you or any staff members be sleeping on your stand / unit?	YES	NO
If you or any staff members are sleeping on your stand / unit, is a working smoke detector fitted and, are exit routes maintained throughout the evening / night?	YES	NO
All portable electrical appliances (over a year old) must have been PAT tested by a qualified person within the last 12 months. Will all of your electrical appliances comply with this regulation?	YES	NO
Are you aware that Generators are not permitted on site for the three days of the show?	YES	NO
Are you aware that fireworks, garden flares, candles, tea lights, Chinese lanterns etc cannot be sold or stocked at the show?	YES	NO
Are you aware that LPG is not to be used on any stand?	YES	NO
<p>If you have answered "No" to any of the above questions, please provide details of the actions taken to avoid any dangerous situations arising.</p>		
<p>DECLARATION: I/we hereby confirm that we will take all due care and diligence with regards to the health, safety and fire risks on our stand/unit and, will have all requested documentation (see above) available for inspection whilst at the Show and, have informed all on site staff (including any appointed contractors) of this assessment.</p>		
Date Completed:		
Stand/Unit Responsible Person:		
Signature: PLEASE SIGN OR TYPE NAME		
Office Use Only		
Have all sections been completed?	Is further information required?	Approved for entry onto Exhibitors List?

PUBLICITY FORM

Newspapers, magazines, radio and television stations are all keen to know what's happening at Hampshire's County Show. In the build-up to the Show, a regular flow of press releases, features and pictures are sent to the press which could feature your company. This publicity is free and if you do have any stories or awards to tell us about please complete the questions below and post it back to the Show Office.

Company Name:
What do you do?
Have you won any prizes/awards/competitions?
What is your Unique Selling Point?
Do you have any unusual stories about your company?
Are you having any competitions on your stand or any celebrities attending?
Will you be demonstrating at the Show?
Are you on Facebook, Twitter or Instagram? If so, please provide your details so we can link to you:
Contact Name:
Telephone Number:
Email Address: