



TRADE STAND APPLICATION

18th & 19th August 2018

PLEASE NOTE - all documents to be sent with application ie your **Insurance and RA** (all food stands see below)
Please read both pages of this form and the Terms & Conditions – thank you.

Name of Stand(this name is used in the programme)

Name of main contact

Address

Post Code Tel No: Mobile

E-mail Website.....

Stand description, max 25 words (to be used in programme)

..... Tick if you DO NOT want to appear in the programme ☐

Animals attending (DEFRA requirement)

Prices All stands are 10m deep. We charge £35.00 for each meter you have across the front.

For example: If you have 3m across the front of an open stand, the charge will be 3 x 35.00 = 105.00

Type of stand/option	Price per meter	Depth of type of stand	Order	Cost
Open pitch (grass) (Minimum 3m)	£35.00 per meter	All stands 10m deep unless pre discussed meters	£.....
Electricity	0-4 KW (16amp) £30 0-8KW (32amp) £40			£..... £.....
		Total		
		Deposit (see notes below)		

How many trade passes do you require?	How many vehicle passes do you require?
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Please initial to confirm

I have attached a copy of my Public Liability Insurance and Risk Assessment (see examples on website)..... yes (initial)

I have read the terms and conditions on the website and the notes below. yes (initial)

PLEASE NOTE THE VEHICLE STANDSTILL TIMES (9.30am – 5pm) – WE ARE STRICT ON THIS FOR SAFETY REASONS AS FAMILIES WILL BE ON THE SHOWGROUND BUT ALSO BECAUSE PEOPLE HAVE PAID TO COME ONTO A SHOW AND WE WILL NOT ACCEPT YOU LEAVING BEFORE THE SHOW HAS FINISHED SO THE PUBLIC ARE NOT DISAPPOINTED – THANK YOU FOR RESPECTING THIS RULE.

Stands and Caterers with edible merchandise (incl. honey, jams, sweets, cakes, pickles, etc)

All stands with edible sales MUST send in the documents listed below with their application. It will not be accepted without them.

Please fill in the form below so we know what is relevant to your stand. The Council will check each stand and their documents.

We do not accept food stand applications after 20th July 2018.

Continued below

Check list to be filled in by all those selling edible merchandise.

Please tick if provided or write n/a if it is not necessary for your type of food merchandise.

What type of food are you selling?	
Name of registering Local Authority	
Copy of Public Liability insurance cert	
National Food Hygiene Rating proof (4 or 5 minimum rating)	
Description of Hand wash facilities (You must have a Wash hand basin with adequate supplies of Hot and Cold water, soap and hygienic means of drying hands, where relevant)	
Copy of formal Food Hygiene Cert for Food Handlers	
Documented Food Safety Management System such as SFBB (Safer food better business) which must be on site at the event and made available for inspection - where relevant)	
LPG (Liquid Petroleum Gas) safety certificate (if relevant)	
Risk Assessment and Fire RA (see examples on website)	

Submit all final food documents before 1st August 2018 (eg if insurance updated after application)

Important notes for Traders and Caterers

1. Stands £105 and under - Full payment on application is required.
2. Stands over £105 - **50%** non refundable deposit required with Booking Form - Full balance must be paid by 31st July.
3. Late bookings (advisable not to leave too late as we fill the showground) - Bookings after 1st July payment in full required by all applications.
3. Trade passes will be available from 1st August.
4. Pick a Stick, Microphones and Speakers are not allowed without written permission— any stands with loud bangs etc must notify us so they can be situated accordingly for the comfort of visiting dogs.
5. All stands must hold insurance and Risk Assessment - Copy of documents to accompany initial payment.
6. Please note the water restrictions – see T&C's

MAKE SURE YOU HAVE INCLUDED YOUR RISK ASSESSMENT AND INSURANCE WITH YOUR APPLICATION.

A sample Risk Assessment is on the website under the 'Traders' Tab.

CHEQUES MADE PAYABLE TO: THE SOUTH DOWNS SHOW

BACS South Downs Show Sort 20-69-40 Account 03480585

SEND TO: South Downs Show, 2 Coombe Bottom Cottages, East Meon, Petersfield, GU32 1HJ

Tel: 079 189 413 98 / 01730 823970 **Email:** TerenaPlowright@gmail.com