



Festival Equestrian Events

ShowFest

12th - 14th August 2022

Three Counties Showground, Malvern, Worcestershire, WR13 6NW

EXHIBITOR DETAILS

Name of Company	
Contact Name	
Address	
Town	
County	
Post Code	
Telephone	
Email Address	
Description of Business	

PUBLIC LIABILITY INSURANCE

All exhibitors must carry insurance with a minimum liability of £2m.
Please provide the following information:

Name of Insurer	
Policy Number	
Date of Expiry	

Please either complete this form on line **OR print out, complete and return to:**

Betsy Branyan
7 Papyrus Way, Sawtry, Cambridgeshire, PE28 5TY
Tel: 07887 641333
Email: secretary@festivalequestrianevents.co.uk

EXHIBITOR REQUIREMENTS
(ALL TRADE STANDS ARE QUOTED AS OUTDOOR OPEN SPACE)
PRICES ARE INCLUSIVE OF VAT @ 20%

Frontage	Size in Metres	Depth	Size in Metres	Total £
Total Frontage (Maximum 6m)		Total Depth (Maximum 6m)		£240.00
Total Frontage (Exceeding 6m)		Total Depth (exceeding 6m)		£300.00

Electricity	Quantity	Rate per Socket		Total £
13 amp single socket		£130.00		
13 amp double socket		£160.00		
16 amp blue socket		£140.00		

Additional Requirements	Quantity	Additional Information	Cost per Item £	Total £
Banner Placement On Entrance to Show		Banner to be supplied by Exhibitor	£100.00	
Banner Placement Within Show Rings		Banner to be supplied by Exhibitor	£100.00	
Advertisement in Schedule. Half page A5 colour.		Copy required before 1st March	£80.00	
Advertisement in Schedule. Full page A5 colour		Copy required before 1st March	£110.00	
Advertisement in Catalogue Half page A5 colour		Copy required before 1st July	£80.00	
Advertisement in Catalogue Full page A5 colour		Copy required before 1st July	£110.00	
Insert in Exhibitor's Mail Out - single paged leaflet		To be received before 25th July	£100.00	

TOTAL £	
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Vehicle Pass(es): Maximum of 2 vehicles are included with booking

Registration number of Vehicle 1

Registration number of Vehicle 2

Caravan Pass Required (YES / NO)

Any additional vehicles will be required to park in main car park

RISK ASSESSMENT

It is a requirement of ShowFest and Three Counties Agricultural Society that any organization or individual wishing to exhibit as a tradestand provides a suitable and sufficient risk assessment of their proposed undertakings at the showground. The below assessment form is intended as guidance only to assist you to consider the hazards related to your stand. This does not absolve you from your legal obligations or responsibilities.

Your assessment needs to identify the significant hazards that may be posed by your stand and your operations to anyone on the showground, including your staff and visitors. You must endeavour to remove or reduce risks to protect people from injury.

The completed and signed form must be submitted to the Event Organiser as well as maintained available on your stand for inspection by the Regulatory Services / Event Organisers / Council Officers at all times.

You do not need to use this form - you may use your own Risk Assessment - but it must be sent to the Show Organiser by the **1st August 2022**.

Activity / Hazard / Consideration	Tick if you have this hazard	Explain how you may be harmed and what to do to reduce the effect of the hazard to a safe level
<p>Accessibility Detail consideration and measures put in place to enable everyone to be able to access your stand safely in line with the Equality Act 2010.</p>		
<p>Breaking Ground If you intend to drive stakes or dig holes as part of your stand what measures to you take to ensure that there are not underground services present.</p>		
<p>Erection & Dismantling your stand Explain measures taken to ensure the safety of your staff and those around you during these processes and how you fulfil your responsibilities under the Construction (Design and Management) Regulations.</p>		
<p>Flag poles or raised equipment Detail measures that you have in place to ensure the use of flag poles or raised equipment is done so safely. Note that there are a number of overhead cables on the showground.</p>		
<p>Chemicals If you use of have chemicals present on your stand - which may include every day cleaning products - you should complete COSHH assessments for each product. Explain how you prevent injuries occurring from these chemicals.</p>		
<p>Children Consider how you ensure children may be effected by your stand or products and how you ensure that they are not exposed to hazards.</p>		
<p>Demonstrations Describe any demonstrations of products or services and how you ensure no hazards are presented to your staff or visitors.</p>		

Activity / Hazard / Consideration	Tick if you have this hazard	Explain how you may be harmed and what to do to reduce the effect of the hazard to a safe level
<p>Electricity Detail how you ensure that your electrical equipment is safe; will not cause injury to your staff or customers and will not start a fire.</p>		
<p>Ground Conditions Explain how you assess and deal with different ground conditions - such as wet shows or uneven ground - to ensure that your staff and customers are not injured.</p>		
<p>Slips and trips Explain what you do to ensure your staff and customers do not slip or trip whilst on your stand. Don't forget trailing cables and low-level displays.</p>		
<p>Items on Display Describe the items you have on display and if they may pose a hazard to staff or customers what measures you take to prevent these injuries. Especially consider if children can access the stand.</p>		
<p>Racking and Shelving Stability If you use any racking, shelving or suspended items or display units, how do you ensure that they remain stable and will not topple, fall or collapse - especially if ground conditions are uneven or strong winds dislodge etc.</p>		
<p>Manual Handling Explain measures taken to prevent your staff being injured whilst carrying out manual handling (lifting, carrying, pushing, pulling etc) setting up, running or dismantling your stand.</p>		
<p>Temporary Structures Do you erect a gazebo or marquee? Consider how you have selected the structure as being suitable and how you set it up and remove it safely. All structures should be rated to at least 30mph wind gusts and have appropriate anchorage.</p>		
<p>Security How do you ensure the security of your stand and safety of your staff with regard to cash handling measures to reduce theft and robbery.</p>		

Activity / Hazard / Consideration	Tick if you have this hazard	Explain how you may be harmed and what to do to reduce the effect of the hazard to a safe level
<p>Lone Working What measures do you take to ensure the safety of any staff working alone.</p>		
<p>Sharp Items (such as knives) What measures do you take to ensure those using such items do so safely and others do not have access to them.</p>		
<p>Working at height (any height where you are not stood on the ground) Detail if you have to carry out working at height whilst setting up, using or dismantling your stand and how you will do this safely.</p>		
<p>First Aid Provision Detail what measures you have in place to ensure that you have suitable and sufficient first aid for your staff while erecting and dismantling your stand.</p>		
<p>Fire Extinguishers / Fire Blankets Do you have an adequate number of fire extinguishers / fire blankets available in prominent positions and easily available for use.</p>		
<p>Staff Training Have your staff been instructed how to operate the fire fighting equipment provided and been made aware of what to do should an incident occur; how to raise the alarm; evacuate the unit and the locations of all exits.</p>		
<p>Fire Retardant Materials Are the structure, roofing, walls and fitting of your stand or unit flame retardant?</p>		
<p>Waste Do you have sufficient bins for refuse. Is all refuse kept away from your unit? Explain what refuse you produce and how you dispose of it safely.</p>		

Other Hazards

Please detail below any further hazards specific to your stand and the measures you will take to control the risk. Use further pages if necessary.

Signed Declaration

We have read, fully understood, agree and accept our obligations of this trade stand information and declaration form. We also accept that it is our legal and moral responsibility to comply with the relevant legislation and ensure that our own staff and other's health and safety are not put at risk by our actions or inactions throughout the period of the show (build up, open periods and dismantling). We understand that we are responsible for the activities and health & safety of ourselves, our staff and any contractor working on our stand. We will make everyone connected with our stand aware of the potential risks present on site and will copy them with all health and safety documentation relevant to the show.

			YES	NO
Checklist	Public Liability Insurance (Min £2 million)	Enclosed with this form		
	Employers Liability	Enclosed with this form		
	Health & Safety Risk Assessment	Enclosed with this form		
	Fire Risk Assessment	Enclosed with this form		
	Environmental Risk Assessment	Enclosed with this form		

Company / Trade Stand Name:	
Responsible Person - Please print name:	
Position in Company:	
Signature:	
Date:	

BOOKING AND PAYMENT DETAILS

Payments may be made by BACS, Card or Cheque

Cheques:	Please make cheques payable to: Festival Equestrian Events and send with booking paperwork to: <i>ShowFest, 7 Papyrus Way, Sawtry, Cambridgeshire, PE28 5TY.</i>
BACS:	Account Name: Festival Equestrian Events Ltd Account number: 81569121 Sort Code: 60-83-71
Card Payment:	Please complete below form and send / email booking paperwork to the Show Secretary. Email: secretary@festivalequestrianevent.co.uk
Card Payment by phone:	Please phone the Show Secretary on 07887 641333 with card details and send / email the booking paperwork to the Show Secretary. Email: secretary@festivalequestrianevent.co.uk

CREDIT CARD DETAILS

(Visa / Mastercard only)

Card Number:	<input type="text"/>
Expiry date:	<input type="text"/>
Security Code:	<input type="text"/>
Name of Card Holder:	<input type="text"/>
Cardholder Address:	<input type="text"/>
Daytime Phone Number:	<input type="text"/>

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"ShowFest"**

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