



GARSTANG SHOW

SATURDAY 3RD AUGUST 2024

TRADE STAND

INFORMATION & APPLICATION PACK

For further information, please contact our Show Secretary

Mrs Gill Billington, Myerscough House Farm,
Stanzaker Hall Drive, Myerscough, Preston. PR3 0PB

Email – entries@garstangshow.org



THE GARSTANG & DISTRICT
AGRICULTURAL & HORTICULTURAL SOCIETY LIMITED

REGISTERED IN ENGLAND AND WALES

REG. NO. 3157989 | REGISTERED CHARITY NO. 1056868

NAFAS MEMBER | NWFSS MEMBER | ASAO MEMBER

ABOUT THE SHOW

Garstang Show - Saturday 3rd August 2024 - Green Lane East, Garstang, Lancashire. PR3 1JS

Garstang show is a leading one day show in the Northwest of England, showcasing the best in farming and agriculture that our area has to offer. The show also provides a wide range of family entertainment attracting a wide audience from across the county. We expect up to 15,000 visitors in the day and we hope that you will join us. Please visit our website for further details.

SETUP

We recommend that you set up your trade stand on Friday 2nd August as any stands not set up by 8:00 am Saturday 3rd August will not be permitted onto the field under any circumstances.

PEAKOVALL TROPHY

All stands are eligible to compete for the Peakovall Trophy which is presented to the Best Trade Stands in several sections. This competition will be judged during the morning of the show (so from 8:00 am) and all stands are automatically entered for the competition. The judge's decision is final.

Good Luck.

No Generators are allowed on the Show field.

All gas cylinders used on site must adhere to all safety regulations and must be securely fixed.

All equipment especially BBQ's must be in excellent clean and working order.

** Please read and note the terms and conditions listed.

TRADE STAND FEES

Stand Depth	First 3 metres frontage	Extra metre or part thereof
3 metres	£120.00	£12.50
6 metres	£150.00	£15.50
9 metres	£185.00	£18.50
12 metres	£220.00	£21.50

As we had a waiting list last year, applications are accepted on a first come first served basis, we would recommend the early return of your application.

TICKET ALLOCATION FOR TRADE STANDS

Stand price up to £150 includes 2 tickets

Stand price up to £200 includes 3 tickets

Stand price up to £300 includes 4 tickets

(Maximum 5 complimentary tickets with application)

Additional tickets can be purchased at a concessionary rate of £10.00 at the time of booking your trade stand (£15.00 on the day) up to a maximum of 10 tickets.

CORNER & RINGSIDE PLOTS

There will be an additional charge of 10% if you are allocated a corner plot as they offer additional frontage.

Ringside stands are available at an additional charge of 30%.

These are limited but are available in 12m depths only in front of the cattle marquee and a minimum of 9metres around the remaining main ring.

. Please indicate if you would like a ringside plot when completing your form and we will endeavor to accommodate you.

These will be allocated on a first come - first served basis therefore we would advise you to return your form, together with your initial stand fee, as soon as possible.

APPLICATION FOR TRADE STAND SPACE

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FOR OFFICE USE ONLY

PAID: Y / N

TICKETS:

VEHICLE PASSES:

PLOT:

NAME OF FIRM & APPLICANT:	
ADDRESS:	
POSTCODE:	PHONE:
EMAIL ADDRESS: Vehicle Registration Number:	

TYPE OF PRODUCT / DISPLAY / GOODS:
HOSPITALITY: <i>If you are providing food or drink as part of your stand you must provide us with details here</i>
STAND FRONTAGE REQUIRED: 3m 6m 9m 12m (circle as appropriate) OTHER: m
STAND DEPTH REQUIRED: 3m 6m 9m 12m (circle as appropriate)

YOUR STAND	COST	
Trade Stand Fee (please see previous page)		
Would you like a ringside plot? If yes, add 30% to your Trade Stand Fee		
Do you need an electricity supply? Delete if not required, if yes please complete the attached electricity form	+ £60.00	
Postage	£2.00	
OPTIONAL EXTRAS	QTY	COST
Additional Adult Entry Tickets @ £10.00 per ticket (max 10)		
Individual Membership - £20.00 / Individual Patronage - £80.00		
After Show Party Entry Wristband £15 each		
First Aid Donation - £2.00 required		£2.00
TOTAL COST		

<i>I / We hereby agree to the Application Rules and Terms and Conditions and have returned the necessary Health and Safety Risk Assessment Form, together with copies of any certificates required. We will digitally store your information in order to process your entry and by signing this form you also agree for us to store your information. Please refer to our privacy policy on our website regarding your personal information.</i>	
SIGNED:	
PRINT NAME:	DATE:

RETURN COMPLETED APPLICATION FORMS & RISK ASSESSMENT PACK TO – Garstang Show Secretary,
Mrs. Gill Billington, Myerscough House Farm, Stanzaker Hall Drive, Myerscough, Preston. PR3 0PB.

Please note that applications will not be considered unless accompanied by a completed Risk Assessment Form, Insurance Form and Payment.

APPLICATION RULES, TERMS & CONDITIONS FOR TRADE STANDS

1. These charges relate to the rental of the site only. Applicants are responsible for providing their own stand, furniture, and tenting. Marquees and furniture cannot be supplied by the society. Please contact your own supplier. Please allow sufficient space for guide ropes.
2. All Exhibitors, their contractors, and employees, while on the showground, shall be subject to the rules and regulations of the Society, as interpreted by the Society, and the stewards and officials appointed by them.
3. The allocation of sites and positioning of trade stand space will be entirely at the discretion of the Society, although every effort will be made to meet any request made by an Exhibitor regarding the position of his/her stand. We reserve the right to place trade stands in a location chosen by ourselves.
4. The Society requires that the booking fee shall be returned with the application form. If not accepted, the fee will be returned. If the booking fee has not been paid 6 weeks prior to Show Day this will be regarded as cancellation/withdrawal and the space will be re-let. Where an exhibitor withdraws from the show or cancels the space reserved for him/her for any reason, all fees due shall be forfeited and the Society reserves the right to re-let the space.
5. Electric power can be supplied at an additional charge of £60.00. Please list equipment on the attached Electrical Appliance Notification form, all equipment on the Show Field will need a valid electrician's certificate, which, needs to be supplied to the Society prior to Show Day. If the equipment is deemed to be unfit for use by the Society's Electrician, it will be disconnected from the power supply. Should your equipment require the attention of the electrician on Show Day a charge will be raised at the current rate. Late requests for electricity cannot be guaranteed. Please note that no generators will be allowed on site.
6. Water standpipes are situated at intervals on the Show field.
7. Fire Protection will be the responsibility of each Exhibitor to ensure that adequate fire precautions are provided, particularly in the case where any heating or other similar appliance is used. The Society reserves the right to make further rules and regulations in respect of fire precautions, when necessary. The Risk Assessment Form provided with the application for entry to the Show MUST be completed and signed by the exhibitor.
8. Free admission passes and car passes are supplied by the Society, pro-rata to the size of the trade space rented – please see the details listed in this pack.
9. For Health & Safety reasons, no vehicle will be allowed onto the field after 8:00 am on Show Day and all vehicles not within the boundaries of your pitch must be removed by 8:30 am. We recommend that you set up your stand on Friday 5th August. No vehicles will be allowed back onto the Show Field until 5:30 pm. All marquees, products, displays and furniture must be removed on Saturday evening, anything left is at your own risk.
10. All trade stands must be open and manned from 8:30 am to 5:30 pm.
11. Any trade stands allocated next to the Cattle tent in Row C must set up their stand on the Friday evening before Show Day.
12. A risk assessment must be carried out by all trade stand exhibitors. This must be returned with the application form. The individual, firm, company, or body that utilizes the pitch is liable for the safety of the public once they are upon the pitch.
13. All privately-owned equipment is the responsibility of the owner and no responsibility or liability will be taken by the Society for damage to or theft of that equipment or those goods. (Security will patrol the site on the evening prior to the Show but should not be interpreted as the Society accepting any responsibility for any privately-owned equipment).
14. The Exhibitor will indemnify the Society in respect of all actions causes and claims losses proceedings or costs incurred claimed or arising out of the use by the Exhibitor of the Showground or by his/her agent's contractors employees licensees or other persons being present at his/her request or with his/her concurrence for the purposes of the Show and the Exhibitor shall similarly be liable for all plant equipment vehicles stands articles animals livestock goods or other things of whatever kind or nature brought on to the Show Field for whatever purposes and the Exhibitor shall be liable similarly for any matter arising out of the exhibition handling or housing of such exhibits and the conduct of the exhibitor's stand generally. Acceptance of this foregoing provision and the foregoing provisions generally shall be a condition precedent of entry.
15. The Society, stewards and officials shall have the power to remove from the Show Field, any Exhibitor or vendor whose articles are not in accordance with the description given on the application form or the standards that shall be determined by the stewards and officials.

16. If any stand owners have any promotional equipment, which exceeds the space of their stand, they must notify and gain permission from the secretary to use such promotional equipment.
17. No sale of hot or cold food or drinks will be allowed unless specified within the application form AND formally agreed in writing with the secretary.
18. Intoxicating liquor may not be sold without prior permission. The Exhibitor shall be responsible for such license/ temporary events notice as may be needed for the sale or supply of intoxicating liquor.
19. Mock Auction type sale stands, or vehicles will not be admitted to the Show field. The Committee reserve the right to refuse admission to any stand without giving a reason.
20. All stands are eligible to compete for the Peakovall Trophy which is presented to the Best Trade Stands in several sections. This competition will be judged during the morning of the show and all stands are entered for the competition. The judge's decision is final. Judging may commence as early as 8:00 am.
21. In the event of cancellation of the Show through reasons beyond the Committee's control, refunds will be given at the Society's discretion. Alternatively, the Society may consider holding fees over to the next show (subject to increases in pitch fees). The Society will not be responsible for any financial, trading, or other loss of whatever kind incurred by the Exhibitor or Trade Stand Holder.
22. Pitches will not be mown by the Society except when the entire field is mown.
23. The Show Committee reserves the right to move positions of trade spaces at their own discretion.
24. Trade stand holders must be fully conversant with current regulations relevant to their trade or occupation and carry the relevant documentation regarding any equipment used by themselves or members of the general public.
25. It is agreed that neither the trustees, organizing committee, nor any of their servants shall be held responsible for any loss, injury or damage sustained by the applicants, their property, or their assistants. It is understood that you are to take away all waste and leave the site clean and tidy. The Exhibitor will be responsible for all damage to the site by him/her, his/her servants, or agents, and hereby undertakes to make good any such damage.
26. All gas cylinders used on site must adhere to all safety regulations.
27. Should your vehicle/s and/or equipment require towing onto/ from the show field in the event of inclement weather, the trustees, organizing committee, nor any of their servants shall be held responsible for any loss, injury or damage sustained by the applicants, their property, or their assistants. The Society accepts no liability whatsoever and should the applicant not agree to the terms then they will be left to organize their own entrance/exit onto the show field, except in the event that your vehicle is causing an obstruction to other traffic or a show entrance or exit and cannot be moved by you within a very short timeframe to allow the free flow of traffic again. In these circumstances the society will be permitted to move the vehicle by whatever means necessary and subject to causing as little damage as possible to the vehicle but will accept no liability for any damage as a result of the same.

INSURANCE CONFIRMATION

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NAME OF FIRM:	RESPONSIBLE PERSON:
ADDRESS:	
POSTCODE:	PHONE NUMBER:
EMAIL ADDRESS:	

I / We hereby confirm that we hold valid public liability insurance, which will cover the above event as follows:

INSURANCE COMPANY NAME:	
POLICY NUMBER	AMOUNT COVERED:

SIGNED:	DATE:
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GUIDANCE FOR ACCOMPANYING DOCUMENTS

1. RISK ASSESSMENT - To be completed by ALL Exhibitors

Using the guidelines shown below please consider what risks there are to those building up Trade Stands and to members of the public during the show. Outline the steps you propose to take to minimize those risks when completing the Risk Assessment Form.

HAZARD	HAZARD SEVERITY	HAZARD PROBABILITY	PERSONS AT RISK	CONTROLS TO MINIMIZE RISK
<p>Look for hazards which you could reasonably expect to result in significant harm. For example:</p> <ul style="list-style-type: none"> • Slipping / Tripping hazards • Chemicals / Dust / Fumes • Moving machinery parts • Working at heights • Vehicles / Noise • Manual Handling • Livestock / Animals 	<p>Rate the severity of each hazard using the numbering system below:</p> <ol style="list-style-type: none"> 1. Negligible (Remote possibility of harm) 2. Marginal (Slight injury, minor first aid) 3. Slightly dangerous (some injury, not too serious) 4. Dangerous (serious injury or damage) 5. Very Dangerous (could cause death or widespread injuries) 	<p>Rate the probability of each hazard using the numbering system below:</p> <ol style="list-style-type: none"> 1. Improbable (unlikely to happen) 2. Remote (may occur at some time) 3. Possible (likely to occur at some time) 4. Probable (very likely to occur) 5. Very Probable (very likely to occur soon) 	<p>Think about groups of people who may be at risk from the hazard you have identified. For example:</p> <ul style="list-style-type: none"> • Your own staff / exhibitors • General public • Anyone taking part in activities at your trade stand • Children • Visitors with disabilities 	<p>What steps will you be taking to minimize the risk of these hazards?</p>

2. ELECTRICAL APPLIANCE NOTIFICATION - To be completed by ALL Exhibitors requesting an electricity supply to their stand

3. INSURANCE CONFIRMATION - To be completed by ALL Exhibitors

RISK ASSESSMENT FORM

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NAME OF FIRM:	RESPONSIBLE PERSON:
PRODUCTS TO BE EXHIBITED:	
DATE ASSESSMENT COMPLETED:	SIGNATURE OF ASSESSOR:

HAZARD	HAZARD SEVERITY	HAZARD PROBABILITY	PERSONS AT RISK	CONTROLS TO MINIMIZE RISK

ELECTRICAL APPLIANCE NOTIFICATION

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NAME OF FIRM:	RESPONSIBLE PERSON:
DATE FORM COMPLETED:	SIGNATURE:

Please list all electrical items which will be used on your stand, including the wattage for each item. Maximum 2000W (2kW) per stand.

All appliances intended for use on the showground must carry an up-to-date Portable Appliance Test Certificate or similar and the certificate must be lodged with the Society prior to Show Day.

All caravans and mobile display units must carry an up-to-date Electrical Inspection Certificate or similar and the certificate must be lodged with the Society prior to Show Day. Failure to do so will mean that we cannot supply a connection to your electrical equipment.

If any of your electrical appliances are deemed to be unfit by the Society electrician these will be disconnected from the supply.

Should your equipment require the attention of the electrician on show day a charge will be raised at the current rate.

Garstang & District Agricultural & Horticultural Society accepts no responsibility for the damage or loss of data software or hardware of computers or computer-based systems due to the electricity supply available.

TYPE OF ITEM	WATTAGE OF ITEM