

# APPLICATION FORM ISLAND ART AREA

## ROYAL ISLE OF WIGHT COUNTY SHOW Saturday 13<sup>th</sup> and Sunday 14<sup>th</sup> July 2024

This form is for use for the Island Art Area only.

Dear Artist,

Thank you for your interest in the 2024 Royal Isle of Wight County Show.

This exciting area celebrates the best of fine art and photography on the Isle of Wight. The Island Art Area is for artists and photographers who are based on the Isle of Wight or whose work focuses on the Island.

**PLEASE COMPLETE ALL SECTIONS OF THE FORM and RETURN TO:**

Isle of Wight County Show,  
Shide Meadows Centre,  
Shide Road, Newport,  
Isle of Wight  
PO30 1HR

or email to [riwas@naturalenterprise.co.uk](mailto:riwas@naturalenterprise.co.uk)

Payment can be made by cash, cheque, or direct bank transfer. Please send electronic payments to:

**IW County Show Ltd**, account number **47601981** sort code **54-10-34** stating your trading name.  
**N.B Please ensure that you have stated your business name on your payment.**

A receipted invoice will then be issued. The invoice acknowledges your booking and reserves your space at the Show. Nearer the time of the Show, you will be sent an Exhibitor's Pack with details of your stand, your tickets and vehicle pass(es).

If you require an invoice ahead of payment, please contact the RIWAS office.

**Early booking discount for applications sent in by 31<sup>st</sup> March 2024.**

**Closing date for applications: Monday 19<sup>th</sup> June 2024.**

**Packs and passes will only be distributed once payment has been received.**



HEADLINE SPONSORS OF THE ROYAL ISLE OF WIGHT COUNTY SHOW 2024

ROYAL ISLE OF WIGHT COUNTY SHOW 2024 ISLAND ART AREA APPLICATION FORM	
Name	
Name of business	
Nature of business	
Address	
Postcode	
Phone number	
Email address	
Mobile phone number for Show day	

Item	Size	Rate	No. Required	Total
EARLY BIRD OFFER (bookings before 31 <sup>st</sup> March)	2m x 2m (inc x 2 weekend tickets and a table for display)	£77.50		
Marquee Space	2m x 2m (inc x 2 weekend tickets and a table for display)	£86.00		
Electricity	Power is not provided as standard. Please complete this box if you require electricity.	£60 per 16 amp (= 1 double socket)		
	Additional Day Tickets £12.50 and Weekend Tickets £17 (No entry for any stallholders without tickets)	£12.50 / £17		
<b>TOTAL AMOUNT PAYABLE</b>				

Please indicate how many miles you will be travelling to and from the Show.	To:	From:
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**All parts of this form must be fully completed** by all exhibitors/traders and returned 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.

We collect and hold your information in accordance with the General Data Protection Regulation (GDPR). Please see the Royal Isle of Wight Agricultural Society' Privacy Policy – see [www.riwas.org.uk](http://www.riwas.org.uk). The policy clearly sets out how we collect and process your personal data, for what purposes we use it, the legal grounds of processing such data, how we keep your it secure and your rights in relation to such data.

In support of the County Show there is an opportunity for our partners to advertise in the local press. If you do not want us to share your details with the press, please tick the box below.

Exhibitors within this area are required to have full Third Part & Public Liability Insurance (£5m min) and **complete the attached risk assessment** as indicated. Failure to comply with a reasonable health and safety precautions may result in you being removed from the site.

**I / We agree to abide by the Terms and Conditions of the Show as set out on page 3.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please print name: \_\_\_\_\_

For all booking enquiries please telephone 0845 226 9098 or email [riwas@naturalenterprise.co.uk](mailto:riwas@naturalenterprise.co.uk)  
Please return your completed form either by email, or post to RIWAS Shide Meadows Centre, Shide Road

Newport, Isle of Wight, PO39 4UP

**FOR OFFICE USE ONLY**

Received (date) .....	Invoice Number .....	Electricity Required Yes / No
Size of stand .....	Ticket Allocation ..... Extra .....	<b>STAND NUMBER</b> .....
Further information required? Yes/No	Approved traders list? Yes/No	Pack sent .....

## Terms & Conditions for Traders and Exhibitors

1. The Show organisers reserve the right to accept or decline applications for Trade or Exhibition space and also determine the allocation of tent and site positions. The Chairman's decision on all matters shall be final and binding. Bookings will not be accepted until full payment is received (no post-dated cheques please).
2. There can be no unauthorised raffles, collections, or games of chance. No flyers or advertising material to be distributed around the showground or put on vehicles.
3. All traders and exhibitors are required to have full third party and public liability insurance (min £5m) - please supply copy certificate with your application.
4. All Traders and Exhibitors are responsible for the security of their property at all times.
5. All Traders, Exhibitors, and their staff must be in possession of a valid entry pass for the Show.
6. Traders must adhere to all Covid-19 rules and regulations pertinent at the time. Please visit <https://www.gov.uk/coronavirus> for up to date government guidance.
7. No part of the stand or exhibit should extend beyond the front of the allocated area. If you bring your own tent, you should apply for enough space to accommodate this. Please keep to the marked areas allocated to you.
8. All vehicles belonging to Traders, Exhibitors, and their staff must be parked in the allocated parking area.
9. Setting up may take place between **13:00 & 18:00 hrs on Friday 12<sup>th</sup> July** and must be completed by **09:00 hrs on Saturday 13<sup>th</sup> July**.
10. **There will be no vehicle movement allowed on the site until the show has officially closed. We predict this will be between 09:00 and 17:30 hrs on Saturday and between 09:00 and 16:30 on Sunday. However, vehicle movement will be subject to arrangements on the day.**
11. **Stands are to remain open until at least 17:00 on Saturday 13<sup>th</sup> July.**
12. Taking down may not begin before **16:00 hrs on Sunday 14<sup>th</sup> July** and must be completed by **12:00 noon on Monday 15<sup>th</sup> July**.
13. Traders and Exhibitors must at all times have due regard for public safety. All thoroughfares must be kept clear of obstructions. ALL exhibitors must comply with the relevant Health and Safety requirements. Completed general and fire risk assessment forms should be submitted by 10<sup>th</sup> June, at the latest. Please ensure to mention COVID-19 in your risk assessment.
14. **Traders are not permitted to use their own generators.** Electricity can be requested at an additional charge. **If you request electricity on the days of the show without pre-booking you will be charged £75 which will be collected by the Electrician on the days.**
15. Please note that there must be NO SMOKING in any enclosure to which the public is admitted, including tents, marquees, toilets, etc. Your co-operation in this is appreciated.
16. Cancellations notified up to 30 days prior to the Show will be subject to a charge of 50% of the fee paid. There will be no refund for cancellations after this date. Should the Organisers cancel or curtail the Show, for reasons beyond their control, no refunds will be made.
17. Please remember that the officials are unpaid volunteers and also wish to enjoy the Show. The Committee will fully support the officials in carrying out their duties, and any person not complying with these conditions will be ordered to leave without compensation.

# Island Arts - General Risk Assessment

All traders/exhibitors must complete this section

**Saturday 13<sup>th</sup> and Sunday 14<sup>th</sup> July 2024**

Date:
Company Name:
Contact Name:
Mobile No:

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

B HAZARDS									
Structure		Access/Egress		Vehicle movements		Mechanical		Manual handling	
Animals		Housekeeping		Electrical		Lifting		Noise	
								Biological agents	Lone Working
								Violence & Aggression	Working at height

OTHERS - SPECIFY

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 attach separate sheet.

Have you identified all ignition sources and ensured that they are kept away from all flammable materials?	Yes	No	N/A
Do you plan to use LPG?	Yes	No	
Does your stock necessitate a full fire risk assessment questionnaire?	Yes	No	

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

Signature:

## Guidance on completing General Risk Assessment

### 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		
	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
<b>RISK</b>			