

APPLICATION FORM

SOUTHERN CO-OPERATIVE FOOD PAVILION

ROYAL ISLE OF WIGHT COUNTY SHOW

Saturday 13th and Sunday 14th July 2024

Dear Trader,

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

The Food Pavilion is an integral part of the Show and celebrates the best of Isle of Wight food. We are pleased to attach the details and application form.

Feedback from our visitors shows us that their shopping experience is an important part of their days. We are working hard to enhance this for our visitors and for you, our traders.

Please supply as much detail as possible about your stand. We are also asking for a photograph of your stand with your application. This will enable us to ensure a good flow within our trade areas so that the public has the best possible access and experience throughout the days. When selecting your stand size you must include space for any guy lines, units or vehicles parked on the site.

Please complete all sections of this 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

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 31st March 2024.

Closing date for applications: Monday 19th 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



THE ROYAL ISLE OF WIGHT
COUNTY SHOW

**ROYAL ISLE OF WIGHT COUNTY SHOW 2024
FOOD PAVILION BOOKING FORM**

Company name	
Nature of business	
Address	
Postcode	
Contact name	Phone number
Contact email address	
Lead name attending on Show days	
Mobile phone number for Show days	
Description of your stand and products on display/activities taking place.	

Please include a photograph of your stand so that we can ensure a good experience for visitors throughout the Show.

Food Pavilion Trade Stands (Space includes 6' table)

Early Bird Offer (until 31 st March 2024)	Standard Rate	No. Required (Maximum 3)	Total
£97.50	£127.50		
Electricity Required (please add more as required)	£50 per 16 amp (= 1 double socket)		

*** Wight Marque Members Food Pavilion**

Early Bird Offer (until 31 st March 2024)	Standard Rate	No. Required (Maximum 3)	Total
£73	£95.50		
Electricity Required (please add more as required)	£50 per 16 amp (= 1 double socket)		

Number of additional entrance tickets required (2 included with booking, with additional weekend tickets £17 and days tickets £12.50 in advance)	No. Required	Total

Advertising	Standard Rate	*Wight Marque Members	Total
Display one banner in the Main Ring	£75	FREE	
TOTAL AMOUNT PAYABLE			

* To find out more about the Wight Marque scheme please visit www.wightmarque.co.uk or telephone 0845 226 9098.

FOR OFFICE USE ONLY		
Received (date)	Invoice Number	Electricity Required Yes / No
Size of stand	Ticket Allocation Extra	Advert Size Colour / B&W
Banner Space Qty		STAND NUMBER
Further information required? Yes/No	Approved traders list? Yes/No	Pack sent

YOUR CHECKLIST		
Photograph of your stand (email is acceptable)		
Application form		
Risk assessment		
Copy of insurance certificate (Please ensure it is valid for the date of the Show)		
Please indicate how many miles you will be travelling to and from the Show.	To:	From:

All parts of this form must be fully completed by all exhibitors / traders and caterers and be 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 Ilse of Wight Agricultural Society' Privacy Policy – see 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.

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 a reasonable health and safety precautions, may result in you being removed from the site.

All exhibitors are required to have full Third Party & Public Liability Insurance (£5m min) and must enclose copy of their current certificate. Completed risk assessments must also be submitted as indicated.

I / We agree to abide by the Terms and Conditions of the Show as set out on page 4.

Signed: _____ Date: _____

Please print name: _____

For all booking enquiries please telephone 01983 296244 or email riwas@naturalenterprise.co.uk

**Please return your completed form either to riwas@naturalenterprise.co.uk or post to
RIWAS Shide Meadows Centre, Shide Road, Newport PO30 1HR**

For Terms and Conditions please see page 4.

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 12th July** and must be completed by **09:00 hrs on Saturday 13th 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 13th July.**
12. Taking down may not begin before **16:00 hrs on Sunday 14th July** and must be completed by **12:00 noon on Monday 15th 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 10th 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.

General Risk Assessment

All traders / exhibitors must complete this section

Saturday 13th and Sunday 14th 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	Biological agents	Lone Working	
Animals	Housekeeping	Electrical	Lifting	Noise	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
RISK			