



# The Somerset Horse Show

Sunday 26<sup>th</sup> May 2024

## TRADE STAND APPLICATION FORM

### CONTACT DETAILS

PLEASE COMPLETE IN **BLOCK CAPITALS**

TRADING NAME	TELEPHONE NUMBER
INVOICE ADDRESS	CONTACT NAME
	MOBILE NUMBER
	EMAIL
ADDRESS FOR TRADE STAND PACK (IF DIFFERENT FROM ABOVE)	WEBSITE
	PUBLIC LIABILITY INSURANCER PROVIDER
	INSURANCE RENEWAL DATE

### SHOW DAY CONTACT DETAILS

NAME OF PERSON ON SITE	CONTACT NUMBER
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Set up is on show day between 6am and 8.30am. No trade or catering vehicle movement is permitted onsite after 9am. All vehicles should be moved to the traders car park. Vehicle movement will be permitted again at 5.30pm, unless other instructions are given by the show secretary.

**If you have any other queries about set up days and times, please contact the office.**

### STAND DETAILS

PLEASE GIVE US A BREIF DESCRIPTION OF YOUR STAND/PRODUCTS/SERVICES TO GO IN THE CATALOGUE.  
**MAXIMUM 25 WORDS**




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## STAND PRICING

DESCRIPTION	FRONTAGE (M)	DEPTH (M)	PRICE (£)
Outdoor Grass Pitch	4	4	£40
	6	6	£60
Catering concession	8	8	POA

PLEASE USE THE TABLES BELOW TO CHOOSE YOUR STAND SIZE. IF THERE IS NOT AN OPTION FOR THE SIZE OF STAND YOU WOULD LIKE, PLEASE GET IN TOUCH WITH THE OFFICE.

### OUTDOOR GRASS PITCHES

FRONTAGE (M)	DEPTH (M)	QUANTITY	TOTAL (£)
4	4		
6	6		

### CATERING CONCESSION

FRONTAGE (M)	DEPTH (M)	QUANTITY	TENDER (£)

### EXTRAS

ITEM	PRICE (£)	QUANTITY	TOTAL (£)
GRASS CUTTING	£25		

PLEASE NOTE THERE IS NO ELECTRICITY ON SITE. DIESEL GENERATORS ARE PERMITTED ON SITE. ABSOLUTELY NO PETROL GENERATORS.

Payments can be made by any of the following methods:

- BACS to Mid Somerset Agricultural Society, A/C  
No: 35732460, Sort: 30-99-29
- Cheque payable to: MidSomerset Show
- Pay over the phone by calling: 01749 938044

I have...

- Enclosed a cheque
- Sent payment via BACS
- Paid over the phone

If you require an invoice before payment can be made, please tick here.

<b>TOTAL TRADE STAND FEES DUE</b>	
<b>TOTAL EXTRAS DUE</b>	
<b>GRAND TOTAL</b>	

**TRADE STAND SPACES WILL NOT BE HELD UNTIL PAYMENT IS RECEIVED. TRADE STANDS SHOULD BE PAID FOR AT THE TIME OF BOOKING TO ENSURE YOUR DESIRED SPACE IS RESERVED. THE FINAL DEADLINE FOR TRADE STAND PAYMENTS IS THE 7<sup>TH</sup> MAY**



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**PLEASE ENSURE YOU READ THROUGH & COMPLETE THE REST OF THE TRADE STAND APPLICATION INCLUDING SIGNING THE DECLARATION**

YOU CAN APPLY FOR A TRADE STAND ONLINE AT: <https://showingscene.com/events/the-somerset-horse-show-may-2024>

ALL PAPER APPLICATIONS SHOULD BE SENT TO: TRADE STANDS, MID-SOMERSET AGRICULTURAL SOCIETY, THE MID-SOMERSET SHOWGROUND, CANNARD'S GRAVE RD, SHEPTON MALLET, SOMERSET, BA4 4GF

-OR-

EMAILED TO: [admin@midsomersetshow.org.uk](mailto:admin@midsomersetshow.org.uk)

## SITING

Please give us a brief description of the layout & size of your stand. Eg: Trailer, Marquee/Gazebo.

When booking your stand size, please make sure you account for any vehicles you wish to have on your stand & trailer hitches etc.

**Any vehicle that does not fit within the booked stand will have to be parked in the trader's car park.  
There is no vehicle movement on site after 9am.**




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## RISK ASSESSMENT

Please use the template below to complete a risk assessment for your stand. All stands must complete a risk assessment even if the risks are very low or seem trivial. If you have a pre-made risk assessment document that you would prefer to use, please send us a copy of it.

HAZARD	PERSONS AT RISK	LEVEL OF RISK (LOW-MEDIUM-HIGH)	CONTROL MEASURES

I/WE HAVE LIQUIFIED PETROMLEUM GAS ON OUR STAND DETAILS (QTY & SIZE):	YES / NO
I/WE WILL BE USING A GENERATOR (DIESEL ONLY)	YES / NO
I/WE WILL HAVE MECHANICAL LIFTING EQUIPMENT ON SITE DETAILS:	YES / NO

SIGNATURE OF PERSON COMPLETING RISK ASSESSMENT	DATE
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## TERMS & CONDITIONS

PLEASE ENSURE YOU READ THE TERMS & CONDITIONS OF TRADE STAND BOOKING CAREFULLY AND THEN SIGN THE DECLARATION AT THE END.

- 1. Access to Show Site.** There will be absolutely no access to the show site for trade exhibitors and/or their vehicles without the correct passes, and papers confirming their application has been accepted and full payment has been received.
- 2. Insurance.** Trade exhibitors must supply, prior to the event, a copy of suitable third-party insurance details that covers the period of the Show. The cover should have a limit of no less than £5,000,000 in respect of one occurrence. All ride attractions should have a limit of no less than £10,000,000 in respect of one occurrence. It should include Product Liability Cover (minimum £5,000,000 per annum and £10,000,00 per annum for ride attractions.) and include an Indemnity to Principal clause. The maximum excess should be £1000 under any section.
- 3. Risk Assessment.** All trade exhibitors must carry out and provide a Risk Assessment for their activities at the Show. It must include set up, operation and breakdown on their site. Blank forms can be downloaded from the Show website.
- 4. Generators.** Diesel generators must be of the silent type and are not allowed inside the marquees. Petrol generators are not permitted on the show site.
- 5. Pitch.** It is the responsibility of the person booking the space to ensure the stand is of a sufficient size for the exhibit including guy ropes, trailer drawer bar, canopies, awning and racks of stock. Traders who need to draw stock from vehicles must ensure it is parked within the booked space. Encroachment on to adjoining sites and public areas is not permitted and will be charged at an extra £100 per sqm used.  
Please note that if Social Distancing has to be considered at the show there maybe space between stands. This area must be kept clear at all times and must not be used for storage or trading.
- 6. Stand allocation and position.** The Show reserves the right to move any stand if the layout of the Show changes due to restrictions and Government guidelines.
- 7. Business.** No one is permitted to conduct any business on the showground unless they are a confirmed exhibitor. Business, including leaflet distribution, is prohibited in the car parks. All persons entering the showground or car parks are subject to the rules and regulations of the Society and the Show. Any officer appointed by the Society has the power to eject any person infringing a regulation. Any articles associated with an infringement may be removed, confiscated, or impounded at the discretion of the Society or its officers. Stands may be closed down if an exhibitor does not conform to the Society's regulations or the directions of the Stewards.
- 8. Food & Catering.** The sale of food and drink that may compete against the franchised food and drink outlets are not permitted in the Food Hall. The sale of hot food is not permitted in the Food Hall. Tasting of samples is allowed for food items that are sold for consumption off site. Sole rights have been sold for licensed, general food and drink, catering and ice cream.
- 9. Tents & Gazebos:** The show reserves the right to remove any tent or gazebo they consider unsafe.
- 10. Exclusivity.** The Society will not grant exclusivity to any company to market or sell goods at the Show. The Society does reserve the right to limit the number of similar stands to ensure variety for the visitors.
- 11. Displays.** Stallholders may display their wares for sale. The sale of goods may only take place from the designated stand area. The sale of second-hand goods is not permitted. Details of exhibitor name and contact details must be clearly displayed.
- 12. Auctions, Raffles, etc.** No Auctions or gambling are permitted without written permission from the Show Secretary.
- 13. Dangerous weapons.** The sale or display of knives and all guns whether real, imitation or toys is strictly prohibited. This also includes, but is not restricted to, bb guns, water pistols, catapults, bows & arrows etc. Knives being sold for kitchen or utility use must be in a suitable container. It is the exhibitors responsibility to ensure they do not sell to young persons under the age of 18.
- 14. Balloons.** Due to the number of livestock/horses on site, exhibitors are not allowed to sell to give away balloons. Balloons forming part of the display must be firmly secured to avoid accidental release.
- 15. Animals & Livestock.** The Society must be notified if you are having livestock of any kind on your stand. All livestock subject to movement control or disease-free certification must be accompanied by the appropriate documentation. Bio-security forms will be forwarded for completion and return to the Secretary prior to the Show.



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- 16. Alcohol.** Permission must be obtained from the Show Secretary to sell alcohol. If agreed, it is the stallholder's responsibility to obtain a Temporary Events Notice licence from Mendip District Council and to have a copy on site during the Show. The Society does not hold a premises licence. A Challenge 25 policy is in place across the show site to prevent sale to underage customers, and all traders selling alcohol must abide by this.
- 17. Entertainment.** All children's attractions & fairground rides must comply with HSG 175 Fairground and Amusement Parks. They must be operated by qualified adults and supervised at all times. All operations must take place within the designated area. In date ADIPS/PIPA inspections sheets and evidence of insurance will be required. All documents including risk assessments must be available on site.
- 18. Sound Equipment.** The volume of any audio equipment or music that you use must be kept at a controlled level. Care should be taken that any active demonstration does not cause annoyance to other exhibitors or the public. The use of microphones is not permitted. The Trade Stands Officer's decision is final, and he has the right to ban the use of equipment or stop any activity for the duration of the Show.
- 19. Vehicle access** to the showground will be closed at 5:00 pm on all days before and after the Show. Access will be available from 6:00 am on the day of the Show.  
All vehicles should be driven by a fully licensed and insured driver. A maximum speed limit of 5 mph should be adhered to all times across the show site.
- 20. Setting up.** We encourage all traders to set up the day before the show to avoid congestion. Vehicles may unload on the day, but must clear the ground by 8.30 am, and be parked either in the Public Car Park or the designated Traders Car Park.
- 21. Vehicle movement.** There will be NO movement of traders' vehicles until after the show closes at 18:00 hrs without the express permission of the Show Secretary or an officer of the Show. No vehicle will be allowed onsite to dismantle until 18.00.
- 22. Liability.** The Society will not be held responsible for theft or damage etc. to stands, and/or their contents or vehicles.
- 23. Right to close.** The Show Committee reserves the right to close the stand, without compensation, of any person who infringes these conditions or who creates a nuisance for other traders.
- 24. Cancellations cannot be accepted after 7<sup>th</sup> MAY 2024.**
- 25. Covid Cancellations.** If the Show is cancelled due to the Government restrictions a refund will be offered or the opportunity to roll the booking over to the following year. However, no refund will be given if a Trade Stand decides to pull out because they did not adequately plan for their Trade Stand to be able to run during the pandemic and potential social distancing or if they are closed during the Show by Enforcement Officers for failing to provide adequate control measures.

**APPLICATION CHECKLIST:** Please ensure you have completed all the item on the application checklist otherwise your application may be refused.

- Contact Details.
- Stand frontage & depth.
- Details of extras wanted.
- Stand description.
- Risk Assessment.
- Public liability insurance.
- Payment

**Please ensure we have a copy of your public liability insurance that is valid for show day.**

## DECLARATION

I/WE HAVE READ AND AGREE TO ABIDE BY THE MID-SOMERSET AGRICULTURAL SOCIETY TERMS & CONDITIONS FOR TRADE EXHIBITORS. I/WE HAVE ACCURATELY COMPLETED ALL OF THE RELEVANT PAPERWORK FOR MY TRADE STAND APPLICATION.

SIGNED

PRINT NAME

DATE