

Conditions of Entry

Outdoor stallholders - **one** vehicle per pitch. Guy ropes vehicle and stock must be kept within pitch area marked on the ground. Craft marquee only – limited parking available behind the Craft Marquee – tables and power not supplied.

Your Pitch size must not be exceeded. Organisers reserve right to refuse entries and will try (but cannot promise) to maintain diversity by avoiding excessive duplication. Entries may be declined to achieve this.

You must hold Public Liability Insurance to cover Third Party risks up to at least £1,000,000. Valid for show day. We recommend you tell your insurers of your intention to exhibit here.

Payment may be made by BACS but an entry form is still needed. You MUST ensure your trading name is quoted with your BACS payment! No entries can be accepted without a completed Entry Form, & proof of insurance, (& copy gas licensing and food hygiene certs if appropriate). If expiring before the show, current certificates must be e-mailed to the Show contact, (Ken Mills) to arrive before the closing date.

Special location requests cannot be promised but we will do our best. Organisers' decisions are final.

Entry to the Showground is free to all exhibitors and stallholders between 7.30am and 9.30am on Show Day. Outdoor traders only (not Craft Marquee) may also arrive on Sunday 6th May between 4.00pm and 7.00pm though NO security presence on Sunday or overnight so come early at your own risk). All exhibitors will be sent a Pass to allow them to enter the Show Field. **Vehicles must not move onto or off the Show site between 10.00am – 5.00pm on show day unless escorted by an approved Rotary official.** Free off site parking is available in the adjacent field used as the public car park but there is no direct vehicular access between the fields.

Any complaints must be made in writing within one month of the show with a £10 fee to cover administration costs, refundable only if the complaint is upheld.

All traders, craft tent entries & exhibitors must be in position by 9.30 a.m. after which time, in the interests of safety to visitors, no vehicles will be permitted to move on or off the Show Field, unless accompanied by a Show official / or Steward. **Note:** Stalls should **not** be dismantled until the Show is officially declared "Closed".

Livestock exhibitors - water is available on site but please bring your own pens rails and feed. Please do **not** put down straw.

Persons registering an entry, but not attending, shall forfeit their entry fee.

Every effort will be made to enhance your trading experience BUT no guarantees can be made and so entries are therefore at the applicants' risk without promise of exclusivity.

No radio controlled fliers (inc drones), or weapons/knives may be sold at this show.

The Committee reserve the right to cancel the Show due to unforeseen circumstances or adverse weather conditions; entry fees will **not** be refunded. This will only happen in extreme conditions.

To help with site layout, please state on the entry form what is intended to be displayed / sold on the stall. The Committee may exclude without refund stalls selling items materially different to the type stated on their entry form.

Closing date for CRAFT & TRADE stand entries: 16th April 2018



Club of Exe Valley

Treasurer: Ken Mills,
21, Briton Street, Bampton, Tiverton, Devon, EX16 9LN 01398 331482
E-mail: kenmills22@talktalk.net

Help us make it a great family day out !

From Junction 27 M5. Take the A38 then right at roundabout near Waterloo Cross - 700m). Traders & classic cars entrance - turn left into Bridwell Avenue (show field on right).

Public access & Dog Show is from B3440 Uffculme Road (via Roundabout in Willand). No vehicular access between the show field and public car park.

UFFCULME SHOW 2018 TRADE STANDS

RISK ASSESSMENT FORM

Please complete in ink appending extra pages/own form.

Trading Name:	
Address:	
Responsible Person:	
Date of Assessment:	
Signature of Assessor:	

You may attach your own risk assessment covering

Hazard See examples in Guideline Notes under "Hazard"	Persons at Risk See examples in Guideline Notes under " Who Might be Harmed	Controls to minimise risk See examples in Guideline Notes under "Is more needed to control the risk"

FIRE RISK ASSESSMENT

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GUIDELINE NOTES

Please complete this form and return with the entry form.

Using the guidelines shown below, please consider what risk there is to those building Trade Stands and to Members of the Public during the Show. Outline the steps you propose to take to minimise that risk in the table adjoining. Please copy this page if more space is required. If in your opinion there is no risk, then please print "NO RISK" and return the form duly signed and dated.

HAZARD	(Please use as a guide to complete Hazard column on form)
Look only for hazards which you could reasonably expect to result in significant harm under the conditions in your workplace. Use these examples as a guide	* Slipping / tripping hazards - Chemicals (e.g. battery acid) *Moving parts of machinery (e.g. blades) * Work at height *Pressure systems * Vehicles (e.g. fork lift trucks) * Electricity * Dust (e.g. from grinding) *Fumes (e.g. vehicle engines) * Manual handling * Noise * Livestock on stand * Lifting operations.
FIRE HAZARD	Combustible materials (rubbish, flammable substances - LPG etc) and ignition sources (flames, smoking, etc.)

WHO MIGHT BE HARMED?	(Please use as a guide to complete "Persons at Risk" column)
There is no need to list individuals by name - just think about groups of people doing similar work or who may be affected, e.g. >>>	*Office Staff *Maintenance personnel * Contractors *People sharing your work place * Operators *Cleaners * Members of the public. Pay particular attention to: *Staff with disabilities * Visitors * Inexperienced Staff * Lone workers - they may be more vulnerable.
IS MORE NEEDED TO CONTROL THE RISK?	(Please use as a guide to complete the "Controls to minimise risk" column on the form)

For the hazards listed, do the precautions already taken:-

a) Meet the standards set by a legal requirement? b) Comply with a recognised industry standard? c) Represent good practice? d) Reduce risks as far as reasonably practicable ?

Have you provided:-

- Adequate information, training or instruction?
- Adequate systems or procedures?
- In case of fire, a means of escape?
- Fire Detection and Alarms.
- Fire Fighting Equipment?
- Fire Evacuation plan?

If the answer to the above is "Yes", then the risks may be adequately controlled, but you need to indicate on the form the precautions you have in place. Where the risk is not adequately controlled, indicate what more you need to do?(i.e. in the 'Controls to Minimise Risk' - "Action" List).

Stall Holder / Craft Tent ENTRY FORM

UFFCULME SHOW 2018

Please Note:

*Pitch charges are for the pitch area only. All pitches are on a grass site and except Craft Marquee are not under cover.

Entrants are responsible for supplying their own hardware eg: stalls, stands, tables, chairs, gazebos, covers, etc, sized to fit within the booked pitch.

Stallholders are responsible for their property if left unattended on the show site. No over night security is in place.

*There is **no** mains electricity generally available on the show site*
Please indicate if you will be bringing your own heat shielded quiet Generator: (include in risk assessment) generator [Y] / [N]

Please provide your Trading Name and describe the type of goods you will offer so that we may try to avoid similar trade stalls being located together. In some cases we will restrict the number of franchisees to one each – on basis of the first entry form *and payment* received.

Movement of all vehicles (including Classic Car exhibits) on the show field will be prohibited between 10.00am and 5.00pm in the interests of Public Safety. Emergency movements on the field between these times shall only be permitted if escorted by a Rotary steward walking in front.

Please complete this page, the Risk Assessment overleaf, and return with your cheque, insurance details and a stamped, self addressed envelope.

To: Ken Mills, 21, Briton Street, Bampton, Tiverton, EX16 9LN

Tel: 01398 331482 (E-mail: kenmills22@talktalk.net)

*There is **no** mains electricity available to traders on the show site*

ENTRY FORM

Please reserve the following outdoor pitch:

Minimum of 5m frontage x 6m deep [] pitch(es) @ £35.00

Additional frontage at £8 for every extra 1m [] meters @ £ 8.00

NB: Allow adequate space for guy ropes, etc, to be inside curtilage.

Please reserve the following pitch in the Craft Marquee:

In Craft Marquee: per 2m pitch + parking space [] pitches @ £40.00

NB Home produced materials please. Tables not supplied. No power available.

The type of products on display and/or for sale will be

No radio controlled fliers (inc drones), or weapons/knives may be sold at this show.

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I have paid by BACS £_____ and await your receipt

Rotary Club of Exe Valley Charitable Trust Uffculme Show

HSBC sort code 40-18-31 a/c 61238973

(I listed the name as payee info _____)

Or ...I attach a cheque payable to "Exe Valley Rotary Club" £_____

I also include

- My Risk Assessment form
- SAE (only needed if no email address provided below)
- Copy Public Liability insurance for show date (if it expires prior to 02-05-17 please email /send a copy of the new docs before 16.04.18)
- (optional) Special request (not guaranteed but we will do our best)

Data - I consent to your retaining my data re invitations to future shows at Uffculme yes / no

Signature: Date:

Name:Trading Name.....

Address: (continue overleaf if needed).....

.....Postcode.....

Tel: Business.....mobile.....

E-mail:

Website.....