

BLEDLow COUNTRY SHOW

SPONSORSHIP, TRADE STANDS & YEARBOOK ADVERTISING

BOOKING DETAILS



Manor House Farm, Bledlow
Saturday 1ST June 2019

By kind permission of Lord Carrington

Hosted by:

Buckinghamshire Federation of Young Farmers Clubs

Charity No. 300355

Web: www.bledlowcountryshow.co.uk
E-mail: info@bledlowcountryshow.co.uk

INTRODUCTION

The Buckinghamshire Federation of Young Farmers' Clubs Country Show is an annual event staged at different venues throughout the County, now in its 74th year. The 2019 Show will be held on Saturday 1st June 2019 at Manor House Farm, Bledlow, Princes Risborough, Bucks HP27 9PE, by kind permission of Lord Carrington. This is an ideal location in a parkland setting with good access off the road between Princes Risborough and High Wycombe, ensuring a good catchment area of general public.

At this year's Show there will be something for everyone; the traditional YFC competitions will take place all day, ranging from home crafts, flower arranging and photography, to vehicle handling, welding and inter-club main ring competitions. The general public will be entertained with events, displays and attractions throughout the show site. A range of catering facilities will ensure that there are refreshments available to suit all tastes.

The Show will be extensively advertised on social media, in local newspapers, farming journals, on local radio, at other shows and to YFC members nationally. Posters advertising the event will be displayed throughout the county and leaflet drops made within the locality.

SPONSORSHIP PACKAGES

There are a number of Sponsorship Packages available, designed to suit all the requirements of the major business sponsors or individual. See details on Pages 4 & 5.

TRADE SPACE

Trade stands can be set up from 9.30am on Friday 31st May and need to be in place by 9.00am on the day of the show. Please reserve your site space by returning the enclosed booking form, at the latest by 28th February 2019. Sites will be allocated on a "first come, first serve basis". You will receive your letter of confirmation. Tickets and additional information will be sent 2 weeks prior to the event. There will, as usual, be a prize for the best trade stand, judged on the day of the Show. Trade Stand booking form is available on Page 5.

YEARBOOK ADVERTISING

As an annual tradition, the Bucks YFC Yearbook will be available at the Show and to all members and friends of Bucks YFC and all visitors attending the show. This is a very high quality publication and a superb form of advertising at a very reasonable rate.

CONTENTS

To help you use this booking form easily, it is set out as follows:

Sponsorship Packages

Principal Sponsors	Page 4
Main Sponsors	Page 4
Show Sponsors	Page 5

Trade Stands

Booking Form	Pages 6 & 7
Declaration	Page 8

Yearbook Advertising

Booking Form	Page 9
Declaration	Page 10

Health & Safety and Risk Assessment

Health & Safety Declaration	Page 11
Risk Assessment	Pages 12 & 13

Rules & Regulations

Show Contacts	Page 16
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SPONSORSHIP PACKAGES

PRINCIPAL SPONSORS are offered the following benefits:

- ✓ Full page advert in Bucks YFC Yearbook
- ✓ Prime stand location
- ✓ Sponsorship of a main section
EG: main ring, Competition Ring, Vehicle Competition Area, Catering “Food and Farming” Area, Judges Lunches, Show Dance
- ✓ Coverage on Show Website and Social Media
- ✓ Free entry to the Country Show for up to six people
- ✓ Business name broadcast over public address system and printed on appropriate literature.
- ✓ Display of publicity material around main ring and show site

TOTAL PACKAGE PRICE: £500

MAIN SPONSORS are offered the following benefits:

- ✓ Half page advert in Bucks YFC Yearbook
- ✓ Trade stand space in close proximity to main ring
- ✓ Sponsorship of 5 competition classes
- ✓ Coverage on Show Website and Social Media
- ✓ Free entry to the Country Show for up to four people
- ✓ Business name broadcast over public address system and printed on appropriate literature.
- ✓ Display of publicity material around main ring and show site

TOTAL PACKAGE PRICE: £300

SHOW SPONSORS are offered the following benefits:

- ✓ Sponsorship of competition 3 classes
- ✓ Half page advert in Bucks YFC Year Book
- ✓ Free entry to the Country Show for up to two people
- ✓ Coverage on Show Website and Social Media
- ✓ Display of publicity material around main ring
- ✓ Business Cards may be placed by sponsored classes

Total Package Price: £150

TRADE STANDS

- ✓ **Trade Stands are £15 per meter frontage.**
- ✓ Free entry to the Country Show for up to four people
- ✓ Listing on Website

**BOOKING FORM:
SPONSORSHIP and TRADE STANDS**

Please detach centre pages, complete pages 6, 7 and 8 (Signed Declaration) and return to: tradestands@bledlowcountryshow.co.uk or Mr George Dance, Unit 6, Woodway, PRINCES RISBOROUGH, Bucks. HP27 0NN.

Please note: Trade Stand and publicity locations will be allocated on a “First Come, First Served” basis. **Please return by 28th February 2019.**

On receipt of the booking form and payment, confirmation and receipt will be returned to the email address given below.

Tickets and additional information will be dispatched 2 weeks before the show.

Name of Exhibitor (Trading Name/Business Name)

.....

Address

.....

.....

Email:

Business Tel No:

Contact..... Mobile No.....

Description of exhibits/display

.....

.....

BOOKING FORM FOR SPONSORSHIP AND TRADE STANDS

Item (See appropriate section of brochure for full details)	Number of	£ per Item	Total
Principle Sponsor Package		£500	
Main Sponsor Package		£300	
Show Sponsor		£150	
Trade Stand frontage @ £15 per meter		£15	
Extra Admission Tickets Required		£5 per ticket	
Total Cost			

Artwork for Year Book Advertisements to be provided by email to showguide@bledlowcountryshow.co.uk by 28th February 2019. Assistance with artwork can be provided directly by the printer and charged as appropriate. Please ask for further details as necessary.

Please also complete the Declaration (Page 8)

DECLARATION - TRADE STANDS

I/We have read the regulations and undertake to abide by them.

I/We have paid total cost of £.....

I/We enclose my/our Health & Safety Form and Risk Assessment

Please note trade stand space will not be reserved until payment is received

Name.....

Dated.....

Please make all payments to:

Bledlow Country Show

Sort Code: 30-96-86

Account Number: 15759268

BOOKING FORM FOR YEAR BOOK ADVERTISING.

Advertisement Size	Number of	£ per Item	Total
Full page (12.8 cm x 18.0 cm)		£120	
Half page (12.8 cm x 8.5 cm)		£80	
Quarter page (6.2 cm x 8.5 cm)		£50	
Total Cost			

Artwork to be provided as a .jpg or .gif to be emailed to showguide@bledlowcountryshow.co.uk by 28th February 2014. Assistance with artwork can be provided directly by the printer and charged as appropriate. Please ask for further details as necessary.

Name of Advertiser.....

Address.....

.....

.....

Contact.....Tel.....

Email Address.....

On receipt of this booking form and payment, confirmation and receipt will be returned to the address given above.

Please also complete the Declaration (Page 10)

DECLARATION - YEARBOOK ADVERTISERS

I/We have read the regulations and undertake to abide by them.

I/We have paid total cost of £.....

Please note yearbook space will not be allocated until payment has been received.

Name.....

Dated.....

Please make all payments to:

Bledlow Country Show

Sort Code: 30-96-86

Account Number: 15759268

HEALTH & SAFETY DECLARATION

THIS MUST BE COMPLETED BY ALL EXHIBITORS

It is a condition of every exhibitor, contractor, subcontractor, supplier and their agents to comply with the European Directive on health and safety at work and all other legislation covering the venue. The Exhibitor accepts that it is their legal and moral responsibility to ensure that their own and other health and safety is not put at risk by their actions or inactions throughout tenancy.

Our Health & Safety representative on the stand will be: _____

Position: _____ Mobile Number: _____

Company Name: _____

Address: _____

_____ Postcode: _____

Company Tel No: _____ E-mail: _____

- a) The Health & Safety representative named above has read and understood the Health & Safety Information within the Health & Safety Section of the manual.
- b) We have completed a risk assessment and trained and made our staff aware of the potential risks present on site. Our exhibits, demonstrations and work practices cause NO HAZARD either to ourselves or others onsite.
- c) I will make available at the show a copy of our company's health & safety policy and risk assessment. Our stand staff will be sufficiently instructed and trained in relevant matters in order to carry out their tasks competently.
- d) I will E-mail: tradestands@bledlowcountryshow.co.uk a copy of our public liability insurance certificate.

Name:

Date:

RISK ASSESMENT

THIS MUST BE COMPLETED BY ALL EXHIBITORS

Company: _____ Stand No: _____

Person responsibility for Health & Safety: _____

Mobile number: _____ E-mail: _____

Exhibitor's Responsibilities:

An exhibition stand is a work place covered by health and safety legislation. As the exhibitor it is your responsibility to ensure that a suitable and sufficient risk assessment is completed.

Failure to do so could lead to delays or ultimately the closure of your stand.

This template is for a simple shell scheme exhibition stand which does not require any structural approval from the organiser or the venue. More complex stands will require a more detailed risk assessment and if you are in any doubt you should contact the organiser.

Does your stand include any of the following? If so, you must complete the risk assessment for simple stands Please answer **Yes or No**:

Risk	Yes/NO
1. Lifting heavy products during the build-up/breakdown	
2. Working at height (using ladders)	
3. Display of anything containing liquid fuel or flammable and explosive substances	
4. Display of sharp objects, weapons (even replica weapons)	
5. Demonstrations of any kind i.e Therapies, massaging	
6. Working electrical appliances other than simple display lighting	
7. Food service of any kind other than sweets, snacks and soft drinks	
8. Heat source of any kind including cookery demonstrations, naked flame or gel burners	
9. Working machinery of any kind even if static	
10. Using power tools during the build-up/breakdown	
11. Have all portable appliances being displayed had a visual inspection or PAT tested	
12. Any other hazard not identified above which could be a risk	

Please note this is not an exhaustive list. You are responsible for identifying any aspect of your stand which could present a hazard.

If you have answered NO (except for question 11) to all of the above complete and sign below.

If you have answered YES to any of the above complete the risk assessment on page 13 of this document.

I declare that to the best of my knowledge there are no significant risks relating to this stand

Name:

Date:

RISK ASSESSMENT

Please note: YOU ONLY NEED TO COMPLETE THIS PART IF YOU HAVE ANSWERED YES TO ANY OF THE QUESTIONS ON THE PREVIOUS PAGE.

Company: _____ Stand No: _____

Risk:
Who could be harmed:
Control Measures in Place:
Risk:
Who could be harmed:
Control Measures in Place:
Risk:
Who could be harmed:
Control Measures in Place:

To the best of my knowledge the information provided is correct. The control measures in place control risk to an acceptable degree.

Authorised by: _____ Date: _____

Position: _____

PLEASE NOTE: This is a very basic risk assessment format for simple risks only. Multiple or complex risks will require a more detailed risk assessment.

RULES AND REGULATIONS

- 1) The committee reserves the right to refuse any entry whatsoever at their sole discretion.
- 2) Applications must be fully completed and accompanied by the remittance and requested paperwork, otherwise they will be rejected. No provisional reservations or post-dated cheques will be entertained. Once application is received at this office, no fees will be refunded under any circumstances.
- 3) Any exhibitor who cancels a booked site, for whatever reason, shall forfeit all fees paid and the Show Committee shall reserve the right to re-let such sites.
- 4) No Refunds will be given due to bad weather or ground conditions. The Show Committee shall not be held liable in the event of cancellation for whatever reason.
- 5) If for whatever reason the show is unable to continue at the stated venue the committee will endeavour to re-locate to an alternative site within a 15 mile radius.
- 6) The Show Committee reserves the right to change the showground layout without prior notice.
- 7) It is the responsibility of the stand holder to ensure that their stand and exhibits are soundly erected and that they are safe at all times.
- 8) All Exhibitors and Traders must provide proof of their own public liability insurance policy having a limit of indemnity of not less than £2,000,000 for any one accident. Insurance certificates, Fire Insurance Certificates, if applicable, and copies of these, with the completed Health & Safety Risk Assessment **MUST** be returned with the Trade/Craft/Catering Stand Application Form. Copies of all certificates must be available for inspection on your stand on the day of the show. It will be deemed a condition of booking that each exhibitor and trader shall indemnify and hold harmless the Show Committee from and against all actions, suits, expenses or claims on account of or in respect to any damage caused or occasioned. Further the Show Committee or its officers or servants will not be liable for any errors or mistakes that may happen for goods being delivered or exhibited, or for their safe custody whilst on the showground. No claim will be entertained for any loss, injury or damage to exhibitors or their property, servants or livestock in connection with or arising out of this show.
- 9) Exhibitors are responsible for the health and safety of the General Public whilst on their stands and exhibition areas, and will need to provide adequate supervision of the stands by competent persons at all times. Exhibitors must ensure that all items for sale comply with the current Health and Safety legislation.
- 10) All exhibitors shall provide and have available on their stands fire appliances in the form of portable fire extinguishers. Exhibitors are advised in their own interest to ensure adequate safeguards against the risk of fire, using fire retardant materials where possible. All electrical appliances being used must have a current PAT Test Certificate.
- 11) Vehicles delivering supplies to stands will not be permitted to enter the showground between 9am and 6pm on the day of the show.
- 12) Trade stands can be set up from 9.30am to 6pm on Friday 31st May and must be in place by 9am on the day of the show.
- 13) All exhibitors cars must be removed from the showground by 9am on the show day and parked in the car park.
- 14) The show site must be cleared by 9pm on the day of the show
- 15) No overnight camping is permitted.

- 16) Stands must be open to the public from 9.30am until 6pm on show day
- 17) The use of generators is allowed but the generator must be silent running with clean emissions. All generators must be kept clear at all times with safety guards fitted to prevent touching. Declaration must be made at time of booking so that suitable position may be allocated.
- 18) Sales and demonstrations will be allowed providing they are conducted in an orderly manner so as not to cause a nuisance to neighbouring stands or to interfere with any part of the show. Loud speaker equipment will not be permitted.
- 19) Goods and services of any description may be displayed and sold subject to the approval of the organisers. Selling by any form of auction, lottery or raffle will not be permitted without written permission of the organisers.
- 20) Show officials or our Security Company have the power to remove from the showground any property belonging to any exhibitor who shall infringe any of these regulations or who refuses to comply immediately with any instruction given by an official of the show. No refund will be given.
- 21) Stallholders are individually responsible for the clearance of their site of refuse, litter, glass or other articles before departing from site. All holes or soil removed must be made good and left in a tidy condition. Any stallholder will be charged for costs incurred to rectify the damage.
- 22) All Dogs must be kept under strict control at all times and tethered or led at all times.
- 23) While the organisers will make every effort to ensure the overall security of the site, no responsibility is taken for individual exhibits or the contents of exhibitor's stands.
- 24) Exhibitors and traders must ensure that all items for sale comply with the current Health and Safety legislation.
- 25) Exhibitors and traders are to provide their own stand, or vehicle to form their pitch, plus their own generator if power is required. Use of the Young Farmers Club (YFC) equipment without the YFC's prior written authority is strictly prohibited.
- 26) All static and mobile caterers must ensure that they comply with all the relevant Food Hygiene Regulations. Inspectors of Local Council Environmental Health Departments may make inspections prior to, and during events, to ensure that food operators understand and comply with the relevant legislation.

BLEDLOW COUNTRY SHOW CONTACTS:

George Dance (Trade Stand Coordinator)
Telephone: 07860 828088
E-mail: tradestands@bledlowcountryshow.co.uk

Kerry Lloyd (Year Book Production)
Telephone: 07739 848362
E-mail: showguide@bledlowcountryshow.co.uk

David Nixey (Show Chairman)
Telephone: 07711 896318
E-mail: info@bledlowcountryshow.co.uk

Alana Gould (Show Secretary)
Telephone: 07703 384198
E-mail: info@bledlowcountryshow.co.uk

Jane Nixey (Craft Stand Coordinator)
Telephone: 07980 107550
E-mail: craftstands@bledlowcountryshow.co.uk