



**BLEDLow COUNTRY SHOW 2019**  
**Saturday 1st June 2019 Manor House**  
**Farm, Bledlow, Bucks, HP27 9PD**  
By kind permission of the Carrington Family

## **CRAFT AND RETAIL PACKAGES**

### **STANDS - ADVERTISING**

<b>PACKAGES</b>
<b>CRAFT or RETAIL STAND - SITE SPACE ONLY £40</b>  Stand (approx. 3.5 metres frontage x 3.5 metres deep)  Two free entry passes to the Show
<b>SHOW GUIDE ADVERTISING SPACE - All pages Full Colour</b>  Full Page (12.8cm x 18cm) @ £120.00 Half Page (12.8cm x 8.5cm) @ £80.00 Half quarter page (6.2cm x 8.5cm) @ £50

**Please note that ALL exhibitors will need to supply their own gazebos, tables and chairs as required. There will not be any inside stand area available.**

- Space for Craft and Retail stands will be located in groups around the main show ground
- All stand-holders will be listed in the Show Guide available to all visitors to the Show. If details are provided prior to printing of the Show guide your business name will be included

Please ensure you read the Show Rules and Regulations printed overleaf.

Space for Craft & Retail Stands and advertising space will be reserved upon receipt of the accompanying booking form and payment.

\* subject to availability.

Email: [nixey@globalnet.co.uk](mailto:nixey@globalnet.co.uk) or visit [www.bledlowcountryshow.co.uk](http://www.bledlowcountryshow.co.uk)  
Buckinghamshire Federation of Young Farmers Clubs, registered charity no. 300355

# **SHOW RULES AND REGULATIONS FOR BLEDLow COUNTRY SHOW 2019**

## **Health and Safety:**

Exhibitors are reminded of:

- Their responsibility for the health and safety of the General Public whilst on their stand and exhibition areas.
- The need for adequate supervision of the stands by a competent person at all times.
- The need to ensure that all items for sale comply with the current Health and Safety legislation.

## **Regulations:**

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.

Accurate details of the contents of the displays must be given when applying for space and the Organisers reserve the right to refuse any applications.

Sales and demonstrations will be allowed provided they are conducted in an orderly manner so as not to cause nuisance to neighbouring stands or to interfere with any part of the Show. Loud speaker equipment will not be permitted nor will any generators that are deemed by the Organisers to cause nuisance to neighbouring stands.

It shall be the responsibility of the stand holder to ensure that their stand is soundly erected and that their stand and exhibits are safe at all times. **Adequate fire extinguishing precautions must be provided. A copy of your risk assessment must be available.** The committee reserves the right to inspect ANY stand with regards to Health & Safety and to make recommendations if necessary.

Erection of stands and equipment may commence on Friday 31st May 2019, between 10am and 6pm or on the morning of the Show and must be finished by 9.00am that morning.

The stands must be open from 9.00am to 5.00pm on the day of the Show. The stands must be manned at all times either by the stall-holder or a member of their staff. 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 exhibitors' stands. No part of the stand may be closed or dismantled before 5.00pm. Exhibitors will be held liable unless their site is cleared, it is properly cleaned and any holes filled in and the site left in good order. This includes removal of all litter. All exhibitors' cars must be off the show ground on the morning of the Show by 9.00am and parked in the car park.

All tentage (excluding marquees and Agriculture & Trade tentage) should be set up as close to your neighbour as possible, preferably touching. This is not only looks better, and will help the atmosphere of the retail areas and prevent the Show from becoming 'gappy', but also discourages the public from weaving between stalls.

No vehicles may be moved on site after 9.00am or before 5.00 pm.

Any exhibitors with ringside signage space included in their package are asked to bring the signage, where possible, the night before to be erected by Show Staff. Otherwise all signage must be in place by 8.30am and is the responsibility of the Exhibitor to do so.

A detailed site plan will be released and sent to you closer to the date.

Remittance must be sent with the Booking Form. Cheques should be made payable to 'Bledlow Country Show'.

Pay by BACS to Bledlow Country Show at TSB Bank, Princes Risborough

Sort Code     **30.96.86**

Account No    **15759268**

Quoting a meaningful reference e.g. the name of your business. **All monies are non-refundable.**

All artwork for the Show Guide must be presented in a suitable format and cannot be edited by the Organiser.

No claim will be entertained for anything that may happen to exhibitors or their property, servants or livestock in connection with or arising out of this Show. It will be deemed a condition of entry that each exhibitor shall agree to indemnify the Organisers against any legal action arising out of such an accident.

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**BOOKING FORM FOR CRAFT or RETAIL STAND**

Please select which option you would like to book - Booking deadline 31st March 2019	
<b>CRAFT or RETAIL STAND - SITE SPACE ONLY £40</b>	Yes / No - £.....
<b>SHOW GUIDE ADVERTISING SPACE - All pages Full Colour</b> Full Page (12.8cm x 18cm) @ £120.00 Half Page (12.8cm x 8.5cm) @ £80.00 Half quarter page (6.2 cm x 8.5 cm) @ £50	Yes / No - £..... Yes / No - £..... Yes / No - £.....
Additional entry tickets @ £5.00 each	Yes / No - £.....

Artwork must be supplied as a .jpg and be emailed to [nixey@globalnet.co.uk](mailto:nixey@globalnet.co.uk) by 31st March 2019

NAME OF CRAFT OR RETAIL STAND:	
ADDRESS:	
POSTCODE:	CONTACT NAME:
TEL NO:	EMAIL ADDRESS:
DESCRIPTION OF EXHIBITS or PRODUCTS FOR SALE:	

**DECLARATION - CRAFT OR RETAIL STANDS**

In addition to our show rules and regulations, as detailed on the information sheet, please note: In the event of a termination of the show due to force majeure the show organisers shall not be under any liability for any expenses or losses directly or indirectly incurred.

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

\*I/We enclose the remittance of: £ \_\_\_\_\_ Please make cheques payable to: 'Bledlow Country Show'

\*Or paid by BACS to Bledlow Country Show at TSB Bank, Princes Risborough Sort Code **30.96.86** Account No **15759268**  
 Quoting a meaningful reference e.g. the name of your business.

**All monies are non-refundable.**

**PLEASE KEEP A COPY OF THIS FORM FOR YOUR RECORDS**

(\*Delete as appropriate)

(Please note: Craft / Retail space/Show Guide advertising space will not be reserved /allocated until payment is received).

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

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

Please return completed forms & payment to: Mrs Jane Nixey, Summer Place, Crowell Hill, Chinnor, Oxon, OX39 4BT  
 Telephone: 07980 107550

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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 others health and safety is not put at risk by their actions or inactions throughout tenancy.

Our Health & Safety representative on the stand will be:

Name \_\_\_\_\_  
Position: \_\_\_\_\_  
Mobile number: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Stand No: \_\_\_\_\_ (This will be available later)  
Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_  
Company Tel No: \_\_\_\_\_  
Email: \_\_\_\_\_

- 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 onsite. 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 email [nixey@globalnet.co.uk](mailto:nixey@globalnet.co.uk) a copy of our public liability insurance certificate.

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

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**RISK ASSESSMENT**

## THIS MUST BE COMPLETED BY ALL STAND HOLDERS

Health & Safety representative: \_\_\_\_\_  
 Mobile number: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Stand No: \_\_\_\_\_ (This will be available later) Exhibitor's

### Responsibilities

An exhibition stand is a workplace 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:

Risk		Yes / No
1	Lifting heavy products during the build-up/breakdown of your stand	
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 of your stand	
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, please also complete the risk assessment

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

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

Please return completed forms & payment to: Mrs Jane Nixey, Summer Place, Crowell Hill, Chinnor, Oxon, OX39 4BT - Telephone: 07980 107550

*Please note: YOU ONLY NEED TO COMPLETE THIS PART IF YOU HAVE ANSWERED YES TO ANY OF THE QUESTIONS ON THE PREVIOUS PAGE. PLEASE CONTINUE ON A SEPARATE SHEET IF NECESSARY.*

Company Name: \_\_\_\_\_

Stand No: \_\_\_\_\_ (This will be available later)

<b>Risk:</b>
Who could be harmed?
Control measures in place:

<b>Risk:</b>
Who could be harmed?
Control measures in place:

<b>Risk:</b>
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: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

***PLEASE NOTE: This is a very basic risk assessment format for simple risks only.***

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

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## **Please Ensure You Bring With you on the Day:**

Any Copies of Specific Licences Specific to your Event:

- Sale of Alcohol
- Electrical Test Certificates
- LPG Equipment Test Certificates
- Communications Equipment Licence
- Security Stewards SIA Certificate
- Certification for Temporary Scaffolding
- Certification of training for Fireworks / Pyrotechnics
- COSHH Information and Certification
- Operators Licences for Plant and Equipment
- Food Hygiene Certificates

The above are only examples, if there is anything not on the list that is specific to your stand please ensure that it is available for inspection. All Certificates and Licences must be in date.

### **If You Think That Your stand requires a Risk Assessment. Do one**

(If in doubt ask the show Health and Safety Officer for advice.) All stands must bring: (where Applicable)

- Copies of Public Liability Insurance
- Copies of Company Health and Safety Policies.
- Copies of Risk Assessments
- A Fire Extinguisher suitable in number and type for their stand (Outdoor Stands only)
- Basic First Aid Kit suitable in size for their stand (Outdoor Stands only)
- Provision of Welfare Facilities for Live Animals
- Provision of Welfare Facilities for Employees.

Health and Safety is the responsibility of each individual, not just North Bucks Country Show Committee or Employers. Please ensure that all risk assessments have been carried out and copies are available to the Site Officer or Health and Safety Officer.

### **There will be a Health and Safety Audit on the Day.**

Non-Compliance may mean exclusion from the show site.

# Health and Safety Information Checklist

**Company Name** .....

**H & S Contact** .....

**Address** .....

.....

**Contact Telephone No** .....

**Nature of Business** .....

**Stand Number** .....

**No. of People Working on Stand**.....

**From the list below, please indicate those points that are applicable to your stand**

No.	Points	Yes / No	Comment
1	Sale of alcohol	Yes / No	
2	Has a licence been granted	Yes / No	
3	Sale of food /beverages	Yes / No	
4	Fireworks / Pyrotechnic Display	Yes / No	
5	Use of Security Stewards	Yes / No	
6	Use of Marquees or Tents	Yes / No	
7	Use of any other Temporary Structures	Yes / No	
8	Use of Temporary Electrical Supply	Yes / No	
9	Use of LPG Gas Equipment	Yes / No	
10	Use of Temporary Sanitary / Washing Facilities	Yes / No	
11	Use of Public Address / Sound System	Yes / No	
12	Use of Radio Communications System	Yes / No	
13	Use of Safety Barriers / Security Fencing	Yes / No	
14	Use of special effects (e.g. Lasers)	Yes / No	



15	Use of potentially hazardous attractions (e.g. Helicopter rides, steam engines, Bouncy Castles or the like)	Yes / No	
16	Use of Live Animals	Yes / No	
17	Use of Machinery with Moving Parts	Yes / No	
18	Use of hazardous substances or chemicals	Yes / No	
19	Use of Static Machinery / Vehicles	Yes / No	
20	Public Liability Insurance	Yes / No	

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