



Friday 12th & Saturday 13th August

FOOD HALL

Application Form

2022



Shropshire Horticultural Society
Quarry Lodge, Shrewsbury SY1 1RN

Call 01743 234054 | office@shrewsburyflowershow.org.uk
or visit shrewsburyflowershow.org.uk



**SHREWSBURY FLOWER SHOW
FOOD HALL APPLICATION FORM 2022**

GENERAL REGULATIONS

Please Note: The decision of the Society in any matter is final.

THE MARQUEE

Will be available for setting-up from 09.00hrs Thursday morning prior to the Show. Any Traders wishing to commence before then must obtain **prior permission** from the Trade Site Events Administrator. On arrival all Traders should report to the Marquee Manager. The stand must be cleared no later than Sunday 12 noon. . The Society accepts no responsibility for any equipment, items or stock left on site at any time.

STANDS

The following stands are available within the Food Hall Marquee:-

| <u>Premium Corner Stands</u> | | <u>Non Corner Stands</u> | |
|------------------------------|------------------------|--------------------------|------------------------|
| 3m x 2.5m | £395 (plus vat) | 2m x 2.5m | £250 (plus vat) |
| 4m x 2.5m | £500 (plus vat) | 3m x 2.5m | £375 (plus vat) |

PAYMENT

Please make cheques payable to SHROPSHIRE HORTICULTURAL SOCIETY. BACS and card payments can be made on receipt of invoice. Full payment is due within 30 days of the invoice date. If after 7 days of the due date the remaining balance is outstanding, the Society reserves the right to re-sell without further notice. Cancellation of a trade stand site must be submitted in writing to the Trade Site Events Administrator. 10% of the total amount will be retained as a non-refundable deposit to cover administration charges. Bookings made after the 15th June will require full payment within 7 days. After the 1st July no refunds will be given.

No cheque payments are allowed if payment is made less than 3 weeks before the Show, and from 27th July only card payments over the phone will be acceptable.

Please note that in case of non-payment of invoice the Society reserves the right to not give any refunds of payments already made.

Any trader who has not made full payment will be prevented from trading until full payment is made. Trader badges will be retained until payment has been received in full which may result in entry to the Showground being refused, on Show days.

INSURANCE

All Traders must have a minimum public liability level of £5 million. A copy of the certificate must be enclosed for an application to be considered, even if it is to be renewed prior to the Show date.

CANCELLATION OF BOOKING

Cancellation of a trade stand must be submitted in writing to the Trade Site Events Administrator. 10% of the total amount will be retained as non-refundable deposit to cover administration charges. **After the 1st July no refunds will be given.** Verbal cancellations will not be accepted. **IF NO NOTIFICATION OF CANCELLATION IS RECEIVED THE TRADER WILL BE RESPONSIBLE FOR PAYMENT IN FULL FOR THE UNOCCUPIED STAND. THIS IS NON-NEGOTIABLE.**

DEMONSTRATIONS

Traders must restrict their activities or demonstrations (oral or otherwise) to the confines of the stand specifically allocated for this purpose and such demonstrations must be quiet and unobtrusive in order that neighbouring Traders are not disturbed or inconvenienced. **P.A. systems and loudspeakers are prohibited.** The free passage of the public must not be impeded.

STAFFING AND MAINTENANCE OF TRADE STAND

During the Show the stands must be open for selling on Friday from 09.00hrs to 20.00hrs and Saturday from 09.00hrs to 19.00hrs

HEALTH & SAFETY

All Traders must complete a Health and Safety assessment and complete a Food Hygiene form. The form is included in this application pack. Please refer to the Food Hall Trader Handbook with T&Cs for full regulations and requirements.

It is the responsibility of the Traders to ensure that their stands (including access steps, ramps, etc.) and all parts of their display comply with the Health and Safety at Work etc. Act 1974. They must also comply to any rules or regulations relating to the safety of employees and all other people, including the relevant requirements of the Equality Act 2010. (see the Trader Handbook with T&Cs for further relevant information)

ADMISSION BADGES

Two Trader Badges are included in the site price for the trader and an assistant. Additional badges for trader use can be purchased from the Office.

FOOD AND DRINK

Sold with the sole intention of immediate consumption is strictly prohibited as this conflicts with the outside catering trade sites. Any stand found selling such goods will be instructed to remove them immediately. Further clarification can be obtained from the Society.

ALCOHOL

The event is covered by Shrewsbury Town Council's Premise Licence. This stipulates that any trader selling alcohol or providing the serving of alcohol for hospitality and/or promotion purposes **MUST** have a nominated Personal Licence holder present on site at all times. A copy of their Personal Licence **MUST** be submitted to the Office either with this application form but **no later than 2 weeks prior to the Show**. If these details should change within the 2 weeks prior to the Show, notification of these changes must be submitted in writing to the Trade Site Events Administrator at the Office and a copy of the new Personal Licence holder's licence must be supplied. This also applies if any outlets are sublet. Under no circumstances may alcohol be served or sold to anyone under the age of 18.

Any trader intending to sell or serve alcohol as part of hospitality or a promotion who does not hold a Personal Licence or will not have a nominated Personal Licence holder present at all times, must notify the Trade Site Events Administrator in writing, by **no later than three weeks prior to the Show**. In such cases the trader will be required to attend a brief induction course on the subject of the selling/provision of alcohol. This course will be held on site by a representative of Shrewsbury Town Council on the Thursday prior to the Show.

Alcohol **SHOULD NOT** be provided without any of the following:

- a Personal Licence
- a nominated Personal Licence holder present at all times

- attending the sale/provision of alcohol induction course held by a representative of Shrewsbury Town Council.

Failure to comply with this requirement may result in Police action and possible eviction from the Showground.

CANCELLATION OF THE SHOW

The Society reserves the sole right of decision to postpone, reschedule, cancel, abandon or curtail the Show or to instigate the evacuation of specific zones in response to a situation that may develop. Where such a decision arises, the Society shall not have any liability for any claim for loss or damages, nor for the refund of any fees and charges paid. Traders are advised that they should have Show Cancellation Insurance to ensure that they have sufficient cover, in the event that the Show is cancelled.

Please refer to the Trader's Handbook with T&Cs regarding ALL the requirements for a trader at the Show. Also ANY STAFF manning the stand during the Show, or setting up the stand prior to the Show, are also aware of all requirements, terms and conditions as laid out in the Trader's Handbook.

Please Note:

There may be some alterations to the Regulations stated above, leading up to the 2022 Show, and should this occur the Society reserves the right to amend said regulations and provide the Trader with the updated version before Show Day. This may also apply to the information in the Trader's Handbook.

To enable the Shropshire Horticultural Society to comply with its various statutory and regulatory obligations, the Society reserves the right to delay and/or refuse entry to the Show in order to meet its obligations, on the grounds of safety, licensing or any other unforeseen circumstances including potential layout changes due to the current situation.

The decision of the Society in any matter is final.

The Food Hall Application Form 2022

SHREWSBURY FLOWER SHOW Friday 12th & Saturday 13th AUGUST 2022

Please complete using BLOCK CAPITALS and retain a photocopy of all completed application forms for your own records

| | | |
|--|---|---|
| | Contact details for Communications | Contact details for Official Programme <i>(if different from Communication details)</i> |
| Name of Company | | |
| Main Contact Name | | |
| Address | | |
| Post Code | | |
| Telephone Number | | |
| Mobile Number | | |
| E-mail Address | | |
| Website address | | |
| Facebook/Instagram | | |
| Site Vehicle Reg., Make & Model: <i>(required for Security purposes)</i> | | |
| Brief description of product/exhibit (Maximum 10 words will be used for the Show Programme & listed on website) | | |

STAND REQUIREMENT *(Please enclose a photograph of your Stand)*

| Stand Size | Corner | Non Corner | Aisle | Outer Wall | Price | VAT | Total |
|------------|--------|------------|-------|------------|-------|-----|-------|
| | | | | | £ | | £ |

ADDITIONAL REQUIREMENTS:

Other - *(e.g. disabled, blue badge, seeing eye dog)*

Programme Advertising Space - Trader MUST provide High Resolution Artwork, via email, by no later than 1st May. *(Advert Application Form obtainable from the Office)*

| | | | |
|---|-----|---|---|
| Full Page £250 + VAT = £300 (Dimensions: 18.5cm x 12cm) | | Half Page £175 + VAT = £210 (Dimensions: 12cm x 9cm) | £ |
| Trader Badges (2 incl with stand) | No: | @£20 each incl VAT | £ |
| Parking of Refrigeration Unit (Camel Park) -electric hook-up | | 1 Unit = £75 +VAT = £90 | £ |

TOTAL COST OF ALL REQUIREMENTS incl VAT = £

I/We wish to rent space mentioned above at the 2022 Show.

I/We agree, by signing this application form, to abide by the Trader Handbook with Terms & Conditions, the General Regulations as stipulated by the Shropshire Horticultural Society, all Trading Standards legislation currently in force and all relevant health and safety legislation and Codes of Practice, (details of which can be obtained on request from the Shropshire Council).

Please tick the box if you do not wish your details to be kept on our database system for future years, and we will not pass on your information to any 3rd party agent

Copy of valid insurance certificate, covering the week of the Show, with minimum Public Liability level £5 million enclosed

FOOD HYGIENE form, Health & Safety & Fire Assessment forms completed & enclosed

(Applications made without the Health & Safety/Insurance proof cannot be considered)

Signature.....**Name**.....**Date**.....

VAT Reg. No. 159 7500 42 Registered Charity 501464

Food Hygiene Information

Please note: A copy of a valid Food Hygiene Certificate must be displayed on the Trader's stand on Show days.

Is your product made by (please tick the appropriate box)

You A member of your family or business A third party

Name of Food Business Operator

Name of Local Authority you are registered with:

What is your Food Hygiene Rating?

5 4 3 2 1 0 Unrated Exempt

Date of your last inspection:

Has your business ever had improvement notices served or been subjected to any legal action: YES/NO
(if yes please provide details)

Name of Public, Product & Employee Liability Insurer

Policy Number

Shrewsbury Flower Show 12th & 13th August 2022

Trader Risk Assessment Form (to include Fire Risk Assessment)

(As required by the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1999, Regulation 3 and Required by Regulatory Reform (Fire Safety) Order 2005 Construction (Design and Managements) Regulations 2015

To be completed in BLOCK CAPITALS

(A reminder: Please attach Valid Public Liability Insurance Certificate with application form)

Company name:

Address:

Person responsible for H&S:

Competent person for Risk Assessments:

Telephone Number:

Date Assessment will be undertaken:

Signature of Assessor:

| | | |
|--|-----------------------|--|
| | | |
| | | |
| | | |
| | | |
| | Mobile Number: | |
| | | |
| | | |

CONSIDER ALL YOUR WORK ACTIVITIES BEFORE, DURING AND ON STRIKING YOUR STAND

Please ensure all special consideration is taken if you intend to have naked flame or sources of ignition

| SIGNIFICANT HAZARD | WHO MIGHT BE HARMED | CONTROLS TO MINIMISE THE RISKS |
|--------------------|---------------------|--------------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

RISK ASSESSMENTS

Below is some advice on what to take into consideration when setting up and dismantling your stand

| HAZARD | WHO MIGHT BE HARMED | WHAT IS NEEDED TO CONTROL THE RISKS |
|---|---|---|
| Look only for those hazards which you can reasonably foresee and which could result in significant harm. The following are some typical examples provided as a guide. | There is no requirement to list individuals by name, but consider groups of people, doing similar work or likely to be in close proximity and include the public where appropriate. | For each hazard listed, state the precautions to be taken and if appropriate measures to ensure safety. |
| Slips, trips and falls. | Staff constructing or working on stands. Other exhibitors. General set-up work staff. The General Public. | Observe safety working conditions. Consider holes, obstructions etc. |
| Construction and erection of stand. | Staff constructing or working on stands. Other exhibitors. General set-up work staff. | Observe safety working conditions. |
| Working at Height – falls or dropping items. | Staff constructing stands and other workers in area. The General Public. | Use safe systems of access, wear appropriate PPE including high visibility vests. Provide temporary barriers etc. |
| Damage to feet from penetrating injuries from nails in timbers. | Staff constructing stands and other workers in area. The General Public. | Wear safety shoes or boots. Remove nails from timbers immediately. |
| Electrical sources or accidental discharge of electricity – interference with supply Unsecure cables. | General Workers. Possibly the General Public. | Provide adequate site induction ensure that no-one will interfere with electrical supply or other equipment. |
| Manual Handling injuries due to lifting excessive weights. | General Workers. Volunteers. | Using mechanical means before considering Manual Handling. Provide adequate M/H training. |
| Driving vehicle pre, during and after the show, especially reversing. | The public and other show participants. | Stick to stated Show code – Max speed 10mph and head lights used for general movements, remember these must be cancelled when indicating to turn; where necessary provide banks men to cover reversing. |
| Fire due to accidental or deliberate ignition of combustible materials, flammable substances, LPG etc. | The public and other show participants. | High standards of fire safety, including a fire risk assessment and emergency evacuation plan, where appropriate. Signed means of escape, adequate first aid fire fighting equipment. |