



Friday 11<sup>th</sup> & Saturday 12<sup>th</sup> August

# Home & Craft *Application Form* 2023

**CLOSING DATE: 31<sup>st</sup> July 2023**

Shropshire Horticultural Society  
Quarry Lodge, Shrewsbury SY1 1RN

Call 01743 234054 | [office@shrewsburyflowershow.org.uk](mailto:office@shrewsburyflowershow.org.uk)  
or visit [shrewsburyflowershow.org.uk](http://shrewsburyflowershow.org.uk)



**SHREWSBURY FLOWER SHOW  
HOME & CRAFT MARQUEE APPLICATION FORM 2023**

**GENERAL REGULATIONS**

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

**THE MARQUEE**

Will be available for setting-up from 09.00 – 19.00hrs on Thursday prior to the Show. Any Traders wishing to commence before then must obtain **prior permission** from the Trade Site Events Administrator. If set up is not possible for a trader until the Friday morning then the trader **needs to request this in writing before 31<sup>st</sup> July 2023**, and set-up needs to be completed by no later than 08.00hrs.

On arrival all Traders should report to the marquee steward. The stand must be cleared no later than 12 noon on the Sunday after the Show. The Society accepts no responsibility for any equipment, items or stock left on site at any time.

**TRADE STANDS**

The following stands are available within the Home & Craft Marquee:-

<b><u>Premium Corner Stands</u></b>	<b>2023 Price (excl vat)</b>	<b><u>Standard Non Corner Stands</u></b>	<b>2023 Price (excl vat)</b>
2.5m x 1.8m	<b>£309</b>	2.5m x 1.8m	<b>£290</b>
3m x 1.8m	<b>£366</b>	3m x 1.8m	<b>£347</b>
3.3m x 2.4m	<b>£482</b>	3.5m x 1.8m	<b>£402</b>
3.5m x 1.8m	<b>£424</b>	4m x 1.8m	<b>£461</b>
3.6m x 2.2m	<b>£482</b>	5m x 1.8m	<b>£523</b>
4m x 1.8m	<b>£481</b>		

**PAYMENT FOR SITE**

Full payment is due within 30 days of the invoice date. If after 7 days of the invoice due date the remaining balance is outstanding, the Society reserves the right to re-sell without further notice. Bookings made after the 15<sup>th</sup> June will require full payment within 7 days. After the 1<sup>st</sup> July no refunds will be given.

**BACS and card payments can be made on receipt of invoice. Please make cheques payable to SHROPSHIRE HORTICULTURAL SOCIETY** No cheque payments are allowed if payment is made less than 3 weeks before the Show, and from 27<sup>th</sup> 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, no later than 30 days prior to the Show. 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

## TRADERS' ADMISSION BADGES

Traders' admission badges will be issued as below for use by traders and their assistants employed on the trade site during Show days. See allocation of badges, included within the stand price, below and any additional badges required can be purchased (see application form for details). 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. Traders will be issued with 1 Trader's Vehicle Identity Voucher per site which must be displayed at all times. Vehicles without this permit will not be allowed onto the Traders' Car Park at St Julian Friars. Parking is limited and on a first come first served basis.

2.5m – 3.5m Stand	2 Badges
4m and larger	3 Badges

## 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. Signage regarding the 'Challenge 25' policy must be displayed on the trade stands.

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.
- Regulatory Certificates and Signage must be displayed on the trade stand. (e.g. Personal Licence)

**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.

### **SELLING OF MERCHANDISE**

Traders are strictly prohibited from selling any foodstuff or drink for the sole intention of immediate consumption as this conflicts with the Catering trade outlets.

Anyone found selling such goods will be instructed to remove them immediately. Please complete the attached Food Hygiene form and return with the Trade Site Application Form. A copy of a valid Food Hygiene Certificate, or any other statutory signage/certification e.g. Personal Licence, is to be displayed on the trader's stand on Show days. A copy of the Food Hygiene certificate to be submitted to the Show Office by **no later than 30<sup>th</sup> June**. Further clarification can be obtained from the Show Office.

The selling of merchandise is only permitted on Show days (Friday and Saturday). Under no circumstances will selling be allowed prior to Show days. Free samples may be provided **only within the boundary** of the trade stand site and this needs to be included in your brief description within your application form. The Show Office **must be notified, in writing**, by no later than 1<sup>st</sup> July if omitted from the brief description otherwise the Society reserves the right to stop the trader from supplying free samples on Show days.

**Please refer to the Trader's Handbook with T&Cs regarding ALL the requirements, regulations, etc. for a trader at the Show. Also ANY STAFF manning the stand during the Show, or setting up the stand prior to the Show, must also be 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 2023 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.**

For office use only	TS No.	Inv no.	Payment Rec.	Notes:

**APPLICATION FOR HOME & CRAFT MARQUEE  
SHREWSBURY FLOWER SHOW**

**Friday 11<sup>th</sup> & Saturday 12<sup>th</sup> AUGUST 2023**

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

<b>Name of Company</b>		
<b>CONTACT DETAILS FOR COMMUNICATIONS</b>		<b>Contact Details for Official Programme (if different from communications)</b>
<b>Main Contact Name</b>		
<b>Address</b>		
<b>Post Code</b>		
<b>Telephone Number/s</b>		
<b>E-mail Address</b>		
<b>Website Address</b>		
<b>Facebook/Instagram</b>		
<b>Other requirements:</b> (e.g. disabled, blue badge, seeing eye dog)		
<b>Site Vehicle Reg., Make &amp; Model:</b> (required for Security purposes)		
<b>Brief description of your Products</b> (Maximum 15 words for the Programme & the Show Office reserves the right to edit the description received)		

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

Stand Size	Premium	Standard	Aisle	Outer Wall	Other requests	VAT	TOTAL
	Yes or No	Yes or No	Yes or No	Yes or No			£

<b>Additional Requirements</b>			
Trader Badges (2 incl with stand)	No:	@£20 each inc	£
<b>TOTAL COST OF ALL REQUIREMENTS incl VAT £ .....</b>			

I/We wish to rent space mentioned above at the 2023 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 enclose a photograph of your Trade Stand**

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 3<sup>rd</sup> 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

# Shrewsbury Flower Show 11<sup>th</sup> & 12<sup>th</sup> August 2023

## 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)

<b>Company name:</b>		
<b>Address:</b>		
<b>Person responsible for H&amp;S: Competent person for Risk Assessments:</b>		
<b>Telephone Number:</b>		<b>Mobile Number:</b>
<b>Date Assessment will be undertaken:</b>		
<b>Signature of Assessor:</b>		

**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

**Please refer to Guidance Notes within the Trader's Handbook with T&Cs**

## RISK ASSESSMENTS

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

HAZARD	WHO MIGHT BE HARMED	IS MORE 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 sites/stands. Other exhibitors/traders. General set-up work staff. The General Public.	Observe safety working conditions.  Consider holes, obstructions etc.
Working at Height – falls or dropping items.	Staff constructing sites/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 sites/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.	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 headlights must be turned on when the vehicle is moving; where necessary provide a 'banks man' 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 firefighting equipment, where appropriate.

General Hygiene	Temperature control (storage) & General Storage	Cleaning Health & Safety
People handling food have been issued with clean and washable over-clothing/aprons.	If refrigeration is required the temperature is maintained below the minimum legal requirement of 8°C, (the ideal being 3° to 5°C).	All equipment and work surfaces are regularly cleaned, disinfected and written cleaning schedules maintained.
People handling food have been issued with clean hairnets or suitable hat/head covering.	A thermometer is available for checking temperatures.	All employees have received induction training and are also aware of the Show's trade stand sites' safety rules.
A hand wash basin or bowl with a supply of hot and cold water for the hygienic cleaning of hands is available at/on the site. (disinfectant hand cleanser will assist with hygiene but is not an adequate replacement)	Written records of all temperature checks are maintained.	
If required, gloves have been provided to ensure that food can be handled in a hygienic manner.	Food should always be stored at least 90mm from the ground to protect against contamination.	
Waterproof dressings or similar are available to cover cuts and other wounds.	All boxes/packets and containers of pre-prepared food are date stamped/marked. A suitable HACCP plan is in place, where appropriate.	

**If any of your products/samples are food items please complete the information below, and please refer to the Trader's Handbook with T & Cs**



# Food Hygiene Information

**Please note:** A copy of a valid Food Hygiene Certificate must be displayed on the Trader's stand on Show days, as well as any other statutory signage/certification e.g. 'Challenge 25' etc.

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

Please return completed pro forma, certification and any covering correspondence by no later than  
**30 June.**