



Friday 11th & Saturday 12th August

TRADE STANDS

Application Form

2023

CLOSING DATE: 31ST July 2023

Shropshire Horticultural Society
Quarry Lodge, Shrewsbury SY1 1RN

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



**SHREWSBURY FLOWER SHOW
TRADE SITE APPLICATION FORM 2023**

GENERAL REGULATIONS

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

MAIN AREA FOR TRADE STAND SITES

This area consists of a variety of sizes ranging from 3m x 3m to 12m x 6m. (see price list included in the application form below). If you require a size that is not listed then please contact the Show Office to see if we can accommodate your needs. The majority of sites are **ground sites** so traders must provide and erect their own stands/marquees/gazebos on these sites, which must be confined to the measurements allotted. Please note that if traders are using marquees they need to be erected with neighbouring open sited Traders in mind so as not to obscure the other sites e.g. the possibility of opening up the side panels if need be. If a trader is subletting their site they must inform the Show Office in writing and provide the following information (also refer to the Trader's Handbook with T&Cs) and if the information is not provided they may be refused entry to the Showground:

- Name of the Trader subletting, their telephone number & vehicle registration number
- The service or trade they are providing, including the allocated site number
- They must have relevant Health & Safety Certification in line with Government Regulations

It is not permitted to have, on site, any motor vehicles or caravans which do not form an integral part of the actual display. (see map included in the application form below)

Covered Space

These 3m x 3m spaces consist of a framework with roof and walls covered by canvas. There is a zip/lace up so as to be able to close these individual sites. No floors or fittings are provided.

Gloucester Avenue

Sites sell at £28 per m² plus VAT, with a minimum size of 6m x 6m. Some sites have the facility to have a stock vehicle at the rear. This is to be requested in writing on the application form, with the additional meterage requirements stated for the vehicle.

The vehicles must be in good condition and those facing the Main Arena must be liveried. They are to fit within the total square meterage of the site requested and allocated.

Should it be found that the trader is using more square meterage than the allocation site boundaries, the 2023 price per square metre will be charged. **The Society reserves the right to refuse any vehicle parking on site during the Show days if the Society feels that it fails to meet the above criteria. Any vehicle not displaying the relevant permits will be removed from the Showground. No vehicles are allowed to remain on the Showground unless they form an integral part of the actual display** (site map is available on request)

Quarry Avenue

Sites sell at £23 per m² plus VAT. These sites are located at the bottom of Gloucester Avenue and are on the same side of the pathway as Severn Marquee. Sites are available in different sizes with a minimum of 6 metre frontage.

Some sites have the facility to have a stock vehicle at the rear. This is to be requested in writing on the application form, with the additional meterage requirements stated for the vehicle.

The vehicle must be in good condition and it is to fit within the total square meterage of the site requested and allocated. It needs to be screened off at the back.

Should it be found that the trader is using more square meterage than the allocation site boundaries, the 2023 price per square metre will be charged. **The Society reserves the right to refuse any vehicle parking on site during the Show days if the Society feels that it fails to meet the above criteria. Any vehicle not displaying the relevant permits will be removed from the Showground. No vehicles are allowed to remain on the Showground unless they form an integral part of the actual display** (site map is available on request)

Riverside

Sites sell at £23 per m² plus VAT. These sites are located at the bottom of Gloucester Avenue and follow the curvature of the River Severn. Sites are available in different sizes with a minimum of 3 metre frontage. Riverside sites back onto the River Severn (there is a tow path between the river & the sites). Display vehicles need to be requested in writing on the application form along with the measurements and it needs to be screened off at the back. It is to also fit within the square meterage of the site allocated. **No vehicles are allowed to remain on the Showground unless they form an integral part of the actual display.** (site map is available on request)

PAYMENT FOR SITE

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.

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 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 re-sell the site without further notice and also reserves the right to not give any refunds of payments already made. **Traders' admission badges will not be sent out unless full payment has been received.** 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.

ELECTRICITY (LIGHTING AND POWER)

All electricity supplied to trade stand sites will be billed directly by the Society. Please indicate your requirements on the Trade Stand Site Application Form. Should a trader cancel their application 30 days or less prior to the Show, **the trader will still be held liable for payment** of the electricity charge on their invoice. No connection or alteration to the supply can be undertaken by anyone other than the Society's appointed Electrical Contractor. All electrical components provided by Traders must be PAT tested.

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 SITE BOOKING AND ELECTRICITY

Cancellation of a trade stand site must be submitted in writing to the Trade Stands Events Administrator, no later than 30 days prior to the Show. 10% of the total amount will be retained as a 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.

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. 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.

26sq. metres or under	2	36.0 – 71sq. metres	4
27 – 35sq. metres	3	72sq.metres or over	5

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 Show 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 Show 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 stand.

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 of the Show being 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 trade stand on Show days. A copy of the Food Hygiene certificate to be submitted to the Show Office by **no later than 30th 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 1st July if omitted from the brief description otherwise the Society reserves the right to stop the trader from supplying free samples on Show days.

ALTERATIONS OR EXCAVATION OF SITES

Traders are advised that the Showground is on a slope. Turf may not be removed or any excavation be made without written permission from the Society. The site must be left free of any debris after the Show.

CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015 (CDM 15)

Following a court decision in March 2015, the previous exemption from the Regulations for the setting up of event marquees and other temporary facilities has been removed. This means that a showground such as the Shrewsbury Flower Show's becomes classified as a 'Construction Site' and must abide by the

Regulations. The Society, therefore, requires the following information to be submitted, for our approval and records, prior to commencement of erection of any works on site.

- Name and contact information of any Sub Contractor and on-site contact.
- Details of proposed structure and methodology of construction/fabrication and, if carried out by another agency, details of this company and competence to carry out the works proposed.
- The number of closed side panels that are unable to be opened up if so required.
- Security arrangements need to be made by the trader to ensure that no unauthorised person gains access during the construction, the subsequent demolition and the removal, from site, of the works.

Please complete the attached pro forma accordingly and return to the Show Office by no later than the 30th June.

Failure to do so could result in the Society refusing permission for the structure to be erected.

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, must also be aware of all requirements, terms and conditions as laid out in the Trader's Handbook.

Please Note:

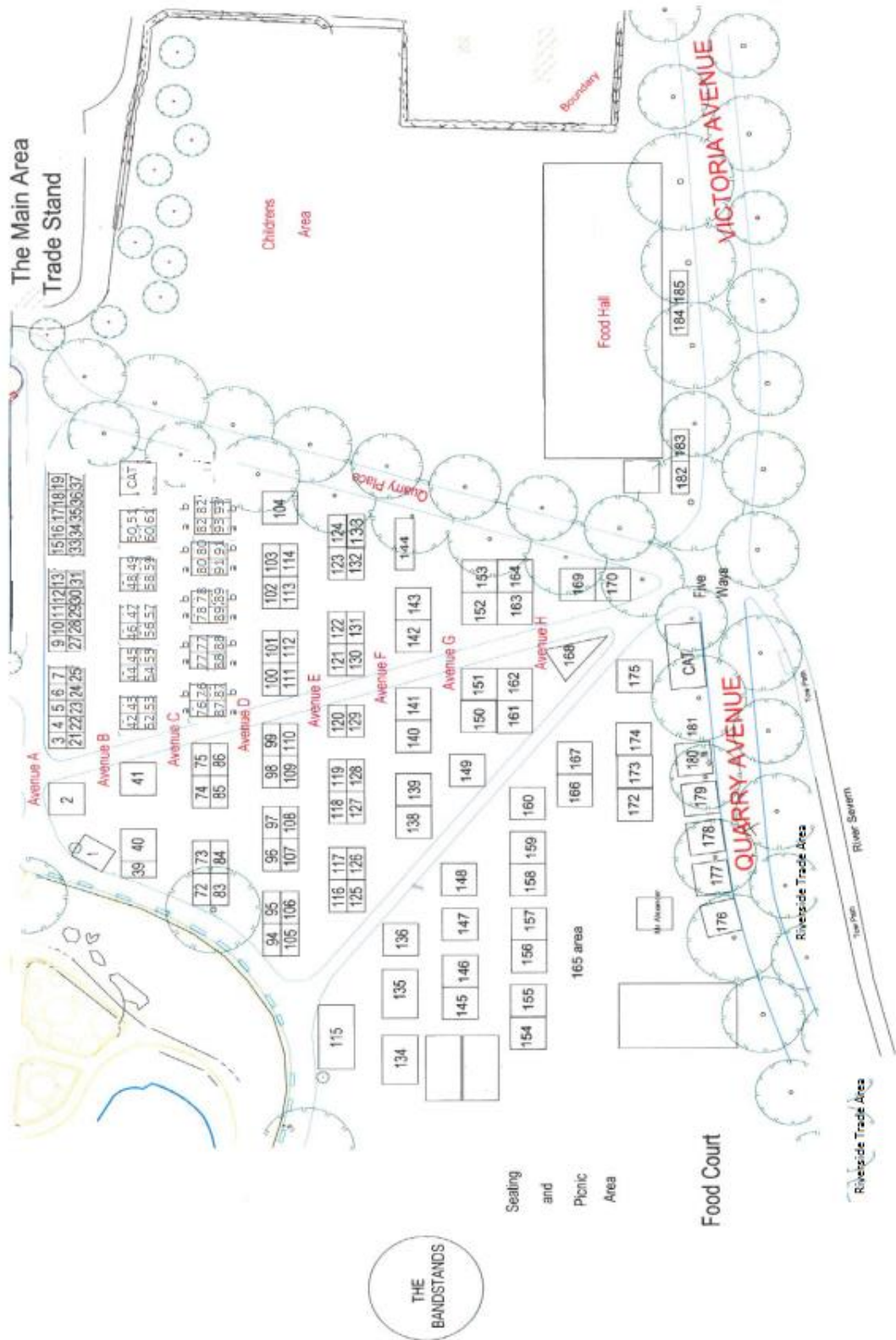
There may be some alterations to the Regulations stated above, leading up to the 2023 Show, and should this occur the Society reserves the right to amend said regulations and provide the Trader with the updated version before Show Day. This may also apply to the information in the Trader's Handbook.

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.

MAIN TRADE SITE AREA - If you are interested in a prime site on Gloucester Avenue, Quarry Avenue or a Riverside site please phone the Trade Stands Events Administrator (01743-234054) to discuss options.

Shrewsbury Flower Show 2023



<u>Main Trade Stand Site Area - Ground & Covered Spaces</u>		2023 Prices (excl. vat)
Ground Space 12m x 6m (Island site) No: 115		£1,394
Ground Space 9m x 6m (Island site) No: 134, 135		£1,045
Ground Space 9m frontage x 3m depth (Island site) No: 144		£523
Ground Space 6m x 6m (Island site) No: 2, 41, 104, 136, 147, 148, 149, 160, 168, 175, 176, 177 to 180		£697
Ground Space 6m frontage x 6m No: 40, 138 to 143, 145, 146, 150 to 159, 161 to 164, 166, 167, 169, 170, 172, 173, 174		£646
Ground Space 6m x 4.5m (Island site) No: 1, 181		£523
Ground Space 6m frontage by 3m depth No: 39, 72, 73, 74, 75, 83, 84, 85, 86, 94 to 103, 105 to 114, 116 to 133, 182 to 185		£323
Ground Space 3m frontage by 3m depth No: 76a to 82b , 87a to 93b		£209
<u>Covered Spaces – Premium & Standard</u> (canvas frame - lace-up/zip front & grass floor)		
3m frontage x 3m depth (covered frontage only site) No: 4, 5, 6, 10, 11, 12, 16, 17, 18, 22, 23, 24, 28, 29, 30, 34, 35, 36		£334
3m x 3m (Covered corner & frontage site) No: 3, 7, 9, 12, 13, 15, 19, 21, 25, 27, 31, 33, 37, 42 to 61		£349
Prices for Ground space on Gloucester Avenue are:		£28 per m²
Prices for Quarry Avenue & Riverside are:		£23 per m²

Please Note: Full payment is due within 30 days of the invoice date

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

APPLICATION FOR TRADE STAND SITES

SHREWSBURY FLOWER SHOW

Friday 11th & Saturday 12th August 2023

VAT Reg. No. 159 7500 42 Registered Charity 501464

Please complete using **BLOCK CAPITALS**

Please retain a photocopy of all completed application forms for your own records

Name of Company		
Contact Details for Communications		Contact Details for Official Programme <i>(if different to Contact details)</i>
Main Contact Name		
Address		
Post Code		
Telephone Number/s		
E-mail Address		
Website address		
Facebook/Instagram		
Other requirements:	<i>e.g. disabled, blue badge, seeing-eye dog</i>	
Site Vehicle Reg., Make & Model: <i>(required for Security purposes)</i>		

Brief description of Products or Services <i>(Maximum 15 words for the Programme & the Show Office reserves the right to edit the description received)</i> Please enclose a photograph of your Trade Stand

Note: Sale of Plants: Plants must be of good quality and free from pests, diseases, disorders or damage.

I/We wish to rent space mentioned above at the 2023 Show.

I/We agree, by signing this application form, to abide by the Trade Stands 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
Health & Safety & Fire Assessment forms completed & enclosed

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

Site Requirements

Site Number or Size		2023 Price (excl. VAT)	VAT	TOTAL		
1 st Choice						
2 nd Choice						
3 rd Choice						
Does a vehicle form an integral part of your display? (Please tick) <i>(Please refer to the Trader Handbook with T&Cs)</i>				<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No
Yes	No					
If so, how? <i>(include registration no. & photograph of vehicle if available)</i>	Description:	Measurements, Make, Model & Colour of Vehicle:				

Additional Requirements:

ELECTRICITY ORDER (this must be ordered at time of Booking) – please indicate number required

Single Phase (230v) up to 3kw

13 amp single socket £155.00 + VAT = £186.00	16 amp “ceenorm” socket (blue socket external use) £155.00 + VAT = £186.00	13 amp single socket (covered shedding units only) £80.00 + VAT = £96.00
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Single Phase (230v) up to 5kw

13 amp double socket Internal use only £206.00 + VAT = £247.20	32 amp “ceenorm” socket (blue socket external use) £212.00 + VAT = £254.40	TOTAL COST OF ELECTRICITY REQUIREMENTS (inc VAT)	£
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If Three Phase is needed please list the requirements:
(the Society will confirm the price, via invoice, once the application has been processed)

Additional Trader Badges

(Please refer to the Trader’s Handbook with T&Cs regarding those inclusive in site price and maximum badges allowed)

	Qty	TOTAL
£20.00 each inc. VAT		

TOTAL COST OF ALL REQUIREMENTS INCLUDING VAT £

Payable to: Shropshire Horticultural Society

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

Shrewsbury Flower Show 11th & 12th 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)

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

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

CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015 (CDM 15)

Pro forma – **to be completed by the Contractor**

Please note:

1. Marquees or structures are not to be erected prior to the Monday before Show day.
2. All structures **MUST** be removed by no later than 18:00hrs on the Wednesday after Show day.
3. The Showground becomes a public park after midnight on the Saturday so anything left is the responsibility of the owner.

COMPANY NAME OF TRADER	
PRINCIPAL CONTRACTOR/DESIGNER	
NAME	
MOBILE PHONE NUMBER	
NAME OF SUB CONTRACTOR, if applicable	
NAME OF CONTACT ON SITE	
MOBILE PHONE NUMBER	
VEHICLE REG NO.	
DETAILS OF COMPANY, THEIR EXPERIENCE & WHAT IS TO BE CONSTRUCTED	
DETAILS OF HEALTH & SAFETY ARRANGEMENTS TO BE PUT IN PLACE WHILST ERECTION AND DEMOLITIONS WORKS ARE BEING CARRIED OUT	
ANTICIPATED ERECTION DATE?	
Number of marquee sides able to be opened by Trader should it be required on Show days	SIGNATURE (of contractor):

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/packages 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.