

Emsworth Show

Monday 29th August 2016

Recreation Ground, Horndean Road, Emsworth, Hants PO10 7PT

Stallholder Terms, Conditions and Fees

1. Insurance, Trading Standards Legislation and other Standards

- a. Public liability insurance for the stallholder is mandatory.
- b. Exhibitors must comply with all relevant Trading Standards legislation; this involves safety, fair trading and quality.
- c. The Emsworth Show Committee accepts no liability for any damage or loss incurred by the stall holder.
- d. Please contact your local council if you require more information.

2. Stalls

- a. Types of Stall.
 - i. We particularly welcome horticultural produce and crafts.
 - ii. We do not accept jumble/old clothes and limit the number of bric-a-brac stalls.
 - iii. Games of chance affect the profitability of the Show's games, which are necessary to help finance the show. Therefore, no raffles are allowed and an additional charge of £25.00 will be made to stallholders running other games of chance, which will be limited in number.
 - iv. No applications from political parties or organisations can be accepted, nor any political activity on the Showground allowed.
- b. Catering Providers, Rides and Amusements.
 - i. Charges for these stalls are priced on application (POA).
 - ii. An appropriate Food Hygiene and/or Safety Certificate is required. A copy must be sent to the Stalls Manager with your stall application form.
 - iii. Please bring tables and chairs for public seating as none will be supplied other than those required for the stallholders themselves (please request on your application form).

Applications (Application form available from the Stalls Manager: stalls@emsworthshow.org.uk)

Applications are requested by **Friday 24th June**. Your Application Form will include a unique **Application Reference Number** which you should quote if making an online payment. Your stall's **Pitch Number** will depend on what type of stall you have requested and this will be quoted in your confirmation letter.

Cancellations

- a. Withdrawal by Stallholder.
 - i. If a stallholder withdraws from the Show or cancels their reserved space for any reason without notice, any fees paid to the Show Committee will be forfeit.
 - ii. Where a stallholder gives a minimum of 10 working days' notice to withdraw, and if the Show Committee can re-let the space, 50% of any monies paid will be reimbursed.
- b. Refusal by the Show Committee.

The Show Committee reserves the right to reject an application for stall space or to cancel the stallholder's right to stall space at any time. In these cases the Committee's decision will be final.

3. Payment

- a. Payment must be received either with the application form or **no later than by Friday 1st July 2016**.
- b. Please make **cheques** out to EMSWORTH HORTICULTURAL SOCIETY with your contact address on the back. The Society charges £20 for any declined cheques.
- c. If paying by **online banking** please quote your **Application Reference Number** (found on your application form). The Show banks at Nat West, branch Sort Code: 52-41-20. The account number is available separately from the Stalls Manager.

4. Stall requirements (please request via your application form – the Stalls Manager will contact you if necessary)

- a. There is limited electricity available on site. If access to electricity is essential, the Show Committee will assist if possible but may make an extra charge.
- b. Access to water is available by prior arrangement.
- c. Stalls pitches are uncovered but the stallholder may erect a gazebo of a suitable size.
- d. Stalls are not supplied with tables and chairs unless the applicant specifies them. They may be hired from the Show Committee as per our price list.
- e. On teardown, all rubbish from stalls must be removed to the skips provided at the site.

5. Vehicle access for drop-off and/or Parking

- a. Hiring a stall does not give automatic permission to park inside the showground. All cars must have prior permission to access the site by displaying a car pass.
- b. Car passes are free and can be used for access and/or parking.
- c. Cars are parked at the owner's risk.
- d. The stall price includes one car access/parking ticket. This will be sent to you before the show date and can be used either if your car/van is part of your stall or if you wish to park in the allotted car parks. Extra parking is limited, but additional car 'Access Only' tickets may be ordered in advance, up to a limit of 5 extra per stall.

- e. Two of the car parks are situated close to the site but have limited access/availability. Places in these can be reserved on your application form.
- f. Health and safety requirements stipulate that all vehicles, excluding those which are part an extended pitch, must be removed to the car parks before 10am. A public announcement will be made at 9.45am as a polite reminder.
- g. Vehicles will be allowed back onto the show ground at around 5.15pm. Another announcement will be made when this access is available.

6. Stallholder and helper admission

- a. The show ground is open to stall holders from 7:30am and opens to the public at 10.30am.
- b. The stall price includes two free admission wristbands. Additional admission wristbands can be ordered in advance at £3.00 each. Please indicate your wristband requirements on your application form. These will all be sent to you before the show date. (NB. If your helper also volunteers to help the wider Show over the Show weekend for at least 1½ hours, their admission wristband is free. Anyone who wishes to volunteer must complete a Manpower Form which is available on the Show website, and their admission wristband will be sent direct to them).
- c. It is the responsibility of the stallholder to ensure that all helpers have their admission wristbands in order that they can gain admission to the site, or they will be charged again.

7. Fees

Fees per Type of Stalls	Charity / Individual	Trade
Basic Stall Uncovered space approximately 3.5m x 3.5m. Tables and chairs available by prior order - as priced below.	£30.00	£40.00
Extended Stall (limited availability) Uncovered space approximately 3.5m x 3.5m with extra space for car, van, trailer or small tent. Tables and chairs available by prior order - as priced below.	£47.50	£65.00
Catering Providers, Rides and Amusements Any stalls requiring public seating must bring appropriate furniture. Tables and chairs for stallholders themselves available by prior order - as priced below.	POA	POA
Tables and Chairs (Available for stallholders only) Plastic folding table (6 ft x 2.5 ft)	£10.00	£10.00
Plastic rigid chair	£2.50	£2.50
Extra helper Admission Wristbands	£3.00	£3.00
Access Only Car Passes (up to 5 extra per stall)	Free	Free