

**Emsworth Show**  
**Monday 27<sup>th</sup> August 2018**  
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 and must be evidenced.
- b. Stallholders 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. All food providers must be registered with a local council and must indicate this on application.

**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. No raffles are allowed and an additional charge of £25.00 will be made to stallholders operating 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 allowed on the Showground.
- b. Catering Providers, Rides and Amusements.
  - i. Charges for these stalls are priced on application, please contact the Stalls Manager.
  - 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. Approval is required from the Stalls Manager before bringing tables/chairs for public seating.
  - iv. Approval from the Stalls Manager is required before bringing a Generator.

**3. Applications**

- a. Forms are available from the Stalls Manager: [stalls@emsworthshow.org.uk](mailto:stalls@emsworthshow.org.uk).
- b. Stalls are allocated on a 'first come first serve basis'
- c. Closing date for applications is 30<sup>th</sup> June 2018.

**4. Cancellations**

- a. 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.
- b. 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.
- c. 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.

## 5. Payment

- a. Payment must be received either with the application form or within 10 working days of the Stalls Manager receiving the completed form.
- b. Please make **cheques** out to EMSWORTH HORTICULTURAL SOCIETY with your name, **as on your application form**, on the back. The Society charges £20 for any declined cheques.
- c. If paying by **bank transfer**, please quote your name **as on your application form**. The Show banks at Nat West, Sort Code: 52-41-20. The account number is available from the Stalls Manager.

## 6. Stall requirements

- a. There is NO 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 limited and only available by prior arrangement.
- c. Plots are uncovered but the stallholder may erect a gazebo of a suitable size.
- d. Stalls are not supplied with tables and chairs unless this has been indicated on the application form and they have been paid for in advance of the show
- e. On teardown, all rubbish from stalls must be removed to the skips provided at the site.

## 7. Vehicle Parking/Access

- a. **All** vehicles accessing the ground or car park must display an access, showground or parking permit.
- b. **No** parking on the showground without a showground permit (available from the Stalls Manager)
- c. Each plot includes one parking permit.
- d. All vehicles without a Showground permit **must** be leave the showground by 10am
- e. Vehicles will be able to access the show ground again at 5.15pm.
- f. Vehicles are parked entirely at owners' risk. The Society excepts no liability for loss or damage to any vehicle.

## 8. Stallholder and helper admission

- a. By prior arrangement with the Stall Manager, stalls can be set up over the weekend
- b. On show day the ground opens to stallholders at 7.30am and to the public at 10.30am.
- c. The plot includes up to two entry wristbands, if the required quantity is not indicated on the form only one entry band will be allocated.
- d. Additional entry wristbands can be ordered in advance at £5.00 each (see application form). All volunteers who help the wider Show during preparation or on the show day for at least 1½ hours will be given a free entry wristband. All volunteers must complete a Manpower Form which is available on the Show website.
- e. It is the responsibility of the stallholder to ensure that they and their helpers are wearing their wristbands ON ENTRY or they will be charged again.

## 9. Fees

Fees per Type of Stalls	Charity / Individual	Trade
<b>Basic Stall</b> Uncovered space approximately 3.5m x 3.5m	<b>£35.00</b>	<b>£55.00</b>
<b>Large Stall</b> (limited availability) Uncovered space approximately 3.5m (Frontage) x 6.5m. The extra space at the rear can be used for display or to park a car/small van.	<b>£45.00</b>	<b>£75.00</b>
<b>Catering Providers, Rides and Amusements</b> Price on application – please discuss this with the Stalls Manager	<b>POA</b>	<b>POA</b>
<b>Tables and Chairs</b> (for stallholders) Plastic folding table (6 ft. x 2.5 ft.) Plastic rigid chair	<b>£10.00</b> <b>£2.50</b>	<b>£10.00</b> <b>£2.50</b>
<b>Extra helper Admission Wristbands</b> (Max 3 per Plot)	<b>£5.00</b>	<b>£5.00</b>
<b>Car Access Only Permits</b> (Maximum 2 per Booking)	<b>Free</b>	<b>Free</b>
<b>Person Access Only Permit</b> (Maximum 2 per Plot)	<b>Free</b>	<b>Free</b>