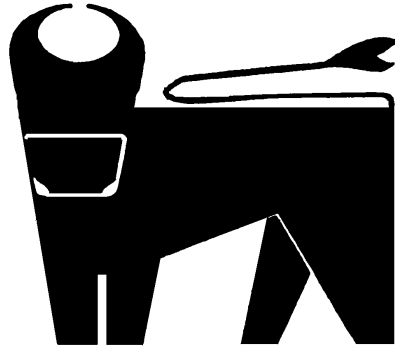


THE THAME & OXFORDSHIRE COUNTY AGRICULTURAL ASSOCIATION

Registered Office as below
Company Limited by Guarantee No. 04102052
Registered Charity No. 1084349



OXFORDSHIRE COUNTY & THAME SHOW SATURDAY 31st JULY 2010

At The Showground, Kingsey Road, Thame, Oxon. OX9 3JL

APPLICATION & REGULATIONS FOOD HALL

Remittances must be made payable to “OXFORDSHIRE COUNTY & THAME SHOW” and all communications addressed to: The Executive Secretary. Oxfordshire County & Thame Show, Suite 3, 55 North Street, Thame, Oxon, OX9 3BH
Tel. No. 01844 212737 Fax. 01844 218481 e-mail. info@thameshow.co.uk

**10% Discount is offered if FULL payment is received by
28th February 2010**

- 1) The committee reserves the right to refuse any entry whatsoever at their sole discretion.
- 2) Applications must be fully completed and accompanied by the remittance, otherwise they will be rejected. No provisional reservations or post-dated cheques will be entertained. Once application is received at this office, no fees will be refunded under any circumstances.
- 3) Exhibitors at the previous years show wishing to reserve the same site for the current year must complete and return the official application form no later than 31st March of the current year. Applications not within this category will be dealt with and site allocated in order of receipt.

- 4) When sites are allocated every endeavour will be made to meet the wishes of the exhibitor. The exhibit must be made on the space allotted, and on no account will Stalls be allowed on other parts of the showground.
- 5) All Exhibitors are required to hold their own Public Liability Insurance Certificates. Fire Insurance Certificates is applicable and copies of these with a copy of the enclosed Health & Safety & Risk Assessment found on the reverse of the application form **MUST** be sent with the Food Hall Application Form. Failure to do this could result in application being refused. Copies of this must also be displayed on your stand.
- 6) All exhibitors shall provide and have available on their stands fire appliances in the form of portable fire extinguishers. Exhibitors are advised in their own interest to ensure adequate safeguards against the risk of fire, using fire retardant materials where possible. An inspection will be carried out on show day and **ANY STAND** not complying will be closed down. This is a new requirement laid down and enforced by The Fire Brigade.
- 7) Any persons cooking (samples ONLY) or preparing food within the Food Hall must be in the possession of a current Food Hygiene Certificate, a copy of which must be sent with Food Hall Application form, and All Stands must comply with the current Health and Safety Regulations (a copy of these can be obtained from your local Environmental Health Officer). Any Stand not complying with these regulations will be closed down. Food Hygiene Certificates must be displayed on your stand.
- 8) No persons other than the exhibitor shall transact business or solicit money. Anyone infringing this rule shall be liable to be ejected forthwith from the show and shall forfeit their admission money. Photographers are not permitted to function on the showground without a permit obtained from the Secretary.
- 9) No announcements either by any official or the exhibitor over the showground's public address will be allowed.
- 10) Thame Show officials or our Security Company have the power to remove from the showground any property belonging to any exhibitor who shall infringe any of these regulations or who refuses to comply immediately with any instruction given by an official of the show. **No refund will be given.**
- 11) Any complaints or differences must be in writing and addressed to the committee. These will be considered by the committee within 14 days of the show and can only be regarded for future policy and guidance.
- 13) Tickets and Passes. Exhibitors will be entitled to receive free admission for themselves and bona-fide assistants on their stands as follows: 2 wristbands and 1 vehicle per standard pitch. Additional passes can be purchased at £11 per ticket. The exhibitor will be held responsible for their use. In the case of transfer or other improper use of a ticket or pass it will immediately cancelled and the full price charged.

- 14) Vehicles delivering supplies to stands, bona-fide florists requiring to deliver floral decorations, caterers and other vehicles delivering perishable commodities (not including oil and motor fuel) will not under any circumstance be permitted to enter the show ground between 7.00am and 7.00pm on the day of the show. No trades stand will be admitted to the showground after 7.30am. All other vehicles must be removed from the showground and into their allocated car parks by 7.30am. All occupants of vehicles, including the driver, must be in possession of an admission ticket to the showground during the above times and the driver must be in possession of a vehicle pass. It is the responsibility of exhibitors to obtain passes for their employees, agents and contractors otherwise entry may be refused. Our Security Company have instructions to order any unauthorised vehicles out of the showground.
- 15) Every endeavour will be made to have all Food Hall sites marked out by the Tuesday preceding the show. Access to the showground may be made from then onwards. It may be necessary to close the showground at dusk on the days immediately preceding the show, in which case arrivals will be required to wait overnight in the adjoining car park until the ground is opened. Stallholders are individually responsible for the clearance of their site of refuse, litter, glass or other articles before departing from site. All holes or soil removed must be made good and left in a tidy condition. Any stallholder not complying with this regulation will not have their application considered for future shows and will be charged for costs incurred to rectify the damage. Stands must be open to the public from 8.00am until 5.30pm on show day and all goods displayed must be clearly named and bear the selling price. Stallholders will not be permitted to leave the show site before 6:00pm.
- 16) **If electricity is required please indicate on our application form, please BOOK with ARB Piccadilly direct on the enclosed application form.**
- 17) **NO FOOD HALL APPLICATIONS WILL BE ACCEPTED AFTER 30th JUNE 2010**
- 18) The Association its officers, servants etc. shall not be held responsible for any accident, damage or loss howsoever caused, to any exhibitor or his servant or other person or persons, animal or article whilst entering or leaving or being carried into or from the showground. All persons shall indemnify and hold harmless the Association from and against all actions, suits, expenses or claims on account of or in respect to any damage caused or occasioned. Further the Association or its officers or servants will not be liable for any errors or mistakes that may happen for goods being delivered or exhibited, or for their safe custody whilst on the showground, or for the entry in the books of the Association.

THE COOKING OF FOOD FOR CONSUMPTION ON SHOWDAY IS NOT PERMITTEDSAMPLES ONLY****

THE THAME & OXFORDSHIRE COUNTY AGRICULTURAL ASSOCIATION

OXFORDSHIRE COUNTY & THAME SHOW
Saturday 31st July 2010

FOOD HALL APPLICATION

Please make your application on this form and return it with total remittance to:
 The Executive Secretary, Oxfordshire County and Thame Show
 Suite 3, 55 North Street, Thame, Oxon, OX9 3BH
 Tel: 01844 212737 Fax: 01844 218481 E-mail info@thameshow.co.uk

For office use only
C.B. No.....
Stand No.....

Name of Applicant.....

Company Name.....

Goods Sold.....

.....

Address.....

.....

Post Code.....Tel No.....

Description	I would like the same site as 2009 Yes/No	Cost	
		£	p
Standard Pitch of 3 Metres x 3 Metres – Tables ARE NOT Supplied		117	00
.....Metre Additional frontage @ £20.00 per 0.5 Metre.			
..... Additional passes @ £11.00 for Adults			
Please Tick Box if Electricity Connection Required To be booked with ARB Piccadilly (on enclosed form) <input type="checkbox"/>			
TOTAL (VAT incl.)			

I/We hereby remit £..... in payment of total fees and hereby certify that the above particulars are correct to the best of MY/OUR knowledge and belief. I/WE hereby agree to conform and abide by all the Rules & Regulations of the Association. IF YOU REQUIRE A RECEIPT please enclose a SAE.

Signed.....

Date.....

OXFORDSHIRE COUNTY & THAME SHOW

TRADE STAND RISK ASSESSMENT FORM

The following risk assessment has been carried out for the organisation detailed overleaf

* Must be completed (or please attach your own signed risk assessment)

Signature of Assessor:* Date of Assessment:

HAZARD	PERSONS AT RISK	CONTROL TO MINIMISE RISK
*Crane on site? YES/NO Forklift/other machinery? <i>please delete as applicable</i>		

FIRE ASSESSMENT

HAZARD	PERSONS AT RISK	CONTROL TO MINIMISE RISK
*Liquefied Petroleum Gas (LGP) on site? YES/NO <i>please delete as applicable</i>	Cylinder size	

HAZARD	PERSONS AT RISK	IS MORE NEEDED TO CONTROL RISK?
Hazards that you could reasonably expect to result in significant harm.	Who these hazards may effect such as people doing similar work. E.g.	For the hazards listed, do the precautions already taken...
E.g. Slipping/tripping Chemicals (e.g. Battery acid) Livestock on stand Manual handling Moving parts of machinery Electricity Vehicles	Site staff Members of the public Maintenance personnel Operators Contractors	Reduce risk as far as reasonably practicable Comply with recognised industry standards & meet legal standards Have you provided enough information, training or instruction? Have you provided adequate procedures?
Fire hazard e.g. combustible materials (rubbish, flammable substances) and ignition sources (e.g. flames, smoking)	Pay particular attention to: visitors, people with disabilities, inexperienced workers, lone workers	Means of escape; fire detection and alarms. Fire fighting equipment and fire evacuation plan.



**OXFORDSHIRE COUNTY & THAME SHOW
SATURDAY 31ST JULY 2010**

POWER AND LIGHTING HIRE AGREEMENT

If your requirements are not listed below we will be happy to supply a separate quotation. When completed please forward with your remittance to our address.

Orders will not be accepted without full payment.

Orders should be received by FRIDAY 16TH JULY 2010. A 10% surcharge will apply after this date.

Contract Name.....

Stand Number.....

Company.....

Address.....

.....

.....

Telephone Number.....

Fax Number.....

Email Address.....

ITEMS	£/Unit	QTY	TOTAL
13a twin socket (3kw)	82.00		
Enclosed fluorescent light	22.50		
Track with four spotlights	39.00		
16a single phase supply	95.00		
32a Single phase supply	106.00		
32a Three phase supply	148.00		
63a Single phase supply	127.00		
63a Three phase supply	170.00		

TOTAL	
VAT @ 17.5%	
REMITTANCE	

I have read the attached terms and agree to the conditions for the supply and fitting of equipment, and understand the order is subject to ARB terms and conditions.

I enclose payment.

SIGNED..... DATE.....



**OXFORDSHIRE COUNTY & THAME SHOW
SATURDAY 31ST JULY 2010**

POWER AND LIGHTING PAYMENT FORM

Contract Name.....

Stand Number.....

Stand Name.....

Once completed please forward the form to us with full payment, by post, email or fax

ARB Audio & Visual Hire Ltd
Unit 4 Building G Tingewick Road
Industrial Estate
Buckingham
MK 18 1SU

Tel 01280 820420
Fax 01280 817948

Email: info@arb-teamwork.com

Payment:

By Cheque,
Cheques made payable to ARB Audio and Visual Hire Ltd.

By BACS to:

Bank: Barclays Bank
Sort Code: 20 - 48 - 08

Account Name: ARB Audio & Visual Hire Limited
Account Number: 80207667

Or fill in your credit card details below (please note that we do not accept AmEx)

Name of Card Holder:

Address of Card:.....

Credit Card No. : / / /

Expiry Date: / Card No.: Issue No. (Switch only):

Security Code (on rear of card) :

I authorise you to debit my card with my order plus a 3% surcharge

Date: / /

Signed:

**THAME SHOW
OXFORDSHIRE COUNTY & THAME SHOW
SATURDAY 31ST JULY 2010**

GENERAL CONDITIONS FOR SUPPLY & MAINTENANCE OF ELECTRICITY

1. All services are provided subject to **ARB Audio & Visual Hire Ltd** "Terms and Conditions of Short Term Hire and Electrical Supply" as amended from time to time. Current Terms and Conditions of Short Term Hire and Electrical Supply are available on request.
2. Where the Exhibitor's own fittings are to be connected by **ARB Audio & Visual Hire Ltd**, it is the Exhibitor's responsibility to ensure that all fittings are delivered completed and collected at the close of the Show.
3. All Exhibitors fittings and wiring must comply with the current I.E.E. Regulations, Local Authority conditions and Health & Safety Executive Directives.
4. Exhibitors must provide timber battens, or other secure fixings for lighting fixtures etc.
5. Multi-way socket outlets will not be permitted.
6. No person other than a member of **ARB Audio & Visual Hire Ltd** staff may alter or interfere with the installation.
7. The prices in the Schedule include the hire of all wiring, fittings and electricity consumed. Any specific breakages or damage to the installation (including faults caused by Exhibitor's wiring or appliances) will be charged to the Exhibitor.
8. If lighting points or socket outlets are required in a specific position on the Stand, a plan must be sent to **ARB Audio & Visual Hire Ltd** with the order form. If no plan is provided, the Engineer will use his discretion as to their position. Any fittings that have to be altered or moved will be at extra cost to the Exhibitor.
9. The order form must be returned to **ARB Audio & Visual Hire Ltd** by the closing date shown, together with full payment. Any orders or payments received after the closing date will be subject to a surcharge.
10. Temporary power is not generally available for the purpose of stand construction etc.
11. **ARB Audio & Visual Hire Ltd** cannot be held responsible for failure to install an electricity supply, fittings, or other items ordered if the Stand or other Contractors have not completed their work. The Exhibitor will be liable for payment in full for such items installed, even if late.
12. All installations and connections will be at the discretion of the Engineer in charge.
13. **ARB Audio & Visual Hire Ltd** cannot be held responsible for failure of electricity supplies under the control of the Supply Authorities, or for the failure of any mains producing generator sets.
14. It may be necessary to disrupt the supply at any time for maintenance or safety reasons. This includes adverse weather or similar conditions not directly under the Electrical Contractor's control.
15. As part of a temporary installation, residual current devices protect all circuits. These devices may trip occasionally due to the build-up of residual earth currents. Exhibitors are warned to take extra precautions to prevent loss of computer data etc. **ARB Audio & Visual Hire Ltd** cannot be held responsible for such loss.
16. It must be noted that often power is provided via generators – surge protection is advised for sensitive equipment.
17. Due to the design and layout of the installation, it may be necessary to position mains panels etc. onto Exhibitor's Stands. Any such positioning will be kept as discreet as safely possible.
18. Sharing of power between Exhibitors is prohibited.
19. No claim for loss or expense (actual or expected) will be accepted as a result of the Electrical Contractor's failure to perform.
20. Insurance is the responsibility of the hirer.
21. **ARB Audio & Visual Hire Ltd** must be notified of any heavy or unusual loadings.

**FAILURE TO COMPLY WITH THESE CONDITIONS MAY RESULT IN
ELECTRICITY SUPPLY BEING WITHHELD OR DISCONNECTED.**