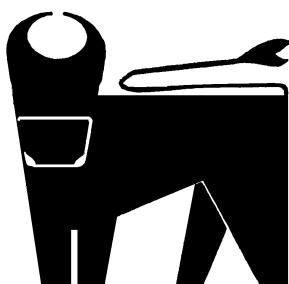


**THE THAME & OXFORDSHIRE COUNTY
AGRICULTURAL ASSOCIATION**

(Registered Charity No.1084349)

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



OXFORDSHIRE COUNTY & THAME SHOW

SATURDAY 31st JULY 2010

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

**APPLICATION & REGULATIONS
TRADESTANDS & SHOPPING MARQUEE**

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

(Registered Office as above Company Limited by Guarantee No. 04102052 VAT Registration No. 194778208)

- 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) Due to the re-planning of the showground if you have a preference please indicate on the application form which block you wish to be sited. Applications for concessionary rates from charities will only be considered if they are local to Thame or are nationally recognised organisations.
- 4) The Association reserves the right to change the showground layout without prior notice.
- 5) All Exhibitors are required to hold their own Public Liability Insurance Certificates. Fire Insurance Certificates if applicable and copies of these with a copy of the enclosed Health & Safety & Risk Assessment **MUST** be sent with the Trade Stand 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. All electrical appliances being used must have a current PAT Test Certificate. .
- 7) Tickets and Passes: Exhibitors will be entitled to receive free tickets of admission for themselves and bona-fide assistants on their stands as follows: **2 WRISTBANDS FOR THE FIRST 3 Metres frontage and 1 wristband for EACH ADDITIONAL 3 Metres of frontage. Additional passes can be purchased at £11.00 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.

- 8) Vehicles delivering supplies to stands, bona-fide florists requiring to deliver floral decorations, caterers and other vehicles delivering perishable commodities 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 trade stands will be admitted to the show ground after 7.30am. All large Trade Stand Vehicles that need to reverse MUST be adequately supervised. All other vehicles must be removed from the showground and into their allocated car parks by 7.30am or retained entirely within the stand space allowed. Once this car park is full all vehicles will be directed to the Public car parks.** 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 show ground.
- 9) Every endeavour will be made to have all trade stand sites marked out by the Wednesday 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 over night in the adjoining car park until the ground is opened. Guy ropes, props, supports, tow bars etc... must be contained within the reserved area. Trade stands not complying with this rule will be asked to leave the site. NO REFUNDS will be given. All Exhibits must be in the allotted space and on no account will stalls be allowed on other parts of the showground.
- 10) Overnight Camping is only allowed in the designated area.
- 11) 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
- 12) The use of Generators is allowed but the Generator MUST be silent running with clean emissions. All Generators must be kept clear at all times with safety guards fitted to prevent touching. Generators are NOT allowed to be used in the Shopping Marquee
- 13) **If electricity is required please indicate on our application form, please BOOK with ARB Piccadilly direct on the enclosed application form.**
- 14) The Association cannot be held liable for omission of services if direct application to the contractor has not been made.
- 15) **THE COOKING OF FOOD FOR CONSUMPTION ON SHOWDAY IS NOT PERMITTED**
****SAMPLES ONLY**
- 16) No announcements either by any official or the exhibitor over the showground's public address will be allowed.
- 17) The use of amplifying equipment, loudspeakers or any other broadcasting equipment, especially on "Road Shows", must be kept to a minimum so as not to cause an annoyance. Anyone causing such an annoyance will be asked to switch off their equipment. The accosting of visitors and officials or other likely means of annoyance is strictly prohibited.
- 18) Any form of auctioneering mock or otherwise is strictly prohibited any anyone found auctioning will be closed down by the Associations officials and removed from the showground, no refund will be given. The sale of Fireworks and Stink bombs and the like is prohibited.
- 19) 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.**
- 20) 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.
- 21) 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.
- 22) **NO TRADE STAND or SHOPPING MARQUEE APPLICATION WILL BE ACCEPTED**
AFTER 30th JUNE 2010

- 23) All trade stands will be judged on the day. The Attington Cup and £30.00 will be awarded to the best non-Agricultural stand and the Thame Show cup and £30.00 will be awarded to the best Agricultural stand.
- 24) 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.
- 25) All Dogs must be kept under strict control at all times and tethered or led on show day.
- 26) 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.

Please make your application on this form and return with total remittance to: The Executive Secretary, Oxfordshire County & Thame Show, Suite 3, 55 North Street, Thame, Oxon, OX9 3BH Tel. No: 01844 212737 Fax. No: 01844 218481 E-mail. info@thameshow.co.uk VAT Registration No. 194778208. Registered Charity No.1084349. Company Limited by Guarantee No. 4102052 (Registered Office as above)

C.B. No.....
Block No.....
Stand No.....

THE THAME & OXFORDSHIRE COUNTY AGRICULTURAL ASSOCIATION

**OXFORDSHIRE COUNTY & THAME SHOW
TRADE STAND Application Form 2010**

Name of Applicant.....

Company Name.....

Address.....

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

e-mail Address:.....

GOODS SOLD:.....

OPEN GRASS SITES (Circle cost of site required) For greater frontages please call office for costs											
Tables and chairs ARE NOT Supplied											
Frontage	3m	4.5m	6m	7.5m	9m	10.5m	12m	13.5m	15m	20m	Enter Amount
Depth 6m	£119.80	£179.70	£239.60	£299.50	£359.40	£419.30	£479.20	£539.10	£599.00	£998.70	£
Depth 6m Corner	£163.86	£245.79	£327.72	£409.66	£491.58	£573.51	£655.44	£737.37	£819.30	£1092.40	£
Depth 12m	£239.60	£359.40	£479.20	£599.00	£718.80	£838.60	£958.40	£1078.20	£1198.00	£1597.40	£
Depth 12m Corner	£327.72	£491.58	£655.44	£819.32	£983.16	£1147.02	£1310.88	£1474.74	£1638.60	£2184.80	£
Depth 9m			£356.56	£445.65	£534.78	£623.91	£713.04	£802.17	£891.30	£1188.40	£
Depth 9m Corner			£427.86	£534.83	£641.79	£748.76	£855.72	£962.69	£1069.65	£1426.20	£
Depth 12m Block N			£475.42	£594.30	£713.16	£832.02	£950.88	£1069.74	£1158.00	£1584.80	£
Depth 12m Block N Corner			£570.50	£713.10	£855.00	£998.34	£1140.96	£1283.58	£1426.20	£1901.60	£
Depth 24m Block N			£950.83	£1188.53	£1426.23	£1663.94	£1901.64	£2139.35	£2377.05	£3169.40	£
Depth 24m Block N Corner			£1140.78	£1425.98	£1711.17	£1996.37	£2281.56	£2566.76	£2851.95	£3802.60	£
Advance Exhibitor Entrance Tickets							No Required:@£11:00 Each				£
Water Connection (VAT Exempt)							Water Connection Charge £80:00				£
Electricity Connection YES / NO							Please Contact ARB Direct				

I / We hereby remit £..... in payment of total fees and Hereby certify that the above particulars are correct to the best of my knowledge & belief. I / We hereby agree to conform to abide by all the rules and regulations of the association. If you require a RECEIPT please enclose a SAE.

Total Remittance	£
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17.5% VAT INCLUDED IN ALL CHARGES

Signed:..... Dated:

OXFORDSHIRE COUNTY & THAME SHOW

Shopping Marquee Application Form 2010

Please make your application on this form and return it with total remittance to: The Executive Secretary, Oxfordshire County & 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..... e-mail

Description	Cost	
	£	p
Standard Pitch (3 mtr Deep x 3 mtr Frontage) @ £51.70 per metre frontage Tables and chairs ARE NOT supplied	155	10
.....Additional Frontage - Increments of 1 Metre @ £51.70		
..... Additional passes @ £11.00 for Adults		
Please Tick Box if Electricity Required <input type="checkbox"/> To be booked with ARB Piccadilly (on enclosed form)		
TOTAL (VAT included)		

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 and Regulations of the Association. If you require a RECEIPT please enclose a SAE.

Signed.....

Date.....

OXFORDSHIRE COUNTY & THAME SHOW

PLEASE RETURN THIS FORM WITH YOUR BOOKING
CATALOGUE SLIP - TO BE COMPLETED FOR FREE CATALOGUE ENTRY (Trade Stands only)

Your Business Name:

Your Business Address:

.....

.....

Post Code: Tel No:

e-mail:

FREE 30 word description of goods or services - ONLY ONE WORD PER BOX

PAYMENT:

No application will be accepted unless accompanied by the total remittance.

By Cheque:

Cheques made payable to Oxfordshire County & Thame Show

By BACS to:

Bank: National Westminster Bank Account Number: 69441006

Sort Code: 60-21-21

Account Name: Thame & Oxfordshire County Agricultural Association

Or fill in Credit Card Details Below:

CREDIT CARDS CANNOT BE ACCEPTED ON SHOWDAY

Name of Card Holder *[Insert name as on card]*

.....
Address *[Insert cardholder address]*

.....

..... Post Code:

[Insert amount of payment] £

Card No:

Valid From: Expiry Date: Security Code: (on rear of card)

Issue No: (Switch only)

Signed: Dated:

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 (LPG) 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.

PLEASE RETURN THIS FORM WITH THE APPROPRIATE REMITTANCE BY **30th JUNE 2010**
Oxfordshire County & Thame Show, Suite 3, 55 North Street, Thame Oxon. OX9 3BH



**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.**