



**MID DEVON TOWN & COUNTRY SHOW SOCIETY LTD  
TWENTY SIXTH MID DEVON SHOW SATURDAY 27<sup>TH</sup> JULY 2019  
at Knightshayes / Chettiscombe, Tiverton, Devon**

**MAGPIE MARQUEE 2019**

Dear Trader

Welcome to the 26<sup>th</sup> Mid Devon Show. Due to the success and great feedback from visitors we will be expanding our Magpie Marquee space again in 2019. This allows smaller traders to attend the show in a shopping market environment in a purpose built marquee. Each space will be 3m frontage x 3m deep costing £100.00 if booked before the 31<sup>st</sup> May 2019. Tables and chairs are available for hire, but you are welcome to furnish your area as suitable. You will find enclosed an Application Form together with the Regulations and Guidelines, Public Liability and Risk Assessment Forms. All costs are indicated on the Application Form.

We cannot process your Magpie Marquee Application Form until we receive all the forms together, signed and dated IN FULL, including payment. Applications received by **31<sup>st</sup> May 2019** will attract a discounted rate of £100.00 any applications received after this will pay the full rate of £115.00.

Below are the Regulations and Guidelines for you to read and keep for your reference.

**Can I reiterate again that we cannot accept any applications without full payment and the relevant forms returned fully completed. Any missing information will result in your application being returned to you. DO NOT send your own version of forms ONLY Mid Devon Show forms are acceptable.**

Once we have received your fully completed application we will contact you to acknowledge your application. However, we will not be able to notify you of your stand number or position until approximately 2 weeks before the Show Day. We would appreciate you not trying to contact us to get this information. I have also taken the opportunity to include information on the different sponsorship opportunities available in partnership with the Mid Devon Show Charity. With your help in sponsoring parts of the Show you help guarantee the event for future generations to enjoy. There are many benefits to you in becoming a sponsor and I hope the information included explains this. However, if you would like to talk about this more, then I would be delighted to speak to you.

Thank you for your interest and I look forward to seeing you at the 2019 Mid Devon Show.

Yours sincerely

*Colin Nation*

Colin Nation  
Show Organiser

T - 01884 820859      W - [www.middevonshow.co.uk](http://www.middevonshow.co.uk)      E - [office@middevonshow.co.uk](mailto:office@middevonshow.co.uk)  
The Mid Devon Town & Country Show Society Ltd is a company limited by Guarantee No. 2867043  
Registered Office: Quayside House, Highland Terrace, Barrington St, Tiverton EX16 6PT  
Registered in England Charity No. 1029231. Member of the ASAO.

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**MID DEVON SHOW 2019 – REGULATIONS & GUIDELINES FOR TRADERS**  
**All Traders shall be considered as having read, understood and agreed to the following regulations.**

**Booking:** Applications will be accepted upon receipt of completed Application Form, Public Liability, Risk Assessments and **full payment**. Bookings will be acknowledged. Confirmation of site including tickets & vehicle passes will be forwarded nearer the time of the show.

**Insurance:** Details of the current Public Liability Insurance Policy must be forwarded to the Show with your application. **NO PUBLIC LIABILITY = NO SITE!** Please ensure you have a copy with you at the Show.

**Sub-Letting:** No sub-letting is allowed; all Traders are to apply in their own right.

**Approval of application:** The Show reserves the right to refuse or cancel any application without explanation. The allocation of sites will be at the discretion of the Show. Site locations cannot be guaranteed from year to year. The Show reserves the right to change Traders' advised locations if necessary.

**Fire and Safety:** All Traders **must** complete a Health & Safety & Fire Risk Assessment form, which **must** be returned with the Application Form. **A suitable Fire Extinguisher must be provided if you have identified a fire risk in your Risk Assessment.** All exhibits under cover must be clearly identified as a 'No Smoking Area'. During the show, set up and breakdown, Fire Safety Inspections will be undertaken.

**Setting Up:** Traders may set up stands from the Wednesday before Show Day. Goods and packages will not be accepted on behalf of Traders and should not be sent unless a representative is on site to receive them.

**Sites:** Outside Trade spaces are open sites and sufficient space must be booked to include guy ropes, caravan tow-bars etc., (e.g. a 7.5m tent requires an 8m space). Under no circumstances is your Stand to protrude beyond any line of your site. You must ensure your structure is suitably weighted and secure for the weather.

**Trade Stand Opening Hours:** All trade stands are expected to remain open and manned **from 9 a.m. through until 5.30 p.m.** Failure to comply may result in exclusion from future Shows.

**Trade Vehicles:** Unless authorised to park within the Trader's Stand and displaying a 'Stationary Trade Stand Vehicle Pass' all trade vehicles must be off the show field by 8.30 a.m. **Parking for trade vehicles will be in a separate designated 'Trade Parking' field.** If bringing a vehicle to your stand on Show Day to deliver only a 'Delivery Only Vehicle Pass' is required.

There will be no movement of vehicles on the Show field, other than by authorised official Show vehicles or emergency service vehicles, until 15 minutes after the Main Ring performance has ended except at the express authorisation of the Show Director. The estimated time for the commencement of vehicle movements is 5.45 p.m. Trade vehicles are reminded that for the safety of pedestrians and livestock on site there is a 15 mph speed limit when driving on the Showground.

**Ticket Refunds:** Traders or their staff arriving without a valid ticket must pay the public rate to gain admission. After the Show, Traders are welcome to apply, in writing, for a refund enclosing the unused ticket. Applications will be considered individually and refunds are not guaranteed.

**Grass cutting:** Subject to weather conditions the Show will ensure that the grass is cut to a 'reasonable' length prior to the Show. From the Wednesday before the Show when stand sites should have been marked out it will be the responsibility of the Trader to undertake any further cutting with the exclusion of Blue Park, National Trust land. Grass cuttings must not be left on the Showground.

**Programme Editorial:** Traders should complete the Trade Stand application relevant section. Only goods listed in the catalogue editorial are to be sold from the Traders stand. Items must display a selling price.

**Postponement, Cancellation or Abandonment:** The Show may, in its absolute discretion, postpone, cancel or abandon the Show without giving reasons and such decision shall be final and binding. Traders shall not have any claim against the Show or any member of the Show in respect of any loss or damage consequent upon the Show, or part of the Show, (for whatsoever reason) being postponed, cancelled or abandoned. In the event of cancellation the return of payment for sites will be at the discretion of the Show and will not exceed

the amount of the payment received from the Trader. In the event of postponement or abandonment there will be no return of payments. In no event will any consequential loss be paid.

**Power:** Traders should ensure that spare gas cylinders are securely stored in a safe enclosure. All gas/electrical appliances should have an up to date Certification of Safety. Gas installations must comply with the current Gas Safety (Installation and Use) Regulations and the relevant Codes of Practice compiled by the UKLPG and Gas Safe. LPG hose joints should be factory made or crimped –no jubilee clips. Generators should be **diesel** or **LPG** powered and of the '**silent**' type. Traders using the show generators will need to supply their own connection with sufficient extension lead and a blue generator adapter plug. The Show reserves the right to shut down any generation that interfere with neighbouring traders.

**Overnight Staff:** Forms for Traders wishing to stay overnight will be included with the tickets.

**Security:** Traders are reminded that only a limited security presence will be on the showground for the duration of the event, including some set up and breakdown time. The Mid Devon Show cannot accept any responsibility for the loss or damage to goods or equipment.

**Theft:** The Show reserves the right to appoint a Show Official or Security Guard with powers to stop and search vehicles leaving the Showground and/or to assist the Police.

**Recorded Music:** Recorded music may not be used on a stand unless written permission has been obtained from the Show Organiser prior to the Show. The Trader is responsible for obtaining a licence and payment of fees as levied by PPL (Phonographic Performances Ltd) or PRS (Performing Rights Society).

**Animals:** Traders must advise the Show if animals are to form part of their exhibit and must provide adequate handwashing facilities. Dogs are only permitted on to the Showground if short leashed. No dogs are allowed into the Food Halls or other Food or Catering Areas. 'Service' dogs are exempt. Under no circumstances should dogs be left in parked cars.

**Machinery in Motion:** The Show must be advised of any machinery which is to be operated. The Show shall have the right to stop the running of any machinery or engine which may be considered to be causing a nuisance or danger.

**Static Machinery:** In accordance with HSE requirements contained in SIM 01/2001/04 all raised components must be securely supported by mechanical means. Under no circumstances should raised components rely solely on hydraulic pressure to remain in position.

**Nuisance:** Traders are not permitted to distribute leaflets, erect posters or carry out surveys outside the area of their own site. The use of any generator or otherwise should not cause any disturbance or inconvenience.

**Aerial Advertising & Balloons:** Aerial advertising is not permitted without written permission first being granted by the Show Organiser and the Civil Aviation Authority. Only attached decorative balloons will be allowed on sites.

**Alcohol:** No Trader may sell or offer for sale any alcohol without the appropriate License. Traders must abide by licensing conditions and clearly display their license within their site. Traders are responsible for ensuring that no alcohol is obtainable from their stand by children or young persons.

**Catering:** Traders may make arrangements regarding hospitality on their own stands providing that they do not offer for sale any foodstuffs or beverages. Traders in the Food Hall or Farmers' Market selling produce for consumption on site will be charged an additional concession percentage of their total sales. Traders must be able to demonstrate due diligence has been undertaken regarding all Food Safety, Hygiene, Weights and Measures Regulations that are in force at the time of the Show. **All food residues must be cleared from the site.**

**Excavations:** The Show must approve any excavations or breaking of ground. Any 'broken' sites must be fully restored within one week of the date of the Show. No excavating or breaking of ground is permitted in Blue Park, National Trust land.

**Goods Sold:** The Show reserves the right to withdraw permission of sale of any goods, which are considered to be causing a nuisance on the Showground or which, in the opinion of the Show may cause offence or distress. No fireworks, garden flares, imitation fire arms or weapons will be allowed.

**Loss of Services:** In the unlikely event of disruption or loss of water or electricity, the Show will not be held responsible.

**First Aid:** First Aid, including ambulances will be available from 7 a.m. until 6.30 p.m. on the day of the Show. Out of these hours contact should be made with the Show Organiser at the Show Office to co-ordinate medical cover. The First Aid post is located near Red Gate.

**Police/Fire Services:** Please dial 999 or 112 and state your exact location on the Showground e.g. Row B, Stand number 83 so that you may be easily located. Gridded show maps are at the Show Office and Public Entrance Gates.

**Lost Property:** Unclaimed lost property may be deposited with the Show Organiser's Tent at the end of the day.

**Guidelines for breakdown:** All Trade Stands must remain open until 5.30 p.m. No movement of vehicles is allowed and no vehicles will be allowed on to the showground until 15 minutes after the final Main Ring Event (estimated time 5.45 p.m.) to allow the public to disperse. Please note all timings are at the discretion of the Show. All Fire and Safety precautions must be followed.

Traders' vehicles **WILL NOT** be allowed to queue at Red Gate to await entry to the Showground.

Show contractors will begin to remove the marquees at the close of the Show. Traders with displays inside should remove all items from their stand. Any item left is the responsibility of the Trader. Please remove all trade waste from the Showground. Sites must be left in a clean and tidy condition and must be cleared by 2pm the following Monday, otherwise a charge may be levied. Any items left may be moved or disposed of by the Show. Please be aware of other traders and moving vehicles during breakdown



# Application Form

## Saturday 27th July 2019

Office Use

### Magpie Marquee

Please Return Form To: Mid Devon Show Office, Ground Floor, 18 High Street, Halberton, Tiverton, Devon, EX16 7AF

Contact Name	Mobile
Trading Name	Telephone
Description of Business	
ALL DETAILS WILL GO IN SHOW PROGRAMME AND WEBSITE UNLESS OTHERWISE STATED	
Address	
Town	Post Code
Website Address	
Email Address	

#### Are you on Social Media? Please tick as appropriate

Facebook		Twitter		Instagram	
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Site Requirements	Price	Quantity Required	Total Price
3m x 3m pitch size <b>IF BOOKED BEFORE 31ST MAY 2019</b>	£100.00		£
3m x 3m pitch size <b>IF BOOKED AFTER 1ST JUNE 2019</b>	£115.00		£
Tables	£6.00 Each		£
Chairs	£2.50 Each		£
Ticket and Vehicle Pass Requirements	Price	Quantity Required	Total Price
FREE Tickets supplied with your booking	FREE	2	FREE
Up to 3 tickets at discounted price of £12.00 each	£12.00 each		£
Additional Pre Show Tickets	£14.00 each		£
Number of Vehicle Passes for Saturday and will stay on site	FREE		FREE
Number of vehicle passes for <b>SATURDAY DELIVERY ONLY AND THEN WILL LEAVE THE SITE - FOR EXAMPLE COURIERS</b>	FREE		FREE
		<b>Total</b>	£

#### I enclose the following Forms - Please tick as appropriate

Public Liability		H&S Risk Assessment		Fire Risk Assessment		Sponsorship Form	
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#### Payment details

Cheque	Tick	BACS	Tick	Total To Pay
I Have enclosed a cheques for full amount		Nat West Bank PLC		£

Signed	Position In Organisation
Print Name	Date

#### How We Use Your Data

Your data is held purely for the purpose of delivering Mid Devon Show benefits due to you. This includes information regarding the Mid Devon Show and other event notifications. Your data is not shared with any third party and is held on a secure server.

Tel - 01884 820859

Web - [www.middevonshow.co.uk](http://www.middevonshow.co.uk)

Email - [office@middevonshow.co.uk](mailto:office@middevonshow.co.uk)





# Health & Safety Risk Assessment

## Saturday 27th July 2019

### Please complete fully

Office Use

You should consider what risk there is to those erecting & dismantling stands as well as to members of the public during the show. Outline the steps you propose to take to minimise that risk. Please copy this page if you need more space to list your actions. Nearly every stand will have risks associated to manual handling and trip hazards and these should be assessed.

**Hazards** - Look only for hazards that you could reasonably expect to result in significant harm under the conditions in your workplace at the Show. Use the following as a guide, but it is not an exhaustive list

Tripping / Slipping	Manual Handling	Lifting Operation	Vehicles
Working at Height (Ladders)	Livestock	Electricity	Moving Machinery Parts
Blades / Sharp Objects	Chemicals (cleaning fluid)	Pressure Systems	Dust (eg grinding)
Fumes (vehicle engines)	Noise	Over Crowding	Flammable Liquids
Heating ignition sources	Loading & Unloading	Hot Surfaces & Fluids	Rubbish & Flammables

What are the Hazards?	Who could get Harmed & How ?	Severity of Risk High / Medium / Low ?	Controls taken to minimise risk

Risk Rating Matrix (RR)	Likelihood (L)		
Severity (S)	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
Fatality; major injury or illness causing long term disability (High)	HIGH (H)	HIGH (H)	MEDIUM (M)
Injury or illness causing short term disability (Medium)	HIGH (H)	MEDIUM (M)	LOW (L)
Other injury or illness (Low)	MEDIUM (M)	LOW (L)	LOW (L)

Assessment of Overall Risk	LOW		MEDIUM		HIGH	
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**Please Return this fully completed form together with your application**

Signed		Trading Name	
Print Name		Date	



# Fire Risk Assessment

## Saturday 27th July 2019

Please complete fully

Office Use

	YES	NO	N/A	Comments
Do you have a person responsible for Fire Safety in your business? (name of the person responsible during the show in the comments section)				
Does that person have a nominated deputy? (name in comments section)				
Do you have a method of raising an alarm in the event of an emergency ie verbal shout, whistle, klaxon (describe method in comments section)				
Have your staff been instructed in how to raise the alarm, including temporary staff?				
Do you have sufficient fire extinguishers available of a suitable type and size? If using LPG a minimum of 5kg powder extinguisher for every 2 cylinders.				
Have your fire extinguishers been inspected in the last 12 months by a competent person / company?				
Do your staff know how to use a fire extinguisher?				
Will your fire extinguisher be positioned where it is clearly available? (NOT IN YOUR VAN)				
If you are cooking do you have a fire blanket?				
If your tent is over 6.5m in length, do you have additional exits with fire exit signage?				
Are your fire exit routes kept clear?				
Are all your staff aware to keep the area tidy and free from trip hazards?				
Have you calculated the safe occupancy numbers in your structure?				
Training records for staff/volunteers should be available for inspection. Do you have training records?				
Are consumable materials stored away from any ignition source?				
Have all electrical items been PAT Tested? Paperwork must be available for inspection				
Have all Gas appliances been inspected by a Gas Safe Registered Engineer? Paperwork must be available for inspection				
If you have LPG, is this stored outside your tent and secured (ideally in a cage) so that it cannot be knocked over or tampered with? (It must still be accessible in an emergency) State amount of cylinders in comments box.				
Are you aware that Petrol/Petrol generators are NOT permitted on site?				
Are you aware that you must not sell/exhibit certain items? EG Fireworks, Garden Flares, Lit Tea Lights or Candles? (Unlit tea lights and candles are permitted)				
Have you read the terms and conditions for exhibiting at the show? If not please ensure you do so before the event				

Please Return this fully completed form together with your application

Signed		Trading Name	
Print Name		Date	





# Public Liability

## Saturday 27th July 2019

Please complete fully

Office Use

Contact Name		
Trading Name		
Insurance Company		
Policy Number		
Liability Amount		Million
Expiry Date		

**Please Return this fully completed form and a copy of your Current Public Liability Form together with your application**

Signed		Position In Organisation	
Print Name		Date	