



Howden Show

**Howden Show, c/o Helen Walker, Rosewood House, North Street, Barmby on the Marsh,
DN14 7HL.**

Phone: 07967 641516, E-mail: tradestands.howdenshow@hotmail.co.uk
www.howdenshow.co.uk

APPLICATION FOR TRADE STAND EXHIBITION SPACE

139TH HOWDEN SHOW, SUNDAY 7TH JULY 2019

Please return your complete application to the Trade Stand Secretary at the **above** address

ENTRIES CLOSE: 31 MAY 2019 (OR 30 MARCH 2019 FOR ENTRY IN THE PROGRAMME)

I am writing to invite you to take a trade stand at the Howden Show. This is an established event and provides great entertainment for a family day out. We're traditionally an agricultural and horticultural show, but also provide lots of things to see and do.

I have enclosed a Trade Stands* application pack (please note that this is NOT for food related trade stands). All accepted trade stands received by **30th March 2019** will get a business description printed in the show programme for FREE, so please remember to fill in the Catalogue Entry Form part of the application pack.

Entries will be considered up to 31st May 2019, but will not feature in our programme. The completion and submission of an application form does not necessarily mean you will be accepted, as space will be allocated on a first come, first served basis, although we will make every effort to accommodate you.

If your stand will be providing information only, please contact me before filling in your application as we may be able to offer you a discounted rate.

We continue to develop Howden Show to attract and entertain all ages; it is run by a small committee of volunteers committed to involving the local community, developing countryside awareness and promoting educational benefits. We look forward to receiving your application and seeing you at this year's Show.

Yours faithfully,

Helen Walker
Trade Stand Secretary

*For non-food trade stands. For all food stands please contact sean@flourish-and-prosper.com



APPLICATION CHECK LIST

Where possible, please try to follow the application procedure:

1. Complete a trade stands application form for an indoor or outdoor stand and return it with your catalogue entry form, completed risk assessment and proof of your public liability insurance. Application forms can be e-mailed to tradestands.howdenshow@hotmail.co.uk, or sent by post to:

Howden Show,
c/o Helen Walker,
Rosewood House,
North Street,
Barmby on the Marsh,
East Yorkshire,
DN14 7HL.

2. Our preferred method of payment is via BACS. If you need to pay via cheque there will be a 50p administration fee per cheque to cover our trips to the bank. For other payment arrangements, please e-mail me to discuss your requirements.
3. I will confirm a stand is available for you, confirm the total payable and provide you with a unique reference. This reference needs to be quoted as the reference when completing your BACS confirmation or written on the reverse of your cheque. I will also provide our bank details. Cheques should be posted to the address above. **PLEASE DO NOT SEND ANY PAYMENT UNTIL YOU HAVE RECEIVED YOUR REFERENCE.**
4. When we have received your payment your space is confirmed and I will provide any further information you may need.
5. If you wish to cancel, the payment includes a 25% non-refundable deposit. Cancellation after 31st May 2019 will result in the forfeit of all fees.

Where possible, please make sure **all** items below are completed and returned with your application.

- Completed application form for indoor or outdoor stand
- Completed catalogue entry form (if possible, please include a photo and promotional material)
- Completed risk assessment form
- Valid Public Liability Insurance Certificate



INDOOR TRADE STANDS

Contact Details

Contact Name:	
Company Name:	
Address:	
Postcode:	
Telephone:	
Mobile:	
E-mail:	

Space Requirements

Indoor charges are per bay. Each bay includes a 1.8m x 0.75m table with 2 chairs and comes with 2 exhibitors tickets. Stand classification is in accordance with the categories shown in the showground regulations and conditions (Section 2, relating to 'Non-food Trade Stands'). In all cases the Trade Stand Secretary's decision will be final.

Stand Classification	Prices	Number required	Cost (£)
'Non Food' Indoor	£33 per bay		
Extra Tickets	£6 each (adult) £3 each (child)		
TOTAL			

If you require electricity, **at extra cost**, please tick this box – we'll contact you to discuss details.

I will be paying by BACS

I will be paying by cheque (plus 50p administration fee)

I hereby apply for exhibitor's space as stated above and agree that **I have read and will abide by the showground regulations and conditions.**

Date.....Signed.....

OUTDOOR TRADE STANDS

Contact Details

Contact Name:	
Company Name:	
Address:	
Postcode:	
Telephone:	
Mobile:	
E-mail:	

Space Requirements

Outdoor charges are per metre frontage (minimum of 3 metres). Each stand is 7 metres deep and comes with 2 exhibitors tickets per 3 metres frontage. Chairs and tables can be hired from us for a fee. Stand classification is in accordance with the categories shown in the showground regulations and conditions (Section 2, relating to 'Non-food Trade Stands'). In all cases the Trade Stand Secretary's decision will be final.

Stand Classification	Prices	Metres/Number required	Cost (£)
'Non Food' Outdoor	£18 per metre		
Tables	£6 each		
Chairs	£2 each		
Extra Tickets	£6 each (adult) £3 each (child)		
TOTAL			

Unfortunately we are not able to supply electricity to any outdoor trade stands. If you would like to bring a small silenced generator, please tick this box and we will contact you to discuss it.

I will be paying by BACS

I will be paying by cheque (plus 50p administration fee)

I hereby apply for exhibitor's space as stated above and agree that **I have read and will abide by the showground regulations and conditions.**

Date.....Signed.....

CATALOGUE ENTRY FORM

This form is for FREE promotion of your company in all show publications - you do not have to have a website/e-mail

Please complete the business description below. The information you submit will be published on our website for a limited time in the run up to and after the show, and also on our Facebook page. By providing this information you are giving us permission to make use of your information on our website, on Facebook and in our publications. Data will be held for marketing and auditing purposes only.

If you submit your entry before **30th March 2019** this will be incorporated with a write up in our show programme. Over 4000 copies of this programme were distributed last year to show attendees and members of the public.

Company name:

Website:

E Mail:

Please provide a short description of your trade/exhibit, and where possible, enclose a photo or logo

Please tick the relevant category

<input type="checkbox"/>	Agricultural Machinery	<input type="checkbox"/>	Agricultural Allied	<input type="checkbox"/>	Building/building material	<input type="checkbox"/>
<input type="checkbox"/>	Charity	<input type="checkbox"/>	Clothing/Accessories	<input type="checkbox"/>	Crafts	<input type="checkbox"/>
<input type="checkbox"/>	Domestic	<input type="checkbox"/>	Education	<input type="checkbox"/>	Equine/saddlery	<input type="checkbox"/>
<input type="checkbox"/>	Finance/Insurance	<input type="checkbox"/>	Flowers/Plants	<input type="checkbox"/>	Food/Drink	<input type="checkbox"/>
<input type="checkbox"/>	Fuels/Lubricants	<input type="checkbox"/>	Furniture	<input type="checkbox"/>	Garden/ Horticulture	<input type="checkbox"/>
<input type="checkbox"/>	Gifts	<input type="checkbox"/>	Healthcare	<input type="checkbox"/>	Home/DIY	<input type="checkbox"/>
<input type="checkbox"/>	Information	<input type="checkbox"/>	Jewellers	<input type="checkbox"/>	Leathergoods	<input type="checkbox"/>
<input type="checkbox"/>	Livestock	<input type="checkbox"/>	Pet Products	<input type="checkbox"/>	Seeds/Feeds/Fertilizer etc	<input type="checkbox"/>
<input type="checkbox"/>	Sport	<input type="checkbox"/>	Vehicles	<input type="checkbox"/>	Other	<input type="checkbox"/>

Risk Assessment Form

Howden Show Sunday 7th July 2019

Please return with trade stand form

Name of Organisation:.....

Name of Person Responsible:.....

Operational Activity (Please indicate which description most reflects the activities of your stand)					
Retail Outlet	<input type="checkbox"/>				
Static Display	<input type="checkbox"/>				
Demonstrations	<input type="checkbox"/>				
Catering Outlet	<input type="checkbox"/>				
Hazards associated with above activity: Tick <i>one or more</i> of the following, if the hazards will be represented on your stand during your occupation at the Howden Show site					
LPG <input type="checkbox"/>	Dry Combustibles <input type="checkbox"/>	Hot Surfaces or Vapour <input type="checkbox"/>	Use of Sharps <input type="checkbox"/>	Working at Height <input type="checkbox"/>	Food Preparation <input type="checkbox"/>
Highly Flammable Liquids <input type="checkbox"/>	Machinery <input type="checkbox"/>	Heat and Ignition Sources <input type="checkbox"/>	Electrical Equipment <input type="checkbox"/>	Dangerous Overcrowding <input type="checkbox"/>	Smoking Not Allowed <input type="checkbox"/>

Indicate how you intend to control the fire and other represented hazards associated with your occupation/activity of the stand or stall area. All exhibitors and Stallholders are reminded that the fire controls for the stands/stalls will be the same as for any high street retail outlet.

During the build up period:

During the open period:

During the breakdown period:

Owing to enforcement activity by the local fire authority, casual sleeping arrangements are prohibited on stands.

Signature of person responsible

Print Name.....Date.....

HowdenShow

ACCESS TO THE SITE

The Showground will open to exhibitors at 7:00am on Sunday 7th July 2019. Access can be available on the preceding day with the consent of the committee – please indicate on your application form or via e-mail (to tradestands.howdenshow@hotmail.co.uk), if this is required.

All implements, goods, marquees and any other items must be delivered onto the showground before 8:15am on the day of the Show, in preparation for the Show opening to the public at 9:00am.

No vehicle movements are permitted on the Showground between the hours of 8:15am and 5:30pm on the day of the Show.

All stands must be open by 9:00am, and be manned throughout the time the Show is open to the public.

No stand may be dismantled before 5:30pm on the day of the Show.

The Show operates a strict **“No wristband, no entry”** policy and all exhibitors must wear a wristband at all times. Any exhibitor arriving at the Showground, during the Show, without a wristband will be required to pay the appropriate entry price.

The Showground Address is:

The Ashes Playing Fields,
Treeton Lane
Howden
East Yorkshire
DN14 7DN

