

**THE THAME & OXFORDSHIRE COUNTY
AGRICULTURAL ASSOCIATION**

Registered Office as below
Company Limited by Guarantee No. 4102052
Registered Charity No. 1084349

Thame Show

Oxfordshire's County Show

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

Thursday 17th September 2015

NO FOOD HALL APPLICATION WILL BE ACCEPTED AFTER 31st AUGUST 2015

APPLICATION, REGULATIONS & RISK ASSESSMENT FOOD HALL

*Food Hall Exhibitors are NOT permitted to sell food or drink
for consumption on the day.*

Remittances must be made payable to "Thame Show" and all communications addressed to:

The Show Secretary

Show Office, Thame Showground, Kingsey Road, Thame, Oxon, OX9 3JL

Tel. No. 01844 215444 e-mail. info@thameshow.co.uk

10% Discount is offered if FULL payment is received by 27th March 2015

- 1) All applications must be made on the official application form. The committee reserves the right to refuse any application 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.
- 3) Any exhibitor who cancels a booked site, for whatever reason, shall forfeit all fees paid and the Association shall reserve the right to re-let such sites.
- 4) No refunds will be given due to bad weather or ground conditions. The Association shall not be held liable in the event of cancellation. Once application is received at this office, no fees will be refunded.

- 5) 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.
- 6) 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 completed enclosed & Safety & Risk Assessment **MUST** be sent with your Application Form. Failure to do this could result in application being refused. Copies of these must also be displayed on your stand.
- 7) 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. All electrical appliances being used must have a current PAT Test Certificate.
- 8) Food Hall Exhibitors are NOT permitted to sell food or drink for consumption on the day.
- 9) Photography other than for private and personal use is not permitted unless an official photography permit has been obtained from the Secretary.
- 10) No advertising announcements either by any official or the exhibitor over the showground's public address will be allowed.
- 11) 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.
- 12) Any complaints 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 the concessionary price of £7.50 + VAT each. 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) NO DOGS are allowed in the Food Hall (except Assistance dogs).
- 15) Vehicles delivering supplies to stands, bona-fide florists requiring to deliver floral decorations, caterers and other vehicles delivering perishable commodities will not be permitted to enter the show ground between 8.am and 6pm on the day of the show. No trades stand will be admitted to the showground after 8am. All other vehicles must be removed from the showground and into their allocated car parks by 8am. 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.

- 16) Every endeavour will be made to have all pitches 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 over night 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 8.30am until 5.30pm on show day and all goods displayed must be clearly labelled and bear the selling price. Stallholders will not be permitted to leave the show site before 6pm.
- 17) If electricity is required please order with Moonlite Productions Ltd on the enclosed order form - and indicate on your application form.
- 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. 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.

**TO ADVERTISE IN THE SHOW GUIDE please contact
G.W. PUBLISHING (01749 880181)
sales@gwpublishing.co.uk**

Thame Show

Thursday 17th September 2015

FOOD HALL APPLICATION

Please make your application on this form and return it with total remittance to:

The Secretary, Show Office, Thame Showground,
Kingsey Road, Thame, Oxon. OX9 3JL
Tel: 01844 215444 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.....

e-mail.....Tel No.....

PITCHES in MARQUEE NOT PERMITTED to SELL FOOD or DRINK for CONSUMPTION on SHOW DAY	Cost	
	£	p
Standard Pitch of 3 Metres x 3 Metres – Tables are not Supplied	126	00
.....Metre Additional frontage @ £42 per Metre.		
..... Additional Concessionary entrance tickets @ £7.50 each + VAT		
Please Tick Box if Electricity Connection Required <div style="text-align: right; margin-right: 50px;"><input type="checkbox"/></div> To be booked with Moonlite Productions Ltd (on enclosed form)		
If you require a RECEIPT please enclose a SAE	VAT @ 20% TOTAL	

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.

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