

SOUTH OF ENGLAND SHOW 2018 (Thursday 7th June – Saturday 9th June)

STAND APPLICATION & CATALOGUE ENTRY FORM

Please return your completed application form to: Corrie Ince, South of England Agricultural Society, Selsfield Road, Ardingly, West Sussex RH17 6TL. Email: corrie@seas.org.uk

VAT Registration Number 191014787

Exhibitor Name:	Website:
Contact Name:	Email:
Address:	
Post Code:	
Landline Telephone:	Mobile Telephone:

I wish to retain my stand location from 2017

I wish to request a change of stand location (please mark preferred location on enclosed map)

SHELL SCHEME (Sold only in units of 3 metres)	Price per bay (+VAT)	Frontage (metres)	Fixed depth (metres)	No. of Bays	Amount £
Floored Bay	£777.18	3m	6m		
The Market Place	£416.22	3m	3m		
The Food Village	£287.88	3m	3m		
Corner Surcharge					£100.00

OPEN SPACE	Price per m ² (+VAT)	Frontage (metres)	Depth (metres)	Total Meterage	Amount £
Commercial/General Trade Yellow zone only (min 4 x 3m)	£25.00				
Commercial/General/Motor Trade (min 6.5 x 6.5m)	£15.60				
Commercial/General/Motor Trade (min 9.5 x 9.5m)	£15.30				
Agricultural & Nursery exhibits (min 6.5 x 6.5m)	£7.65				
Registered Charity (min 6.5 x 6.5m)	£11.70				
Discover the Countryside	POA				
Corner Surcharge					£100.00

COVERED SPACE (Min. 2 metres x 3 metres)	Price per bay (+VAT)	Frontage (metres)	Fixed depth (metres)	No. of Bays	Amount £
Food Hall	£250.92	2m	3m		
Food Hall	£376.38	3m	3m		
VAT @ 20%					
<i>Reduced membership to The South of England Agricultural Society (except Registered Charities)</i>					£35.00
Grand Total: (please make cheques payable to SEAS)					

Registered Charity: Yes

Charity Registration No.

Information from this form will be used for your free catalogue entry. Please indicate if you do not want them included.

Description of products or services:

I/We agree to abide by the Terms and Conditions of the South of England Agricultural Society.

Signature: Name: Date:



EXHIBITOR PAYMENT FORM

Company Name

Total amount to pay (from application form) £.....

50% deposit to be paid by 8th December 2017 £.....

Outstanding amount to be paid by 1st April 2018 £.....

PAYMENT BY CHEQUE:

Please make cheque payable to SEAS
(payment by cheque will not be accepted after 18th May 2018)

BACS PAYMENT DETAILS:

Account Name: SEAS
Bank: Lloyds Bank
Account: 01265561
Sort Code: 30-18-30
(please give your company name as reference)

PAYMENT BY CREDIT/DEBIT CARD:

Please charge my card account:

Amount: £..... outstanding amounts will be charged on 1st April 2018

Card number:

Expiry Date:/...../.....

Security Code:

Postcode where card is registered:

RISK ASSESSMENT GUIDANCE

IMPORTANT NOTICE:

Please read the guidance below and then complete, sign and return the Risk Assessment Form overleaf.

POTENTIAL HAZARD

Slipping/tripping hazards, chemicals (e.g. battery acid), moving parts of machinery (e.g. blades), work at height, pressure systems, vehicles (e.g. fork-lift trucks), electricity dust (e.g. from grinding), fumes (e.g. vehicle engines), fire (e.g. combustible materials, rubbish, flammable substances, LPG etc) and ignition sources (flames, smoking etc), manual handling, marquee erection and weather related risks, noise, livestock on stands, lifting. **Look for hazards which you could reasonably expect to result in significant harm under the conditions in your workplace.**

WHO WOULD BE HARMED

Hazard - **Who might be harmed?** Office staff, maintenance personnel, contractors, people sharing your workplace, cleaners, operators, members of the public. Pay particular attention to: staff with disabilities, visitors, inexperienced staff, lone workers -may be more vulnerable.

There is no need to list individuals by name – just think about groups of people doing similar work or others who may be affected.

EXISTING CONTROLS

For the hazards listed, do the precautions already taken meet the standards set by a legal requirement, comply with a recognised industry standard, represent good practice, reduce risk as far as reasonably practicable?

Have you provided adequate information, instruction or training, systems or procedures?

If so, then the risks are adequately controlled, but you need to **indicate the precautions you have in place.**

FURTHER ACTIONS REQUIRED

Is more control needed to reduce the risk? Where the risk is not adequately controlled, indicate what more you need to do on the Risk Assessment Form, i.e. remove the risk completely, try a less risky option, prevent access to the hazard, organise work to reduce exposure to hazard, issue personal protective equipment, provide welfare facilities (e.g first aid).

RISK ASSESSMENT FORM

Potential Hazard:	Who would be harmed:	Existing Controls:	Further actions required:

Risk Assessment for:

Date:

Prepared by (PRINT):

Signature:

Zone Key

2018 SOUTH OF ENGLAND SHOW MAP

- Yellow Zone
- Green Zone
- Blue Zone
- Discover the Countryside
- Livestock Area
- The Food Village
- Market Place

