

INDOOR CRAFT/TRADE ENTRY FORM

COMPANY NAME			
ADDRESS			
POSTCODE			
TELEPHONE NUMBER		MOBILE NUMBER	
EMAIL ADDRESS			
Product Information			
Contact Name			
Craft Food Marquee			
1 day £20 per £8ft space			£
2 days £35 per £8 ft space		ft frontage	£
£5 for hire of 6ft trestle table		No of tables	£
Electric supply (please indicate if you are interested in an electric supply)			
If you require a particular pitch location please advise, and we will try to accommodate your requirements. All pitches will be allocated on a first come first served basis.			
CARAVAN/CAMPING -Craft & Indoor Trade Marquee traders will not be allocated with caravan/camping pass. These can be purchased in advance using the form below.			
ALL TRADERS WILL BE ALLOCATED WITH WRISTBANDS TO GAIN ADMISSION TO THE RALLY SITE. Wristbands will be issued at the main security gate on arrival. TWO ADULT WRISTBANDS PER TRADER. ADDITIONAL REQUIRED CAN BE PURCHASED ON ARRIVAL OR PAID FOR IN ADVANCE.			
TRANSPORT ARRANGEMENTS - Please advise of your transport arrangements -this will ensure that we send you the correct vehicle admission passes. Please tick the boxes that apply to you.			
<input type="checkbox"/>	CAR	<input type="checkbox"/>	VAN
<input type="checkbox"/>		<input type="checkbox"/>	TRAILER

PAYMENT	PRE SHOW DISCOUNTED PRICE	NUMBER	TOTAL
ADDITIONAL WEEKEND CARAVAN/CAMPING PASS	£70		£
ADDITIONAL TRADER WRISTBANDS FOR ADULTS	£18		£
ELECTRIC FOR WEEKEND (FRI - MON) (Single 16amp)	£60		
PITCH FEE			£
TOTAL (Cheques to be made payable to CARRINGTON RALLY)			£

Payment can be made by cheque made payable to CARRINGTON RALLY or by BACS.

BACS Payments: Ensure you quote your name and TRADE.

Barclays Bank Sort Code - 20-52-78 Account Number - 10167401

BOOK EARLY TO AVOID DISAPPOINTMENT AND TO ENSURE PITCH SPACE.

All Trade Stands must be covered by £2million Public Liability Insurance a copy of this must be returned with a completed entry form. All entry forms must be returned with a completed risk assessment form. A template has been included. In addition a COVID Risk Assessment must also be provided.

POST form to M Thompson, Willows Holt, Willows Lane, SIBSEY, Boston, Lincs, PE22 0TG
TEL: 01205 750260 MOB: 07870 729243 EMAIL: alchemyfarms@gmail.com

I DECLARE THAT THE PARTICULARS STATED OVERPAGE ARE CORRECT, AND THAT MY INSURANCE POLICY IS VALID. I AGREE TO BE BOUND BY THE REGULATIONS OF THE RALLY AND THAT I WILL BE RESPONSIBLE FOR MY STAND.

SIGNEDDATE.....

RULES AND REGULATIONS FOR EXHIBITORS 2022

Open Hours for Exhibitors

Date	Time (24 hr Clock)	Description
Thursday 26 th May	12.00 – 20.00	Please note Rally days SATURDAY & SUNDAY. Traders are allowed access to Rally site to set up stands or to return to caravans. Thurs/Fri for anyone turning up after 8pm may have to wait until the next morning for pitch site.
Friday 27 th May	09.00 – 20.00	
Saturday 28 th May	07.00 – 08.30 17.00 - 20.00	
Sunday 29 th May	07.00 - 08.30 16.30	

All stands must be in place each day before the event opens to the public at 09.00. Exhibits are not allowed to move around or off site prior to 17.00 on Saturday and 16.30 on Sunday, unless as part of an authorised activity/parade.

Caravan/Camping Passes

If you require a caravan/camping pass please ensure you indicate this on your entry form.
One Caravan Pass will be issued for each household – this admits 2 adults and two children.
Please observe onsite parking restrictions.

Tradestand Wrist Bands - All tradestand paperwork will be issued with entry pack at the booking in office on arrival. Wristbands to be worn before entry to site and for the duration of the show to gain re-admittance. Two adult wristbands issued per pitch; any additional required are available for £18.

Please note there is a strict no vehicle movement policy in effect across the site during open periods. The only exceptions being where these form part of an authorised activity/parade.

Insurance

As a Trader I agree and declare that;

- During the entire duration of the Rally, including build up and breakdown, the entry as detailed on this form will be covered by a Public Liability Policy including Rally Use, the policy having a limit of indemnity of not less than £5 million any one accident
- In the case of any event taking place wholly or in part on the public highway, that the use of the vehicle entered is covered by insurance as required by the relevant Road Traffic Act and valid for the period of the activity. I furthermore confirm that the driver(s) of any vehicle entered holds and is not disqualified from holding or obtaining a licence to drive a vehicle of the appropriate class.
- Carrington Rally will not be held liable for the death of or injury to any person attending the Carrington Rally site or for any losses claims demands actions proceedings damages costs or expenses or other liability incurred by the Exhibitor in the exercise of the rights granted to the Exhibitor except where such death injury or loss is due to the negligence of Carrington Rally.
- Carrington Rally will not under any circumstances accept responsibility or liability in respect of any damage to or loss of any goods articles or property of any kind brought into or left at the Rally site either by the Exhibitor for his own purposes or by any other person or left or deposited with any officer or employee of Carrington Rally.
- The Exhibitor will indemnify Carrington Rally against all such liabilities as are mentioned in this condition.
- I understand that the Highway Rules apply across this site and will abide by them.

Entry Details

Entry details TO BE COLLECTED ON ARRIVAL. PAYMENT REQUIRED BEFORE ENTRY TO SITE Each trader will receive:
Exhibitor Vehicle Pass(s) (Please ensure you indicate your transport on the entry form)
Caravan Pass (if indicated on the entry form)
Wristbands as per allocation

It will be the trader's responsibility to ensure all members of the booking have their passes. They cannot be held at the gate.
A COVID RISK ASSESSMENT WILL BE REQUIRED

TRADE STAND REGULATIONS

1. APPLICATIONS:

a. Application forms for the **Carrington Steam & Heritage Rally Trade Stand** complete with remittance must be returned by the closing date of **1st May 2022**. No booking will be accepted without the correct payment. Cheques should be made payable to “**CARRINGTON RALLY**” or BACS Barclays Bank Sort Code - 20-52-78 Account Number - 10167401

b. Traders & Exhibitors are required to submit a copy of their current Public Liability Insurance along with copies of their risk assessments and any other applicable documentation at the time of application. Failure to do so may result in the application being rendered ineligible

c. Trade stand exhibitor's tickets will be available to collect at the booking in office provided the final payment has been received prior to **1st May**. No reminders will be issued and if payment has not been received by this date, your reserved Trade Stand space will be allocated to applicants on the waiting list. **THERE WILL BE NO**

REFUND.

Receipt of an application form does not necessarily guarantee a site. Invitations to trade exhibitors to take stands at Carrington Rally – Steam and Heritage Show are made on an annual and individual basis and are personal to each exhibitor and cannot be assigned, transferred, sub-let or otherwise dealt with in any way.

2. The Organisers may exclude at their entire discretion, any person or Company from exhibiting, or close the stand of any exhibitor who fails to comply with current health & safety legislation and the directions of the Organisers.

3. ALLOTMENT OF SPACE AND ACCESS TO SITE

a. Application for space shall be dealt with by the Organisers at their entire discretion and the Organisers shall determine the position allocated to exhibitors, although every endeavour will be made to meet any request by an exhibitor regarding the position of his stand.

b. **NO EXHIBITOR MAY SUBLET THE WHOLE OR ANY PORTION OF ANY SPACE ALLOTTED TO THEM WITHOUT PRIOR APPROVAL OF THE ORGANISERS** or move to any other site than that allocated to him, without prior permission of the Organisers.

c. Exhibitors are reminded that when booking open space that **NO ALLOWANCE WILL BE MADE BETWEEN STANDS FOR GUY ROPES** and that sufficient space must be booked for all parts of structures, equipment and all guy ropes required for any building, marquee or caravan to be erected on the space.

Those exhibitors whose stands are based on articulated prime-movers and trailers will have difficulty getting into the space provided if neighbouring sites are already occupied. Exhibitors using articulated prime-movers and trailers should indicate this on their application form, or inform the Organisers Office as soon as possible so that, if necessary, special arrangements may be made to get them on to their site.

4. PASSES AND PARKING OF VEHICLES

a. One Tradestand vehicle pass will be issued with each site booked. Traders must report to the main entrance gate on arrival on site. **WRISTBANDS** will be issued with passes, which must be worn throughout the duration of the Carrington Steam and vintage Rally in order to gain admittance to the site. Tradestand car passes allow vehicles to be driven to and from the exhibitor's stand before 8.45am and after 6.00pm daily. **No unauthorised vehicle movement onsite once the event opens to the public.** Further movement may be restricted at the Organisers' discretion in the event of inclement weather.

b. **Any traders requiring their vehicles at their trade stand will need to ensure that their trade stand space is large enough to accommodate their vehicles. All other vehicles** accompanying the trade stand must be parked in the Trade Stand Car Park as directed. The organisers reserves the right to remove improperly parked vehicles. (The craft marquee will have allocated adjacent parking exhibitors must confirm if they require to use this parking when submitting their entry form). Vehicles are not permitted to park in the service aisles (10ft roadways) behind the stands

c. Exhibitors are responsible for purchasing and providing vehicle and / or admission passes for all staff and for delivery of goods for their stands. **Lost or forgotten passes cannot be duplicated.** All exhibitors are responsible for accepting delivery of their own goods. The event organisers have no facilities for the acceptance and storage of goods on site, and accepts no responsibility for any losses experienced between Exhibitors and their suppliers before, during and after the event.

5. OPENING OF STANDS

a. No trade stand will be admitted to the site before **12noon on THURSDAY 26TH MAY UNTIL 8PM, between 8.00am and 8.00pm on Friday 27th May**, unless prior permission has been obtained. **Admittance to the site between 7.00am and 8.45am on Saturday 28th & Sunday 29th May.**

b. The Site Manager or assistant will be available to site stands between 8.00am & 6.00pm **Friday to Sunday**

c. All goods and exhibits must arrive on the event site not later than 9.00pm on Friday 27th May and be removed by **8pm on Sunday 29th May**, failure to comply with these timing may incur financial penalty, unless by prior arrangement. (Traders in the Craft Marquee may set up on Friday, Saturday or Sunday.)

d. Stands must be open for business from 9.00am until 5.00pm or later if deemed appropriate.

6. TENTAGE

Exhibitors booking open space are responsible for providing their own Display Unit which must conform to the Fire Regulations. (See cond. 8).

7. ELECTRICITY & WATER

Anyone requiring electricity **MUST** apply in accordance with the trade stand application form.

NO INDEPENDENT PETROL GENERATORS WILL BE ALLOWED.

Water standpipes are situated around the ground. **NO** individual connections are permitted.

8. FIRE REGULATIONS - GENERAL

a. All Tradestands should provide at least one fire extinguisher manufactured to B.S. 5423 and rated 13A (equivalent to a 9.1 litres water/gas expelled or similar dry powder extinguisher where gas appliances are in use). Any stand using electrical equipment must provide a CO₂ extinguisher, in addition.

b. Where cooking facilities are being used one fire blanket must be provided.

c. Every tent or similar enclosed structure should be provided with exits which are sufficient for the number of. No exit should be less than 1.2m wide. Exits should be in the form of a doorway frame and doors fitted with panic bolts, or be a permanent opening. Exit via tent flaps is not satisfactory.

d. All gas cylinders, empty or full should be kept in the open air well away from any openings, and the gas piped to the appliances using the rigid or armoured flexible piping, secured with proper hose clips. The cylinders should be protected from public misuse and turned off when not in use. **ONLY TWO GAS CYLINDERS MAY BE KEPT ON THE STAND AT ANY TIME.**

FIRE REGULATIONS FOR LARGER STANDS

All materials of tented structures, including linings, should either be inherently non-flammable or should comply with the performance requirements of British Standard 5867: Part 2:1980 when tested in accordance with Test 2 of British Standard 5438: 1976 or should comply with British Standard 3119/3120. Rigid linings to tents and stands should provide a standard surface spread of flame not less than Class 1 as defined by British Standard 476.

The required exits should be evenly distributed around the structure so that genuine alternative routes are available from all parts. The exits should discharge direct to open air, so that people can disperse quickly and safely. In the case of structures greater than 100 sq. m in area, there should be a minimum of four such exits, each clearly indicated by appropriate EXIT signs. For smaller units, 2 exits, one at either end, should suffice. **EXIT VIA TENT FLAPS IS NOT CONSIDERED SATISFACTORY.**

9. GENERAL CONDITIONS

a. No Trade Stand will be permitted to sell any food or drink to the Public without permission from the Organisers.

b. **No exhibitor will be allowed to place his exhibits, of any description, so that any part thereof projects beyond the limits of space allotted to him, nor in such a manner as to obscure unduly the exhibits of an adjacent stand.** Kites and loud speakers are prohibited, musical instruments etc. may NOT be played without the consent of the Site Manager.

c. All Exhibitors must confine their displays, recruitment, sales and/or fund raising to their Stand. No Exhibitor may solicit business in the public walkways and concourses, nor on any other part of the Showground. This regulation applies equally to charities and commercial exhibitors.

d. Exhibitors are responsible for the safety (including fire precautions) and security of their Stand. Exhibitors are advised to insure against fire, theft or abandonment, not only as regards their own property, but against third party claims. There will be LIMITED night security.

e. Exhibitors are responsible for removing all rubbish and refuse at the end of the event and leaving the site in the same state as they found it. This includes the filling of post holes, etc.

10. RESPONSIBILITY OF EXHIBITORS

The Organisers will not be responsible in any way for any article or object of any kind exhibited. The exhibitor shall assume full responsibility for these, including liability for all claims arising out of the handling of these exhibits and the conduct of their stand generally. The exhibitor shall indemnify the Organisers against all claims, damage or expenses arising in any way out of the presence of the exhibitor or their exhibits at the Trials. Acceptance of these provisions shall be a condition of entry.

11. DISCLAIMER OF LIABILITY

Save for the death or personal injury caused by the negligence of the Organisers or those for whom they are in law responsible, neither the event organisers, nor any agent, employee or representative of the event accepts any liability for any accident, loss, damage, injury or illness to any traders, exhibitors, spectators, visitors, land, exhibits, employees or any other persons or property, whether caused by their negligence, breach of contract or in any other way whatsoever.

Additionally, the Organisers reserve the right to refuse admission to the event to any person, or to withdraw permission to trade at this event at any time.

The Organisers shall not be liable in respect of any loss or damage whatsoever arising from the abandonment, cancellation or postponement of the event or any such similar eventuality.

RISK ASSESSMENT

Are any of the following hazards present	Yes/ No/ N/a	What level of risk does the hazard create High Medium Low	Who might be harmed and how	What controls are in place to reduce the risk to low	What further action is required
Example Moving parts on machinery on stand		Medium	General public viewing machines on stand	The moving parts are restricted on general display	No further action is required
FIRE					
LPG					
Setting up, use of and taking down equipment					
Cleaning up of area of tradestand					
Manual handling					
Electrical Equipment					

Generators					
COSHH– Any substances that may harm or have ill health effects					
Weather					
Any other hazards					

If you find that you have identified a hazard with a high risk then you may need to produce a more detailed risk assessment. A blank specific risk assessment form is attached for your use.

IN ADDITION YOU WILL NEED TO PROVIDE YOUR OWN COVID RISK ASSESMENT

Please name the person who will be responsible for this Risk Assessment at Carrington Rally

.....NAME

.....SIGNATURE