



CHALE SHOW LIMITED 2023 SUMMER SHOW

5th & 6th August, at Chale Recreation Ground, Military Rd., Chale, Isle of Wight. (Nr. PO38 2JF)
Show Manager: Mr A Woodford (Sites, Arena Acts, Health & Safety). Mobile 07976828462
Show Secretary: Mrs K Wyeth Email: (Provided Below) Phone 01983 472300

Dear Sir or Madam

ALL BOOKINGS:

Post: CHALE SHOW, 16 Salisbury Gardens, Dudley Road, Ventnor, Isle of Wight, PO38 1EJ
Email: SECRETARY@THECHALESHOW.CO.UK

Welcome to the 95th Chale Summer Show. Please complete the enclosed booking forms and ensure all sections are completed accurately and signed. We are still offering an 'Early Booking' discounted price for bookings prior to 31st May 2023.

Check that you have paid the correct Postage for weight/size of envelope that you use to return documents.
Incomplete postage, documents or inaccurate cheque payments are subject to an Admin fee of £5.

Bookings will be taken strictly on a **date received basis**. We will try to comply with special requests **but no site requests can be guaranteed**. All sites are determined and allocated by the Show Managers but site details and location will not be given prior to your arrival at the event.

Please ensure you accurately read and complete the Health & Safety sections. We are unable to process forms or confirm bookings without completion of this. In the event that your 'PLI' insurance expires before the show, please inform us of this and ensure you forward this when you have it. You may not be permitted to set up on site without evidence of required documents.

2023 Marquees (Indoor sites, please read): It may be decided to separate our usual larger marquees into multiple smaller tents as we have done once before. We will still have the same amount of sites available indoors, but these will be split across more marquees. These will be much easier to protect in adverse weather conditions and will allow our event the best chance of survival. We hope that this set up will benefit the traders if we feel we need to do this closer to the event.

GENERATOR USERS (Outside sites only)

We do not supply power. Please indicate on the Booking Form if you will be bringing a generator (**diesel only**) and you must complete a current Risk Assessment for this.

Site fees can be paid through BACS (54-41-31 / 49552414) - Please ref. business/booking name
Full cheque payment payable to CHALE SHOW LIMITED. Post-dated cheques are not accepted. Bookings are only confirmed once full payment has been received.

2023 SITE PRICING

Rates for the **two days** are as follows:

2023 (new rates)	Charge if paid before 31 st May '23	Charge from 1 st June '23
CHARITY: outside site	£50	£60
INDOOR CHARITY:	£60	£80
OUTDOOR TRADE	£120	£150
INDOOR MARKET	£100	£120
FOOD PAVILION MARQUEE	£100	£120
CRAFT MARQUEE	£100	£120
ANTIQUES	£100	£120

LARGE MULTIPLE SITES: PRICE ON APPLICATION via Email (secretary@thechaleshow.co.uk) or call 01983 472300. **Outside Sites** can only be booked in multiples of whole or half sites, minimum 1 whole site. We cannot accept bookings for 1 day.

We look forward to receiving your booking, but please read the Terms and Conditions.

Yours faithfully,
Andrew Woodford Show Manager Chale Show Limited.

*Chale Show Limited is a Private Limited Company, Number 6624462. It was formed to run The Chale Show for and on behalf of the Chale Horticultural Society, a registered charity, number 1129215.



**GENERAL BOOKING FORM (CHALE SHOW LIMITED)
2023 SHOW, 5th- 6th August**

PLEASE COMPLETE IN BLOCK CAPITALS, THEN SIGN AND DATE THIS FORM.

Your Name(s) _____

Business/Trader Name _____

Address _____

Postcode _____ **Email** _____

Tel. Number _____ **Mobile** _____

INDOOR MARQUEE SPACES (no generators permitted)

Please circle one of the following options:

CRAFT ANTIQUES INDOOR MARKET FOOD PAVILION INDOOR CHARITY

Please complete:

Type of Goods Sold (or service provided) _____

I wish to book _____ (*indicate amount*) spaces at £ _____ - **TOTAL COST:**

Charity Number (if applicable): _____

TABLES (indoor only, one per site):

Tables can be provided at a small cost (£12 for a 10' table or £8 for 6')

I wish to order _____ (*Indicate amount and size*) at £ _____ each. **TOTAL COST:**

OUTDOOR SITES

Please circle one of the following options: **TRADE** **CHARITY (outdoor)**

Please complete:

Type of Goods Sold (or service provided) _____

(A single site is an area of 15ft (4.5 metres) frontage by 30ft (9 metres) depth. We provide spaces in multiples of whole or half widths, with a minimum of one whole site.)

I wish to book _____ (*indicate amount*) space at £ _____ - **TOTAL COST:**

Charity Number (if applicable): _____

Please state if you are using a generator: **YES / NO**

(Diesel only allowed. If using a generator, you must include a full fire/safety risk assessment, dated and signed)

ADDITIONAL WRISTBANDS

(2 Wristbands **per booking** are issued for the show weekend for individuals working on their behalf. Charities, however, are permitted 6 **per booking**. Should you wish to order any additional wristbands, they are available to you for £7 each.)

I would like to purchase _____ (indicate amount) additional wristbands at £7 each. **TOTAL COST:**

ADVERTISING ORDER FORM (1st come, 1st served)

Show Programme Adverts (tick to order)

- Full Page - £125
 Half Page - £75
 Quarter Page - £40

Over 5000 programmes are produced and available on the show field. Back Page is by enquiry only.

Banner sites (tick to order)

Available at £50 per banner, placed in the Main Arena. Limited to one per business. Please check availability before payment.

- I would like to book 1 x Banner space in the Arena

Other Advertising Opportunities

I am interested in having a Chale Show IW Observer Advert

YES NO

By registering interest and ticking 'YES' to the above, you are agreeing for us to pass on your details

To view our privacy policy, please visit www.thechaleshow.co.uk

ALL APPLICANTS, PLEASE COMPLETE THIS SECTION

Postal Forms to be addressed to:

Mrs K Wyeth, Show Secretary, 16 Salisbury Gardens, Dudley Road, Ventnor, Isle of Wight, PO38 1EJ

I have enclosed £_____ **TOTAL.**

This includes monies due for site bookings, advertisements or banner sites, table and wristband orders.

I will be paying my fees by (please tick): **BACS** [] **CHEQUE** []

If paying BACS, forms will only be processed once the transaction has taken place. This includes the 'Early Bird' site price. Please note that by signing this form you are agreeing to the terms and conditions enclosed.

SIGNATURE(s) _____ Date _____

OFFICIAL USE ONLY

DATE RECEIVED

PAYMENT CHEQUE DATED INS DOCS INS. EXPIRY R.A

COMMENTS:

CHALE SHOW LIMITED
Chale Summer Show 5th - 6th August 2023

HEALTH & SAFETY FORM

Health & Safety/ Show Manager: Andrew Woodford

Email : secretary@thechaideshow.co.uk

Dear Sir/Madam

As in previous years, Government legislation for event safety requires the production of certain paperwork for inspection and for the Show to conform to legal Safety standards.

All site holders are required to hold a current policy of insurance in respect of Public Liability or Third Party risks, including Product Liability if relevant. Also, Risk Assessment form(s) are required for all sites and must be relevant to your activity.

In the event of your Insurance cover expiring before the Show dates, include your current certificate and post/email a copy of the renewal prior to the event. You cannot trade without us having these documents on file. You will not be permitted to set up your site without relevant health and safety documents.

If you have any problems with these requirements please email secretary@thechaideshow.co.uk
Your documents will be held by me on file and produced for inspection if requested by local authorities.
Please also read the Risk Assessment Guidance Document for more details

Yours faithfully

Andrew Woodford
Health & Safety Manager

Please return the completed cut off slip below with your Booking Form to:

Post to: Chale Show, c/o Show Secretary, 16 Salisbury Gardens, Dudley Road, Ventnor, Isle of Wight, PO38 1EJ

BLOCK CAPITALS

NAME(s).....

BUSINESS name.....

Mobile or Daytime phone number.....

I enclose a copy of my Public Liability Insurance

My Public Liability Insurance cover expires on

I enclose a copy of my current Risk Assessment

I will be using a Diesel Generator YES NO

Signed **Date** :

Risk Assessment templates are available at www.hantsfire.gov.uk or you can email us at the above address for help. A basic Event Risk Assessment form is enclosed. High Risk Sites may be sent an advanced RA Form.

HEALTH AND SAFETY COMMENTS (OFFICE USE ONLY):

CHALE SHOW LIMITED
Chale Summer Show 5th - 6th August 2023

Event Risk Assessment

Company/Persons Name:		Date:	
1. Hazards Identified:			
2. Who Might Be Harmed and How?			
3. Current Control Measures: (you need to make sure you have reduced risks 'so far as reasonably practical')			
4. Further Actions Required:			
5. Action By Who?			
Review Date:			
Signature:		Date:	

**This form must be returned with the H&S Form and updated at your show site if necessary .
You are required to have your H&S documents available for inspection.**