



CHALE SHOW LIMITED 2024 SUMMER SHOW

3rd & 4th August, at Chale Recreation Ground, Military Rd., Chale, Isle of Wight. (Nr. PO38 2JF)
Show Manager: Mr A Woodford (Sites, Arena Acts, Health & Safety).
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 96th 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 2024.

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.

2024 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.

2024 SITE PRICING

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

2024	Charge if paid before 31 st May '24	Charge from 1 st June '24
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)
2024 SHOW, 3rd- 4th 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 £10 each.)

I would like to purchase _____ (indicate amount) additional wristbands at £10 each. **TOTAL COST:**

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

Banner sites (tick to order)

Please check availability before payment.

Available at £50 per banner, placed in the Main Arena. Limited to one per business.

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 3rd - 4th August 2024

HEALTH & SAFETY FORM

Health & Safety/ Show Manager: Andrew Woodford

Email : secretary@thechaleshow.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@thechaleshow.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):

Fire Risk Assessment Traders and Market Stalls



Hampshire & Isle of Wight

FIRE & RESCUE SERVICE

Name of Unit / Stall:

Contact number on site:

Location on site:

Will sleeping be allowed within your concession?

In order to comply with relevant fire safety legislation you MUST complete a Fire Risk Assessment of your stall or unit. The Risk Assessment needs to identify the fire hazards and persons at risk, you must endeavour to remove or reduce these risks and protect people from fire.

Failure to comply with this requirement will result in you being removed from the site. You must be able to answer YES to the following questions.

This signed and completed form must be maintained available for inspection by the Fire & Rescue Service / Event Organiser / Council Officers at all times.

You must undertake a Fire Risk Assessment for your unit, which must be suitable for the circumstances. You do not need to use this form, and may use another method if you wish, however, this form is considered to be suitable for most standard market stalls and units

1.	Are adequate exits provided for the numbers of persons within the unit or stall? <i>(Are your staff and customers able to evacuate easily if the normal exit is blocked due to fire?)</i>	Yes	No	N/A
2.	Where necessary, are there sufficient directional signs indicating the appropriate escape route and do they comply with current regulations?	Yes	No	N/A
3.	Are the exits maintained available, unobstructed, and unlocked at all times the premises are in use.	Yes	No	N/A
4.	If the normal lighting failed would the occupants be able to make a safe exit? <i>(Consider back up lighting)</i>	Yes	No	N/A
5.	Do you have an adequate number of fire extinguishers/fire blankets available in prominent positions and easily available for use?	Yes	No	N/A
6.	Has the fire-fighting equipment been tested within the last 12 months? <i>Note: a certificate of compliance will normally be required</i>	Yes	No	N/A
7.	Have your staff been instructed on how to operate the fire-fighting equipment provided?	Yes	No	N/A
8.	Have your staff been made aware of what to do should an incident occur, how to raise the alarm, evacuate the unit, and the exit locations?	Yes	No	N/A
9.	Have you identified combustible materials that could promote fire spread beyond the point of ignition such as paper/cardboard, bottled LPG etc and reduced the risk of them being involved in an incident?	Yes	No	N/A
10.	Have you identified all ignition sources and ensured that they are kept away from all flammable materials?	Yes	No	N/A
11.	Are the structure, roofing, walls and fittings of your stall or unit flame retardant? <i>Note: certificates of compliance will normally be required</i>	Yes	No	N/A
12.	If any staff sleep in the stall, is there a working smoke detector and a clear exit route at night? <i>Note : Persons should not be allowed to sleep within a high risk area and some Authorities and events do NOT allow any sleeping within units.</i>	Yes	No	N/A
13.	Are you aware that you must not stock or sell certain items, i.e. fireworks, garden flares, household candles, tea lights, etc?	Yes	No	N/A
14.	Do you have sufficient bins for refuse? Is all refuse kept away from your unit?	Yes	No	N/A
15.	Are you aware that petrol generators are not permitted on site?	Yes	No	N/A

If you use LPG				
16.	Do you have an inspection / gas safety certificate for the appliances and pipework (<i>copy to be available for inspection</i>) and are all hose connections made with “crimped” fastenings?	Yes	No	N/A
17.	Are the cylinders kept outside, secured in the upright position and out of the reach of the general public?	Yes	No	N/A
18.	Are appliances fixed securely on a firm non-combustible heat insulating base and surrounded by shields of similar material on three sides?	Yes	No	N/A
19.	Are the cylinders located away from entrances, emergency exits and circulation areas?	Yes	No	N/A
20.	Are the gas cylinders readily accessible to enable easy isolation in case of an emergency?	Yes	No	N/A
21.	Do you ensure that all gas supplies are isolated at the cylinder, as well as the appliance when the apparatus is not in use?	Yes	No	N/A
22.	Do you ensure that only those cylinders in use are kept at your unit/stall? (<i>Spares should be kept to a minimum and in line with any specific conditions for the event</i>)	Yes	No	N/A
23.	Is a member of staff, appropriately trained in the safe use of LPG, present in the unit / stall at all times?	Yes	No	N/A
If the answer to any of the above questions is “NO”, please detail the actions you have taken to remedy the situation. Continue on a separate sheet if necessary.				
Stallholder / Responsible Person:				
Signature		Print Name		Date
Designation:				
Company:				
Please note: this document does not preclude you from possible prosecution or removal from the site by the organisers, should a subsequent inspection reveal unsatisfactory standards.				



CHALE SHOW LIMITED 2024 SUMMER SHOW



TERMS & CONDITIONS SITE BOOKINGS - CHALE SHOW 2024

Dear Sir or Madam, please read and keep this document. Please note that by signing your booking forms, you are agreeing to the terms and conditions below.

1. All site holders, Caterers, Special Sites and Franchises agree to provide Chale Show Limited with all relevant documents, as required, with the Booking Form.
2. Failure to produce the required documents could lead to the Booking becoming invalid and the payment lost.
3. Admission to the 2024 Show could be refused if, in the opinion of Chale Show Ltd, the terms and conditions of the booking have not been met.
4. All site holders must report to the Site Office, or to the Show Manager or his representative, BEFORE taking up position on a site. Early or overnight arrivals must agree their site or pitch at the earliest opportunity with an official. **Property left unattended is entirely at the owner's risk.** It is the responsibility of site holders to **Insure** their own property/stock against loss or damage.
5. All stall and site holders agree to provide the relevant Insurance documents to cover their activity or sales. Valid **Public Liability Insurance cover will be needed by all site holders unless agreed by Chale Show Ltd.**
6. **Once a site has been allocated,** the holder must not swap, change or move onto another site without the express permission of the Show Manager.
7. All site holders must accept that the advice or instructions from the Health & Safety Officer must be complied with and according to the timescale set.
8. All LITTER must be disposed of correctly and placed in the correct bins or containers provided. Bulk waste and cardboard must be kept away from traditional litter bins which are provided for use by the visiting public.
9. Marquee space tables will be 6 or 10 feet and supplied upon request on the Booking Form. **Chairs are not provided.**
10. Refunds can only be negotiated in the unforeseen event of an accident or emergency, as it will not be possible to fill empty sites at short notice. This will be presented to the management for decision.
11. CHALE SHOW LIMITED or its Directors cannot be held responsible for any accident caused by the failure to implement any Health & Safety requirements.
13. There will be **NO** vehicular movement on site between 10:00 - 17:00 on the show weekend.
14. Any temporary demountable structures, or equipment that we deem unsafe, we reserve the right to dismantle and remove.
15. We are a friendly, family show and expect all site holders to behave in a manner which supports the shows ethos and good reputation. Please remember officials/stewards/marshals are all volunteers. Chale Show Ltd fully support them in carrying out their duties and any persons not complying with these conditions will be ordered to leave the site without compensation.
16. The Show Managers decision will be final. Those not adhering to the terms and conditions may be asked to leave the site.
17. In the event that either or both show days are cancelled, or the site deemed not safe to open to the public, no refunds will be made.

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.