



West Chiltington Recreation Ground, Mill Road, West Chiltington, West Sussex, RH20 2PZ

## STALL BOOKING FORM

**Saturday 13<sup>th</sup> July 2024. Show time 12pm - 5pm Set up 9am - 12pm**

	Stall pitch: (Each pitch is 3m x 3m – Larger sizes on request)	Cost per stall	No.	£
A	Non-fundraising including Charities/Community Groups, Display only.	FREE		
B	Charity stall (Fundraising), Home crafters/Hobbyists (non-commercial)	£30		
C	Commercial stall	£50		

PI Insurance	If you do not have your own Public Indemnity insurance, the show can offer it to community/charity organisers at £5/ stall.	£5		
<b>Total Cost</b>				

## STALL ORGANISER'S DETAILS

Organisation/Company	x		
Charity no. (if applies)			
Address	x		
Brief description of exhibits/activities.	x		
Website	x		
Contact details	Organiser	Person running stall (if different)	
Name	x	x	
Telephone/Mobile	x		
Email	x		
Signature or Name if completing on-line	<b>Signed:</b>		<b>Dated:</b> x

Please return booking form by **email to [gleneve1@gmail.com](mailto:gleneve1@gmail.com)** or post to Glen Eve at Mulberry House, Common Hill, West Chiltington. RH20 2NR. 07710 124294

**BACS:** Sort code 40-43-51; Account No 31082299; Account name: West Chiltington Village Show.  
Please use your **Stall Name** as the BACS reference.

**Risk Assessment information is on the next page. Please submit your Assessment with Booking Form**



## RISK ASSESSMENT

**If you have your own risk assessment, please submit it with your Stall Booking Form. If not, you are welcome to use this generic statement, but it is important to identify any other hazards or risks (i.e. sharp or small objects, heat) and actions taken to mitigate these risks**

1	We will only use display tables and other display equipment that are fit for purpose.
2	We will not overload display tables and other equipment
3	If we use a gazebo or other display structure, we will: <ul style="list-style-type: none"> <li>• ensure it is properly tied or weighted down.</li> <li>• position guide ropes to ensure they do not cross walkways or cause a trip hazard.</li> <li>• ensure guide ropes and pegs are visible by putting bright tape around the ropes &amp; pegs.</li> </ul>
4	We will not bring gas cylinders or generators without prior written permission from the Show
5	We will provide a bin for our use and for the use of visitors to our stall and we will remove all rubbish at the end of the day.
6	Any other risks/hazards not covered by the above, should be detailed below together with actions taken to minimise each risk/hazard.

Other Risks	Action taken to minimise risk

I have submitted	Signature or Name if completing on-line	Dated
This risk assessment	x	x
My own risk assessment: copy attached		

**Please read the Stall Information and Conditions on the next page.**



## STALL INFORMATION & CONDITIONS

### THE SHOW

Background

The show started in 1919 as part of the WW1 Peace Celebrations and takes place every July.

Visitors

The show is very popular with all age groups; we have 'Something for Everyone'. The show draws around 2,500 visitors from our village and many surrounding towns and villages.

### ON THE DAY

Show times

The show opens to the public at 12pm. Closes at 5pm.

Set up

The Showground opens to stallholders at 10am, stalls must be set up by 12pm. You are welcome to drive your vehicle to your pitch site to unload. However, in the interest of public safety, you must remove your vehicle to the stallholder's car park by 11.45am.

Parking

All vehicles must be removed and parked at the rear of the field by 11.45am. Detailed instructions will be issued on the day.

Equipment

The show organisers provide a 3m x 3m pitch with a 0.5m space between pitches. **It is the responsibility of the stallholder to provide a marquee/gazebo and all tables, chairs, etc.**

Power

We are unable to provide power sockets. Generators may not be used without prior written consent from the Show Organisers.

Breakdown

To ensure public safety, stalls may be broken down after 5.15pm. All rubbish must be removed.

### ESSENTIAL DOCUMENTS

Risk Assessment

Must be provided with the Stall Booking Form. If this is not possible, please contact us as soon as possible.

Public Indemnity

The insurance certificate, valid for the show date, must be provided no later than Saturday **10th June**.

### SPREAD THE WORD

Advertisement

Adverts may be placed in the Show Programme, please use contact details above

Social media

Our Facebook page [www.facebook.com/westchiltshow](http://www.facebook.com/westchiltshow) is now active, please visit, like and join the conversation.

### DATA PROTECTION

Use of personal data: please refer to the Show privacy statement at [www.westchiltshow.org](http://www.westchiltshow.org) If you no longer wish to receive communications about the show, contact the organiser - details can be found on the Stall Booking Form.