



# The Shire Horse Society's NATIONAL SHIRE HORSE SHOW

8th, 9th & 10th March 2024

To be held indoors at

Bingley Hall, Staffordshire County Showground,  
Weston Road, Stafford. ST18 0BD

Enquiries Tel: 01536 771611

[www.shire-horse.org.uk](http://www.shire-horse.org.uk)

Email: [info@shire-horse.org.uk](mailto:info@shire-horse.org.uk)

## 2024 TRADE STAND APPLICATION FORM

INCORPORATING TRADE STAND PLAN, DATA PROTECTION & RISK ASSESSMENT FORMS

Bookings will be taken and placed on a first come first served basis

**Entries close – 11TH JANUARY 2024**

**Payment must accompany this signed form together  
with Public Liability Insurance Certificate, Risk Assessment & Data Protection  
Forms**

|                                      |   |
|--------------------------------------|---|
| Company Name: .....                  | <b>FOR OFFICE USE ONLY</b><br><br><b>DATE RECEIVED</b><br>.....<br><br>Insurance / Risk Assess.<br>Forms Received<br>.....<br><br>VAT Reg No. 120 9218<br>03 Registered Charity No.<br>210619 |
| Exhibitor Name (if different): ..... |   |
| Address:.....                        |   |
| .....                                |   |
| .....Postcode: .....                 |   |

Contact Name: .....

Telephone: ..... Mobile: .....

Email: ..... Instagram: .....

Website: ..... Twitter: .....

**Description of nature of business and goods or service to be displayed or sold at the Show.**  
NB: This section **must** be completed and forms the basis of acceptance of your application and if agreed by yourself may be published in the show catalogue, website and social media. \*See below.

.....

.....

You may email [info@shire-horse.org.uk](mailto:info@shire-horse.org.uk) with a picture of your stand for promotion on social media

Special request: (no guarantee) .....

Positions will be allocated at the discretion of the Society

**Publish your details in the show catalogue, website & social media? Yes  No**

**Trade Stand Competition – please tick box if you wish to be entered,  applications received after 11<sup>th</sup> January may not be entered.**

**Would you like to advertise in the show catalogue? Yes  No**

**Would you like to sponsor part of the show? Yes  No**

Two pictures of your stand may be sent to [info@shire-horse.org.uk](mailto:info@shire-horse.org.uk) for promotion prior to event.

Have you exhibited at The National Show before? Yes  No

| FOR OFFICE USE ONLY |             |             |                |              |              |
|---------------------|-------------|-------------|----------------|--------------|--------------|
| Date Received       | Deposit Enc | Balance O/S | Inv/Rec Number | Balance Paid | CC/BACS/Cheq |
|                     |             |             |                |              |              |

| <b>Bingley Hall (indoors) – See Map attached</b><br>First Floor Balcony<br>Minimum Charge £165 + VAT (prior to 30/10/2023). Thereafter from £200 + VAT                      | 3m x 3m Metre Space | Rate Per Extra Metre Frontage<br>£60.00 | Total (£) |
|---|---------------------|---|-----------|
| <b><u>Ground Floor: Zones A, B &amp; C</u></b>  |                     |   |           |
| <b>Zones A &amp; B: 3m x 3m space £325 + VAT. Additional metres charged @ £60 + VAT (early booking incentive does not apply).</b>   |                     |   |           |
| ..... metres frontage x 3m depth  | <b>£325.00</b>      | £                                       | £         |
| <b>Zone C: 3m x 3m space £275 + VAT (early booking incentive does not apply).</b>   |                     |   |           |
| ..... metres frontage x 3m depth  | <b>£275.00</b>      | £                                       | £         |
| <b><u>First Floor Gallery (stairs, vehicle ramp &amp; lift)</u></b>   |                     |   |           |
| <b>*EARLY BOOKING INCENTIVE*</b>  |                     |   |           |
| <b>BOOK AND PAY FOR A 3M X 3M SPACE BY 30/10/2023 AND PAY FROM £165 (Zone F) or £200 Zones (D &amp; E) + VAT</b>  |                     |   |           |
| <b>Zones D &amp; E: 3m x 3m space £200 (saving £50) + VAT. Additional metres charged @ £60 plus VAT.</b>  |                     |   |           |
| ..... metres frontage x 3m depth  | <b>£200.00</b>      | £                                       | £         |
| Preferred Zone ..... (D or E)   |                     |   |           |
| <b>Or</b>   |                     |   |           |
| <b>Book after 30/10/2023 and the price is £250 + VAT. Additional metres charged @ £60 plus VAT</b>  |                     |   |           |
| ..... Metres frontage x 3m depth  | <b>£250.00</b>      | £                                       | £         |
| Preferred Zone ..... (D or E)   |                     |   |           |
| <b>Zone F: 3m x 3m space £165 (saving £35) + VAT. Additional metres charged @ £60 + VAT</b>   |                     |   |           |
| ..... Metres frontage x 3m depth  | <b>£165.00</b>      | £                                       | £         |
| <b>Or</b>   |                     |   |           |
| <b>Book after 30/10/2023 and the price is £200 + VAT. Additional metres charged @ £60 plus VAT</b>  |                     |   |           |
| ..... metres frontage x 3m depth  | <b>£200.00</b>      | £                                       | £         |
| Please note a height restriction of approximate 2.75m (9ft) is in place for commercial vehicle access. Please enquire at the venue showground website for specific details. |                     |   |           |

| Each trade stand booked will include x 3 Exhibitor Passes & 1 Trade Stand Vehicle Pass |        |          |           |
|--|--------|----------|-----------|
| Additional Passes Required   | Number | Rate (£) | Total (£) |
| Three-day Exhibitor Pass   |        | £5.00    |           |
| Trade Stand Vehicle Pass   |        | £10.00   |           |
| Electricity Supply<br>13 amp single socket <input type="checkbox"/> £75 plus VAT       |        | £75.00   |           |
| Caravan Pass   |        | £0.00    |           |
| Party Night  |        | £10.00   |           |

**Payment**

Full payment is required with this application. Applications without payment and completed forms will be returned.

Cheque or BACS payable to "Shire Horse Society"  
PayPal payable to accounts@shire-horse.org.uk

Sort Code 20-67-37  
Account Number 33760979  
Reference: Trade Stand Name

Alternatively, for credit / debit card payments please complete section below or call the office 01536 771611

|   |                  |          |
|---|------------------|----------|
| I / We understand that I / We are responsible for the safety for my / our own stand and risks it may pose to other persons within its allocated space or immediate surrounding areas. I / We agree to abide by the rules, regulations and conditions of the Shire Horse Society as set out in the Shire Horse Society Trade Stand Manual and be bound by the Articles of Association. I / we confirm that I / we hold public liability insurance to a minimum liability of £2,000,000 and the certificate is attached. <b>I AGREE THAT I HAVE READ THE TERMS AND CONDITIONS REGULATIONS AND AGREE TO ALL OF THE REGULATIONS.</b> Please tick <input type="checkbox"/> | <b>Sub-Total</b> | <b>£</b> |
|   | VAT 20%          |          |
|   | <b>Total</b>     | <b>£</b> |

Signed: ..... Date: .....

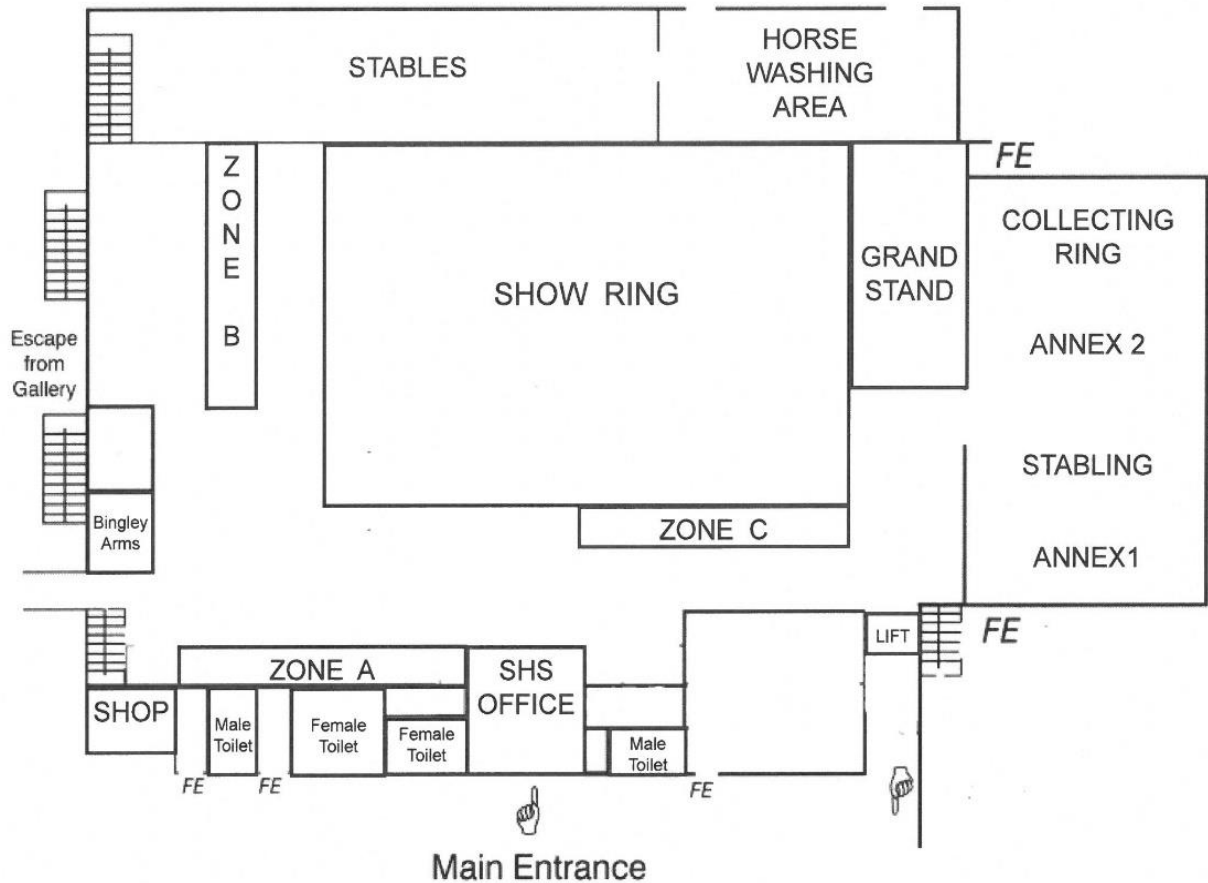
Name: ..... Position: .....

Please return the completed form with public liability insurance certificate, risk assessment, data protection forms and payment to:

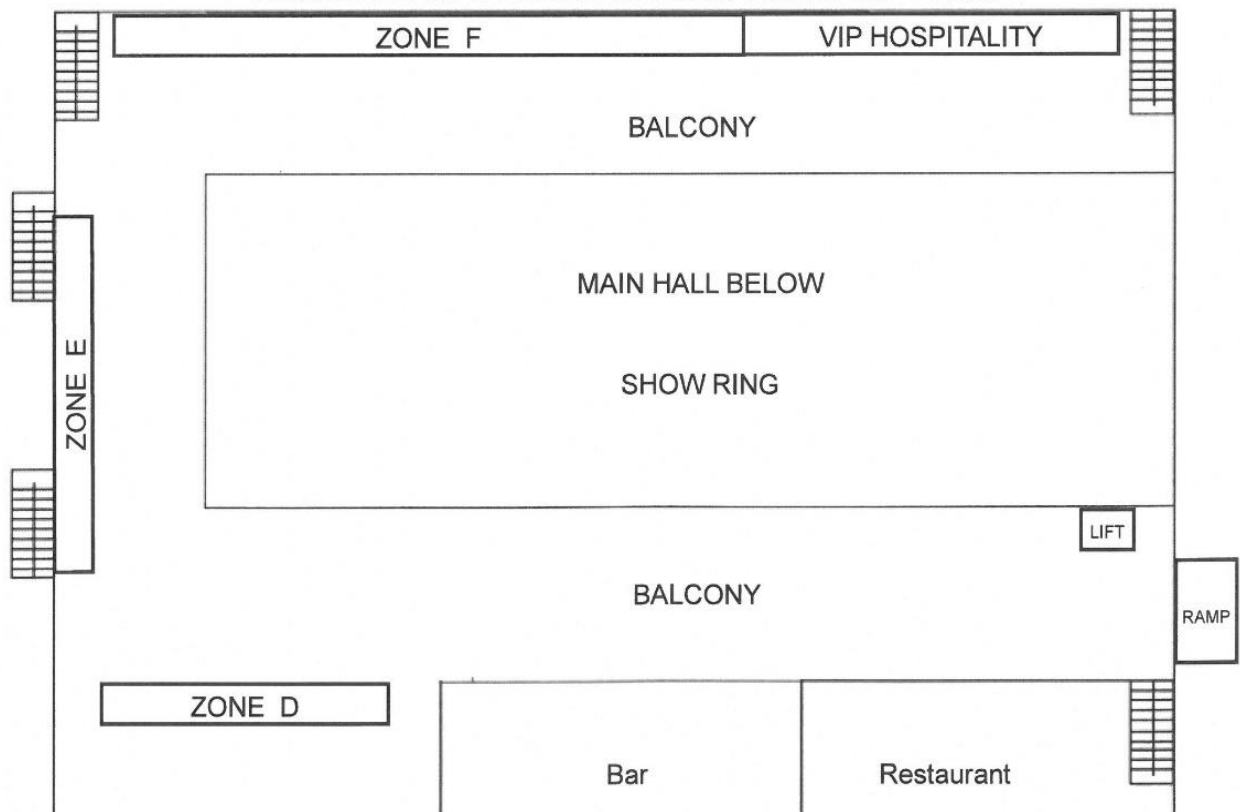
The Shire Horse Society  
The Old Dairy  
Rockingham Castle  
Market Harborough  
Leicestershire  
LE16 8TH

Telephone 01536 771611 Email [info@shire-horse.org.uk](mailto:info@shire-horse.org.uk) Website [www.shire-horse.org.uk](http://www.shire-horse.org.uk)

## NATIONAL SHIRE HORSE SHOW BINGLEY HALL GROUND FLOOR PLAN



## BINGLEY HALL FIRST FLOOR GALLERY PLAN



The above map shows the provisional siting of the Trade Stands but we reserve the right to amend this.  
 There is a ramp to the first floor gallery with a height restriction of 9ft (2.7m) for vehicles.  
 There is a passenger lift on the ground floor.

## The Shire Horse Society Data Protection Policy

The General Data Protection Regulation (GDPR) came into force on 25<sup>th</sup> May 2018. The Shire Horse Society is committed to protecting your data. This brief policy sets out the basis on which any personal data that you provide us, or that we may receive from others about you, will be processed. Data may be held electronically or in paper format and will only be held for a reasonable length of time

The Shire Horse Society recognises its position as both controller and processor of your data with regards to the National Shire Horse Show. The Society will only use your data and share your data when it has a legitimate reason to do so. You may provide data to us when joining the Shire Horse Society, booking a trade stand, or entering a competition held at the National Shire Horse Show. Examples of bodies we may need to share your data with include but are not limited to; caterers who need to be aware of special dietary requirements; Breed Societies to verify entries; external contractors such as marquee and electricity suppliers; and for safety purposes your emergency contact details may be shared with relevant bodies.

The Shire Horse Society recognises that you have rights surrounding your data we hold. Individuals may contact the Society's Data Protection Officer (DPO) and exercise your rights to; be informed about the data we hold; have access to the data we hold; have your data rectified; be forgotten and so forth. Should you make a data request The Society will endeavour to respond within the statutory period.

The Shire Horse Society undertake to keep your data safe and will notify you and the Information Commissioners Office (ICO) should it become aware of any data breach, within the legal time limit of 72 hours. If you are not satisfied at any time with the actions of The Shire Horse Society, you have the right to contact the ICO at [ico.org.uk](http://ico.org.uk) or via their helpline on 0303 123 1113.

Please fill in the consent form below to confirm that you have read the details above and are aware that The Shire Horse Society hold and will use your data in line with the instructions below.

|                                 |  |
|---------------------------------|--|
| NAME                            |  |
| COMPANY NAME<br>(if applicable) |  |
| ADDRESS                         |  |
| TELEPHONE NO.                   |  |
| EMAIL ADDRESS                   |  |

|  |
|--|
| I am aware that the Shire Horse Society may need to legitimately publish my details  |
| I am aware that during the National Shire Horse Show I may be photographed, and images may be used at a later date for promotional purposes.                                       |
| I have read the details above and I acknowledge that I am aware of the Shire Horse Society's Data Protection Policy and will contact The Society's DPO should I have any concerns. |
| Signature ..... Date .....   |
| Please retain a copy of this document for yourself.  |

**Shire Horse Society**  
**National Shire Horse Show 2024**  
**TRADE STAND RISK ASSESSMENT FORM**  
Please complete using **BLOCK CAPITALS**  
This form must accompany the application

Name of Company: .....

Correspondence Address: .....

Telephone No. ....Email .....

Responsible Person: .....

Assessment Date: .....

Signature of Assessor: .....

| HAZARD | HAZARD SEVERITY RATING* | HAZARD PROBABILITY RATING** | PERSONS AT RISK | CONTROLS TO MINIMISE RISK |
|--------|-------------------------|-----------------------------|-----------------|---------------------------|
|        |                         |                             |                 |                           |
|        |                         |                             |                 |                           |
|        |                         |                             |                 |                           |
|        |                         |                             |                 |                           |
|        |                         |                             |                 |                           |
|        |                         |                             |                 |                           |
|        |                         |                             |                 |                           |

\* Hazard Severity Rating 1 – Negligible (remote possibility of harm) 2 - Marginal (slight injury, minor first aid) 3 – Slightly dangerous (some injury, not too serious) 4 – Dangerous (serious injury or damage) 5 – Very dangerous (could cause death or widespread injuries)

\*\* Hazard Probability Rating 1 – Improbable (unlikely to happen) 2 – Remote (may occur at some time) 3 – Possible (likely to occur at some time) 4 – Probably (very likely to occur) 5 – Very probable (very likely to occur soon)

Mechanical Handling Equipment (e.g. forklift/crane etc.) on site? (Please circle) Yes/No

**FIRE ASSESSMENT \* (must be completed)**

| *Liquid Petroleum Gas (LPG) on site? Yes/No - please circle) | Cylinder Size |
|--|---------------|
|  |               |
|  |               |
|  |               |

**INSURANCE It is imperative that all Trade Stand holders have their own insurance. Please fill in the correct boxes in order that you can be assessed for participation at the National Shire Horse Show. We also require a copy of your valid insurance certificate not renewal notice.**

| Name of Insurer & information of Public Liability Status (i.e. what is covered) | Amount that the insurance covers | The Policy Term (i.e. the date from validity to expiry) |
|---|----------------------------------|---|
|   |                                  |   |

\*Please note that it is recommended that all trade stands whether inside or out have a minimum of £2million in cover.