

Bingley Hall (indoors) – See Map attached	Preferred Zone	3m x 3m Metre Space	Extra Metres cost? (Rate Per Extra Metre Frontage £60.00)	Total (£)
<u>Ground Floor: Zones A, B & C</u>				
<p>Zones A & B: 3m x 3m space £325 + VAT.</p> <p>Zone C: 3m x 3m space £275 + VAT Additional metres charged @ £60 + VAT</p> <p>(early booking incentive does not apply).</p> <p>..... metres frontage x 3m depth</p>		<p>£325.00</p> <p>£275.00</p>	<p>£</p> <p>£</p>	<p>£</p> <p>£</p>
<u>First Floor Gallery (stairs, vehicle ramp & lift)</u>				
<p>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</p>				
EARLY BOOKING INCENTIVE				
BOOK AND PAY FOR YOUR STAND SPACE BY 10/12/2024 AND PAY FROM £165 (Zone F) or £200 Zones (D & E) + VAT				
<p>Zones D & E: 3m x 3m space £200 (saving £50) + VAT.</p> <p>Zone F: 3m x 3m space £165 (saving £35) + VAT. Additional metres charged @ £60 + VAT</p> <p>..... metres frontage x 3m depth</p>		<p>£200.00</p> <p>£165.00</p>	<p>£</p> <p>£</p>	<p>£</p> <p>£</p>
OR AFTER 10/12/2025				
<p>Zones D & E: £250 + VAT.</p> <p>Zone F: 3m x 3m £200 + VAT Additional metres charged @ £60 plus VAT</p> <p>..... Metres frontage x 3m depth</p>		<p>£250.00</p> <p>£200.00</p>	<p>£</p> <p>£</p>	<p>£</p> <p>£</p>

NEW FOR 2025 Zone F ONLY				
<p>6ft table frontage (3m depth) £120 + VAT Traders to provide own table</p>		£120.00	N/A	£

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

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 13 amp single socket <input type="checkbox"/> £75 plus VAT		£75.00	
Caravan Pass		£0.00	

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

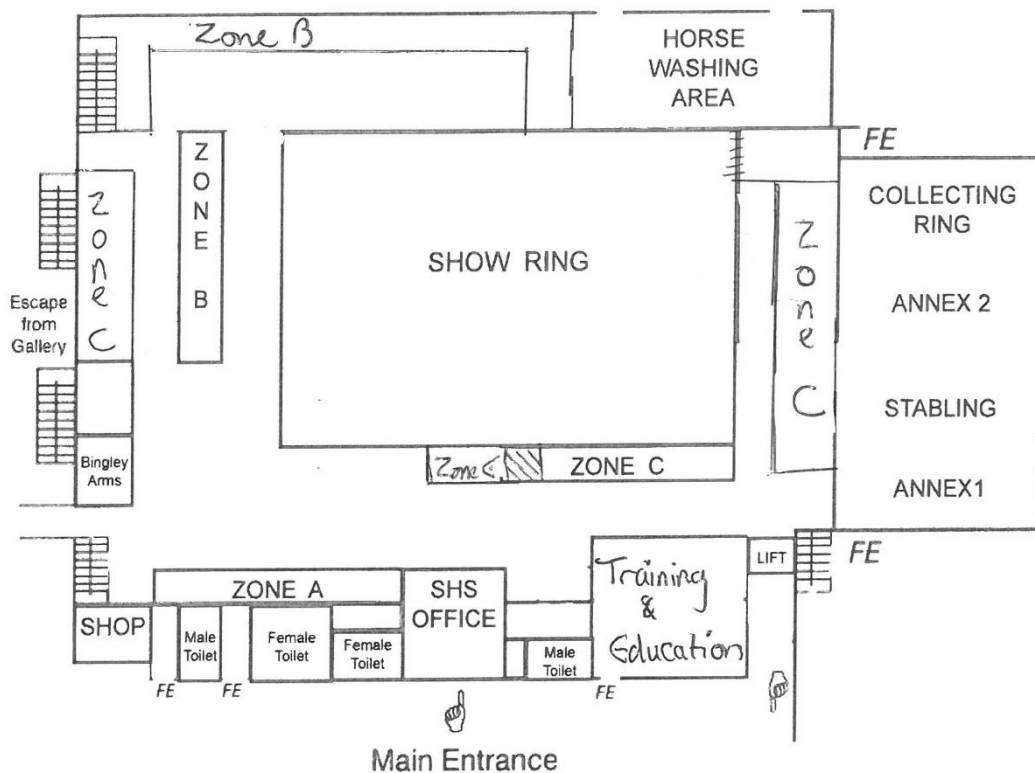
I / We understand that I / We are responsible for the safety for my / our own stand and risks it may pose to other persons within its allocated space or immediate surrounding areas. I / We agree to abide by the rules, regulations and conditions of the Shire Horse Society as set out in the Shire Horse 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 £5,000,000 and the certificate is attached. I AGREE THAT I HAVE READ THE TERMS AND CONDITIONS REGULATIONS AND AGREE TO ALL OF THE REGULATIONS. Please tick <input type="checkbox"/>	Sub-Total	£
	VAT 20%	
	Total	£

Signed: Date:
Name: Position:

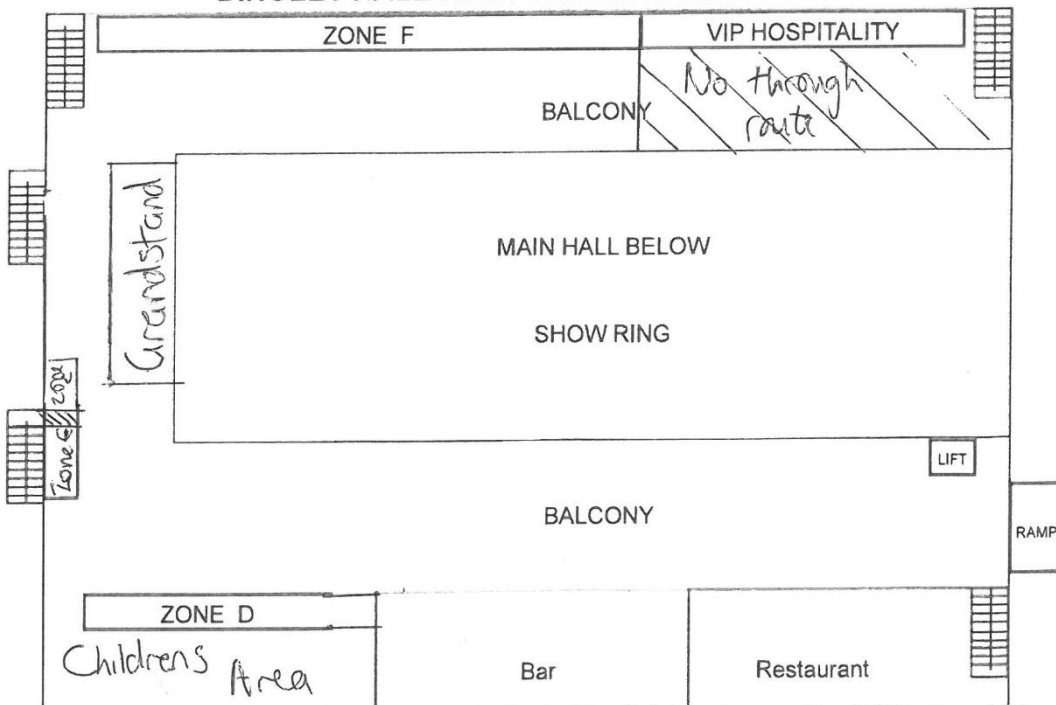
The Shire Horse Society
The Old Dairy
Rockingham Castle
Market Harborough
Leicestershire
LE16 8TH

Telephone 01536 771611 Email info@shire-horse.org.uk Website 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 25th 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 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 (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 2025
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)