

RHS Garden Harlow Carr
Autumn Festival of Trees and Wood Application Form

29 September – 1 October 2017
Opening Times: 10am – 4pm

Please return this form and send it with supporting documents no later than 30 April 2017

Company Details		
Contact Name		
Company/Business Name		
Address		
Contact Details	Telephone:	Mobile:
	Email:	
Website		
Which local authority is your business registered to?		

Product Details	
Product Description -Please list all types of products you wish to sell.	

Stall or Stand Requirements	
Do require a marquee?	Yes / No (NB If providing your own marquee a 10% discount on prices will be applied)
Do require power?	Yes / No
Which day(s) would you require please tick (All prices inc VAT)	<input type="checkbox"/> Friday 29 September £50.40 (£42.00 ex VAT) <input type="checkbox"/> Saturday 30 September £50.40 (£42.00 ex VAT) <input type="checkbox"/> Sunday 1 October £50.40 (£42.00 ex VAT) <input type="checkbox"/> Three days – Friday 29 September – Sunday 1 October £100.80 (£84.00 ex VAT) <p>We would encourage stall holders to attend all 3 days of the event.</p> <p>Please ensure you return your form and payment by cheque by 30 April 2017.</p> <ul style="list-style-type: none"> • Exhibitors will be informed in early May 2017 as to whether their application has been successful. Any exhibitors who have paid by cheque and who are not successful will have their cheque returned. • The cheque can be post-dated for 01.05.17 • Final details of set-up will be emailed to you by Friday 1 September 2017. • Cheques must be payable to: The Royal Horticultural Society • Please return your form and cheque to: The Events Team, The Royal Horticultural Society, RHS Garden Harlow Carr, Crag Lane, Harrogate, HG3 1QB <p>Should you have any enquiries, please email harlowcarrevents@rhs.org.uk</p>

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<p>If you require power outside do you have your own generator? If yes, please give details (e.g. type, size)</p>	<p>Yes/No</p>
<p>If you are unable to provide your own source of power outside we must accurately assess your power requirements to be able to offer mains power on site.</p>	<p>Please list your individual equipment items that you require power for and indicate their ratings in kilowatts:</p>
<p>Will your stall/stand be removed each day or will it stay in situ over night? <i>(NB: We can provide a locked building in close proximity to your stall for storage of goods overnight if required).</i></p>	<p>Please give details:</p>
<p>Does your stand/stall have any special requirements? <i>(E.g. not suitable for grassed area?)</i></p>	<p>Please give details:</p>

Along with the above completed application form please enclose the following:

- Copy of your Public and Product Liability Insurance
- Copy of electrical test certificate(s) and gas certification (if applicable)
- Copy of your risk assessment for your stall set up / individual activity
- Payment cheque (made payable to **The Royal Horticultural Society**)

Declaration

I / we accept the terms as set out in the trader information sheet and terms and conditions for the event:

Signed

Date

Print Name

Position

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Trade Stall Term and Conditions

Applications and Payment

- The organiser will consider all applications, however they reserve the right to refuse any application without providing a reason.
- Payment will be requested for a stall during the application process. Traders who do not provide post-dated payment with their application will not be considered.
- Location of pitches will be determined by the RHS events department. Suitable locations will be determined based on stall details as outlined in the application form. Traders will be given details of their proposed pitch to ensure suitability prior to the event.

Working Practices

- No trader may sublet any part of their stall or pitch.
- Traders must only sell what is stated on their application forms.
- Any traders found selling illegal, counterfeit or inappropriate goods will be removed from site and relevant authorities informed.
- Traders shall not hold the RHS responsible for any loss, damage, theft or destruction of any stall, goods, property of equipment. Traders are responsible for safeguarding their property whilst on site.
- Traders must regularly clear all rubbish and debris from the vicinity of their stalls. Public waste bins will be provided around the area.
- All rubbish and recycling from the traders stall must be taken with them at the end of the event. Failure of a trader to leave their pitch in the same state in which they found it will result in the trader not being invited to future events.
- Vehicle access on site is very limited. Traders will park off site and will be assisted on site with their stock by RHS staff. Traders who use their vehicle to trade will only be permitted once pre-agreed with the RHS events department. Traders must follow all vehicle access procedures whilst on site and provide the RHS with details on the size of vehicles and any access requirements prior to the event.
- Exhibitors are to display their name and address in a size and style that can be seen by the public. The price of goods being sold is to be clearly displayed at all times.

Health and Safety

- Traders will abide by RHS policies at all times when on site and follow any directions given by a member of RHS staff.
- RHS Harlow Carr will produce a general risk assessment for your activity. The precautions identified by the risk assessment must be fully implemented. Traders must also supply their own risk assessment specific to their set up and stall.
- If your stall requires any powered appliances, you must supply the relevant safety certificates. You must also provide your own fire extinguishers.
- Traders selling food must provide food hygiene and safety certificates in advance of the event.
- Traders using gas cylinders are expected to provide suitable storage facilities.
- Traders are not permitted to smoke onsite. You must observe the no-smoking rules that are in place.
- Once onsite, you will be asked to go through a Record of Safety Information (Form D.9) with the Events Department or an RHS representative. This must be adhered to.
- You must familiarise yourselves with the layout of the garden, including the location of your nearest available fire exit route, assembly point location, fire extinguishers, and first aid arrangements.
- Throughout your visit to Harlow Carr you must comply with the Health & Safety at Work Act and all other relevant statutory requirements to ensure your own safety and that of any other person affected by your business undertaking there.
- You must not carry out manual handling activities beyond your capability. If a heavy or awkward items need to be moved you should ask for assistance and use any handling equipment available.
- If you have concerns regarding safety of equipment, materials or buildings this should be brought to the attention of the RHS immediately. You must not use any equipment which you believe may not be safe.
- All accidents **must** be reported to the RHS as soon as possible. Arrangements must be made to complete an Accident Report form on the electronic accident reporting system on the RHS Intranet
- Any other health & safety matters or concerns that arise during the event must be brought to the attention of RHS staff immediately
- Exhibitors are responsible for the insurance of their own property and must have current Public Liability Insurance to the value of £5million or more at the time of the event.
- All exhibitors must submit photocopies of their insurance cover with this application and have originals with them for inspection at the time of the event.

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Cancellation Procedure

- The RHS reserves the right to cancel the event for any reason but not without reasonable cause. The decision will be made by the RHS Events Department no less than 14 days in advance of the event. In this instance pre-paid stall fees will be returned in full. In the instance that the event is cancelled **on the day**, due to inclement weather and the garden being closed the fees will be returned.
- In the event the trader has to cancel their pitch, no refunds will be given for the pre-paid stall fee. Prior notice should be given as soon as reasonably possible in advance of the event. RHS events department shall reserve the right to re let such spaces at the event.