

HENLEY & DISTRICT AGRICULTURAL ASSOCIATION

The Henley Show
Greenlands Farm
Dairy Lane
Hambleden



THE HENLEY SHOW 2012
CRAFT MARQUEE
Saturday 8th September

Henley Show site is almost equi-distant between Marlow and Henley on Thames; it attracts a large attendance from the surrounding prosperous communities and countryside. The Show includes well-known horse jumping stars, a wide range of animal classes and a great variety of entertainment and trade stands. Exhibitors in the Craft Marquee must design/make the goods they sell.

LOCATION: Greenlands Farm, Dairy Lane, Hambleden, Nr Henley-on-Thames, Oxon RG9 3AS. (on the A4155 Henley – Marlow road and approximately three miles from Henley). There will be AA Signposts to direct the public to the venue.

RATES:

6ft Frontage	£50.00	Furniture:	Tables 4ft	£10.00 each
8ft Frontage	£60.00		Tables 6ft	£15.00 each
10ft Frontage	£70.00			
12ft Frontage	£80.00	Electricity:	13 amp socket	£25.00

(All stands are approximately 6ft deep with 1ft between. Tables are 2ft 6ins deep)

We have not increased our prices for at least the past five years and therefore have done so in order to bring us in line with other shows.

Our costs still compare very favorably in the events market.

Two free showground entry passes will be supplied to each exhibitor. Additional passes may be obtained at £10.00 per adult and £5.00 for over 5s and Seniors. As a charity the Show is zero rated for VAT. A receipt/booking confirmation will **only be sent** if a self-stamped envelope is received. Cancellations will be accepted up to 1 month prior to the Show but will incur an administration charge, after this date no refunds will be given.

GENERAL: Exhibitors who are willing to demonstrate their craft may be able to have extra free space allocated – space permitting. Please indicate possible space required when returning your application form.

SHOWGROUND ENTRY: **With the appropriate car badge displayed** you can enter the site from 8.00 a.m. on the morning of the Show. Vehicles may be driven up to the Craft Marquee for **UNLOADING only but must be moved to the nearby free parking area directly after unloading – no later than 10.00 a.m.**

SERVICES: There is no water or free mains electricity supply in the Marquee. Fire regulations ban the use of individual small generators. Connection to a 13 amp power supply can be provided at a charge of £25.00. **Please bring your own extension lead. Remember all your electrical equipment and leads must be PAT tested and clearly marked with test date and testers signature.**

SAFETY/INSURANCE: **Please download the Show's Health and Safety document from www.thehenleyshow.com** Please read this document and comply with the safety requirements set out, and with **any safety request** from **Event Safety** or Stewards. **A short version of the H&S document will be supplied with the Show passes.**

Exhibitors must send in a copy of their current Public Liability Insurance certificate with the attached form.

The Organisers can take no responsibility for security of goods on site; this is the responsibility of each exhibitor.

APPLICATIONS: Please return your completed application form with your entry cheque or P.O. - payable to: H & D A A - to Ms Sue Yarwood at the address shown above.

Spaces are allocated on a first come basis, early application is recommended. The booking form contains a signed affirmation that your products are either made or designed by you, entries cannot be accepted without this signature.

Entry passes are sent in mid August, please contact me if these are not received

PATRONS: LORD ALVINGHAM AND LADY ALVINGHAM

HENLEY & DISTRICT AGRICULTURAL ASSOCIATION

Ms Susan Yarwood
Bockmer Farmhouse
Medmenham
Marlow, Bucks, SL7 2HL
Tele: 01491 574909



HENLEY SHOW CRAFT MARQUEE- **SATURDAY 8th September 2012** **APPLICATION FORM**

I wish to apply to exhibit in Henley Show Craft Marquee and will require:

(Tick box next to frontage size required and ensure you have indicated number of tables needed, before filling in total amount)

	TOTAL
6ft Frontage £50.00 <input type="checkbox"/>	_____
8ft Frontage £60.00 <input type="checkbox"/>	_____
10ft Frontage £70.00 <input type="checkbox"/>	_____
12ft Frontage £80.00 <input type="checkbox"/>	_____
Tables 4ft @ £10.00 per table/ 6ft @ £15.00. per table	Size: _____
Additional passes @ £10.00 - Adult	No: _____
Additional passes @ £5.00 - 5 to 15 yrs & Seniors	No: _____
13 amp socket @ £25.00	No: _____
I ENCLOSE MY CHEQUE MADE PAYABLE TO: "<u>H & D A A</u>" FOR TOTAL	£ _____

Show passes will be sent in August

If you require a Receipt please enclose a self-stamped addressed envelope with your application.

Nature of Exhibit _____

Name _____

Address _____

_____ Post code: _____ Tel No: _____

Please note: It is the stallholder's responsibility to make sure all litter is cleared from their pitch before leaving the tent and placed in the skip provided at the rear of the tent

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I confirm that I have a valid 3rd Party Insurance policy covering my exhibit in the Craft Marquee

I confirm that my exhibit has been made or designed by me, or a person known to me

I have my own health and safety policy and risk assessments, which cover my activities

Signed: _____ Date: _____

Please tick this box if you wish to see a copy of the Show's Safety Policy Statement and remember to enclose a large self-stamped addressed envelope with your application

PATRONS: LORD ALVINGHAM AND LADY ALVINGHAM