

# HENLEY & DISTRICT AGRICULTURAL ASSOCIATION

Craft Marquee Coordinator  
Cornflower  
Perks Lane  
Prestwood  
Gt Missenden  
BUCKS. HP16 0JQ  
07542401020



## **THE HENLEY SHOW 2017** **CRAFT MARQUEE** **Saturday 9<sup>th</sup> September**

The format of the Craft Marquee this year will be changing, and exhibitors in the Craft Marquee must design/make the goods they sell - priority and additional free space will be given to exhibitors who can demonstrate their craft.

**LOCATION:** Henley Showground, 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:**

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

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

One free showground entry pass 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.

**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 leads. 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 and Trade Stand Terms & Conditions documents from [www.thehenleyshow.co.uk](http://www.thehenleyshow.co.uk). Please read these documents and comply with the requirements set out, and with any safety request from the Event Safety or Stewards.

Exhibitors must send in a copy of their current **Public Liability Insurance certificate** with the attached form. The Organisers 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 payable to: H & D A A 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: The Hon Sir William McAlpine Bt & The Hon Lady McAlpine**

Reg. Charity No. 1024609

Henley & District Agricultural Association Ltd. A company limited by guarantee. Registered in England No. 2837831

Registered Office: 50 New Street, Henley-on-Thames, Oxon, RG9 2BX

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Tel: 07542401020

## **HENLEY SHOW CRAFT MARQUEE** **SATURDAY 9<sup>th</sup> September 2017** **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)

	<b>TOTAL</b>
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: _____
<b>I ENCLOSE MY CHEQUE MADE PAYABLE TO: "H &amp; D A A" FOR TOTAL</b>	<b>£ _____</b>

### **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: \_\_\_\_\_

Email Address \_\_\_\_\_

**Email addresses must be supplied as all applications will be done online moving forward.**

**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 have attached a valid 3<sup>rd</sup> Party Insurance policy covering my exhibit in the Craft Marquee

I confirm that my exhibit has been made or designed by me.

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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