



# **KNOWSLEY FLOWER SHOW**

## ***TRADE STANDS Application Form***

**SUNDAY 6<sup>th</sup> AUGUST 2017**  
**Court Hey Park**  
**Roby Road**  
**Huyton**

**For further Information contact:**

Carla Simkin, Public Health and Wellbeing, Prescot Registrars, High Street,  
Merseyside, L34 3LA

**Email: [carla.simkin@knowsley.gov.uk](mailto:carla.simkin@knowsley.gov.uk)**

**Telephone: 0151 443 5353**

### **Please read these carefully**

Applications for space must be made on the attached form and full details must be given of the stand and the exhibits that will be displayed and sold. **No goods other than those stated** on the application form may be displayed or sold without prior approval by the Flower Show Committee. Space is limited and exhibitors are advised to make early application.

Receipt of an application form does not guarantee allocation of a site.

**CANCELLATION OF BOOKING.** The payment of refunds in respect of the cancellation of sites will be at the discretion of the Flower Show Manager. No refunds will be given in respect of cancellations received less than 30 days prior to the date of the Show.

Exhibitors must restrict their activities or demonstrations (oral or otherwise) to the confines of their own stand, and such demonstrations must be quiet and unobtrusive in order that neighboring exhibitors are not disturbed or inconvenienced. The free passage of the public must not be impeded.

It is the responsibility of Exhibitors to ensure that their stands and all parts of their display comply with the Health and Safety at Work etc. Act 1974 and any rules or regulations made under it or otherwise relating to the safety of employees and all other people. **TO THIS END, KNOWSEY MBC REQUIRES EXHIBITORS TO BE INSURED IN RESPECT OF PUBLIC LIABILITY FOR A SUM OF AT LEAST £5 MILLION, AND THEIR APPLICATION MUST BE ACCOMPANIED BY A COPY OF THEIR UP TO DATE INSURANCE CERTIFICATE AS EVIDENCE THEREOF. FAILURE TO PROVIDE THIS PROOF WILL LEAD TO THE APPLICATION BEING REJECTED.**

**FIRE PRECAUTIONS.** Any Exhibitor having, in the opinion of the Event Health and Safety Officer, any equipment likely to be a Fire Hazard must keep a Fire Blanket and Fire Extinguisher (in working order) available for inspection by the Health and Safety Officer on demand. The Show Health and Safety Officer reserves the right to order an Exhibitor to cease trading and/or exclude him from the Show in the event of non-compliance with this regulation.

**STAFFING AND MAINTENANCE OF EXHIBITS.** During the Show the stands must be open for selling on from 11.00 a.m. to 5.00 p.m. In their own interests exhibitors should arrange for their stands to be staffed throughout the whole of the hours that the Show is open.

**SECURITY/LOSS AND DAMAGE.** Whilst security is provided on the showground, it is at a limited level and the Society accepts no responsibility for security of the stands, equipment, stock, cash or any other property of exhibitors who are urged to arrange their own insurance cover. The Society accepts no liability for loss or damage of any kind and howsoever arising suffered by exhibitors.

## 2017 Knowsley Flower Show Trade Stand Application Form

<b>Exhibiting Company</b>	
<b>Contact Name[s]</b>	
<b>Contact Address</b>	
<b>Postcode</b>	
<b>Telephone No</b>	
<b>Mobile Number</b>	
<b>Email Address</b>	
<b>Website</b>	
<b>Description of exhibits or services</b>	
<b>Car parking space required</b>	<b>Yes or No (please circle)</b>  <b>There is a limit of one car per stallholder.</b>

Trade Stand Space Requested	Surface	Cost	Please Tick
<b>Various options of trade space available for example:</b> <b>3x3m £150 various areas on site (own gazebo)</b> <b>6x6m £300 again various areas on site (own gazebo)</b> <b>PLEASE CALL CARLA SIMKIN 0151 443 5353 for queries</b>	<b>Grass and hard surface</b>		

**COPY OF INSURANCE CERTIFICATE ENCLOSED, MINIMUM PUBLIC LIABILITY LEVEL OF £5 million, MUST BE ENCLOSED FOR APPLICATION TO BE CONSIDERED**

[please tick][ ]

**Signature .....** **Name.....** **Date.....**

**PLEASE MAKE CHEQUES PAYABLE TO: KMBC**

**Return your completed form along with your cheque to:**

Carla Simkin, Culture Development & Events Officer,  
Prescot Registrars, High Street, Prescot, Knowsley, Merseyside L34 3LD

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<b>OFFICIAL USE ONLY</b>			
<b>Receipt No.</b>	<b>PO Number</b>	<b>Location</b>	<b>Car Park pass issued</b>
<b>Marquee Plan</b>	<b>Finance</b>	<b>On database</b>	<b>Copy of Insurance</b>