



### **Sandringham Flower Show – 25th July 2018 – Charity Stand Space**

The next Sandringham Flower Show will be held on Wednesday 25th July 2018.

The Committee give up to 25 registered charities the opportunity to raise money by offering stands at a reduced rate. Applications always exceed the number of spaces available and the Committee will decide which charities will be accepted at the 2018 Show.

If you wish to apply for stand space for a charity on the showground, please complete the application form on page 3, including your charity number, and return this to me by 31st January 2018. You will then be advised whether your application has been accepted and asked to confirm the booking with full payment in advance – **PLEASE DO NOT SEND MONEY NOW.**

The charge for charity stand space on the showground will be as follows: £45 for a 3m stand, 6m, 9m and 12m priced at £90, £135 and £180 respectively, including printing your charity's details in the official Show Programme. Most plots are 10m deep, but there will be a very few stands which will be 5m deep; **if a depth of more than 5m is vital for you, please indicate this on the application form.** The size you book will be the total area allocated to you and must include the space necessary for any vehicles forming part of your stand and any awnings or canopies.

Please note the following conditions for all traders and exhibitors at the Flower Show:

1. The only trade stands acceptable at this show are gazebos, small marquees, awnings, catering vehicles and trade stands clad in canvas or other suitable material. Market stalls covered in polythene sheeting are not acceptable. There are also height restrictions in some areas, so please let me know if you intend to bring a tent, gazebo or marquee that is more than 8ft in height.
2. **All packaging, wrapping, cardboard boxes, polystyrene etc brought by you to the Show must be removed from the Show by you.** We provide bins for members of the public and skips for caterers, but we cannot afford to make provision in addition for traders' and exhibitors' packaging materials. Traders and exhibitors abused bins and skips last year; anybody doing so this year will not be invited to return.
3. The Committee cannot be held responsible for any damage or loss, actual or consequential, to any stand, exhibit or goods on the Showground and accept no responsibility for the security of stands set up the day before the Show. Other terms and conditions are shown on page 2 of this letter.

I look forward to hearing from you.

Yours sincerely

Lesley Harrison  
Trade Stands Co-ordinator

## **1. Disclaimer of liability**

The Trust reserves to its Committee the sole right of decision to cancel, abandon or curtail the Show. Where such decision arises from directive, happenings or circumstances outside the control of the Trust, it shall not create liability to claim for loss or damages, nor for the refund of any fees or charges paid. The Trust, its officers or employees will not be responsible for or accountable to any person whatsoever for any damage or loss to the property of any person whatsoever or for any accident or injury fatal or otherwise or for any disease, damage or loss that may occur to any person excepting only death or personal injury arising directly from the negligence of the Trust, its officers or employees, whilst upon Sandringham Park or car parks or whilst entering or leaving the same. Excepting only the case of death or personal injury arising directly from the negligence of the Trust, its officers or employees, the said Trust, its officers or employees will not be responsible under any circumstances whatsoever for any accident, loss or damage that may occur to or be caused by any animal, article or vehicle exhibited or brought onto Sandringham Park or car parks. Save as aforesaid, each exhibitor or competitor shall be held solely responsible for any accident, loss, injury or damage that may occur to or be caused by any animal, article or property exhibited or brought onto Sandringham Park or car parks by the exhibitor or competitor and that exhibitor or competitor shall indemnify the Trust against any damages or claims whatsoever and any legal proceedings arising. Exhibitors shall be held liable for the behaviour and for any misconduct or negligence of their employees, or contractors. The Trust shall not be liable for any loss or damage arising from any error in the appointment of space or for any encroachment by an exhibitor on the space apportioned to another.

## **2. Insurance**

The Trust insists that all exhibitors have in place their own appropriate insurance to cover all risks and liabilities.

## **3. Risk assessments**

Exhibitors at the show are responsible for their own stand and for ensuring that the risk of injury to anyone on the showground is minimised, and they are therefore required to carry out their own Risk Assessments. Exhibitors are advised to keep a written copy of their Risk Assessment, but are not required to send a copy to the Trust.

## **4. Booking forms**

All entries must be submitted on the booking form, which must be signed by the exhibitor or their representative, such signature being acceptance of the Terms and Conditions of the Trust. The right is reserved, by the Trust, to decline or cancel any application or booking and to restrict the number of trade stands notwithstanding acceptance of any payment and without being requested to state any reason for doing so. The allotment of space will be left to the Trust, although exhibitors' preferences will be met as far as possible. Upon receipt of the trade stand booking form by the Trust the exhibitor has entered a contract to take trade stand space. The exhibitor is obliged to pay all outstanding monies by the due date. An exhibitor shall not sub-let or share part of the space allotted to them.

## **5. Cancellation**

Any exhibitor wishing to cancel the contract should give the earliest possible written notice. No trade stand fees, outstanding or paid, can be returned without authority from the Show Committee. Each case will be assessed individually, but the Trust reserves the right not to refund stand fees if the cancellation occurs after 1 June. The Trust reserves the right to occupy or re-let any site in respect of which notice is given.

**SANDRINGHAM FLOWER SHOW,  
WEDNESDAY 25th JULY 2018**

**CHARITY STAND BOOKING REQUEST FORM**

Please complete this form and return it to the Trade Stands Co-ordinator  
at one of the addresses below by 31st January 2018.

NAME: \_\_\_\_\_

CHARITY NAME: \_\_\_\_\_

CHARITY NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_ POSTCODE: \_\_\_\_\_

CONTACT DETAILS: Tel. No: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Website: www. \_\_\_\_\_

CONTENT OF STAND: \_\_\_\_\_

STAND LENGTH  
REQUESTED:  3m @ £45  6m @ £90  9m @ £135  12m @ £180

**Is 10m depth vital?**  YES  NO

SIGN/PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

Please complete and return this form by post or email as soon as possible  
to the Trade Stands Co-ordinator at one of the addresses below.

**Booking deadline is 31st January 2018.**

Lesley Harrison, Trade Stands Co-ordinator, Sandringham Flower Show  
Estate Office, Sandringham, Norfolk PE35 6EN

sandringhamtradestands@gmail.com