



Sunday September 30th 2018

Donington Park, Leicestershire

Britain's BIGGEST Vintage & Modern Bus and Coach Display

STALLHOLDER BOOKING FORM 2018

Showbus *International* is the world's largest bus and coach enthusiast display, with up to 400 buses and 6,000 visitors in attendance. This year will be the 46th Showbus rally and it is to be held once again at the fantastic Donington Park, an exceptional venue steeped in motoring history and within two hours driving distance from 80% of the UK! The incredible space means that the entire vehicle display and trader areas are on hard standing – with over 42,000sqm of tarmac at our disposal.

The Showbus display provides trading space for everything from spare parts and memorabilia to models, tools, toys and photographs. No other event can come close to Showbus in terms of true enthusiasts in attendance, which makes it the most exciting event in many traders' diaries!

Guidelines for Risk Assessment

Risk Assessment is little more than the application of sound common sense, it is NOT a black art!

Its purpose is simply to ask and answer 3 questions:

1. What are you using or doing?
2. What are the risks associated with this?
3. Are the controls to minimise the risks adequate?

Through the undertaking of a Risk Assessment, the aim is to reduce the hazard(s) to the lowest possible in *so far as is reasonably practicable*. It is not intended - or possible - to stop an activity or take away all risk through doing that activity. **Risk Assessment is a legal requirement under the Management of Healthy & Safety Regulations 1999; traders found not implementing their Risk Assessments will be asked to rectify the matter immediately or face being asked to leave the site.**

What is a Hazard?

Anything that can cause harm - whether the risk is great or small - to you or those around you, from using flammable liquids, erecting metal structures to working with electricity or using ladders.

What is a Risk?

The probability that a hazard will result in an accident with definable consequences; in most cases injury to yourself or another person.

DISCLAIMER

The above information and attached Risk Assessment Form is intended as a guide only. The hazards and control measures identified are not an exhaustive list. Donington Park, its staff and partners cannot accept any responsibility for the contents of the Risk Assessment.

Completing the Risk Assessment

The generic Risk Assessment has been compiled to identify typical hazards for the activities of traders at Donington Park. In each section, identify the hazards listed that are applicable to your activities when setting up your trade stand at Donington Park (tick the box - "Tick if YES"). By ticking "YES" you agree to implement the control measures as stated for each hazard when setting up your trade stand. The hazards listed are the most common found on Donington Park site. If you are aware of other hazards please add these at the bottom and state the appropriate control measures for that risk.

RISK ASSESSMENT FOR SHOWBUS 2018 AT DONINGTON PARK

Hazards Identified	Control Measures that MUST be implemented	Tick if YES
METAL STRUCTURED "MARKET-STYLE" TYPE OF STAND		
Sharp edges causing injury to stall holder/general public	All sharp edges/joints to be padded and identified with hazard tape	
Collapse due to poor build, high winds, overburdening of structure, tarpaulin becoming un-attached in high winds. Injury to persons from loose flapping tarpaulin	All structures to be securely weighted, all joints properly bolted; tarpaulins to be securely tied/clipped to structure. Product attached will be securely clipped/tied to structure	
Tarpaulin fire caused by electrical fault from stand lights/cigarettes/gas stoves	No naked flames inside/within vicinity of stand	
SLIPS / TRIPS / FALLS		
Injury to general public/traders/Donington Park staff: trailing cables, badly displayed product, obstructed walkways, protruding edges	Cables are matted or taped; walkways are free of obstructions, protruding edges are identified with hazard tape and where appropriate, covered	
ELECTRICAL HAZARDS - E.G. DISPLAY LIGHTS, POWER TOOLS, HEATERS		
Fire or explosion from defective/over-loading of electrical equipment causing injury to general public/traders/Donington Park staff	Visual inspection of cables, extension leads and plugs prior to use for defects/failures (bare wires/damaged cable covering and/or plug casing/pins). All electrical appliances have a valid Portable Appliance Test (PAT) Certificate, including all extension leads and generators. Extensions leads to have an RCD switch to protect against fault current. The generator has a certificate with it to show that it is electrically safe. All wiring has been installed by a suitably competent electrician in a safe manner who has provided a written certificate to prove that this has been done. All electrical equipment used is in a safe condition and suitable for that type of use.	
Overheating of the installation	Cables are correctly sized & heat producing appliances aren't adjacent	
VEHICLES IN PEDESTRIAN AREAS		
Injury to general public/traders/Donington Park staff from moving vehicles during build /de-rig of stands	All vehicles obey site speed limit of 5 mph; vehicle hazard lights always used when moving. No vehicles permitted to move between 0900-1730 in traders areas	
GENERATORS & CAMPING GAS STOVES		
Fire caused by incorrect storage/spillage of flammable liquids and/or poorly maintained equipment	Visual inspection of generator prior to use for equipment defects/failures. All generators must be accompanied by certificate of worthiness. All flammable liquids stored in appropriate safety containers with self-closing lids/caps, secure access, away from heat and in well a ventilated area. Any spillages to be reported immediately to Showbus or Donington Park staff for safe cleaning and disposal of waste. No naked flames or smoking is permitted within 5m zone of the fenced off area	
Injury to persons from gas camping stove fire/explosion	Gas stoves are used in a well ventilated area, away from combustible materials. No naked flames inside/within vicinity of stand.	
General generator safety / access/ tampering by members of the public	The generator has a certificate with it to show that it is electrically safe. A safety fence surrounds the working parts of the generator. Access is limited only to authorised staff	
Trips, Falls & Burns	Cables are suitably positioned and/or protected. Hot surfaces must be suitably protected where this is impracticable, only trained personnel must operate the equipment	
COLLAPSE OF DISPLAY		
Collapse of tables/purpose made sales structures thru over-weight	Continued visual check for over-loading during set up and throughout event; limit of weight allowed/height of stacking subject to reasonable practicality	
Collapse of tables/purpose made sales structures	Visual check of tables/purpose made structures before use for	

due to poorly maintained /aged structures	loose joints/screws and/or broken mechanics prior to use	
WASTE		
Fire caused by build up of combustible material (empty boxes/paper/foam/plastic packaging)	No naked flames within vicinity of stand. Trade waste bins provided after setup and takedown.	
FLAGS & BANNERS		
Injury to general public/traders/Donington Park staff from loose/ flapping or collapse of banner/flag pole	All flags/banners to be properly and securely fixed to stand structures. No flags/banners are permitted to be ground fixed	
Injury to persons erecting banner/flags thru falls from height	Working at height is minimised in so far as is reasonably practicable; where step-ladders are required, these are examined carefully before use for defects, fully extended, set on a firm base, top tread will not be used & over-reaching avoided.	
MARQUEES & POP UP MARQUEES		
Injury to general public during build/de-rig	Area of marquee build fenced off to restrict access from general public during build/de-rig.	
Injury to persons erecting marquee through falls from height	Working at height is minimised in so far as is reasonably practicable; where step-ladders are required, these are examined carefully before use for defects, are fully extended, set on a firm base, top tread is not be used & over-reaching avoided	
Injury to persons erecting marquee from falling objects	Hard hats and foot protection worn during erection/de-rig of main structure	
Injury to persons erecting marquee thru incorrect manual handling	All lifting of equipment/heavy loads during build/de-rig to be assessed in respect of the task, load and working environment to ensure correct manual handling	
Collapse of structure due to failure of anchorage	Appropriate weights used per base plate according to manufacturers guidelines	
Adverse weather conditions during build/event/de-rig - gusting and high winds	Erection/de-rig halted during high winds/gusts (typically up to 90% of wind/load capacity – 30mph). Open frontage does not face into prevailing wind and is closed in winds gusting 30mph or more	
Injury to persons inside marquee from overcrowding and/or inadequate fire exits	Adequate amount of fire exits clearly marked, obstruction free and evenly distributed around marquee	
Fire caused by electrical fault from generator/stand lights/heaters/cigarette stubs	Marquee outer fabric and inner linings have flame retardancy specification labels which conform to current standards – BS7837 or equivalent. Provide certification of flame retardancy in accordance with the Performance Textiles Association (MUTA). Dedicated fire extinguisher (CO2/foam) is located within the marquee.	
Smoking within the marquee	No smoking signs are displayed within the marquee to conform with the Smoke Free Regulations 2007.	
Trip hazards from stakes, ropes, protruding tent pegs	Stakes, ropes, protruding tent pegs fenced off or clearly marked with hazard tape; padding applied to tent pegs	
Name of assessor (print & sign)		
Company Name		
Date assessed	Date last reviewed	Please tick this box if you bring a generator to the show:
		Please tick this box if you bring a gas stove to the show:

Any Other Hazards please write below

PLEASE NOTE THAT UNSIGNED FORMS WILL BE REJECTED

Hazards Identified	Control Measures that MUST be implemented

Conditions of Hire for Trade Stand Holders 2018

PLEASE READ CAREFULLY

Requests or instructions from the organisers of Showbus and/or Donington Park staff must be complied with. Failure to comply with any of these Conditions may result in eviction from the site and cancellation of future bookings.

Times: Traders are allowed access into Donington Park to set up from 12 noon on the Saturday, however prior permission from Dom Spooner must be obtained. Stands may be left overnight entirely at the traders' own risk - Donington Park cannot accept responsibility for any loss or damage to any exhibits and exhibitors are advised to insure their goods against loss or damage, including risk of fire. There is no overnight camping allowed. On Sunday, traders are allowed access to the site from 07:30 hrs.

Vehicles: The speed limit around the Showbus site is 5 mph. Driving is allowed for unloading and loading only. There is to be no manoeuvring or driving of vehicles after 1000hrs. Please ensure your vehicle will fit within your pitch, with the exception of Indoor spaces where no direct vehicle access is available and vehicles will be parked nearby. One vehicle pass per stall will be issued. Please note that they **will not be dispatched until September**. Additional vehicle passes can be purchased when booking your pitch but **all vehicles must fit inside your booked space (aside from indoor Launch Pad Pavillion bookings)**. There is no reserved access for vehicles between stands, or from behind the stands once a trade stand is erected. **Barriers must not be moved** to allow parking or gain access behind trade stands. Any vehicles with passes that are not parked on or behind trade pitches must be parked in the public car park.

Trade space: In previous years stallholders have setup stalls exceeding their booked pitch size. This will not be tolerated and **anyone caught exceeding their booked frontage will be asked to reduce their stall or leave the site** – we allow an additional one metre gap between stalls which must not be blocked for Health and Safety reasons. Traders must only setup in their designated pitch – there will be no exceptions. Guy ropes, base plates, display items and essential vehicles must be confined within the space booked. Trade Stands set up in the incorrect pitch, or outside of the booked pitch, will be asked to move; failure to do so will result in ejection from the site. The allocation of sites will be at the discretion of the organiser. Whilst making every effort to ensure a broad spread of stands we cannot guarantee that exhibitors selling similar products will not be in the same area. All sites are outside. Display items, stands or signs may not extend more than 1 metre from the trade line. Traders may not assign or sub-let the whole, or any part of their site.

Items for sale: Broadly speaking only items of transport related interest may be sold. Showbus and Donington Park reserve the right to have any item removed from sale. **No special release Showbus models or Showbus branded merchandise can be sold**, aside from those approved by SHOWBUS. The following may not be displayed, sold or given away: Anything that is or appears to be a weapon, helium or lighter than air balloons or inflatables; kites; fireworks, bangers, caps etc.; livestock or any form of food or drink including confectionery. If you intend selling any products that may contain radioactive materials eg. clocks, wrist watches, compasses or instrument dials please ensure that you bring a copy of your 'Licence to Trade with Radioactive Products' issued by the Environment Agency. If you fail to produce your licence upon request you will be instructed to remove the goods from display. Radioactive equipment that does not conform to government radiation legislation (RSA 93 and / or IRR 99) will NOT be permitted on site. Donington Park reserves the right to monitor suspected items for radioactivity and any items over the prescribed limits must be removed from the site immediately. Radio & Radar Equipment – Exhibitors intending to operate radio and / or radar equipment must submit details with their application in order that clearance may be given to operate.

Raffles, etc: Raffles, draws, lotteries and collections may only be run by proven reg. charities with prior permission. Collections and the sale of tickets may only be made from the stand.

Tidiness & Donington Park infrastructure: All facilities must be left as they are found. **Traders must ensure that all rubbish is taken away at the end of the day or disposed of in the trade bins only. Please make sure NO rubbish is left on site or you will be not permitted to attend again.**

Dogs & barbecues are not permitted.

Generators: Where exhibitors intend to use mobile generator sets, they must inform Dom Spooner of this when applying for a pitch. The exhibitor is responsible for ensuring that the positioning of the set, the distribution and the equipment connected does not pose a risk to the public.

EMERGENCY PROCEDURES FOR THIRD PARTY TRADERS, EXHIBITORS & SERVICE PROVIDERS AT SHOWBUS

This is IMPORTANT information for all Traders (i.e. catering outlets and mobile units, ground attractions and retailers etc.), Exhibitors and Service Providers (i.e. WRVS Lost Children, St. John's Ambulance, etc.) not employed by Showbus or Donington Park.

Please ensure you and all your staff/colleagues are made aware of this information at the beginning of each day. You will be responsible for the safety of your staff/colleagues whilst on site at Donington Park.

Emergency Procedure: In the event of an emergency the Public Address System will be used to keep all members of the public informed. Directions will be given for members of the public with regard to an evacuation procedure if this is required. It is imperative that you and your staff/colleagues follow these instructions calmly and quickly. Ensure that any power supplies to your area are switched off. (Particularly cookers, gas cylinders and generators).

Procedure on Discovering a Suspicious Object/Package: If you discover a suspicious object or package, raise the alarm by informing the nearest member of Showbus or Donington Park staff. Give your name and precise details and location of the object/package. **DO NOT TOUCH THE OBJECT OR PACKAGE.** Remain calm, and clear people away from the immediate vicinity. Remain available until the arrival of the Security Staff or Emergency Services who will assume immediate responsibility.

Procedure on Discovering a Fire: If you discover a fire, raise the alarm by informing the nearest member of Showbus or Donington Park staff. Give your name and precise details and location of the fire. **DO NOT ATTEMPT TO TACKLE THE FIRE YOURSELF UNLESS LIFE IS IN DANGER.** Remain calm, and clear people away from the immediate vicinity. Remain available until the arrival of the Security Staff or Emergency Services who will assume immediate responsibility.

Procedure on Requiring First Aid: If you or any staff members require first aid, please inform the nearest member of Showbus or Donington Park staff. Give your name and precise details and location. Remain calm. Remain available until the arrival of the Security Staff or Emergency Services who will assume immediate responsibility.

Procedure in the Event of a Bomb Threat: In the event of a bomb threat, you may be instructed to carry out a search of your own area under the supervision of the Security Staff or Emergency Services.

In any emergency situation it is important to remain calm, not to spread rumours, and to co-operate fully with Showbus personnel, Donington Park staff and the Emergency Services at all times.

Showbus and Donington Park accept no responsibility for the security of your area or possessions in the event of an emergency.

Pricing & Booking Form

This form must be returned with your completed risk assessment & cheque

Pitch Type	Premium	Standard	Economy	Indoor (Launch Pad Pavillion)
Map Pitch Letter	A	B	C	LP
Pitch Depth	8m	5m	5m	4m
Pitch Surface	Hardstanding	Hardstanding	Hardstanding	Hardstanding
5m Frontage	£175	£137.50	£100	£200
3m Frontage	£105	£82.50	£60	£120
Extra 1m Frontage	£35	£27.50	£20	£40

Sponsors pitch: An 8 metre pitch in an area of your choice for £500. Includes passes for 2 vehicles, plus 5 additional people passes. As an official sponsor you also get your logo on the window display of every bus attending, on all pre-show publicity, the programme cover and promotion on the *showbus.com* website. []

If you plan to have a marquee over 6x6m, please tick the box below. It will need to be erected by a supplier authorised by Donington Park – a list of these can be obtained from dom@showbus.com or 07835 289454. []

Premium (A) Standard (B) Economy (C) Indoor (I)
circle as required

Stall frontage required: Metres = Total £.....

Extra Vehicle Passes

Extra vehicle passes required @ £20 each Total £.....

Programme Advertising

Advertise in our official show programme at discounted rates (circle as required)

Full Page £190 Half Page £90 Quarter Page £45

Total payment (cheques payable to SHOWBUS DIGITAL): £.....

Please fill out this page, then return with completed risk assessment and cheque (made payable to Showbus Digital) to: 24 Cornel House, Osborne Road, Windsor, Berkshire, SL4 3SQ

Trading Name:	Person to contact:	
Email:	Mobile:	
Address:		
Showbus website entry:	<i>Traders can display a sentence on our website about the products or services they are offering at Showbus</i>	

Signed.....

Date.....2018

Indemnity: In consideration of being permitted to use part of Donington Park, I/We have read and understood the conditions of hire and enclosed and agree to abide by them.