



Wedding & Events SHOW

EXHIBITORS
REGISTRATION PACK



Dear Trader,

Thank you for your interest in the 2022 Wedding & Events Show brought to you by Black Swan Events & Promotions, Madeline James Events and Headline Sponsors - Style of Wight Magazine.

This event is set to be a spectacular 2-day experience for both guests and traders alike, with stage performances and bridal catwalk runway shows, to VIP experiences and competitions. By exhibiting your wedding and events offering at this event you will be gaining:

- Exposure to a large, targeted and receptive audience
- Immediate ROI through at-show sales
- The opportunity to capture lucrative visitor data
- Engagement with visitors in a fun and vibrant atmosphere
- Valuable customer feedback and awareness of your brand

To have your application considered for this event please complete all sections of this pack and return electronically to Hannah@blackswanevent.co.uk with a copy of your insurance document. Relevant payment details will be provided to you upon confirmation your application has been successful.

With very best wishes,

Hannah Wilson, Black Swan Events & Promotions (07715602442)
Maddy Dobson, Madeleine James Events (07508351910)

Terms & Conditions for Traders and Exhibitors

1. The Event organisers reserve the right to accept or decline applications for Trade or Exhibition space and also determine site position(s). Black Swan Events and Madeleine James Events decision on all matters shall be final and binding. Bookings will not be accepted until payment is received (no cheques please).
2. There can be no unauthorised raffles, collections, or games of chance.
3. All Traders and Exhibitors are responsible for the security of their property at all times.
4. No part of the stand or exhibit should extend beyond the front of the allocated area.
5. Setting up may take place from 10.00 till 17.00 Friday 8th April. We will need to give you a time slot to set up in order for there to be space for you to unload and then move your car to a car park in Cowes
6. Taking down may not begin before **16:15 hrs** Sunday 10th April .
7. Traders and Exhibitors must at all times have due regard for public safety. All thoroughfares must be kept clear of obstructions. ALL exhibitors must comply with the relevant Health & Safety requirements. Completed general and fire risk assessment forms should be submitted with the application.
8. Traders must adhere to all Covid-19 rules and regulations with particular focus on maintaining social distancing protocol. Please visit <https://www.gov.uk/coronavirus> for up to date government guidance. Please ensure your risk assessment includes reference to COVID-19.
9. Traders are not permitted to use their own generators. Electricity can be requested in advance at an additional charge.
10. All traders and exhibitors are required to have full third party and public liability insurance (min £5m) - please supply a copy of certificate with application.
11. Cancellations notified up to 7 days prior to the Market will be subject to a charge of 50% of the fee paid. There will be no refund for cancellations after this date. Should the fair be cancelled due to Covid 19 restrictions under UK law a full refund will be paid.
12. Traders must take any rubbish they create home with them after the show.

TRADE SPACE APPLICATION FORM

Company name	
Nature of business	
Address	
Postcode	
Contact name	Phone number
Contact email address	
Lead name attending on the day	
Mobile phone number for the day	

Item	Size	Rate	No. Required	Total
Inside pitch in main hall (4 pitches on outside balcony- available upon request)	2 metres x 1 metre	£140.00		
Inside pitch in main hall with Power There are a limited number of pitches on a first come basis	2 metres x 1 metre	£150.00		
Outside pitch 2 days (2 pitches only - reserved for transport)	3 metres x 2 metres	£120.00		
TOTAL AMOUNT PAYABLE				

Please complete the following boxes if you would like to take part in any of the extra services.

Complimentary directory listing in the Show Guide FREE		Advert in Show Guide produced by Style of Wight Magazine Full Page £65.00 Half Page £40.00 Quarter Page £25.00	
Display of your 4ft x2ft banner at venue (must have eyelets) £30.00		Print & Supply of 4ft x 2ft banner & Display at venue - artwork ready (or logo and wording) £70.00	
Advert on the Big Screen £30.00		Digital advertising show pack - to include web file, A5 leaflets for printing & social media icons FREE	
The chosen charity for this event is Dementia UK Admiral Nurses IW - please tick if you would like to donate a suggested £5.00 to the charity:			
We would like to be considered to add a gift or discount voucher in the Luxury Goody Bags. (Please describe your offering)			

General Risk Assessment

FOR OFFICE USE ONLY

Received (date) Invoice Number Electricity Required Yes / No
 Size of stand **STAND NUMBER**.....
 Further information required? Yes/No Pack sent

All parts of this form must be fully completed by all exhibitors / traders and be electronically returned to the Office. Where evidence is requested (i.e. Public Liability Insurance), this must be available for inspection at all times whilst on site.

We collect and hold your information in accordance with the General Data Protection Regulation (GDPR). Please see the Policy on either MJ Events or Black Swan's web pages. The policy clearly sets out how we collect and process your personal data, for what purposes we use it, the legal grounds of processing such data, how we keep it secure and your rights in relation to such data.

It is your responsibility to ensure that suitable and sufficient risk assessments are carried out to cover your operations and activities at our events. You are also required to consider the risk of fire within your stand / structure. Failure to comply with reasonable health and safety precautions, may result in you being removed from the site.

All exhibitors are required to have full Third Party & Public Liability Insurance (min £5m) and must enclose a copy of their current certificate. Completed risk assessments must also be submitted as indicated.

I / We agree to abide by the Terms and Conditions of the Market(s) / Event.

Signed: _____ Date: _____

Please print name: _____

YOUR CHECKLIST

Application form	
Risk assessment	
Fire risk assessment	
Payment	
Copy of insurance certificate (Please ensure it is valid for the date of the event(s))	

Date:
Company Name:
Contact Name:
Mobile No:

A People/Persons at Risk – Numbers at Risk							
Employees/Staff		Contractors		Public		Market Staff	
B HAZARDS							
Structure	Access/Egress	Vehicle movements	Mechanical	Manual handling	Biological agents	Lone Working	
Animals	Housekeeping	Electrical	Lifting	Noise	Violence & Aggression	Working at height	
OTHERS – SPECIFY							

C					
Task/Activity	Hazard		Existing Control Measures	Initial Risk H/M/L	Adequately controlled
List significant steps in job/task	Describe all hazards identified and their effects for each task	People at risk	Describe fully all controls applicable for each hazard. All controls must be valid in that they reduce severity, likelihood, or both	Classify risk rating from matrix for each hazard	Yes/No

If you need extra space, please attach a separate sheet.

Risk assessment Circulation list (tick box)					
Employees		Management		Contractors	
Other – Specify:					
Assessor:		Date Assessed:		Review Timescale:	
Signature:					

Guidance on Completing General Risk Assessment

Table A

Those affected: Any person who may be affected by the work must be identified. Should there be categories of persons not listed, enter them in the boxes provided.

Table B

Hazards: Identify the hazards inherent to the activity being assessed, by putting crosses in the appropriate boxes. The list provided is not comprehensive. Should there be hazards that are not listed then enter them in the boxes provided.

Note: The definition of a **HAZARD** is: something with the potential to cause harm.

Table C

Hazards: List the hazards identified in Table B

Existing Control Measures: Outline the existing measures which will reduce the risk arising from each of the hazards listed. Check that they meet legal requirements, industry standards and represent good practice. Typical control measures include: safe design; preventing access to the hazard e.g. guarding; written procedures and instructions; training; provision of PPE etc.

Risk

Assess the risks arising from the hazards identified, using the criteria set out below. Consideration must be given to what is reasonably foreseeable in relation to the identified hazards and recognition of any existing control measures that reduce the risk. Enter the appropriate letter, L for low, M for medium or H for high. If the overall risk category is low, then the assessment is complete and the form circulated to those affected. However if the overall risk category is medium or high, then Additional Control Measures are required (see below).

Note: The definition of a **RISK** is: the likelihood that harm from a particular hazard will occur and the consequences.

MATRIX	LIKELIHOOD		
	Certain or near certain to occur	Reasonably likely to occur	Unlikely to occur
Fatality; major injury or illness causing long term disability	HIGH	HIGH	MEDIUM
Injury or illness causing short term disability	HIGH	MEDIUM	LOW
Other injury or illness	MEDIUM	LOW	LOW
RISK			

Fire Risk Assessment

All Traders / Exhibitors must complete this section

Company/Trader Name:

Mobile number on site:

In order to comply with relevant fire safety legislation you MUST complete a Fire Risk Assessment of your stall or unit. The Risk Assessment needs to identify the fire hazards and persons at risk, you must endeavour to remove or reduce these risks and protect people from fire.

Failure to comply with this requirement will result in you being removed from the site. You must be able to answer YES to the following questions.

This signed and completed form must be maintained available for inspection by the Fire & Rescue Service / Event Organiser / Council Officers at all times.

You must undertake a Fire Risk Assessment for your unit, which must be suitable for the circumstances. You do not need to use this form, and may use another method if you wish, however, this form is considered to be suitable for most standard market stalls and units

1	Are adequate exits provided for the numbers of persons within the unit or stall and where necessary, are there sufficient directional signs indicating the appropriate escape route and do they comply with current regulations?	Yes	No	N/A
2	Are the exits maintained available, unobstructed, and unlocked at all times the premises are in use.	Yes	No	N/A
3	Do you have an adequate number of fire extinguishers/fire blankets available in prominent positions and easily available for use?	Yes	No	N/A
4	Has the fire-fighting equipment been tested within the last 12 months? <i>Note: a certificate of compliance will normally be required</i>	Yes	No	N/A
5	Have your staff been instructed on how to operate the fire-fighting equipment provided?	Yes	No	N/A
6	Have your staff been made aware of what to do should an incident occur, how to raise the alarm, evacuate the unit?	Yes	No	N/A
7	Have you identified combustible materials that could promote fire spread beyond the point of ignition such as paper/cardboard, bottled LPG etc. and reduced the risk of them being involved in an incident?	Yes	No	N/A
8	Have you identified all ignition sources and ensured that they are kept away from all flammable materials?	Yes	No	N/A
9	Are the structure, roofing, walls and fittings of your stall or unit flame retardant? <i>Note: certificates of compliance will normally be required</i>	Yes	No	N/A
10	Are you aware that you must not stock or sell certain items, i.e. fireworks, garden flares, household candles, tea lights, etc.?	Yes	No	N/A
11	Do you have sufficient bins for refuse? Is all refuse kept away from your unit?	Yes	No	N/A
12	Have any portable appliances been PAT tested by a qualified person in the last 12 months?	Yes	No	N/A
13	Are you aware that petrol generators are not permitted on site?	Yes	No	N/A

If the answer to any of the above questions is "NO", please detail the actions you have taken to remedy the situation. Continue on a separate sheet if necessary.

Stallholder / Responsible Person:

Signature	Print Name	Date
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Designation:

Company:

Please note: this document does not preclude you from possible prosecution or removal from the site by the organisers, should a subsequent inspection reveal unsatisfactory standards.