

Entry Form

Closing date Wednesday, 22<sup>nd</sup> August

**PLEASE NOTE - ALL ENTRIES MUST BE STAGED BY 9.30AM ON SHOW DAY**

Please circle the classes that you wish to enter. Fee 20p per class, children free.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34
35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51
52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68
69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85
86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	101
102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118
119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135
136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152
153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169
170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186
187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203
204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220
221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237
238	239	240	241	242	243	244	245	246	247							
H1	H2	H3	H4	H5	H6	H7	H8	H9	H10	H11	H12	H13	H14			

**Children's Entries:** Please make sure that you write your Date of Birth on the entry form.

This is **MOST IMPORTANT**. It could affect your entitlement to a trophy.

248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264
265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281
282	283	284	285	286	287	288	289	290	291	292	293					

I wish to enter classes as marked and agree to be bound by the conditions of entry (see rules on page 1 & 2 of schedule).

Attention is drawn to the Society's Shortform Manual printed below.

To sponsor any class, please contact Val Payne on 0118 9883594.

Your contact details are required for entry to the competition. We would like to use this information to contact you with newsletters and details of other activities of the Swallowfield Horticultural Society from time to time. If you are happy for us to contact you please tick the relevant boxes.

Post  Email  Phone

You can read our privacy policy at [www.swallowfieldshow.co.uk](http://www.swallowfieldshow.co.uk)

Name:.....

Signed:.....

Address:.....

Telephone:.....

.....

E-mail:.....

.....

Date of birth (If under 16):.....

**Entry fees to be paid when collecting entry cards**

**Any pot plant needing space greater than 50 cm in any dimension must be notified. Please supply approx. entry width and class number .....**

**Family Entries: One person per entry form please. Use a separate piece of paper if you wish to enter and do not have enough copies of this entry form; or download a form from [www.swallowfieldshow.co.uk](http://www.swallowfieldshow.co.uk). Please be sure that all information is included.**

# Short form Manual

## Swallowfield Horticultural Society's Policy

The Swallowfield Horticultural Society's (SHS) SHE Management System provides a full statement of its policy for Health Safety and the Environment. Please read this short form précis in conjunction with the full system which is readily available on request and published on the Society's web site.

Everyone on the show site is expected to act responsibly and to support the objective of ensuring that SHS's activities are conducted in accordance with the Law, SHS's Policy and the requirements of the SHE Management System.

## Insurance and HS&E Policies

The Society expects that all Traders and Suppliers will have adequate third-party insurance and anticipates that all Traders and Suppliers will have carried out their own risk assessments leading to their own Health, Safety and Environment Policy. Prior to the event, Traders and Suppliers will confirm that they have adequate insurance and are asked to provide details of their standards and approach to Health, Safety and the Environment.

## How to Report an Incident

The Society has implemented procedures that cover major and minor incidents. Both procedures will be initiated by the Society's Safety Officer at the Showground Headquarters.

If you discover anything that you consider to be a danger to the Health or Safety of individuals or the Environment, please contact the Showground Headquarters immediately.

## Fire

If you discover a fire, evacuate the local area and contact the Showground Headquarters immediately. The Showground Headquarters will be clearly marked

## First Aid

If you require medical assistance, contact either the Show first aiders or the Showground Headquarters. First aiders will be located in a prominent position.

## Speed Limit

All vehicles must not exceed 10 mph whilst on the Showground or in the Car Parks. After 9.00 am all vehicles must not exceed 5 mph on the Showground.

## Vehicle Access and Parking

Please park your vehicle in the Car Park or in accordance with instructions which will be provided.

Emergency clearways between marquees and entertainment areas must be kept clear at all times.

Traders and suppliers are asked to maintain the separation areas "adjacent to" or behind their pitches. This is required for emergency vehicle access.

## Waste

Please remove all waste from the site before you leave.