

SHOWBUS flyby

18
Jun



Brunel Uni
RAF Wycombe

A40

SHOWBUS TRADERS VILLAGE



June 18th 2023
SHOWBUSflyby

This year Showbus returns to the popular flyby format that replaced the traditional event in 2020 due to Covid. Buses will run from Brunel University to High Wycombe, driving through the historic town centre on their way to RAF High Wycombe.

The town centre will host a static display of vehicles as well as our Showbus Traders Village, providing a fantastic opportunity for businesses and individuals to sell their transport related goods to enthusiasts and collectors.

RISK ASSESSMENT FOR SHOWBUS 2023

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/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	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/staff from moving vehicles during build /de-rig of stands	All vehicles obey speed limit of 5 mph; vehicle hazard lights always used when moving within pedestrian 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 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 due to poorly maintained /aged structures	Visual check of tables/purpose made structures before use for 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/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

PLEASE READ CAREFULLY

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

Showbus FlyBy Times: We have access to the traders market at High Wycombe Market Place only from the Sunday morning, with **Traders permitted to be on site from 8am**. The Market will then formally **open to the public from 10am**, so we have only a short window for traders to arrive and setup onsite - once the site is open to the public we cannot allow traders to load and unload. Please note as the site is in the High Street the general public will have access throughout the set up period.

Showbus FlyBy Parking: There is limited space for parking vehicles next or near to your pitch space. Parking is available in public car parks nearby (eg Wycombe Swan multistorey accessible from St Mary Street, off the roundabout at the foot of Marlow Hill)

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**. 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. 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 reserves 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.

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 & 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.**

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.

High Wycombe Market Place, Sunday June 18th

Pricing & Booking Form	This form must be returned with your completed risk assessment & cheque
-----------------------------------	---

Outdoor Pitches (Hardstanding) High Street, 5m Depth		Undercover Pitches Guildhall/Market Place, 3m Depth	
3m	£75	3m	£105
5m	£125	5m	£175
Each Additional 1m	£2535	Each Additional 1m	£35

All undercover pitches will have approximately 2m depth behind the table for staff and stock. This will vary on the Market Place Building by nature of its irregular shape. Traders are also allowed to display up to 50cm depth of stock on the floor running in front of their tables.

If you plan to have a marquee over 6x6m, please call or email (dom@showbus.com or 07835 289454) before booking

Outdoor Pitch Undercover Guildhall Undercover Market Building
circle as required

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

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: 12 Trinity Street, Frome, BA11 3DE

Trading Name:		Person to contact:	
		Home/Work Phone:	
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.....2023

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