

# Trade Stand Application Form 2019



Sunday 30th June 2019

Please return ALL forms to:

**Trisha Clarke, Trade Stand Co-ordinator,  
Ash Tree Farm, Melton Road, East Langton, Mkt Harborough LE16 7TG**

Tel: 07725 251790 Email: tradestands@blastonshow.co.uk

Please tick as appropriate to apply for the relevant trade stands for the Show Sunday 30th June 2019:

<input type="checkbox"/>	Catering/ice cream, food to be consumed on Show Day	<b>£150.00 plus 10% of profit</b>	
<input type="checkbox"/>	Specialist Food Marquee (food to be consumed on site)	<b>£35.00 per pitch</b>	A Marquee pitch space is frontage width of 6ft x 4ft depth including 6ft table and chair. Exhibitors to provide their own table cloths. No power is available. Extra pitches with tables are available at additional 'per pitch' cost. Should you require more than one pitch please indicate <b>total</b> number required in box.
<input type="checkbox"/>	Craft Marquee (for dedicated crafters (Demonstrating skill))	<b>£5.00 per pitch</b>	
<input type="checkbox"/>	Craft Marquee (for dedicated crafters (Non Demonstrating))	<b>£0.00 per pitch</b>	
<input type="checkbox"/>	Outside trade space 4m x 4m plus one car space	<b>£0.00</b>	
<input type="checkbox"/>	Outside trade space 6m x 6m plus one car space	<b>£80.00</b>	
<input type="checkbox"/>	Outside trade space 8m x 8m plus two car spaces	<b>£100.00</b>	



Please ensure you apply for the appropriate space, as any gazebo over 4m will not fit in the allocated standard space. Should you need any further assistance, please contact Trisha, bespoke stands are available on request.

Trade Stand Business Name:

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Main Contact Name:

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Address & Postcode:

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Telephone Number:

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Email:

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Web Address (if applicable):

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Please include below a detailed list of all items to be sold or displayed at the Show. Please include accompanying photographs if you have not exhibited with us before.

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Please complete this application form and send to the Trade Stand Co-ordinator along with:

- 1) A completed Risk Assessment Form
- 2) A copy of your Public Liability insurance.
- 3) A cheque for the full amount.\* (including any additional Marquee pitches)

I agree to 'Opt In' (please tick) and allow the use of my/our contact data to be used in accordance with your Privacy Policy as stated below.

**Please Sign and Date Below:**

I hereby agree to abide by the rules laid down by the Blaston and District Agricultural Show Society organizing committee whilst on the Showground and have duly completed the Exhibitors Risk Assessment.

Signed:

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Date:

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\* Cheques made payable to 'Blaston and District Agricultural Show Society Ltd'.

**PRIVACY POLICY - IMPORTANT:** Blaston and District Agricultural Show Society take your privacy seriously, and will only use the information you supply to us to administer your application and provide the services you have requested from us. In accordance with GDPR (General Data Protection Regulations) we therefore ask you to 'Opt In' when applying, to enable us to provide Blaston Show information to you. Please be assured that your information will not be offered to ANY third party and will be for the sole use as described above.

# Compulsory Risk Assessment Form for all Exhibitors



Sunday 30th June 2019

Company Name:

\_\_\_\_\_

Date Assessment Undertaken:

\_\_\_\_\_

Address & Postcode:

\_\_\_\_\_

Signature of Assessor:

\_\_\_\_\_

\_\_\_\_\_

Public Liability Insurance Details:

\_\_\_\_\_

Responsible Person:

\_\_\_\_\_

Insurance Company \_\_\_\_\_

Policy Number \_\_\_\_\_

Hazard	Persons at Risk	Controls to Minimise Risk

<b>Fire Assessment</b>		
Liquefied Petroleum Gas on Site? Yes / No (Please circle)		

**PLEASE SEE THE GUIDE OVERLEAF FOR COMPLETING THIS FORM**

## Guidelines for Trade Stand Exhibitor Risk Assessment

**All Exhibitors must complete the form overleaf and submit it with the stand reservation form.**

Using the guidelines shown below, please consider what risk there is to those constructing and dismantling trade stands, managing trade stands and to visitors during the event.

Outline the steps you propose to take to minimise each risk in the table overleaf. If in your opinion there is absolutely no risk, please print 'NO RISK' in the table.

<b>Hazard</b>	<b>Persons at Risk</b>	<b>Controls to Minimise Risk</b>
<p><i>Look only for hazards that you could reasonably expect to result in significant harm within the conditions of your trade stand. Use the following examples as a guide:</i></p>	<p><i>There is no need to list the individuals by name – just think about groups of people doing similar work or who may be affected, for example:</i></p>	<p><i>For the hazards listed, do the precautions already taken :</i></p>
<ul style="list-style-type: none"> <li>▶ <b>Slipping and tripping hazards</b></li> <li>▶ <b>Chemicals (e.g. battery acid)</b></li> <li>▶ <b>Moving parts of machinery (e.g. blades, gears)</b></li> <li>▶ <b>Working at height (e.g. ladders, steps, stage floors)</b></li> <li>▶ <b>Pressure systems</b></li> <li>▶ <b>Vehicles (e.g. fork lift trucks)</b></li> <li>▶ <b>Electricity</b></li> <li>▶ <b>Fumes (e.g. engines)</b></li> <li>▶ <b>Manual handling and lifting</b></li> <li>▶ <b>Noise</b></li> <li>▶ <b>Livestock on stand</b></li> </ul>	<p><b>Show visitors</b></p> <ul style="list-style-type: none"> <li>▶ <b>Company staff</b></li> <li>▶ <b>Maintenance personnel</b></li> <li>▶ <b>Contractors</b></li> <li>▶ <b>People sharing your stand</b></li> <li>▶ <b>Operators</b></li> </ul> <p style="text-align: center;"><i>Pay particular attention to:</i></p> <ul style="list-style-type: none"> <li>▶ <b>Staff with disabilities</b></li> <li>▶ <b>Visitors</b></li> <li>▶ <b>Inexperienced staff</b></li> <li>▶ <b>Lone workers (as they may be more vulnerable)</b></li> </ul>	<ul style="list-style-type: none"> <li>▶ <b>Meet the standards set by a legal requirement?</b></li> <li>▶ <b>Comply with a recognised industry standard?</b></li> <li>▶ <b>Represent good practise?</b></li> <li>▶ <b>Reduced risk as far as reasonably practicable?</b></li> </ul> <p><i>Have you provided:</i></p> <ul style="list-style-type: none"> <li>▶ <b>Adequate information, instruction or training?</b></li> <li>▶ <b>Adequate systems or procedures?</b></li> </ul> <p><i>If so, then the risks are adequately controlled, but you need to indicate the precautions that you have in place.</i></p> <p><i>Where the risk is not adequately controlled, indicate what more you plan to do – i.e. an 'action list'</i></p>