**Allendale Agricultural Show**

Annual show **Saturday 17th August 2019**

Application form for trade stand space

**NO APPLICATIONS TO BE MADE FOR FOOD/DRINK STANDS/VANS (ALREADY CATERED FOR)**

Complete and return to:

Dani Henderson, The Old Stable, Burn Tongues, Allendale, Hexham, Northumberland, NE47 9NR.

Tel: 01434 683288/07932542456

Company name:

Trader name & address:

Telephone:

Email:

Website/Facebook page:

Interested in more information on sponsoring/advertising in schedule? Yes/No

Cost of stand (per foot frontage) **Please tick choice**

Outdoors £2.00

Indoor Craft Marquee (table provided) £3.00 e.g. 6ft table £18

Size of stand: \_\_\_\_\_Feet Frontage \_\_\_\_\_Feet Deep Total £\_\_\_\_\_\_\_\_\_\_enclosed

Any preferred position or location of your stand:

(The stewards will endeavour to site your stand as requested although this cannot be guaranteed)

**Please enclose remittance and stamped addressed envelope.**

Certain types of stand are limited in number and space is allocated on a first served basis.

Applications will **not** be accepted without correct remittance.

Cheques made payable to Allendale Agricultural Society. Please no cash.

BACS: account number 00150306 sort code 301712 **PLEASE PUT COMPANY NAME AS REFERENCE**

**PLEASE COMPLETE AND RETURN RISK ASSESSMENT FORM ENCLOSED OR ENCLOSE A COPY OF YOUR OWN WITH COMPLETED FORM – THANK YOU**

**ALLENDALE AGRICULTURAL SOCIETY**

**ANNUAL SHOW SATURDAY 17th AUGUST 2019**

For Your Information:

**Time:** You may set your stand up from 7.30am onwards on the morning of the show – alternatively, if you have marquees or large equipment to set up you may arrive on the evening previous (with permission only) and stay overnight. The show generally finishes at around 5.00pm.

If you have booked an indoor stand, a trestle table will be provided for you but will need covering.

**Facilities:** There are no electrical facilities on the show field. Mains water is on site. The show field also has hand basins and flushing toilets. The village of Allendale is a 5 minute walk away with 3 pubs and excellent shops.

**Note:** The show is usually attended by around 1500 persons; this obviously depends on the weather conditions. The show field is very well signposted from all directions into Allendale. Trader’s passes will be posted to you no later than one week previous to the show, a pass allows entry for **one vehicle** and **two persons**, any extra vehicles/persons will be charged admission on the gate.

**On arrival:** You should report to one of our Trade Stand Stewards, he/she will meet you on the show field. (You may have to wait a short while until your turn). He/she will then escort you to your stand position.

To assist us in providing a safe event we require all Trade Stand Exhibitors to complete a risk assessment and submit this with their application form. This is to show that you have considered any likely hazards in relation to your trade stand or exhibit and that you have put controls in place to prevent illness, injury or harm. Using the form provided please identify any likely hazards that could affect those setting up/manning/breaking down your Trade Stand/exhibit also give consideration to members of the public visiting during the course of the show. We have included some basic guidance below but you can access more information and find examples of completed risk assessments at <http://www.hse.gov.uk/risk/assessment.htm> An introduction to Health and Safety for Small Businesses can be found here <http://www.hse.gov.uk/pubns/indg259.pdf>

Please copy the risk assessment form if more space is required.

Please return the form with your booking form, a copy of your risk assessment should also be kept on your trade stand and be available for inspection at all times.

**NO TICKETS WILL BE DISPATCHED UNTIL A COMPLETED RISK ASSESSMENT IS RECEIVED. A COPY OF YOUR PUBLIC LIABILITY INSURANCE MUST ALSO BE FORWARDED TO THE SHOW. PLEASE NOTE THAT NO NAKED FLAMES ARE PERMITTED WITHIN OUR MARQUEES**

Example:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Hazard (anything that could cause harm) | Who might be harmed and how? | What are you already doing? | What further action is needed? | Who is responsible for implementing further actions? |
| Look for likely hazards which you could reasonably expect to cause harm. We have given examples below but only include/add those relevant to you. | There is no need to list individuals by name just think about groups of people who could be harmed (examples below) | For each hazard you have listed list what precautions you already take | Is there anything else you need to do to make things safer? | Who will make sure that the remaining actions have been completed in time? |
| Hazards may include  Fire – You should consider likely sources of ignition and any combustible materials.  Slip/Trip hazards  Use of chemicals or substances  Use of Machinery especially the moving parts of machinery (e.g Blades)  Working at height  Use of vehicles  Electricity  Gas/ LPG  Manual handling (Lifting/carrying)  Noise  Livestock/ Animal Issues  Food Hygiene | Staff  Members of the public  Pay particular attention to:-  People with disabilities  Children  Inexperienced staff/volunteers  People working on their own – they may be more vulnerable. | Example precautions may include  Using competent, trained staff.  Following safe systems of work.  Using well maintained and suitable equipment.  Being prepared for likely weather conditions  Restricting access to certain areas that may cause harm - barriers  Keeping areas clear and tidy.  Cleaning up spills.  Providing adequate supervision at all times.  Following food safety guidance e.g. Safer Food Better Business.  Providing safety equipment/ clothing where required.  Staff know how to get help and what to do in an emergency. | Inspections/ vigilance on the day.  Communicating with Marshals on day. | Trade Stand Staff |

ALLENDALE AGRICULTURAL SHOW on 17TH AUGUST 2019

RISK ASSESSMENT FORM

Please complete in BLOCK CAPITALS (Please photocopy more sheets if you need to)

|  |  |
| --- | --- |
| Company Name: | Name of Responsible Person: |
| Address: |  |
|  | Signature of Assessor: |
| Date Assessment undertaken: |  |
| Location of Stand on Showground: Outdoor / Indoor |  |
| Products to be exhibited: |  |

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| --- | --- | --- | --- | --- |
| Hazard (anything that could cause harm) | Who might be harmed and how? | What are you already doing? | What further action is needed? | Who is responsible for implementing further actions? |
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