

Bowes Show 8th September 2018

Trade Stands

We are pleased to enclose the Trade Stand information pack for the 2018 Show. Please note that applications for the craft marquee are on a separate form.

Following the success of our 2017 Show and excellent feedback after re planning our show fields, our committee will be making a few minor changes to enable the public footfall and 'flow' around the fields to be increased, by providing a larger area for crafts and farmers market stalls, and ensuring that all trade stands are prominently sited close by major arenas. As always, our committee very much appreciates the continued loyal support of all those who attend our Show. Our prime aim is to ensure that our Show is brilliant day out for visitors and competitors, and that stall holders and traders are well sited to attract their potential customers. We shall look forward to seeing you there.

Please note: Access to the Showground, Holme Farm, Gilmonby, will be available from 14.00hrs on the day before the Show, for the purposes of setting up. From 8.00am on the morning of the Show, Long Close Lane will effectively be a one-way road into the Showground, and please ensure that anyone involved with your trade stand, such as staff or contractors, have vehicle passes and exhibitor tickets, to avoid entry being refused.

The Trade Stand & separate Craft Stall application forms are designed to make the process as easy as possible, with Guidance Notes and a Check List to help you with your booking. Should you require further assistance, information or discuss space availability please do not hesitate to contact us and we will be pleased to help.

We look forward to receiving your booking and seeing you at the 2018 Show. Wishing you a successful show season.

Yours sincerely,

Nikki Race: Trades Stands Secretary

Ms Nikki Race Bowes Show Trade Stands, Hogg House Farm, Stainmore Road Bowes, Barnard Castle Co Durham DL12 9RH	Tel: 07748195618 Email and general enquiries to: nikkirace@hotmail.com
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Application for Trade Stand Space

Please complete in full and in black ink using block capitals.

Trading Name	
Address	
Post Code	
Tel: Code and number	
e-mail address	
Contact Name	

Will you be using LPG?	YES /NO	No:	Cost	Total
Outside plots		No of plots (20'x20')	@£30	
<u>Add</u> Admin charge	YES/NO	For applications & payment received after closing date 31.08.17	@£5	
Additional Exhibitors' Pass			@£2.50	
			Total Amount	

Please note: The closing date for Trades/Crafts is **31st August 2018**

Any applications processed after this date will incur an admin charge of £5, and will be confirmed only if space is still available.

Will You Be Serving Food or Drink On Your Stand? Yes / No

If yes then you will be required to send a photocopy of your Food Hygiene Certificate with this application.

Please send a copy of your public liability insurance with this application.

Full description of goods or services sold or promoted.

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Declaration - I have read and agree to abide by the Show Rules and Regulations for Trade Stands

Signed

Print name

Date

Bowes Agricultural Society does not accept any responsibility for any non compliance with current, appropriate legislation.

Please return completed Application Form, payment, signed declaration and risk assessment forms to: Ms Nikki Race, Hogg House Farm, Stainmore Road, Bowes, Barnard Castle, Co Durham, DL12 9RH

- Cheques to be made payable to: Bowes Agricultural Society.
- Post dated cheques and applications will be returned and may cause delay in allocating your plot/s.
- BACS payments to Bowes Agricultural Society, account no 05102588, sort code 51-61-33, BUT please clearly reference your payment and indicate 'BACS payment' on this application if a cheque is not enclosed

Guidance Notes

For Craft Marquee stallholders, if you require electric, please contact us to discuss the availability of a supply. Exhibitors in the Craft Marquee can only use the Showground electricity supply for which a small charge will be made.

Outside Trade Stand plots do not have an electricity supply but generators can be operated subject to conditions of noise, safe refuelling and operation. Please note that Portable Generators are only permitted on the Showground after inspection of refuelling practices and siting by the Trade Stand Secretary during setting up.

Tickets and Vehicle Passes. Exhibitors will receive 1 vehicle pass and 2 exhibitors' passes.

All Exhibitors should note the following:

- Craft Marquee. Each plot will be provided with a 10ft table and 2 chairs. The plots will have sufficient space to allow stallholders to sit or stand behind the table. A small amount of room between tables is set aside to allow access but no provision is made for selling in this space.
- Outside plots are 20ft x 20ft and will be allocated on a first-come first served basis. Adjacent plots will be allocated where requested and available. If you have a location preference, please state it in the initial application and we will try to accommodate your wishes.
- When deciding on a marquee etc for your plot, please ensure the marquee etc will fit within your plot including any guy ropes or pegs necessary for stability.

- Traders **MUST** submit completed, signed, and fully paid applications forms before being allowed onto the field
- Traders using cooking equipment will need to provide a written statement of the type of equipment being used and an appropriate risk assessment. Appropriate fire fighting equipment e.g. fire blankets etc, should also be provided by trader.
- Traders must not use any PA equipment of any description to promote their products.
- Trader's allocation of space will be notified during the week prior to the Show.
- Traders must ensure that they have booked enough space for their trade stand and under no circumstances encroach into other trader's space, the avenues or non -trading space.
- All Trade Stands should be operational (staffed etc) by 9.00am on Show day. Exhibitors **MUST NOT** dismantle their trade stand or leave the marquees before 4.00pm on the day of the show without the permission of the Trade Stand Secretary.
- *Vehicles - Vehicle Passes will be issued as follows:*
 - 1 Vehicle Pass per plot booked. This admits the Vehicle to the Showground on Show Days prior to 9.00 am.
 - Unless the vehicle forms part of the exhibit it must be removed to the parking areas before 9.00 am.
 - Please Note: Vehicle Passes are NOW required on pre and post Show Days. Vehicle passes do NOT admit Driver or Occupants to the Show. Vehicle passes must be **CLEARLY** displayed.
- Traders are permitted to unload vehicles adjacent to the appropriate marquee.
- Please ensure that you purchase additional exhibitor tickets as required

Trade Stand Application Check List.

Please use the check list below, before posting your application.

Please keep a copy of all paper work for your reference.

Please enclose the following:-

1. Risk Assessment Forms? (This is a statutory requirement).
2. Trade Stand/Craft Stall Application Form?
3. Electricity Supply Request?
4. Additional Exhibitor Request?
5. Public Liability Ins and Food Hygiene cert if applicable?
6. Payment? (Cheques payable to: Bowes Agricultural Society/ BACS details above)

BOWES SHOW Saturday 8th September 2018

RISK ASSESSMENT

Guidelines for Trade Stand Exhibitors. Everyone **MUST** complete the form and return it with the application. Using the guidelines shown below, please consider what risk there is to those building up Trade Stands and to members of the public during the Show. Outline the steps you propose to take to minimise that risk in the table overleaf. Please copy this page if more space is required.

Company Name	
Address	
Responsible Person	
Date Assessment Completed	
Signature of Assessor	
Products to be exhibited	

Hazard	Hazard Severity Rating*	Hazard Probability Rating**	Persons at Risk	Controls to Minimise Risk

Hazard Severity Rating*. 1 Negligible 2 marginal 3 Slightly Dangerous 4 Dangerous 5 Very dangerous
 Hazard Probability Rating**. 1 Improbable 2 Remote 3 Possible 4 Probable 5 Very Probable

Hazard. Use these examples as a guide to complete hazard column overleaf.

• Slipping/tripping hazards • Chemicals (e.g. battery acid) • Moving parts of machinery (e.g. blades) • Work at height (e.g. from mezzanine floors) • Pressure systems • Vehicles (e.g. fork-lift trucks) • Electricity • Dust (e.g. from grinding) Fumes (e.g. vehicle engines) • Manual handling • Noise • Livestock on stand • Lifting operation Fire Hazard Combustible materials (rubbish, flammable substances, LPG etc) and ignition sources (flames, smoking etc)

Who Might be Harmed? Use as a guide to complete persons at risk column overleaf

There is no need to list individuals by name - just think about groups of people doing similar work or who may be affected,

• Office staff • Maintenance personnel • Contractors • People sharing your work place • Operators • Cleaners
• Members of the public. Pay particular attention to: • Staff with disabilities • Visitors • Inexperienced Staff
• Lone workers - they may be more vulnerable

Is more needed to control the risk? Use as a guide to complete controls to minimise risk column overleaf

For the hazards listed, do the precautions already taken:- • Meet the standards set by a legal requirement? • Comply with a recognised industry standard? • Represent good practice • Reduce risk as far as reasonably practicable?

Have you provided:-

• Adequate information, instruction or training? • Adequate systems or procedures?
• In case of fire, a means of escape • Fire detection and alarms • Fire fighting equipment
• Fire evacuation plan

If the answer to the above is yes, then the risks are adequately controlled, but you need to indicate the precautions you have in place. Where the risk is not adequately controlled, indicate what more you need to do in an action list