

Application for Trade Stand Space and Craft Stalls

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

Under advice, Portable Generators are only permitted on the Showground after inspection of refuelling practices and siting by the Trade Stand Secretary during setting up. Exhibitors in the Craft Marquee can only use the Showground electricity supply for which a discretionary charge may be made. Please contact the Trade Stand Secretary to discuss your electricity requirements well before Showday.

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

Please return completed Application Form, payment and other relevant forms to: Phil Hughes, Bowes Show Trade Stand Secretary, Grey Scar Farm, Stainmore Road, Bowes, Co Durham, DL12 9RH or email to phil@greyscar.com making PayPal payment to the same address.

- Full payment must accompany all applications.
- Cheques to be made payable to: Bowes Agricultural Society.
- Post dated cheques and applications will be returned; this will cause delay in allocating your plot/s.

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

Will you be using LPG?	YES /NO	No:	Cost	Total
Craft Marquee	YES/ NO	No of stands(10'x10')	@ £25	
Additional Craft table			@£5	
Trade Stands	YES/NO	No of stands (20'x20')	@£25	
			Total Amount	

Declaration

Full description of goods or services sold or promoted.

«Wares»

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.....
.....

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

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

Signed

Print name

Date

Phil Hughes

Trade Stand and Crafts Marquee Secretary

The Bowes Agricultural Society does not accept any responsibility for any noncompliance with current, appropriate legislation.

Trade Stand Application Check List.

To ensure that we can provide you with a high standard of customer service, please use the check list as appropriate, before posting your application.

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

Have you completed and enclosed the following

1. Risk Assessment Forms? (This is a statutory requirement).
2. Trade Stand Application Form?
3. Additional Tables Request?
4. Payment? (*Cheques payable to: Bowes Agricultural Society*)

Post-dated Cheques are not accepted and will be returned with your application, which will result in a delay in allocating your Trade Stand Plot/s.

BOWES SHOW: Saturday 11th September 2010

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

General

Bowes Show Committee is grateful to those people who exhibited at last year's highly successful event. We are attempting to build on this success and hope you will be able to attend this year's Show.

For the purposes of setting up, access to the Showground will be granted from 15.00hrs on the day before the Show.

Security matters have been under review, resulting in the continuation of strict access times and routes to the showground. On the morning of the Show, Long Close Lane will effectively be a one-way road into the Showground. As a general rule, please ensure that you and anyone involved in your trade stand, such as staff and contractors, have vehicle passes and exhibitor tickets, as attempted entry to the Showground without them will be refused before, during and after the show.

The Trade Stand schedule is designed to make the application process as easy as possible. Please find enclosed 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 me and I will be pleased to help. The show team here at Grey Scar look forward to receiving your booking and seeing you at the 2010 Show. If you wish to discuss sponsorship opportunities, please do not hesitate to contact the Head Secretary, Margaret Cooper and she will try to assist you as appropriate.

Wishing you a successful 2010 show season.

Yours sincerely,



Phil Hughes, Trade Stand Secretary

Phil Hughes Bowes Show Craft and Trade Stand Secretary Grey Scar Farm Stainmore Road Bowes Co. Durham DL1 9RH	01833 628264 07931 731967 phil@greyscar.com
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All Exhibitors should note the following:

- Craft Marquee. 10ft deep plots have now increased from a 6ft frontage to a 10ft frontage. A single 6ft trestle table will be supplied. Further tables will be available at £5 per 6ft table.
- 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.
- When matching a marquee etc to your plot, ensure the marquee, including any support structure or guy ropes etc, will fit within your plot,.
- 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 traders using cooking equipment.
- Traders must not use any PA equipment of any description to promote their products.
- Trader's allocation of space will be notified to them in 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 must be operational (staffed etc) by 9.30am on Show day.
- Due to the severe disruption experienced in previous years, exhibitors **MUST NOT** dismantle their trade stand or leave the marquees before 4.30pm on the day of the show without the permission of the trade Stand Secretary.
- *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 9.30 am.
 - Unless the vehicle forms part of the exhibit it must be removed to the parking areas before 9.30 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.
- Ensure you purchase additional exhibitor tickets as required

Failure to comply with the above and all other Trade Stand Terms and Conditions may inhibit your future application.