

APPLICATION FOR STANDS IN THE CRAFT MARQUEE

Please read attached notes

CARTMEL AGRICULTURAL SHOW WEDNESDAY 2 AUGUST 2017

Name of Company/Applicant:

Address:.....
.....

Postcode: Tel No:

E mail address: Web Site:

Brief but clear description of goods to be exhibited:

.....

Do you design and make the items you sell?

If not who does?

Samples of your items to be sold maybe requested by the Society.

Booking fee: Frontage at £16/m - inc two tickets £

*please remember to include access to your display

Additional Discounted Tickets at £5.00 (maximum two) £.....

TOTAL ENCLOSED: Cheques payable to Cartmel Agric Society £.....

If you are on Social Media – are you prepared to advertise our event? Yes / No

Would you be interested in being a sponsor of our show? Yes / No

Would you be interested in placing an advert in our schedule or catalogue? Yes / No

Would you be interested in placing signage outside the craft marquee? Yes / No

I/We confirm that we will comply with the Health & Safety Regulations of the Cartmel Agricultural Society as laid out in 'Notes to Craft Marquee Exhibitors' dated January 2017

Signed: Date:

**Please note applications will not be considered unless accompanied by a completed:
Risk Assessment & Fire Risk Assessment Forms / Insurance Confirmation/ Electric request**

FOR OFFICIAL USE

Form received: Tickets Issued.....

Risk Assessment form Insurance Cert

Please return to: Cartmel Agric Society, High House, Woodhouse, Milnthorpe, LA7 7LY

Tel: 015395 62683 E mail: secretary@cartmelshow.com

NO LATER THAN 27 March 2017

CARTMEL AGRICULTURAL SOCIETY

Notes to Craft Marquee Exhibitors – January 2017

1. All exhibitors, their contractors and employees whilst on the showground, shall be subject to the rules and regulations of the Society, as interpreted by the Society, and the stewards and officials appointed by them. A copy of the Health & Safety Policy available upon request.
2. The allocation of space is entirely at the discretion of the Society, no decisions will be made until after the closing date of 27 March 2017. Successful applicants will initially be notified via email.
3. The Society requires that the booking fee shall be enclosed with the application form. If not accepted the fee will be made void.
4. Allocated admission tickets and car passes are supplied by the Society, as per application.
5. There are no facilities for parking caravans before or during the show. If you bring a caravan it must be parked and paid for within your stand, or removed to a local site. No caravans will be allowed on the Car Parks or other areas of the showground.
6. Vehicles carrying stock, or staff must be removed to the Main Car Park before 9.00am on show morning. There is no parking space behind trade stands.
- 7. The Society does not provide any staging, tables or display equipment**
8. The Society reserves the right to remove any exhibitor not adhering to the agreed description of goods/services on their application from the field.
9. All privately owned equipment is the responsibility of the owner and no responsibility or liability will be taken by the society for damage to or theft of that equipment or those goods. (Security staff will patrol the site on the evening prior to the show, but should not be interpreted as the Society accepting any responsibility for any privately owned equipment.)
- 10. HEALTH AND SAFETY - All appliances must have relevant certificates. A risk assessment must be carried out by all trade stands exhibitors and submitted with application.** The individual, firm or body that utilises the pitch is liable for the safety of the public once they are upon the pitch.
11. Trade stand holders must be fully conversant with current regulations relevant to their particular trade or occupation and carry any relevant documentation with regard to any equipment used by themselves or members of the general public.
12. **Electric:** no electric will be provided to the craft marquee.

The Society reserves the right to inspect exhibitor's stands, machinery and Displays to ensure compliance with the above requirements.

Secretary; Mrs Sarah Dickinson 015395 62683 / secretary@cartmelshow.com

Cartmel Show 2017 – Fire Risk Assessment

Please complete if you have not one of your own

Name of Organisation

Operational Activity (please indicate which description most reflects the activities of your stand)

Retail Outlet		Static Display		Demonstrations		Catering Outlet	
Hazards associated with above activity: please tick the following if the hazards will form part of your stand during Cartmel Show							
LPG		Dry Combustibles		Hot Surfaces		Food Prep.	
Highly Flammable		Electrical Equipment		Machinery		Dangerous Overcrowding	
Signature of responsible person (must be authorised company signatory)							

Responsibilities: Who will be responsible for Fire Safety Management within your exhibit?

Name:	Telephone No.
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Fire Plan/Raising the Alarm – do you have an Emergency Evacuation Procedure with an appropriate means of raising the alarm, i.e. shouting, claxon.

Yes		No	
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Are all staff aware of this procedure and how to raise the alarm?

Yes		No	
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Fire Extinguishers – are there sufficient extinguishers of the right type available and identified with a sign stating 'Fire Point'? Are all staff aware of the types of extinguishers available and their operating instructions?

Yes		No	
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Signage – is the "No Smoking" sign in a prominent position within your exhibit?

Yes		No	
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Any temporary structure (i.e. marquee) over 6.5m in length or depth must have an alternative fire exit with the appropriate Fire Exit sign prominently displayed overhead.

Fire Exit Routes – Will all Fire Exit routes be clear of obstruction internally and externally at all times?

Yes		No	
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This is a requirement for compliance with Fire Safety regulations and the nominated member of staff to oversee Fire Safety must ensure Fire Exits ARE kept clear of obstructive items at all times.

Overcrowding – Are you aware of the maximum number of people considered safe in your temporary structure?

Yes		No	
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Combustible Materials/Flammable Substances/Hazardous Materials – Are combustible materials kept to an absolute minimum and where combustible materials are retained are they appropriately stored away from sources of ignition?

Yes		No	
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Cartmel Show 2017

All exhibitors should provide their own risk assessment, if not please complete this form

Using the guidelines shown below please consider what risks there are to those building up Stands and to members of the public during the show. Outline the steps you propose to take to minimise those risks in the table overleaf. Please copy this page if more space is required.

If in your opinion there are no risks please print **NO RISKS** and return the form.

Hazard	Who Might be harmed	Is more needed to control the risk
<p>Look only for hazards which you could reasonably expect to result in significant harm under the conditions in your workplace. Use the following examples as a guide.</p>	<p>There is no need to list individuals by name – just think about groups of people doing similar work of who may be affected, e.g.</p>	<p>For the hazards listed, do the precautions already taken</p>
<p>Slipping/tripping hazards Chemicals (e.g battery acid) Moving parts of machinery (e.g Blades) Work at height – any height where a fall can cause injury eg steps/ladders etc. Pressure systems Vehicles (e.g. fork-lift trucks) Electricity Dust (e.g. from grinding) Fumes (e.g. from vehicle engines) Manual handling Noise Livestock on stand Lifting operation</p>	<p>Office Staff Maintenance Personnel Contractors People sharing your work place Operators Cleaners Members of the public</p> <p>Pay particular attention to:- Staff with disabilities Visitors Inexperienced staff Lone workers – they may be more vulnerable.</p>	<ul style="list-style-type: none"> * Meet the standards set by a legal requirement? * Comply with a recognised industry standard? * Represent good practice? * Represent risk as far as reasonably practicable? <p>Have you provided:</p> <ul style="list-style-type: none"> * Adequate information, instruction or training? * Adequate systems or procedures? <p>If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place.</p> <p>Where the risk is not adequately controlled, indicate what more you need to do (the`action list`).</p>
<p>Fire hazard e.g. combustible materials (rubbish, flammable substances, LPG etc) and ignition sources (flames, smoking etc)</p>	<p>As above.</p>	<ul style="list-style-type: none"> * Means of escape; fire detection and alarms. Fire fighting equipment and fire evacuation plan.

CARTMEL SHOW 2017
RISK ASSESSMENT FORM please complete if you have not one of your own.

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

Company Name:		
Address:		
Responsible Person:	Print Name:	Authorised Signatory:
Date Assessment undertaken:		
Hospitality Provided on stand:	Yes / No	If Yes, hospitality to be provided: Eg hot or cold drinks, hot/cold food etc
Products to be exhibited:		

Public Liability Insurance	Insurance Company:	Policy No:
	Sum Insured: £	Expiry Date:

HAZARD	HAZARD SEVERITY RATING*	HAZARD PROBABILITY RATING**	PERSONS AT RISK	CONTROLS TO MINIMISE RISK

***Hazard Severity Rating: 1 – Negligible** (remote possibility of harm) **2 – Marginal** (slight injury, minor first aid) **3 – Slightly dangerous** (some injury, not too serious) **4 – Dangerous** (serious injury or damage) **5 – Very dangerous** (could cause death or widespread injuries)

****Hazard Probability Rating: 1 – Improbable** (unlikely to happen) **2 – Remote** (may occur at some time) **3 – Possible** (likely to occur at some time) **4 – Probably** (very likely to occur) **5 – Very probable** (very likely to occur soon)