

**HEATHFIELD & DISTRICT AGRICULTURAL SHOW SOCIETY**  
**SATURDAY 25<sup>th</sup> MAY 2019**

**Arts and Crafts Marquee Booking Form**

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Tel No: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Type of Art or Craft Product \_\_\_\_\_

Brief description of your Trade: \_\_\_\_\_

I would like to book a trade stand within the ARTS and CRAFTS MARQUEE	COST	VAT 20%	TOTAL
2.5m front x 2m depth	£ 63.33	£ 11.67	<b>£ 76.00</b>
<b>or</b>			
3m front x 2m depth	£ 75.96	£ 14.00	<b>£ 91.15</b>

**We require the following additional passes please:-**

<input style="width: 100%; height: 20px;" type="text"/>	additional adult passes at £15.00 each (Inc. VAT)	£
<input style="width: 100%; height: 20px;" type="text"/>	additional Trade Stand Vehicle Labels	£ <b>FOC</b>
<b>Total Now Due</b>		£

**Please indicate payment method:-**

I wish to pay via BACS, send me invoice & bank details YES

I will be sending a Cheque made payable to "Heathfield & District Agricultural Show Society" YES

**Please make sure you have enclosed the following documents with your application:**

Copy Public/Product Liability Cert.	<input style="width: 40px; height: 20px;" type="text"/>	Guidance Notes Agreement Signed	<input style="width: 40px; height: 20px;" type="text"/>
Completed Risk Assessment Form	<input style="width: 40px; height: 20px;" type="text"/>	Other.....	<input style="width: 40px; height: 20px;" type="text"/>
I require electricity & have returned my form to Templec LTD directly (optional)			

**I agree to abide by the Rules of the Heathfield Agricultural Show Society. I have read and agree with all the information, regulations and guidance notes and enclose all the documents, certificates and licences where necessary.**

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Dated: \_\_\_\_\_

**Please complete and return all forms either by post or via email to: [h.uns@outlook.com](mailto:h.uns@outlook.com)**

**Mrs Holly Unsworth White**  
**1 Little Tottingworth Farm Cottage**  
**Broad Oak, Heathfield**  
**East Sussex, TN21 8TH**

# Templec Ltd –Electricity Supply Prices

## *Heathfield Show Trade Stands 2019*

**Please complete the application form for an Electricity Supply to trade Stands. The form should be completed and returned with a cheque made payable to Templec Ltd at least 14 days before the**

SOCKETS (Single Phase)	Rate Per Point	Quantity	£	Total
3 kw (13 amps)	£ 89.30			
16 Amp Blue Ceeform	£ 95.20			
32 Amp Blue Ceeform	£ 123.82			
63 Amp Blue Ceeform	£ 161.29			
<b>LIGHTS</b>				
300Watt Halogen	£ 68.03			
5ft Fluorescent	£ 68.03			
1Metre Track plus 2 Spots	£ 68.03			
Extra Spots (each)	£ 9.20			
<b>3 PHASE</b>				
16 Amp Red Ceeform	£ 235.73			
32 Red Ceeform	£304.05			
63 Amp Red Ceeform	£ 359.80			
<b>FREEZER WAGONS</b>				
3 kw (13 Amp) (if required )	£ 80.64			
<b>CARAVANS</b>				
<b>Per Night (including set up)</b>				
Heathfield Agricultural Society	<b>(Compulsory Charge)</b>		LEVY	£30.00
			SUB TOTAL	
			VAT 20%	
			TOTAL	

**IMPORTANT: The use of generators is strictly forbidden, likewise the sharing of any electrical supply between trade stands.**

Company.....Contact.....

Address.....

.....

Postcode.....Email.....

Tel No.....Fax no.....

Mobile No.....Stand No.....

Signature.....

**Templec Ltd**

**16 Ransome Way, Elloughton, East Yorkshire, HU15 1LJ**

# Risk Assessment Form

Using the **EXAMPLE** 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 enclosed and return to the Trade Stand Secretary.

## Example Only

<b>Company Name:</b>	Something Ltd.
<b>Address:</b>	Some House Long Street Somewhere PX00 0PX
<b>Responsible Person:</b>	Mr Joe Bloggs
<b>Date Assessment Undertaken:</b>	30th December 2017
<b>Signature of Assessor:</b> (someone in the company who decides if there are any risks)	<i>Mr Joe Bloggs</i>

HAZARD	PERSONS AT RISK	CONTROLS TO MINIMISE RISK
Slipping/ tripping	General Public, staff	Covered possible trip hazard or highlighted it with fluorescent tape
Vehicles (e.g. forklift)	General Public, staff	Provided appropriate training of vehicle.
Electricity	Staff, operators, cleaners, contractors	Used a certified electrician
If you decide there is not any risk then complete one of the boxes as below:		
<b>NO RISK</b>		

FIRE ASSESSMENT		
Rubbish, LPG	Staff, General Public, Contractors	Firefighting equipment, fire alarm
Smoking	Staff, General Public,	Evacuation plan
If you decide there is not any risk then complete one of the boxes as below:		
<b>NO RISK</b>		
*Liquefied Petroleum Gas (LPG) on site. Yes/No (Please circle)	Cylinder size	Adequate training and instruction

# Risk Assessment Form

Please copy this page if more space is required. If in your opinion there is no risk, please print NO RISK and return the form. Please complete using BLOCK CAPITALS

<b>Company Name:</b>	
<b>Address:</b>	
<b>Responsible Person:</b>	
<b>Date Assessment Undertaken:</b>	
<b>Signature of Assessor:</b>	

HAZARD	PERSONS AT RISK	CONTROLS TO MINIMISE RISK
<b>FIRE ASSESSMENT</b>		
<b>*** Liquefied Petroleum Gas</b> (LPG) on site. Yes/No  (Please circle)  <b>FIRE EXTINGUISHER – type</b>	Cylinder size	

\*\*\* Must be completed

# Risk Assessment Form

	<b>*** PUBLIC LIABILITY INSURANCE</b>
<b>Name of Insurance Company</b>	
<b>Address</b>	
<b>Indemnity sum</b>	<b>£.....Million</b>
<b>Expiry date of Insurance Cover</b> <b>(Must be after 26<sup>th</sup> May, 2018)</b>	

**\*\*\* Must be completed**

Heathfield & District Agricultural Show Society reserves the right to prevent entry to Show Ground if this information is not given. This ruling applies to every Trade Stand exhibitor without exception.

**IMPORTANT NOTE:**

Signature of Assessor on page 2 confirms that Third Party Public Liability Insurance is in place at date of The Heathfield Show – 26<sup>th</sup> May 2018 and showing the above information is correct and complies with the HDASS Health & Safety Rules & Regulations.

A copy of our Guide to the Rules & Regulations concerning Risk Assessments is available from the Trade Stand Secretary if required. Telephone: 01580 880085 or email: [tradestands@heathfieldshow.org](mailto:tradestands@heathfieldshow.org)

# Guidance Notes Agreement

I/We agree to observe all the Guidance Notes issued by Heathfield and District Agricultural Show Society and will do all in my/our power to preserve the health and safety of my/our employee/s, your employees/volunteers and the general public while working at the Heathfield show site.

The signature below also confirms that a Risk Assessment has been produced and the necessary Fire Extinguisher will be provided on our Trade Stand.

Signed: .....

Name: .....

*(Please print)*

Position: .....

Email Address: .....

Company/Organisation Name and Address

.....

.....

.....

Date: .....

Comments:

Please read carefully the guidance notes in the Trade Stand Information Pack 2018 which is available on our website [www.heathfieldshow.org](http://www.heathfieldshow.org). It is with utmost importance you read this and return this page duly signed, to the Arts & Crafts Organiser with your application.