

# HEATHFIELD & DISTRICT AGRICULTURAL SHOW SOCIETY

## SATURDAY 25 MAY 2019

### TRADE STAND APPLICATION FORM — PAGE 1

PRIORITY CLOSING: 31 JANUARY 2019

FINAL CLOSING: 30 APRIL 2019

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

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

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

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

Description of your Trade: (no more than 5 words) \_\_\_\_\_

Large Vehicles (please state length and weight) \_\_\_\_\_

#### I would like to book the following Trade Stand space for the 2019:-

*Please refer to the Trade Stand Pack and insert the size of the stall, cost, VAT & any extra costs to be incurred*

	Please Tick	Size Required	COST	VAT 20%	TOTAL
<b>OPEN STAND SPACE</b>	<input type="checkbox"/>	<input type="text"/>	£		
I require a corner stand (at 15% extra)	<input type="checkbox"/>		£	£	£
<b>FOOD MARQUEE</b>	<input type="checkbox"/>	<input type="text"/>	£	£	£
<b>SHOPPING ARCADE</b>	<input type="checkbox"/>	<input type="text"/>	£	£	£

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

<input type="text"/>	additional adult passes at £15.00 each (Inc. VAT)	£	
<input type="text"/>	additional Trade Stand Vehicle Labels	£	<b>FOC</b>
<b>Total Now Due</b>		<b>£</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

**P.T.O. Form continues overleaf**

**Please complete and return all forms either by post or via email to: [tradestands@heathfieldshow.org](mailto:tradestands@heathfieldshow.org)**

**Trade Stand Secretary, Baden Lodge, 11 Forest Place, Cross in Hand, East Sussex TN21 0TG**

**FOR OFFICE USE ONLY**

Rec. App		Chq No		Pay Rec.		Passes	
Inv Sent		Inv No		Site No		Other	

**HEATHFIELD & DISTRICT AGRICULTURAL SHOW SOCIETY**

**SATURDAY 25 MAY 2019**

**TRADE STAND APPLICATION FORM — PAGE 2**

PRIORITY CLOSING: 31 JANUARY 2019

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Please TICK which of the following documents are relevant and enclosed with your application:

Copy Public/Product Liability Cert.


Completed Risk Assessment Form


Copy Food Hygiene or Ratings Certificate

Guidance Notes Agreement Signed

Copy TEN's (Tem. Event Notice for Alcohol)

Other.....

I require electricity & have returned my form to Templec LTD directly

I require lawn moving services and have returned my form to Agrifactors (Southern) Ltd directly

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**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.**

**Contact permissions**

The Heathfield Agricultural Show will communicate with you about this event by email, post and telephone. Please tick this box to confirm that you are happy for us to do so.

The Heathfield Agricultural Show would like to contact you by email, post and telephone to let you know when future events are taking place. Please tick this box if you are happy for us to do so. You can unsubscribe from these emails at any time.

For more information on how we process and secure your data, view our Privacy Policy on our web site, [www.heathfieldshow.org](http://www.heathfieldshow.org), or request a hard copy.

Signed: \_\_\_\_\_

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

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

Position: \_\_\_\_\_

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**Trade Stand Secretary, Baden Lodge, 11 Forest Place, Cross in Hand, East Sussex TN21 0TG**

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# 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 event or a 20 % surcharge will be incurred.**

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>				
<b>Heathfield Agricultural Society</b>	<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**

**Tel No/Fax 01482 666445 Mobile 07970163571**

**templecuk@yahoo.co.uk**

# AGRIFACTORS (SOUTHERN) LTD



In association with  
**HEATHFIELD & DISTRICT AGRICULTURAL SHOW SOCIETY**

## TRADE STAND GRASS CUTTING REQUEST FORM

The whole Showground is mown (weather permitting) before the Trade Stand lines are laid out around two weeks prior to the Show.

As the grass can grow considerably during the intervening period, many Exhibitors like to have their individual Trade Stand area mown nearer to the Show Day.

**If you would like to take advantage of our mowing service (where we cut, collect and remove the grass clippings), please complete and send the form below to us either by:-**

- a) **Post** to Agrifactors (Southern) Ltd, Streetfield Farm, Cade Street, Heathfield TN21 9BS
- b) **E-mail** to [sales@agrifactors.co.uk](mailto:sales@agrifactors.co.uk)

Payment can be made via BACS/Bank transfer using our Account Details below or alternatively via Credit/Debit card by contacting us on 01435 863964.

Account Name: Agrifactors (Southern) Ltd  
Account No: 01641947  
Sort Code: 30-95-01

**Please ensure that both the request form and payment be with us by Monday 20<sup>th</sup> May 2019 to enable us to schedule in mowing your stand.**

*Detach & Send.....Detach & Send*

Price is per 3m (10') frontage, regardless of depth, and includes VAT. Please tick size required.

3m	£ 7.00	ÿ 15m	£30.00	ÿ 27m	£54.00
6m	£12.00	ÿ 18m	£36.00		
9m	£18.00	ÿ 21m	£42.00		
12m	£24.00	ÿ 24m	£48.00		

Please tick if VAT Invoice/Receipt is required.

Name/Company ..... Stand No:.....

Address .....

Telephone/Mobile No:..... E-mail:.....

# 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 2019 which is available on our website [www.heathfieldshow.org](http://www.heathfieldshow.org). It is with up-most importance you read this and return this page duly signed, to the Trade Stand Secretary with your application.

# Risk Assessment Form

Using the **EXAMPLE** guidelines on the following page, 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. This form can be downloaded as a Word document from our website: [www.heathfieldshow.org](http://www.heathfieldshow.org).

**THIS FORM MUST BE COMPLETED IN FULL.  
WRITING "NO RISK / NONE / N/A" IS NOT ACCEPTABLE.**

<b>Company Name:</b>	
<b>Address:</b>	
<b>Mobile number</b>	
<b>Responsible Person:</b>	
<b>Date Assessment Undertaken:</b> (completion date of form)	
<b>Signature of Assessor:</b> (This should ideally be a trained Health & Safety officer or nominated individual.)	
<b>Signed</b> (This should be the signature of the person completing the form named above as the responsible person.)	

<b>HAZARD</b>	<b>PERSONS AT RISK</b>	<b>CONTROLS TO MINIMISE RISK</b>

<b>FIRE ASSESSMENT</b>		
<b>*Liquefied Petroleum Gas (LPG) on site.</b> Yes/No (Please circle)	Cylinder size	Confirm that adequate training and instruction given to staff: Yes/No (Please circle)

# Risk Assessment Guidelines

HAZARD	PERSONS AT RISK	CONTROLS TO MINIMISE RISK
<p>Look only for hazards which could reasonably be expected to result in significant harm under the conditions in your workplace.</p> <p>Use the following examples as a guide.</p> <ul style="list-style-type: none"> <li>• Slipping/tripping hazards (e.g. guide ropes, flooring and display tables)</li> <li>• Chemicals &amp; Dangerous Substances</li> <li>• Moving parts of machinery (e.g. blades, belts &amp; wheels)</li> <li>• Work at height (e.g. from ladders or steps).</li> <li>• Pressure systems.</li> <li>• Vehicles/Trailers.</li> <li>• Electricity</li> <li>• Dust (e.g. from grinding)</li> <li>• Fumes (e.g. vehicle engines)</li> <li>• Manual handling operations.</li> <li>• Noise</li> <li>• Livestock on stand</li> <li>• Lifting operation</li> <li>• High Winds</li> </ul>	<p>There is no need to list individuals by name - just think about groups of people doing similar work or who may be affected, e.g.</p> <ul style="list-style-type: none"> <li>• Staff/Helpers.</li> <li>• People sharing your work place.</li> <li>• Members of the public.</li> </ul> <p><b>PAY PARTICULAR ATTENTION TO:</b></p> <ul style="list-style-type: none"> <li>• <b>Staff, especially inexperienced staff.</b></li> <li>• <b>Visitors, children and in particular anyone with disabilities!</b></li> </ul>	<p>For the hazards listed, do the precautions already taken:-</p> <ul style="list-style-type: none"> <li>• Meet the standards set by a legal requirement?</li> <li>• Comply with a recognised industry standard, C.O.S.H.H. Regs &amp; Hazard Data Information.</li> <li>• Represent good practice?</li> <li>• Reduce risk as far as reasonably practical?</li> </ul> <p>Have you provided:</p> <ul style="list-style-type: none"> <li>• Adequate information instruction and/or training?</li> <li>• Adequate systems or procedures?</li> <li>• <i>If so 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</i></li> <li>• need to do (the "Action list").</li> </ul> <p>Ensure tents are well secured. Close down inflatable rides etc. until winds subside.</p>

## FIRE ASSESSMENT

Fire Hazard e.g. combustible materials (rubbish, inflammable substances, LPG etc) and ignition sources (flames, smoking etc)	Staff, General Public, Contractors	* Means of escape, fire detection and alarms. Fire fighting equipment and fire evacuation plan.
Smoking	Staff, General Public, Contractors	Evacuation plan
<p>*<b>Liquefied Petroleum Gas (LPG)</b> on site.</p> <p style="text-align: center;"><b>Yes/No</b> <b>(Please circle)</b></p>	Cylinder size	Adequate training and instruction

# 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 25th May, 2019)</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 – 25<sup>th</sup> May 2019 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: 07738 863317 or email: [tradestands@heathfieldshow.org](mailto:tradestands@heathfieldshow.org)