

HEATHFIELD & DISTRICT AGRICULTURAL SHOW SOCIETY

SATURDAY 23 MAY 2020

FARMERS' MARKET APPLICATION FORM — PAGE 1

PRIORITY CLOSING: 31 JANUARY 2020

FINAL CLOSING: 30 APRIL 2020

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 Farmers' Market space for the 2020:-

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

	Please choose		COST	VAT 20%	TOTAL
FARMERS MARKET				£	£
I require a covered Stall	YES/NO				

We require the following additional passes please:

	additional adult passes at £15.00 each (Inc. VAT)	£	
	additional Trade Stand Vehicle Labels	£	FOC
Total Now Due			£

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: farmersmarket@heathfieldshow.org

Farmers Market Organiser, 27 Dunnock Lane, Hellingly, Hailsham BN27 1PR

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

FARMERS' MARKET APPLICATION FORM — PAGE 2

PRIORITY CLOSING: 31 JANUARY 2019

FINAL CLOSING: 30 APRIL 2019

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

Copy Public/Product Liability Cert.

Copy Food Hygiene or Ratings Certificate

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

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

Completed Risk Assessment Form

Guidance Notes Agreement Signed

Other.....

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, or request a hard copy.

Signed: _____

Print Name: _____

Dated: _____

Position: _____

Please complete and return all forms either by post or via email to: farmersmarket@heathfieldshow.org

Farmers Market Organiser, 27 Dunnock Lane, Hellingly, Hailsham BN27 1PR

Templec Ltd – Electricity Supply Prices Heathfield Show Trade Stands 2020

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 14 days before the event or a 2020 % surcharge will be incurred.

SOCKETS (Single Phase)	Rate Per Point	Quantity	£	Total
3 kw (13 amps)	£ 93.80			
16 Amp Blue Ceeform	£ 99.00			
32 Amp Blue Ceeform	£ 130.00			
63 Amp Blue Ceeform	£ 170.00			
LIGHTS				
300Watt Halogen	£ 71.00			
5ft Fluorescent	£ 71.00			
1Metre Track plus 2 Spots	£ 71.00			
Extra Spots (each)	£ 10.00			
3 PHASE				
16 Amp Red Ceeform	£ 247.00			
32 Red Ceeform	£320.00			
63 Amp Red Ceeform	£ 377.00			
FREEZER WAGONS				
3 kw (13 Amp) (if required)	£ 84.00			
Heathfield Agricultural Society	(Compulsory Charge)		Generator Contribution	£31.00
			SUB TOTAL	
			VAT 20%	
			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

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

Company Name:	Something Ltd.
Address:	Some House Long Street Somewhere PX00 0PX
Responsible Person:	Mr Joe Bloggs
Date Assessment Undertaken: (completion date of form)	30th December 2018
Signature of Assessor: (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:		
NO RISK		

FIRE ASSESSMENT		
Rubbish, LPG	Staff, General Public, Contractors	Firefighting equipment, fire alarm
Smoking	Staff, General Public, Contractors	Evacuation plan
If you decide there is not any risk then complete one of the boxes as below:		
NO RISK		
*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

Company Name:	
Address:	
Responsible Person:	
Date Assessment Undertaken:	
Signature of Assessor:	

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

*** Must be completed

Risk Assessment Form

	*** PUBLIC LIABILITY INSURANCE
Name of Insurance Company	
Address	
Indemnity sum	£.....Million
Expiry date of Insurance Cover (Must be after 25th May, 2019)	

***** 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 – 25th 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 Farmers' Market Organiser if required.

Telephone: 07738 863317 or email: farmermarket@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 Stand.

Signed:

Name:

(Please print)

Position:

Email Address:

Company/Organisation Name and Address

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Date:

Comments:

Please read carefully the guidance notes in the Trade Stand Information Pack 2019 which is available on our website www.heathfieldshow.org and return this page duly signed, to the Farmers' Market Organiser with your application.