

HEATHFIELD AGRICULTURAL SHOW

SATURDAY 28 MAY 2022

TRADE STAND APPLICATION FORM

Did you know, you can now apply online?

Use this link to apply:

<https://bit.ly/3jYeC2T>

For agricultural organisations,

please use this link instead:

<https://bit.ly/3BEFdYP>

**Save yourself the hassle of completing and
scanning / posting a
paper application form!**

HEATHFIELD AGRICULTURAL SHOW
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TRADE STAND APPLICATION FORM — PAGE 1

PRIORITY CLOSING: 31 JANUARY 2022

FINAL CLOSING: 30 APRIL 2022

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 2022 Show:-

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
OPEN STAND SPACE - STANDARD	<input type="checkbox"/>	<input type="text"/>	£	£	£
PREMIUM STAND SPACE - ROW E / EE	<input type="checkbox"/>	<input type="text"/>			
I require a corner stand (at 15% extra)	<input type="checkbox"/>		£		
FOOD MARQUEE	<input type="checkbox"/>	<input type="text"/>	£	£	£
We require the following additional passes please:					
<input type="text"/>	additional adult passes at £17.00 each (Inc. VAT)				£
<input type="text"/>	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

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

Copy Public/Product Liability Cert.	<input type="checkbox"/>	Completed Risk Assessment Form	<input type="checkbox"/>
Copy Food Hygiene or Ratings Certificate	<input type="checkbox"/>	Guidance Notes Agreement Signed	<input type="checkbox"/>
Copy TEN's (Tem. Event Notice for Alcohol)	<input type="checkbox"/>	Other.....	<input type="checkbox"/>
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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PRIORITY CLOSING: 31 JANUARY 2022
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I agree to abide by the Rules of the Heathfield Agricultural Show .

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:
tradestands@heathfieldshow.org
Trade Stand Secretary, Leitrim, 11 Highview Road, Broad Oak,
East Sussex TN21 8SE

Guidance Notes Agreement Declaration

I/We agree to observe all the Guidance Notes issued by Heathfield Agricultural Show 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 2022 which is available on our website www.heathfieldshow.org. It is with utmost importance you read this and return this page duly signed, to the Trade Stand Secretary with your application.

Insurance Declaration Form

	N.B. PUBLIC LIABILITY INSURANCE REQUIRED <u>NOT</u> EMPLOYER LIABILITY
Name of Insurance Company	
Address	
Indemnity sum	£.....Million
Expiry date of Insurance Cover (Must be after 28th May 2022)	

Heathfield Agricultural Show (HAS) 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 confirms that Third Party Public Liability Insurance is in place at date of The Heathfield Agricultural Show – 28th May 2022 and showing the above information is correct and complies with the HAS 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

Risk Assessment Form

Using the blank template and example guidelines on the following pages, consider what risk there is to your staff, other trade stand exhibitors and to members of the public during the show. Outline the steps you propose to take to minimise that risk in the table enclosed.

This form can also be downloaded as a Word document from our website:

<https://heathfieldshow.org/trade-stands/>.

You may use your own organisation's risk assessment form if preferred, as long as it covers the elements listed below.

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

Company Name:	
Address:	
Mobile number	
Responsible Person:	
Date Assessment Undertaken: (completion date of form)	
Signature of Assessor: (Trained Health & Safety officer or nominated individual.)	
Signed (This should be the signature of the responsible person.)	

Risk Assessment - blank template

HAZARD	PERSONS AT RISK	CONTROLS TO MINIMISE RISK

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

Risk Assessment - example 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"> • Slipping/tripping hazards (e.g. guide ropes, flooring and display tables) • Chemicals & Dangerous Substances • Moving parts of machinery (e.g. blades, belts & wheels) • Work at height (e.g. from ladders or steps). • Pressure systems. • Vehicles/Trailers. • Electricity • Dust (e.g. from grinding) • Fumes (e.g. vehicle engines) • Manual handling operations. • Noise • Livestock on stand • Lifting operation • High Winds 	<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"> • Staff/Helpers. • People sharing your work place. • Members of the public. <p>PAY PARTICULAR ATTENTION TO:</p> <ul style="list-style-type: none"> • Staff, especially inexperienced staff. • Visitors, children and in particular anyone with disabilities! 	<p>For the hazards listed, do the precautions already taken:-</p> <ul style="list-style-type: none"> • Meet the standards set by a legal requirement? • Comply with a recognised industry standard, C.O.S.H.H. Regs & Hazard Data Information. • Represent good practice? • Reduce risk as far as reasonably practical? <p>Have you provided:</p> <ul style="list-style-type: none"> • Adequate information instruction and/or training? • Adequate systems or procedures? • <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> • need to do (the "Action list"). <p>Ensure tents are well secured. Close down inflatable rides etc. until winds subside.</p>

FIRE ASSESSMENT

<p>Fire Hazard e.g. combustible materials (rubbish, inflammable substances, LPG etc) and ignition sources (flames, smoking etc)</p>	<p>Staff, General Public, Contractors</p>	<p>* Means of escape, fire detection and alarms. Fire fighting equipment and fire evacuation plan.</p>
<p>Smoking</p>	<p>Staff, General Public, Contractors</p>	<p>Evacuation plan</p>