

HEATHFIELD AGRICULTURAL SHOW

SATURDAY 28 MAY 2022

Arts and Crafts Marquee

Booking Form

Did you know, you can now apply online and save yourself the hassle of completing and scanning / posting a paper application form?

Use this link to apply:

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

**HEATHFIELD & DISTRICT AGRICULTURAL SHOW SOCIETY
SATURDAY 28th MAY 2022**

Arts and Crafts Marquee Booking Form

Contact Name: _____	
Name of Company: _____	
Address: _____	
Tel No: _____	Email: _____
Mobile: _____	Website: _____
Brief description of the type of art or craft product: _____	

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	£ 76.00
or			
3m front x 2m depth	£ 75.96	£ 14.00	£ 91.15
We require the following additional passes please:-			
<input type="checkbox"/>	additional adult passes at £17.00 each (Inc. VAT)		£
<input type="checkbox"/>	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 <input type="checkbox"/>
I will be sending a Cheque made payable to "Heathfield Agricultural Show "	YES <input type="checkbox"/>
Please make sure you have enclosed the following documents with your application:	
Copy Public/Product Liability Cert. <input type="checkbox"/>	Guidance Notes Agreement Signed <input type="checkbox"/>
Completed Risk Assessment Form <input type="checkbox"/>	
I require electricity & have returned my form to Templec LTD directly (optional) <input type="checkbox"/>	

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:

arts.crafts@heathfieldshow.org

Mrs Holly Unsworth White, 1 Little Tottingworth Farm Cottage

Broad Oak, Heathfield, East Sussex, TN21 8TH

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

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>

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 20 % 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	£35.00
			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