

# Tockwith & District Agricultural Society

Registered Charity 1105149 [www.tockwithshow.org.uk](http://www.tockwithshow.org.uk)

## Trade Stand Application Form 2023

NAME OF COMPANY OR ORGANISATION: (Include Charity Registration Number if applicable)

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LIST OF PRODUCTS TO BE SOLD OR SERVICES OFFERED:

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1. I require outdoor space on the show field and a frontage of ..... metres (minimum 4 meters) and depth 9 metres standard. I agree to pay £..... (£15/m frontage).
2. I require ..... entry tickets at £10 each (pre booked only).
3. I have read the trade stand regulations and agree to abide by them.
4. I understand my responsibility for health and safety – **Attach your risk assessment with this form.**
5. I enclose a copy of my **Public Liability Insurance** details.
6. I enclose a **stamped address envelope of 11cm x 22cm.**
7. Invoice for payment will be sent to the details provided below. Please tick to confirm if you wish to pay by BACS or Cheque:

BACS Sort Code: 40.46.21 - Acc No: 21370278 - Ref: Trade Stand - To: Tockwith and District Agricultural Society

Cheque

Your details will be published on the Tockwith Show Website unless you advise differently.

Mr/Mrs/Miss/Ms .....

Business Name/ Invoice to .....

Address.....

.....Post Code.....

Telephone .....Mobile.....

Email Address.....

**ENCLOSURES:** Stamped addressed envelope, risk assessment & public liability insurance details

To be sent to: [tradestands@tockwithshow.org.uk](mailto:tradestands@tockwithshow.org.uk) or posted to New Spring Farm, Tockwith Lane, Tockwith, York, YO26 7RG.

Signed.....

Dated.....

APPLICATIONS MUST BE RECEIVED BACK WITH ALL RELEVANT DOCUMENTS AND INFORMATION FOR AN APPLICATION TO BE PROCESSED. THEREAFTER AN INVOICE WILL BE SENT TO YOU AND ONLY UPON PAYMENT BEING RECEIVED WILL YOU BE ALLOCATED A TRADE STAND SPACE.

Please note whilst we try to accommodate specific requests, allocations are on a first come first served basis. If you have any specific requests, please provide these in the box below.

For trade stand related questions only, please call 07872390962. If there is no answer, please leave a brief, clear message with your details and we will get to you ASAP.

Alternatively email us on [tradestands@tockwithshow.org.uk](mailto:tradestands@tockwithshow.org.uk)

# TRADE STANDS DETAILS & CHARGES

Trade Stands are outdoor and have a depth of 9 metres and a minimum frontage of 4 metres.

You will receive access details and tickets by post. Trade Stands are outdoor and on arrival will be directed to your Plot which will be clearly marked. Set up the day before is permitted but contents are left at your own risk.

## Charges for 2023

Plot Width (mtrs) guide

4m	5m	6m	7m	8m	Another
£60	£75	£90	£105	£120	£15/meter frontage

If you require a plot frontage over 10 meters, please contact us direct to make booking arrangements.

Awnings, guy ropes, towing bars and other extrusions must be included within the overall plot dimensions.

Your vehicles can be parked on your Plot, otherwise they must be moved to the designated car park before 9.45am on the Show Day.

All Plots must be occupied by 9.45am.

No tables, chairs or other equipment will be provided, and no electricity is available.

It is recommended you have a covered stall, tent or gazebo to offer protection and to provide a more attractive setting to your plot.

Two entry tickets per Plot are issued for the purpose of attending the Stand. Up to four additional entry tickets may be purchased before the Show Day at £10 each, otherwise normal admission rates will apply on the day.

## REGULATIONS:

Please read the enclosed Trade Stand Regulations & Guidelines noting in particular the restrictions on the following:

- raffles, lotteries and tombola's
- the sale of foodstuffs and drinks
- the use of audio and speaking equipment
- the provisions for access and vehicles.

## HEALTH & SAFETY:

Please read the attached notes on Health & Safety **and submit your Risk Assessment with your application.** You must advise us if you are to use a generator. If you are providing food, you must ensure that you comply with the regulations laid down by the Food Standards Agency and carry for inspection all documentation required to comply with those regulations and display proper notices to comply with the Food Information Regulations 2014.

# HEALTH & SAFETY GUIDELINES FOR TRADE STANDS & EXHIBITORS

All Trade Stands and Exhibitors must complete a Risk Assessment and return to [tradestands@tockwithshow.org.uk](mailto:tradestands@tockwithshow.org.uk) for your application to be valid.

Using the guidelines please consider what risks there are to those assembling, dismantling, and attending your trade stand, and to members of the public who visit during the Show. Outline the steps that you propose to take to minimise those risks in the table on the Risk Assessment Form below. If in your opinion there are no risks, please state **NO RISKS**

Hazard	Who might be harmed	Is more needed to control the risk?
<p>Look only for hazards which you could reasonably expect to result in significant harm under the conditions at your Trade Stand. Use the following examples as a guide.</p>	<p>List groups of people who are at risk from the significant hazards that you have identified.</p>	<p>For the hazards listed, do the precautions to be taken comply with the following?</p>
<ul style="list-style-type: none"> <li>- Slipping and tripping hazards</li> <li>- Chemicals (e.g battery acid)</li> <li>- Moving parts of machinery</li> <li>- Working at height</li> <li>- Pressure systems</li> <li>- Vehicles</li> <li>- Electricity</li> <li>- Dust (e.g. from grinding or sawing)</li> <li>- Fumes (e.g. from generators)</li> <li>- Manual handling</li> <li>- Livestock on stand</li> <li>- Projectiles for competition or amusement</li> <li>- Lifting operation</li> <li>- Smoking – the Health Act 2006 states that premises that are open to the public are to be smoke free in areas that are enclosed or substantially enclosed, including temporary tents and marquees.</li> <li>- Fire hazards</li> </ul>	<p>Your own staff and helpers</p> <p>Tockwith Show staff</p> <p>Your contractors</p> <p>People sharing your stand</p> <p>Neighbours</p> <p>Visitors</p> <p>Members of the public</p> <p><b><u>Pay particular attention to:</u></b></p> <p>People with disabilities</p> <p>Children</p> <p>People with dogs</p> <p>Inexperienced staff</p> <p>Lone workers – they may be more vulnerable</p>	<p>Meet with the standards set by legal requirements?</p> <p>Comply with a recognised industry standard?</p> <p>Represent good practice?</p> <p>Represent risk as far as reasonably practicable?</p> <p><b><u>Have you provided?</u></b></p> <p>Adequate information, instruction or training?</p> <p>Adequate systems and procedures including emergency evacuation plan?</p> <p>Adequate equipment including:</p> <ul style="list-style-type: none"> <li>- Alarms?</li> <li>- Fire fighting equipment?</li> <li>- Cleaning equipment for spillages</li> <li>- Hygiene facilities?</li> </ul> <p>Clear and visible signage?</p> <p>If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place within your Risk Assessment.</p>

# RISK ASSESSMENT FOR ATTENDING TOCKWITH & DISTRICT SHOW 2023 PART ONE

NAME OF ORGANISATION	
NAME OF RESPONSIBLE PERSON	

## NATURE OF STAND

Please indicate which best describes the nature of your stand – more than one if applicable

COVERED STALL, TENT OR GAZEBO		OPEN STALL OR DISPLAY INFORMATION	
CARAVAN OR TRAILER		VAN OR CAR ON PLOT	

## OPERATIONAL ACTIVITY

Please indicate which descriptions best describe the activities on your stand – more than one if applicable

RETAIL SALES		PROMOTION AND INFORMATION		STATIC DISPLAY	
CATERING OUTLET		DEMONSTRATIONS		ENTERTAINMENT	

## HAZARDS ASSOCIATED WITH YOUR ACTIVITY

Please tick one or more of the following if the hazard will be represented on your stand

LPG & HIGHLY FLAMMABLE LIQUIDS	HOT SURFACES, HEAT AND IGNITION SOURCES	DRY COMBUSTIBLES	USE OF SHARPS	WORKING AT HEIGHT
ANIMALS	MACHINERY	GENERATORS	ELECTRICAL EQUIPMENT	FOOD PREPARATION

SIGNATURE OF RESPONSIBLE PERSON	
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**PLEASE COMPLETE PART TWO, OR SUBMIT YOUR RISK ASSESSMENT IN YOUR OWN FORMAT**

# RISK ASSESSMENT

## PART TWO

LIST SIGNIFICANT HAZARDS	LIST GROUPS OF PEOPLE WHO ARE AT SIGNIFICANT RISK FROM THE SIGNIFICANT HAZARD	LIST EXISTING CONTROLS, LOCATION OF INFORMATION AND ACTION REQUIRED ON SITE
<p><b>FIRE HAZARD</b> Please indicate how you intend to control the fire hazard associated with your occupation of the stand. All exhibitors are reminded that the fire controls for the Trade Stands will be the same as for any high-street retail outlet.</p>		
<p><b>SIGNATURE OF RESPONSIBLE PERSON</b></p>		