

USK SHOW 2017: OUTDOOR TRADE SPACE APPLICATION FORM

Please Complete & Return this Form with Full Payment and Completed Risk Assessment to:-
The Secretary, Usk Farmers' Club Ltd, 26 Sunnyvale, Raglan, Usk, Monmouthshire NP15 2EF

BUSINESS NAME

PERSON IN CHARGE OF STAND 24 HOUR MOBILE

ADDRESS

..... POSTCODE

TELEPHONE NO EMAIL

PLEASE GIVE A BRIEF DESCRIPTION OF WHAT YOU SELL (THIS WILL BE INCLUDED IN THE SHOW CATALOGUE)

OUTDOOR TRADE SPACE

CLASSIFICATION OF SPACE REQUIRED (PLEASE TICK):

AGRICULTURAL £22 per Metre Frontage (minimum 11m Depth)

NON-AGRICULTURAL £35 per Metre Frontage (minimum 10m Depth)

MOTOR TRADE/CARAVANS £45 per Metre Frontage (minimum 15m Depth)

CHARITY £22 per Metre Frontage (minimum 10m Depth)

	QUANTITY	AMOUNT
METRES FRONTAGE REQUIRED (3M MINIMUM)		
EXTRA ADMISSION PASSES @ £9 EACH		
	TOTAL COST	£

PAYMENT INFORMATION

Cheques Payable to: USK FARMERS CLUB LTD

BACS: Barclays Bank plc Sort Code: 20-00-85 Acc No: 60896861 Ref: YOUR COMPANY NAME

Credit/Debit Card Payment: Contact Show Office on 01291 690889

Bookings WILL NOT be accepted without a Signed & Completed Application Form and Full Payment (Do Not Forget to Complete the Risk Assessment Questionnaire on Page 2)

Completing this form does not constitute acceptance of your application. Confirmation of your booking will be sent from the Show Office.

I have read and agree to the Rules and Regulations governing Trade Space Exhibitors at Usk Show 2017 and the Safety Policy Statement of Usk Farmers Club Ltd.

Signed Date

<u>FOR OFFICE USE</u> <u>ONLY</u>	Application	Date Received	Receipt Sent	Stand Ref
--	-------------	---------------	--------------	-----------

USK SHOW 2017

TRADE SPACE RISK ASSESSMENT FORM

Please answer the questions below by placing a circle around your response.

Note that some questions ask you to provide evidence for your answer.

This evidence DOES NOT have to be sent with your application, but must be available on request on your Trade Stand during the Show.



A. INSURANCE			
Do you hold Public Liability Insurance to cover your attendance at the Show? You must bring a copy of your certificate with you	Yes	No	N/A
B. REDUCING THE RISK OF FIRE			
Has any portable electrical equipment been portable appliance (PAT) tested by a competent person in the last year? (Evidence may be requested).	Yes	No	N/A
Have you identified ignition / heat sources and ensured that these are kept away from all flammable / combustible materials?	Yes	No	N/A
C. GAS & GAS APPLIANCES (including your caravan if it will be located on the Showground)			
Do you have an inspection / gas safety certificate, from someone who is Gas Safe Registered, for the appliances and pipework and are all hose connections made with "crimped" fastenings rather than jubilee clips? (Evidence may be requested).	Yes	No	N/A
Will any LPG cylinders be kept outdoors, secured in the upright position and out of the reach of the general public?	Yes	No	N/A
Will appliances be fixed securely on a firm, non-combustible heat insulating base and surrounded by shields of similar material on three sides?	Yes	No	N/A
Will you ensure that only those cylinders in use / likely to be used are kept at your stand / unit, i.e. that the number of cylinders is kept to a minimum?	Yes	No	N/A
D. PREVENTING FIRE SPREAD & FIRE FIGHTING (including your caravan if it will be located on the Showground)			
Will you have sufficient bins for refuse or suitable arrangements to prevent an accumulation of refuse?	Yes	No	N/A
Are the structure, roofing, walls, linings and fittings of your stand / unit flame retardant? (Evidence may be requested).	Yes	No	N/A
Do you have appropriate fire extinguishers / fire blankets available that have been tested within the last year? (Evidence may be requested).	Yes	No	N/A
Are staff within the stand / unit be familiar with the basic operating instructions for the fire extinguishers / fire blanket?	Yes	No	N/A
E. EMERGENCY ESCAPE			
Will staff be aware of what to do in the event of a fire, how to raise the alarm, evacuate the stand / unit and the exit locations?	Yes	No	N/A
Will the available exits be unobstructed and unlocked at all times the stand / unit is in use?	Yes	No	N/A
Where necessary, will there be sufficient fire escape signs indicating the appropriate escape route?	Yes	No	N/A
F. OTHER RISKS			
Are you aware that you must not stock or sell certain items, as listed within the Trade Space Schedule?	Yes	No	N/A
Have you completed a risk assessment covering the set-up, use and take-down of your Tradestand, e.g. the use of banksmen alongside large vehicles, certification for lifting equipment, management of slips, trips and falls etc. (Evidence may be requested).	Yes	No	N/A

SIGNED PRINT NAME

DATE