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| FOR OFFICE USE ONLY | |
|----------------------|----------|
| Received (date) | |
| Invoice Number | |
| Size of stand: Front | |
| Depth | |
| Electricity Required | Yes / No |
| Tickets Allocation | |
| Extra | |
| Advert Size: | |
| Tables | |
| STAND NUMBER | |

Application for Exhibition Space Country Fest – 2 & 3 June 2018

Company Name:

Contact:

Address:

Postcode:.....

Email:..... Telephone Number:

Description / Content of Stand: Please state **exact** nature of business or exhibition:

.....

NOTE – Unless otherwise instructed, the name, address and telephone number of the exhibitor and the description of the stand may be used in the Event Guide for use by the general public.

Please refer to the classification guide & tick the relevant box

FOOD ZONE Single: Double:

OPEN GROUND **SHOPPING MARQUEE**

CRAFT **COUNTRYSIDE AREA**

Frontage: Depth: £

Electricity per 13 amp socket £

Extra wristband passes £4.25 (+ vat) each qty £

Country Fest Event Guide please reserve (Size of advert) £

Trestle Tables Quantity (6') @ £3.00 + vat each £

TOTAL: £

I/we apply for trade stand space at Country Fest as detailed above in accordance with the Society's Conditions, which I/we have seen and accept. I/we understand that, should the application be successful, an invoice for same will be issued which must be paid in full by 1 May 2018. **I also enclose the completed Risk Assessment forms.**
Closing date for Trade Stands -20 April 2018

Signed: Date:

Please note that applications will not be considered unless accompanied by the completed RISK ASSESSMENT FORMS

All Trade Stand Exhibitors are required to complete the form overleaf.
Using the guidelines shown below please consider what risks there are to those building up Trade Stands and to members of the public during the event. Outline the steps you propose to take to minimise those risks in the table overleaf. Please copy this page if more space is required.
If in your opinion there are no risks please print **NO RISKS** and return the form.

| 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 in your workplace. Use the following examples as a guide.</p> | <p>There is no need to list individuals by name – just think about groups of people doing similar work of who may be affected, e.g.</p> | <p>For the hazards listed, do the precautions already taken</p> |
| <p>Slipping/tripping hazards Chemicals (e.g battery acid) Moving parts of machinery (e.g Blades) Work at height (e.g. from mezzanine floors) Pressure systems Vehicles (e.g. fork-lift trucks) Electricity Dust (e.g. from grinding) Fumes (e.g. from vehicle engines) Manual handling Noise Livestock on stand Lifting operation</p> | <p>Office Staff Maintenance Personnel Contractors People sharing your work place Operators Cleaners Members of the public</p> <p>Pay particular attention to:- Staff with disabilities Visitors Inexperienced staff Lone workers – they may be more vulnerable.</p> | <ul style="list-style-type: none"> * Meet the standards set by a legal requirement? * Comply with a recognised industry standard? * Represent good practice? * Represent risk as far as reasonably practicable? <p>Have you provided:</p> <ul style="list-style-type: none"> * Adequate information, instruction or training? * Adequate systems or procedures? <p>If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place.</p> <p>Where the risk is not adequately controlled, indicate what more you need to do (the 'action list').</p> |
| <p>Fire hazard e.g. combustible materials (rubbish, flammable substances, LPG etc) and ignition sources (flames, smoking etc)</p> | <p>As above.</p> | <ul style="list-style-type: none"> * Means of escape; fire detection and alarms. Fire fighting equipment and fire evacuation plan. |

COUNTRY FEST 2018 RISK ASSESSMENT FORM

Please complete in BLOCK CAPITALS (Please photocopy more sheets if you need to)

| | | | |
|----------------------------------|---|-----------------------|--|
| Company Name: | | | |
| Address: | | | |
| Responsible Person: | Print Name: | Authorised Signatory: | |
| Date Assessment undertaken: | | | |
| Location of Stand on Showground: | Stand Number (will be completed when known) | | |
| Products to be exhibited: | | | |
| Public Liability Insurance | Insurance Company: | Policy No: | |
| | Sum Insured: £ | Expiry Date: | |
| Food Zone | Registered Authority: | Food Hygiene Rating: | |

| HAZARD | HAZARD SEVERITY RATING* | HAZARD PROBABILITY RATING** | PERSONS AT RISK | CONTROLS TO MINIMISE RISK |
|--------|-------------------------|-----------------------------|-----------------|---------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

***Hazard Severity Rating:** **1 – Negligible** (remote possibility of harm) **2 – Marginal** (slight injury, minor first aid) **3 – Slightly dangerous** (some injury, not too serious) **4 – Dangerous** (serious injury or damage) **5 – Very dangerous** (could cause death or widespread injuries)

****Hazard Probability Rating:** **1 – Improbable** (unlikely to happen) **2 – Remote** (may occur at some time) **3 – Possible** (likely to occur at some time) **4 – Probably** (very likely to occur) **5 – Very probable** (very likely to occur soon)

Country Fest 2018

Fire Risk Assessment Form



Name of Organisation

Operational Activity (please indicate which description most reflects the activities of your stand)

| | | | | | | | |
|---------------|--|----------------|--|----------------|--|-----------------|--|
| Retail Outlet | | Static Display | | Demonstrations | | Catering Outlet | |
|---------------|--|----------------|--|----------------|--|-----------------|--|

Hazards associated with above activity:
please tick the following if the hazards will form part of your stand during the Westmorland County Show

| | | | | | | | | | |
|------------------|--|----------------------|--|--------------|--|------------------------|--|-------------------------|--|
| LPG | | Dry Combustibles | | Hot Surfaces | | Food Prep. | | Heat & Ignition Sources | |
| Highly Flammable | | Electrical Equipment | | Machinery | | Dangerous Overcrowding | | | |

Signature of responsible person (must be authorised company signatory)

.....

Responsibilities: Who will be responsible for Fire Safety Management within your exhibit?

| | |
|-------|---------------|
| Name: | Telephone No. |
|-------|---------------|

Fire Plan/Raising the Alarm – do you have an Emergency Evacuation Procedure with an appropriate means of raising the alarm, i.e. shouting, claxon.

| | | | |
|-----|--|----|--|
| Yes | | No | |
|-----|--|----|--|

Are all staff aware of this procedure and how to raise the alarm?

| | | | |
|-----|--|----|--|
| Yes | | No | |
|-----|--|----|--|

Fire Extinguishers – are there sufficient extinguishers of the right type available and identified with a sign stating ‘Fire Point’? Are all staff aware of the types of extinguishers available and their operating instructions?

| | | | |
|-----|--|----|--|
| Yes | | No | |
|-----|--|----|--|

Signage – is the “No Smoking” sign in a prominent position within your exhibit?

| | | | |
|-----|--|----|--|
| Yes | | No | |
|-----|--|----|--|

Any temporary structure (i.e. marquee) over 6.5m in length or depth must have an alternative fire exit with the appropriate Fire Exit sign prominently displayed overhead.

Fire Exit Routes – Will all Fire Exit routes be clear of obstruction internally and externally at all times?

| | | | |
|-----|--|----|--|
| Yes | | No | |
|-----|--|----|--|

This is a requirement for compliance with Fire Safety regulations and the nominated member of staff to oversee Fire Safety must ensure Fire Exits ARE kept clear of obstructive items at all times.

Overcrowding – Are you aware of the maximum number of people considered safe in your temporary structure?

| | | | |
|-----|--|----|--|
| Yes | | No | |
|-----|--|----|--|

Combustible Materials/Flammable Substances/Hazardous Materials – Are combustible materials kept to an absolute minimum and where combustible materials are retained are they appropriately stored away from sources of ignition?

| | | | |
|-----|--|----|--|
| Yes | | No | |
|-----|--|----|--|

We wish you a Happy and Safe time at the Westmorland County Show

For your information The Safety Officer, and Mr Paul Duckett, Showfield Director, are available during the event. They can be contacted via the Country Fest office on 015395 67804.