

## SHOPPING & CRAFT MARQUEE APPLICATION FORM 2023

Please return to the office address/email below

CONTACT DETAILS	
Company Name	
Contact Name	
Address	
Telephone Number	
Email Address	
Goods/Services on Stand	

STAND DETAILS						
Stand Type	Front (m)	Depth (m)	FOC Tickets	Price (inc. VAT)	Qty	Sub-Total
Shopping & Craft Marquee	3	3	2	£150		

SHOW GUIDE DETAILS
Marketing Email Address:
Website:
Brief description of good/services on stand- 20 words MAX, please PRINT clearly

**FROME & DISTRICT AGRICULTURAL SOCIETY LTD**

Office Address: The Show Office, Rodden Road, Frome, Somerset, BA11 2AH  
 E: tradestand@fromecheeseshow.com – W: fromecheeseshow.co.uk – 01373 463600  
 Company No. 7344699 Registered Charity No. 1138613 VAT Reg. No. 139 3050 81

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ADDITIONAL REQUIREMENTS	Price (inc. VAT)	Qty	Sub-Total
Vehicle Passes (do not include showground admission)	£0		
Additional Exhibitor Tickets	£12		
Table hire	£12		
Chair hire	£9		
1 x Electricity Standard Socket. Please contact the office for anything more required.	£85		

DECLARATIONS & PAYMENT	
I agree to pay the full settlement stated here by cheque (payable to Frome Show Society) or BACS (Sort Code: 402119 Account No: 81608495) to confirm my booking	£
I/We hereby agree to abide by the following Terms & Conditions and the Health & Safety Policy of the Frome & District Agricultural Society Ltd as do all persons in my/our employ	
Signed:	Date:
Print Name:	
Position in Company:	

Trade stands require full payment upfront and are allocated on a first come first serve basis.

Please send a copy of your insurance documents with your application. If you apply online through our website these documents can be uploaded at the time of booking.

Until full payment and documentation is received Trade Stands will not be plotted.

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2023 TRADE STAND RISK ASSESSMENT

**RISK ASSESSMENT GUIDELINES**

Please complete the below assessment and return with your application. If relevant task specific risk assessments & method statements have been completed in the last 9 months, please forward these copies instead.

Please ensure all in-date insurance & hygiene certificates are also sent with your application. If these are due to expire prior to the show, it is your responsibility to ensure we have up to date copies otherwise trading will not be permitted.

**EXAMPLES**

HAZARD	Slipping/tripping hazards, Chemicals (e.g. battery acid) Moving parts of machinery, electricity, combustible items, working at height, manual handling
PERSONS AT RISK	Staff, contractors, maintenance personnel, cleaners, members of the public etc. Pay particular attention to inexperienced staff and lone workers
EXISTING CONTROLS	Training, Method Statements, Maintenance, Statutory Testing, Guards, Signage, Firefighting equipment
SEVERITY RATING	1 - Minor, 2 – Slight (requires first aid), 3 – Harmful (RIDDOR, non-permanent incapacity), 4 – Major (permanent/long term) incapacity, 5 – Extreme (fatality)
LIKELIHOOD SCORE	1- Highly unlikely, 2 – Unlikely, 3 – Possible, 4 – Likely, 5 Highly likely
RISK LEVEL SCORE	Severity rating x Likelihood Score
RISK LEVEL CATEGORY	Negligible/Tolerable: 1-4 – No further additional controls required
	Moderate/Substantial: 5-16 – Additional controls required
	Intolerable: 20+ Prohibited unless substantial controls implemented
ADDITIONAL CONTROLS If applicable	Training, Method Statements, Maintenance, Statutory Testing, Guards, Signage, Firefighting equipment OR if you consider the remaining residual risk to be adequately controlled without complete elimination

**GENERAL RISK ASSESSMENT**

HAZARD	PERSONS AT RISK	SEVERITY/ LIKELIHOOD/ RISK LEVEL	EXISTING CONTROLS	ADDITIONAL CONTROLS
		S. L. R.		
		S. L. R.		
		S. L. R.		
		S. L. R.		

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GENERAL RISK ASSESSMENT Cont.

HAZARD	PERSONS AT RISK	SEVERITY/ LIKELIHOOD/ RISK LEVEL	EXISTING CONTROLS	ADDITIONAL CONTROLS
		S. L. R.		
		S. L. R.		
		S. L. R.		

**ELECTRICAL UNITS ON STAND CHECK LIST (to complete if applicable)**

Does your equipment carry the necessary PAT certification?	
Will you ensure all stand access/exit points remain unobstructed in case of fire?	
Do you have adequate firefighting equipment available in prominent positions and easily available for use?	
Does your firefighting equipment have valid certification of testing?	
Have your staff been instructed on how to operate the fire-fighting equipment provided?	
Have you identified all ignition sources and ensured that they are kept away from all flammable materials?	

**GAS EQUIPMENT ON STAND CHECK LIST (to complete if applicable)**

Do you have an inspection / gas safety certificate for the appliances and pipework (copy to be available for inspection) and are all hose connections made with "crimped" fastenings?	
Are cylinders kept outside, secured in the upright position & out of the reach of the general public?	
Are appliances fixed securely on a firm non-combustible heat insulating base and surrounded by shields of similar material on three sides?	
Are the cylinders located away from entrances, emergency exits and circulation areas?	
Are the gas cylinders readily accessible to enable easy isolation in case of an emergency?	
Do you ensure that all gas supplies are isolated at the cylinder, as well as the appliance when the apparatus is not in use?	
Do you ensure that only those cylinders in use are kept at your unit/stall? Any spares should be kept to a minimum and in line with any specific conditions for the event	
Is a member of staff, appropriately trained staff in the safe use of LPG, present in the unit / stall at all times?	
Have your staff been made aware of what to do should an incident occur, how to raise the alarm, evacuate the unit, and the exit locations?	
Have you identified combustible materials that could promote fire spread beyond the point of ignition such as paper/cardboard, bottled L.P.G. cylinders etc. and reduced the risk of them being involved in an incident?	
Do you have adequate firefighting equipment? A minimum of 1 x 5KG dry powder fire extinguisher for every two cylinders. If deep fat frying is being carried out a fire blanket and a wet chemical fire extinguisher should be provided.	

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