

ASTWOOD BANK COMMUNITY CHRISTMAS LIGHT SWITCH ON, SATURDAY 26TH NOV 2022
TRADE STAND APPLICATION FORM

CONTACT DETAILS

Trade Stand Name	
Company Name (if different)	
Contact Name	
Address	
Telephone	
Email	
Website	

PITCH SIZE REQUIREMENTS (Please note this event is on solid ground, if you bring gazebos these must be weighted down and made safe)

3m x 3m (£20) <input type="checkbox"/> 6mx3m (£50) <input type="checkbox"/> 9mx3m (£75) <input type="checkbox"/> Other* (POA) <input type="checkbox"/>
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STAND INFORMATION

<p><i>Please provide details of what it is you will be doing on your trade stand, e.g if selling products please detail what you will be selling, or you are exhibiting.</i></p> <p>Click or tap here to enter text.</p>
<p>Are you selling food products?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

Please return completed forms (booking form and risk assessment) via email. Invoices for pitch fee will be sent separately. If you have any queries, please contact Charlotte Shepard on email charlotte.shepard@astwoodbankcg.co.uk

CLOSING DATE FOR APPLICATIONS: 19th November 2022
SURCHARGE FOR LATE APPLICATION - PAYABLE AFTER 21st November 2022 @ 15%.
ALL TRADESTANDS MUST BE PAID BY 23rd November 2022.

Details from this booking form will be held for up to 3 years. If you have asked to be kept in touch regarding future events your details will be held and used for this purpose until such time you wish to cease the communications. We will not sell or give your information to any third party unless required to do so by law..

Astwood Bank Community Group CIC reserves the right to cancel and return any incomplete applications.

EXHIBITORS RISK ASSESSMENT FOR STANDS

Fire and general hazards and risks

Please complete in BLOCK CAPITALS

Name of responsible person:	
Date assessment undertaken:	

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

Retail Outlet Static Display Demonstration Catering Outlet

Hazards associated with above activity:

Please tick one or more of the following, if the hazards will be represented on your stand during your occupation at the showground.

Sources of ignition/heat	<input type="checkbox"/>	Dry combustibles	<input type="checkbox"/>	Hot surfaces	<input type="checkbox"/>	Flammable liquids	<input type="checkbox"/>	LPG*	<input type="checkbox"/>
Smoking (outdoors only)	<input type="checkbox"/>	Large numbers of people	<input type="checkbox"/>	Electrical equipment	<input type="checkbox"/>	Food preparation	<input type="checkbox"/>	Work at heights	<input type="checkbox"/>
Use of sharps	<input type="checkbox"/>								

* Permit required from show organisers

Plant on Site?	YES / NO	If yes, please list dates below:
All operators must be in possession of a valid and appropriate certificate of competency for the plant being used on site. Checks will be made by our Health & Safety Officer.		
Animals on stand?	Yes / No	
If YES, how many of which type(s)		

Please record on the risk assessment on the next page how you intend to control the risks from fire and all other hazards associated with your occupation of the stand. Note: fire controls for stands should be the same as for any retail outlet. You must consider who may be placed at risk during each stage of attendance on site, e.g. pre show, show day and post event activities, including contractors and members of the public and describe the steps you propose to take to minimise those risks. Whilst it is important that all significant hazards and risks are identified, keep the assessment simple – complication creates confusion (See example assessment). Feel free to copy the assessment page if more space is needed. Alternatively, you may send a copy of any similar format, provided you are satisfied as to its appropriateness to your stand at this event.

It is unlikely that the activities associated with a stand will not have some risk attached. Therefore, statements such as “NO RISK” may need to be qualified.

DECLARATION:

I have completed the exhibitor stand risk assessment and understand the requirement for ensuring that the necessary controls for eliminating or minimising risk are put in place. I have completed all pages of this form and apply for the trade space shown on page one; I agree on behalf of myself/named business I agree to comply with the rules and conditions of Astwood Bank Community Group which I have read and understood.

I attach a completed health & safety declaration form

Signed:	Date:
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Note: Unsigned forms and forms with no declaration attached will be returned to the sender for re-submitting.

	HAZARDS AND RISKS	PERSONS AT RISK	CONTROL MEASURES (to minimise risk)
PRE-SHOW			
DURING SHOW			
POST SHOW			