**ASTWOOD BANK CHRISTMAS LIGHT SWITCH ON, SATURDAY 25TH NOVEMBER 2023**

**TRADE STAND APPLICATION FORM**

**CONTACT DETAILS**

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

|  |
| --- |
| ***We would like additional information on:***Advertising [ ]  Sponsorship [ ]  |

**PITCH SIZE REQUIREMENTS** (must include all guys, struts, displays and signs)

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| --- |
| **3m x 3m** (£20) [ ]  **6mx3m** (£40) [ ]  **9mx3m** (£60) [ ]  **Other\*** (POA) [ ]  |

**STAND INFORMATION**

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| --- |
| ***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.*** Click or tap here to enter text. |
| ***Are you selling food products?*** Yes [ ]  No [ ]  |

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: 11th November 2023**

**SURCHARGE FOR LATE APPLICATION - PAYABLE AFTER 12 November 2023 @ 15%.**

**ALL TRADESTANDS MUST BE PAID BY 18th November 2023.**

*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 purose until such time you wish to cease the communications. We will not sell or give your information to any third party.*

***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 |[ ]  Dry combustibles |[ ]  Hot surfaces |[ ]  Flammable liquids |[ ]  LPG\* |[ ]
| Smoking (outdoors only) |[ ]  Large numbers of people |[ ]  Electrical equipment |[ ]  Food preparation |[ ]  Work at heights |[ ]
| Use of sharps |[ ]

\* Permit required from show organisers

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| --- |
| **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:**  |

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** |  |  |  |