

134TH SYKEHOUSE SHOW

www.sykehouseshow.org.uk

FIRST SUNDAY IN AUGUST

Trade Secretary:- Mrs J Threadgold, Wayside Cottage
Pincheon Green, Sykehouse, GOOLE DN14 9AQ

Email: trading@sykehouseshow.org.uk Telephone 01405 785349

Dear Trader

134th Sykehouse Show Sunday 4th August 2019

Thank you for your enquiry about a Trade Stand Site/Craft Stall at our Show on the above date.

Please return the completed application form with completed Risk and Fire Risk Assessment, plus a copy of your **Public Liability Insurance cover** to the above address, with the appropriate payment. You will then receive a map with details of which site you have been allocated on the Show field to confirm your booking. Please arrive before 9am.

NB New applicants receive forms one month after whoever has attended before. **Applications are treated on a first returned, first served basis.** Usually, no more than two applications are accepted for similar stands. **Please ensure you book enough space, a surcharge of £10 per foot will be charged for extra space used.**

Should you wish to advertise in our Show Programme: -

Full page advertisements cost £100; Half page £80; Quarter page £50

An A4 or A5 copy of your current advertising material or bromide would be required before June 1st. When possible, please email electronic copies.

Please include a stamped, self addressed envelope with your application.

Please note the Terms and Conditions, which must be complied with outlined on the reverse of the signed application form.

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Please reserve for me an Outdoor **6m x 6m (Min) Trade Stand Site** - @ £32

(Minimum) (Extra space can be booked at £8 per metre frontage)

OR £32 per stall or piece of equipment if smaller

A surcharge of £10 per foot will be charged for un-booked space used.

Reserve for me a **Craft Stall – one 6' table** (supplied) in a marquee **£20**

Please reserve for me a Car Parking space on the Show field - @ £5

OR park your car in the adjacent free parking area when unloaded

Please insert the **enclosed** A5 current advertisement in the Programme -

Full page advertisements cost £80: Half page £50: Quarter page £30

Please delete as appropriate

I enclose my cheque for £ made payable to **SYKEHOUSE SHOW**
Please include a stamped, self addressed envelope with your application.

I enclose a copy of public liability insurance cover & risk assessment and will observe Health & Safety Regulations and Show rules.

SIGNED

NAME

ADDRESS

.....

TEL CODE & NUMBER

E-MAIL:

I intend to exhibit:-

There will be a prize of £20 for the best Trade Stand.

Sykehouse Show

Registered Charity No 1162603

Trade Stand Fire & General Risk Assessment

Record of significant findings

TERMS AND CONDITIONS FOR TRADE STANDS AND CRAFT STALLS

- 1 It is the responsibility of all refreshment and food stands to obtain the appropriate licence from the Local Authority.
- 2 No Trade Stand will be allowed to sell food or drinks, unless authorised by the Committee.
- 3 No Trade Stand will be allowed to operate any kind of raffle, tombola or public collection, unless authorised by the Committee.
- 4 **Complimentary admission will be allowed for two persons per 6m Trade Stand: or 6' table - Craft Stall, on receipt of site fee.**
Other personnel will be required to pay full admission fee.
Craft Tent cars to be parked in designated Car Park following unloading.
- 5 The Judges decision on what constitutes the best Trade Stand is final.
- 6 To minimise traffic congestion, stand exhibitors are requested to arrive **before 9am if possible**. Arrangements can be made for stand erection on the day before the show upon application.
- 7 a) Vehicles accompanying trade stands must be accommodated within the allocated space.
b) Space also must include all tow bars, trailer couplings, cars, trailers, Caravans, guy ropes on tents etc and awnings.
- 8 Anti social items, which can be used as missiles, weapons, or may be used to frighten animals are forbidden to be sold on the show ground.
- 9 Dogs accompanying trade stands must be kept on short leads and under strict control at all times.
- 10 Neither Sykehouse Show Society Committee nor any individual member thereof will be liable for any loss or damage to any stall, stand, or goods, howsoever caused.
- 11 All stand holders and staff must be aware of and comply with any specific Health and Safety Directives applicable to their trade and with the safety policy of the Sykehouse Show Society Committee, a copy of which can be seen at the Secretary's Tent. The decision of the Sykehouse Show Society Committee's Safety Officer on all matters within their brief shall be final and binding on all exhibitors.
- 12 The Sykehouse Show Society Committee reserves the right to refuse entry, or to expel without refund, any stand thought in their view to be abusing the spirit of acceptable practice.
- 13 **All Stand and Stall holders must have Public Liability Insurance Cover and current Risk Assessments, copies of which must accompany the application form.**
- 14 In accordance with the GDPR 25th May 2018 By entering the Sykehouse Show the Exhibitor/competitor is agreeing that their name and location will be entered into and published in the list of competitors and results (full address details will be held on a database only accessible by the relevant secretary. The Show reserves the right to use this information for promotion, publicity and future mailings undertaken by or on behalf of the Show. Personal details and addresses will not knowingly be passed to any third party not connected with the Show without written permission.

Risk Assessment for:	
NAME	
ADDRESS	
.....	
TEL CODE & NUMBER	
Risk Assessment undertaken by:	
NAME	
ADDRESS	
SIGNATURE	
CONTACT NO.: DATE	
Activity Undertaken/Use/Selling	Type of Stand/Facilities Assessed
Step 1 – Identify fire and other hazards on your stand or area that may pose a risk (Consider the risks during stand erection and dismantling to both employees & the public)	
Step 2 – Who are the people visiting or working on your stand who may be at risk	
Step 3 – Please indicate what steps you have taken to ensure that the risks identified have been removed or minimised and are adequately controlled	
Level of risk	High Medium Low
Additional Controls (further precautions you have put in place) or any additional information you may feel is relevant	
Name of the “Responsible Person” for your Trade Stand	
Contact No. on the day	