**139th SYKEHOUSE SHOW**

**Registered Charity No 1162603**

*Trade Stand Fire & General Risk Assessment*

Record of significant findings

Risk Assessment for:

NAME . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

ADDRESS . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

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 TEL CODE & NUMBER . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

Risk Assessment undertaken by:

NAME . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

ADDRESS . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

SIGNATURE . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

CONTACT NO:. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . DATE. . . . . . . . . . . . . . . . . . . . .. . .

Type of Stand/Facilities Assessed

Activity Undertaken/Use/Selling

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

**SYKEHOUSE SHOW SOCIETYFOUNDED 1884**

**139th SYKEHOUSE SHOW**

**Registered Charity No 1162603**

**www.sykehouseshow.org.uk**

**FIRST SUNDAY IN AUGUST**

*Trade Secretary****:-* Miss D Marshall, Eskholme Farm, Eskholme Lane, Sykehouse, DN14 9AR**

**Email:** **trading@sykehouseshow.org.uk** ***Telephone 07983122404***

Dear Trader

**138th Sykehouse Show Sunday 4th August 2024**

A full, traditional Agricultural Show, we invite you to avail yourself of a retail Trade Stand Site or Craft Stall table. Should you wish to attend, I will be pleased to accept your application at your earliest convenience.

**Food, Rides or Games stalls – please email for details.**

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 to set up between 7am & 9am. Saturday set up available on request.

**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 £12 per foot will be charged for extra space used.**

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

Should you wish to advertise in our Show Programme, please contact sponsorship@sykehouseshow.org.uk

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

**SYKEHOUSE SHOW SOCIETYFOUNDED 1884**

**138th SYKEHOUSE SHOW**

**Registered Charity No 1162603**

**www.sykehouseshow.org.uk**

*Trade Secretary****:-* Miss D Marshall, Eskholme Farm, Eskholme Lane, Sykehouse, GOOLE DN14 9AR**

**Email:** **trading@sykehouseshow.org.uk** ***Telephone 07983122404***

Please reserve for me an Outdoor **6m x 6m Trade Stand Site -** @ **£50**

**Food, Rides or Games stalls – please email for details.**

Please reserve for me an Outdoor **3m x 3m Trade Stand Site** - @ **£30**

**A surcharge of £12 per foot will be charged for un-booked space used.**

Please reserve for me a **Craft Stall – one 6' table** (supplied) in a marquee **£30**

Please reserve for me . . . . . . . Chairs @ **£3** each **Number/Circle as appropriate.**

***Please park your car in the adjacent free parking area when unloaded***

Please delete as appropriate –

Pay by bank transfer to Sykehouse Show s/c 40-44-14 a/c no 41143417

OR

I enclose a cheque for £ . . . . . . . . . made payable to **SYKEHOUSE SHOW**

**Please add £1 to cheque amount to cover new bank charges**

**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 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

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 TEL CODE & NUMBER . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

E-MAIL: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

**I intend to exhibit** . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

**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 or 3m 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 Free 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.**. 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 GDPR 25TH May 2018, By entering Sykehouse Show the trader is agreeing that his/her name and location will be entered into and published in the lists of traders. Details will be kept on a database only accessible by the relevant secretary. The Show reserves the right to use this information for promotion, publicity and mailings by the Show. Details will not knowingly passed to any third party not connected to the Show without written permission.