



**13 & 14 May 2017**  
**Application for Trade Space**

Did you have a Trade Stand at the 2016 Nottinghamshire County Show? YES/NO

If YES, would you like the same location in 2017? YES/NO

**Please note to guarantee this, returning traders must rebook before Monday 27 February 2017.**

Trading Name: .....

Address: .....

.....

..... Postcode: .....

Mobile: ..... Tel: (inc. code) .....

Email: ..... Website: .....

Contact Name: ..... Position: .....

**Details for Show Publication – to be completed by all Exhibitors**

Please write a brief description of goods or services to be sold (**maximum 30 words**). These details will be inserted free of charge.

.....

.....

.....

*Note: Owing to copy deadlines, applications received after **Friday 31 March 2017** will not be included in the Show Publication.*

<p><b><u>Sponsorship</u></b> Would you be interested in being contacted regarding Sponsorship? Please select Yes or No and we will contact you directly.</p>	Yes	No
<p><b><u>Membership</u></b> Would you like to become a member of the Newark and Nottinghamshire Agricultural Society? Please select Yes or No and we will contact you directly.</p>	Yes	No

**All Trade Stands must have Public Liability Insurance for a sum of at least £2 million. Please attach a copy of Certificate of Insurance with this application.**

**Completed PAYMENT FORM, RISK ASSESSMENT AND A COPY OF YOUR PUBLIC LIABILITY must accompany your application for trade stand space.**

**Entries received after FRIDAY 31 MARCH 2017 cannot be paid for using a cheque and will not be included in the show publication**

## 13 & 14 May 2017 Application for Trade Space

PLEASE COMPLETE BOOKING REQUIREMENTS BELOW – PRICES EX VAT

AREA	FRONTAGE (METRES)	DEPTH (METRES)	CHARGE PER SPACE/ITEM £
General Trade			£
Best of Nottinghamshire			£
ADDITIONAL ITEMS	QUANTITY	COST EACH	
SELLING OF ALCOHOL		£30.00	
DAY TICKET		£10.00	
WEEKEND WRISTBAND		£15.00	
<b>STATIC VEHICLE PASS</b> (behind stand <b>within space booked</b> , see trade regulations)		F.O.C	
STATIC VEHICLE PASS (behind stand <b>not within space booked</b> , see trade regulations)		£20.00	
CARAVAN PASS (1 per exhibitor f.o.c)		F.O.C	
TABLE – 1.8M TRESTLE		£6.00	
CHAIR		£3.00	
WATER SUPPLY		£70.00	
<p style="color: red; font-weight: bold;">This year an 'Early Bird' price is being offered. If your application is with us before the <b>Monday 27 February 2017</b> we will hold the 2016 Nottinghamshire County Show prices.</p> <p style="color: red; font-weight: bold;">Applications received after this point will be charged at the full booking rate.</p>		<b>SUB TOTAL (EX VAT)</b>	
		<b>VAT @ 20%</b>	
		<b>TOTAL (INC VAT)</b>	<b>£</b>

**PLEASE COMPLETE PAYMENT DETAILS ON TRADE EXHIBITOR PAYMENT FORM**

**DECLARATION**

I/We hereby apply for the afore-mentioned Trade Stand space and agree to abide by the Rules and Regulations and Safety Policy of the Newark & Nottinghamshire Agricultural Society Ltd which I/we have read in the Trade Stand Booklet provided with this form, and understood, and which we will pass on to those of our contractors and staff attending the Nottinghamshire County Show on 13 and 14 May 2017.

SIGNED: .....

POSITION: .....

DATE: .....

**PLEASE RETAIN A COPY OF YOUR APPLICATION FOR YOUR RECORDS.**

**Return your completed Application Form, payment as above and other relevant forms to:**

Trade Stand Office  
Newark & Nottinghamshire Agricultural Society,  
Trade Stand Office, Newark Showground, Lincoln Road, Newark, Nottinghamshire NG24 2NY

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## EXHIBITOR PAYMENT FORM

Company Name .....

Total Amount to pay (from Application Form)      £.....

**PAYMENT BY CHEQUE**

Please make cheque payable to NNAS

**BACS PAYMENT DETAILS**

Newark & Nottinghamshire Agricultural Society

Barclays Bank, Newark

Account No:            03946738

Sort Code:            20-50-21

Please include **NCS17** and your Company Name as a reference

**PAYMENT BY CREDIT / DEBIT CARD (There will be a 50p administration charge)**

Please charge my card account: (please tick applicable box):

Mastercard     Visa Credit     Switch/Maestro     Visa Debit

Card Number               

Security Code                          Switch/Maestro Issue No:   

Valid From:                              Expiry Date:       

Name on Card: .....

Postcode where card is registered: ..... House Number: .....

**HEALTH & SAFETY RISK ASSESSMENT FORM**

This form **MUST** be returned with your Trade Stand Application Form FOR GUIDELINES SEE OVER

Company Name & Address			Authorised Signatory	
			Print Name in Full	
			Date of Assessment	
Telephone Number			Mobile Number	
Hazard	Severity*	Probability**	Persons at Risk	Controls to Minimise Risk

\* Hazard Severity Rating - Low (remote possibility of harm); Medium - (some injury, not too serious); High (serious injury or damage)

\*\* Hazard Probability Rating - Low (unlikely to happen); Medium (likely to occur at some time); High (very likely to occur)

**DO NOT FORGET TO INCLUDE A COPY OF YOUR PUBLIC LIABILITY CERTIFICATE**  
**HEALTH AND SAFETY RISK ASSESSMENT GUIDELINES**  
**FOR TRADE STAND EXHIBITORS**

All exhibitors **MUST** complete the Health and Safety Risk Assessment Form.

Using the guidelines shown below, please consider what risks there are to those building up trade stands and to visitors during the Show. Outline the steps you propose to take to minimise that risk in the table on the Risk Assessment Form. If, in your opinion, there is no risk, then please print No Risk and return the form to Newark & Nottinghamshire Agricultural Society, Newark Showground, Lincoln Road, Newark, Nottinghamshire NG24 2NY

Hazard	Who Might Be Harmed?	Is More Needed to Control the Risk?
<p>Look only for hazards, which you could reasonably expect to result in significant harm under the conditions in your workplace. Use the following examples as a guide:</p> <ul style="list-style-type: none"> <li>* Slipping/tripping hazards</li> <li>* Chemicals (eg battery acid)</li> <li>* Moving parts of machinery (eg blades) *</li> <li>Work at height (eg from mezzanine floors) *</li> <li>Pressure systems</li> <li>* Vehicles (eg fork-lift trucks)</li> <li>* Electricity</li> <li>* Fumes (eg vehicle engines)</li> <li>* Manual handling</li> <li>* Noise</li> <li>* Livestock on stand</li> </ul>	<p>There is no need to list individuals by name - just think about groups of people doing similar work or who may be affected eg:</p> <ul style="list-style-type: none"> <li>* Office Staff</li> <li>* Maintenance personnel</li> <li>* Contractors</li> <li>* People sharing your workplace *</li> <li>Operators* Cleaners</li> </ul> <p>Pay particular attention to:</p> <ul style="list-style-type: none"> <li>* Staff with disabilities</li> <li>* Visitors</li> <li>* Inexperienced staff</li> <li>* Lone workers - may be more vulnerable</li> </ul>	<p>For the hazards listed, do the precautions already taken:</p> <ul style="list-style-type: none"> <li>* Meet the standards set by a legal requirement?</li> <li>* Comply with a recognised industry standard?</li> <li>* Represent good practice?*</li> </ul> <p>Reduce risk as far as reasonably practicable?</p> <p>Have you provided:</p> <ul style="list-style-type: none"> <li>* Adequate information, instruction or training?</li> <li>* Adequate systems or procedures?</li> </ul> <p>If so, then the risks are adequately controlled but you need to indicate the precautions that you have in place.</p> <p>Where the risk is not adequately controlled, indicate what more you need to do ("the action list").</p>

**FIRE RISK ASSESSMENT FORM**

**This form MUST be returned with your Trade Stand Application Form FOR GUIDELINES SEE OVER**

<b>Company Name &amp; Address</b>			<b>Authorised Signatory</b>	
			<b>Print Name in Full</b>	
			<b>Date of Assessment</b>	
<b>Telephone Number</b>			<b>Mobile Number</b>	
<b>Hazard</b>	<b>Severity*</b>	<b>Probability**</b>	<b>Persons at Risk</b>	<b>Controls to Minimise Risk</b>
e.g. Petrol storage on trade stand, required to fuel lawn mower display	High (i.e. If the petrol were to ignite, serious injury or damage may occur)	Low (i.e. it is unlikely that the petrol will come into contact with an ignition source)	Members of the public, staff, neighbouring trade stands	Store petrol in a suitable container; reduce volume of stored fuel to a minimum; suitable fire extinguisher
<b>Liquified Petroleum Gas (LPG) on site YES/NO (please circle)</b>				

**\* Hazard Severity Rating - if the hazard were to result in a fire, how severe will the injury/damage be?**

**Low (remote possibility of harm); Medium (some injury, not too serious); High (serious injury or damage) \*\* Hazard Probability Rating - how likely is it that a fire will occur:**

**Low (unlikely to happen); Medium (likely to occur at some time); High (very likely to occur)**

Please note that to comply with the latest Fire Safety Legislation, all traders who supply their own marquees/tents are required to have suitable fire extinguishers and no smoking signs. **Type of extinguishers:** \_\_\_\_\_

**Number of extinguishers:** \_\_\_\_\_

**Number of 'No Smoking' signs:** \_\_\_\_\_

If a marquee is being used, is it privately owned? If yes, please enclose details of Fire Retardant Protection or supply a relevant Fire Certificate. If no, please supply a copy of the Fire Protection Certificate from the supplier.

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**FIRE RISK ASSESSMENT GUIDELINES FOR TRADE STAND EXHIBITORS**

All exhibitors **MUST** complete the Fire Risk Assessment Form.

Using the guidelines shown below, please consider what risks there are to those building up trade stands and to visitors during the Show. Outline the steps you propose to take to minimise that risk in the table on the Risk Assessment Form. If, in your opinion, there is no risk, then please print 'No Risk'. Return the form to Newark & Nottinghamshire Agricultural Society, Newark Showground, Lincoln Road, Newark, Nottinghamshire NG24 2NY.

Hazard	Who Might Be Harmed?	Is More Needed to Control the Risk?
<p>Look only for hazards, which you could reasonably expect to result in a fire or injury to persons if a fire were to start. Use the following examples as a guide:</p> <ul style="list-style-type: none"> <li>* Number of fire escapes</li> <li>* Electrical equipment - is it well maintained and are the staff trained in its use?</li> <li>* Trailing cables/extension leads</li> <li>* Smoking</li> <li>* Do the staff know what to do in the event of a fire?</li> <li>* Rubbish and waste removal</li> <li>* Storage of combustible material *</li> <li>Location of hot work, i.e. cookery or machinery demonstration</li> <li>* Gas cylinder storage*</li> <li>Furnishings/decorative finishes in good condition</li> </ul>	<p>There is no need to list individuals by name - just think about groups of people doing similar work or who may be affected eg:</p> <ul style="list-style-type: none"> <li>* Members of the public, particularly children</li> <li>* Maintenance personnel</li> <li>* Operators</li> <li>* Cleaners</li> <li>* Staff and members of the public with disabilities</li> <li>* Pay particular attention to:               <ul style="list-style-type: none"> <li>- inexperienced staff</li> <li>- Lone workers</li> </ul> </li> </ul>	<p>For the hazards listed, have sufficient measures already been taken to reduce the risk, or are additional controls required?</p> <p>Control measures should be reasonably practicable i.e. reduce the risk without entailing excessive costs and time for little, or no benefit</p> <p>Do the precautions already taken:</p> <ul style="list-style-type: none"> <li>* Meet the standards set by a legal requirement?</li> <li>* Comply with a recognised industry standard?</li> <li>* Represent good practice?*</li> </ul> <p>Reduce risk as far as reasonably practicable?</p> <p>Have you provided:</p> <ul style="list-style-type: none"> <li>* Adequate information, instruction or training?</li> <li>* Adequate systems or procedures?</li> </ul> <p>If so, then the risks are adequately controlled but you need to indicate the precautions that you have in place in the controls column.</p> <p>Where the risk is not adequately controlled, indicate what more you need to do ("the action list").</p>

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