

PEMBROKE FARMERS' CLUB

ANNUAL TOWN & COUNTRY SHOW

Wed 7th August 2024

Application for a stand in the Crafts Marquee

Please return to: Mr E. Morris. Loveston Farm, Merrion, Pembroke SA71 5DU
Tel: 01646 661247 edmorrispfc@gmail.com Mobile for use on day of Show 07794 775 829

NAME OF COMPANY/TRADE NAME.....
ADDRESS.....
Tel No..... Mobile No..... e.mail.....

Size of Stand required (please circle)

SINGLE @£45	Electricity required-add extra £12	YES
DOUBLE @£65	(Please circle)	NO

**NOTE: Cake stalls are no longer acceptable inside the CRAFTS Marquee

Please note - payment MUST accompany this form to confirm your booking. Please see details on next page. If paying by BACS please tick here: BACS.....

If you are selling food items, please attach your FOOD HYGENE Certificate (copy) & Public Liability Insurance Certificate (copy)

You are requested not to start removing your stand before 5pm as many exhibitors & Show staff are unable to get around the Show until quite late on the day.

RISK ASSESSMENT FORM

This form must be completed. BLOCK CAPITALS PLEASE ('No Hazard' as a reply is not acceptable. For example, take account of trip hazard, boxes falling).

Name of Company/Trade Name.....
Address.....
Date of Assessment.....
HAZARD/S.....
Persons at risk.....
Controls to minimise risk.....

FIRE ASSESSMENT

Hazard.....
Persons at risk.....
Controls to minimise risk.....
MUST COMPLETE if liquefied Petroleum, gas (LPG) on site: YES NO Size of cylinder.....
SIGNATURE.....

-----Please turn over

Bookings WILL NOT be accepted without a Signed & Completed Application Form and please do not forget to complete the Risk Assessment Questionnaire below.
Completing this form does not constitute acceptance of your application. Confirmation of your booking will be sent from the Show office.

I have read and agreed to the Rules & Regulations governing Trade Space Exhibitors at the Pembroke Farmers' Club Annual Show together with the Safety Policy Statement.

Signed..... Date.....

Payments: Deposit of £20 payable on application. Balance must be paid by 15th July 2024.

By CHEQUE: payable to Pembroke Farmers Club to Edward Morris, Loveston Farm, Merrion, Pembroke SA71 5DU. A cheque for the deposit plus a post-dated cheque for the balance will be acceptable if paying by this method.

By BACS :

Sort Code 30:99:50 Account Pembroke Farmers Club, Account No. 32397162

**** and include reference CM24 followed by trade name ****

Craft Marquee Risk Assessment Form

Please answer the questions below by placing a circle around your response. Note that some questions ask you to provide evidence for your answer. This evidence does not have to be sent with your application but must be available on request on your trade stand during the Show.

- A. **INSURANCE** Do you hold Public Liability Insurance to cover your attendance at the Show? You must bring a copy of your certificate with you on the day YES NO N/A
- B. **REDUCING THE RISK OF FIRE** Has any portable electrical equipment been portable Appliance Tested (PAT) tested by a competent person in the last year?
Evidence may be requested YES NO N/A
Have you identified ignition/heat sources and ensured that these are kept away From all flammable/combustible materials? YES NO N/A
- C. **PREVENTING FIRE SPREAD & FIRE FIGHTING**
Will you have sufficient bins for refuse or suitable arrangements to prevent an Accumulation of refuse? YES NO N/A
Do you have the appropriate fire extinguishers/fire blankets available that have Been tested within the last year? Evidence may be requested YES NO N/A
Are staff within the stand familiar with the basic operating instructions For the fire extinguishers/fire blanket? YES NO N/A
- D. **EMERGENCY ESCAPE** will staff be aware of what to do in the event of a fire and How to raise the alarm? YES NO N/A
- E. **OTHER RISKS** Have you completed a risk assessment covering the set-up, use And take-down of your trade stand e.g., management of slips, trips and falls etc. YES NO N/A
Evidence may be requested.
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