

PEMBROKE FARMERS' CLUB

ESTABLISHED 1817

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Return form to:

**PFC Secretary: Mrs Pam Davies, 18 Gray Avenue, Manorbier, Tenby SA70 7TR
Tel 01834 871 496 Mobile 07780 352 300 email: pfcshowsec@gmail.com**

OUTSIDE TRADE STAND APPLICATION FORM

Show Date 7th August 2024

Minimum Charge £32 for 10 ft frontage plus £1/ft over that dimension. Note – Cake stalls will be charged an extra £30 on top of the basic stall cost. Other food stalls will need to tender for place.

NAME OF

COMPANY.....

.....

ADDRESS.....

.....

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Telephone No.....

Mobile.....**Email**.....

Description of Trade

Stand.....

FRONTAGE REQUIRED (IN FEET)

Please note – Full payment **MUST** accompany this form to confirm booking.

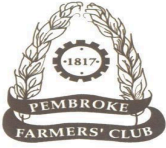
Either 1. I enclose a cheque for the full amount, made payable to Pembroke Farmers Club

Or 2. I have paid the full amount by BACS to Pembroke Farmers' Club Sort Code 20:37:82 Account no. 00699276 * WITH the reference to include the CODE: OTS followed by trade name.**

Risk Assessment - Please consider ALL possible risks including -

- | | |
|---|---------------------------------------|
| Slipping/tripping e.g. Guy ropes & pegs | Moving parts of machinery e.g. blades |
| Vehicles e.g. Forklifts, Cranes | Fumes/Fuel Spillages |
| Electricity / Generators | Gas/gas cylinders/Boilers/hobs/ |
| Hot fluids e.g. Refreshments | Manual handling/carrying heavy items |
| Display Boards/ racks/cabinets | Sharp edges, Flammable Substances |
| Table coverings/hot food/Noise | Rubbish – please keep contained |

<u>Hazard</u>	<u>Persons at Risk</u>	<u>Controls to minimise risk/s</u>



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Signed..... Print Name.....

Date.....

RULES FOR CRAFT / TRADE SPACE

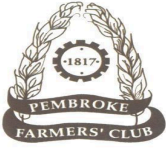
EXHIBITORS

The Pembroke Farmers' Club requires everyone participating in the show to assist the Club in achieving its aims of preventing accidents, showcasing the best of Pembroke and delivering an enjoyable family day out. These Rules have been produced to help deliver these aims.

PLEASE NOTE: NEW FOR 2024 AND ONWARDS -IN THE INTEREST OF SAFETY NO VEHICLES ARE TO BE MOVED WITHIN THE SHOW FIELD AFTER 10am. or before 5pm

The Club requires the following general standards to be adopted by any stallholder.

1. You must have in place Public Liability Insurance to cover attendance at the show. Please bring a copy of the insurance certificate with you on the day of the show.
2. You must assess the risks associated with your stall / trade stand (incl. set-up, use and take down). The Risk Assessment should be documented and submitted for scrutiny when requested. (Further information on completing a Risk Assessment, together with a template and examples, can be found at: <https://www.hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm#article>)
3. All personnel must observe and comply with all health and safety notices displayed and instructions given by the Craft Marquee Steward (inside stalls) or Chief Steward (outside stalls).
4. Your stand must be set out in an attractive manner. Exhibitors must supply suitable table coverings reaching down to the ground at the front and sides. Boxes, etc. must be stored out of sight. At the end of the day please leave your stand area clean and tidy. You may leave any rubbish, provided it is bagged.
5. You may set up your stand from 7.30am on the morning of the show, to be ready by 9:00am. Vehicles belonging to holders of stalls **INSIDE CRAFTS MARQUEE** should be parked behind the Crafts marquee, if there is any room, otherwise it must be moved to the car park. Vehicles belonging to **OUTSIDE STALL HOLDERS** can park behind their stall if it is safe to do so. Otherwise vehicle/s must be moved to the car park.
You are requested not to start removing your stand before 5:00pm as many exhibitors and show staff are unable to get around the show until later in the day.
6. Electrical cables must be located, so as not to cause a trip hazard to either yourself or others. Generators must be positioned well clear of marquees, straw bales, etc. which can, and do easily catch fire.
7. All tools, machinery and equipment used must be suitable for its purpose and tested / inspected on a regular basis. Evidence of testing / inspection may be required.



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8. Trade stands and caterers with LPG appliances must have these examined and tested by a competent person. Evidence of testing and inspection may be required. No LPG appliances are permitted inside craft marquees.
9. **Caterers/food producers are responsible for complying with all food hygiene and food safety legislation (incl. providing information on allergenic ingredients used in food sold or provided by them).**
10. You must ensure that fire safety measures are maintained, including: ensuring that waste does not accumulate around your stall/stand; there are no naked flames within the marquee; flammable/hazardous materials are safely stored; you know how to raise the alarm and evacuate to safety; and you know how to use the fire extinguishers provided. If your activities present an increased fire risk – such as the cooking of hot food – then you must put in place additional fire safety arrangements (e.g. providing additional suitable firefighting equipment). Such arrangements should be identified in your Risk Assessment (see above).
11. Whilst first-aid facilities are available on the Showground, you should make suitable provision for the first aid needs of your employees / helpers – incl. the provision of a burns kit where deemed necessary.
12. Any accident or near-miss must be reported to the Show's Health and Safety Officer on 07970662290. The Show Secretary will record the incident, arrange first aid (or other care) and, together with the Show Managers and Health and Safety Officer, will ensure that incidents are investigated. Where necessary, incidents will be reported to the enforcing authority.
13. In the event of an Improvement or Prohibition Notice or any other Statutory Notice being served in respect of your operation, you must comply with the terms of the Notice. A copy of any such Notice shall be submitted to the Show Secretary immediately.
14. You are responsible for ensuring that any persons working for you (paid or unpaid) is made aware of, and complies with, these requirements.
15. Members of the public and competitors are also responsible for ensuring that they do not put others at risk. If you see anyone behaving in a manner that could endanger themselves or others, you must notify the Craft Marquee Steward or Chief Steward immediately.

By going onto the showground, the stallholder / trader acknowledges that they have read, understood and will adhere to these Rules