



Thursday 15th to Sunday 18th September 2011

Trade, Craft & Exhibition Space Application Form

For Trade/Craft/Exhibition Space enquiries, please contact: Rachel Capstick, c/o Nigel Davis Solicitors, The Stable
Yard, Dalton Hall, Burton-in-Kendal, Cumbria, LA6 1NJ T: 01524 784 260 F: 01524 784 261
E: rachelcapstick@agriculturalsolicitors.co.uk

www.worldsheepdogtrials.org

Application for Trade/Craft/Exhibition Space ('Space')
World Sheep Dog Trials, Food & Country Festival 2011
15 – 18 September 2011 ('the World Trials')

Exhibitor's Name:
Name of person responsible for Space:
Address:

Postcode:
Telephone Number:
Fax Number:.....
Email:
Website:

For Office Use Only	
Received (date)	
RA	FRA.....
Invoice No.	Pd.....
Indoor/Outdoor	
Size of Space Frontage	
	Depth
Water	
Ticket Allocation	
	Extra
Advert Size:	
Banner Space Qty	
Space Number	
Other Info.	
.....	
.....	

Use of Space: Please state **exact** nature of proposed use of the Space (not more than 25 words)

NOTE – Unless otherwise instructed, the name, address and telephone number of the Exhibitor and the description of the proposed use of the Space may be used in the Programme for use by the general public

Trade/Craft/Exhibition Space

Indoor/Outdoor (please delete as applicable)

Frontage: metres Depth: metres £

Trestle Tables Quantity (6') (@£3.00) (indoor stands only) £

Extra Tickets – @ £8.00 (+VAT) each per day £

Programme

Please contact me to discuss **advertising opportunities:** YES/NO (please delete as applicable)

Electricity required: YES/NO (please delete as applicable)

Banner Space Quantity @ £75 each..... £

TOTAL AMOUNT: £

I/we apply for Trade/Craft/Exhibition space as detailed above in accordance with the Rules and Regulations, which I/we have seen and accept. I/we understand that, should the application be successful, an invoice for same will be sent shortly which must be paid in full within 14 days of the date of its despatch. I also enclose the completed Risk Assessment Forms.

Signed: Date:

Closing Date for Trade/Craft/Exhibition Space – 1st August 2011

Please do not send any money – an invoice will be raised once an application is accepted

Please note that applications will not be considered unless accompanied by the completed Risk Assessment Forms



All Exhibitors are required to complete the Risk Assessment Form overleaf.
 Using the guidelines shown below please consider what risks there are to you and to members of the public during the World Trials. Please outline the steps you propose to take to minimise those risks in the table overleaf. Please copy this page if more space is required.
 If in your opinion there are no risks please print 'No Risks' and return the form.

Hazard	Who might be harmed	Is more needed to control the risk
Look only for hazards which you could reasonably expect to result in significant harm under the conditions in your Space. Use the following examples as a guide.	There is no need to list individuals by name – just think about groups of people doing similar work who may be affected, e.g.	For the hazards listed, do the precautions already taken
Slipping/tripping hazards Chemicals (e.g. battery acid) Moving parts of machinery (e.g. blades) Work at height Pressure systems Vehicles (e.g. fork lift trucks) Electricity Dust (e.g. from grinding) Fumes (e.g. from vehicle engines) Manual handling Noise Livestock Lifting operation	Office Staff Maintenance Personnel Contractors People sharing your Space Operators Cleaners Members of the public Pay particular attention to:- Staff with disabilities Visitors Inexperienced staff Lone workers – they may be more vulnerable	<ul style="list-style-type: none"> • Meet the standards set by a legal requirement? • Comply with a recognised industry standard? • Represent good practice? • Represent risk as far as reasonably practicable? Have you provided: <ul style="list-style-type: none"> • Adequate information, instruction or training? • Adequate systems or procedures? If so, the risks are adequately controlled, but you need to indicate the precautions you have in place. Where the risk is not adequately controlled, indicate what more you need to do (the 'Action List')
Fire hazard e.g. combustible materials (rubbish, flammable substances, LPG etc) and ignition sources (flames, smoking, etc)	As above	Means of escape; fire detection and alarms. Fire fighting equipment and fire evacuation plan



**World Sheep Dog Trials, Food & Country Festival 2011
(‘the World Trials’)
Risk Assessment Form**

Exhibitor name:		
Address:		
Responsible person:	Print name:	Authorised signatory:
Date assessment undertaken:		
Space number:	(To be completed when known)	
Goods to be sold/exhibited:		

Public liability insurance:	Insurance company:	Policy no:
	Sum insured: £	Expiry date:

Hazard	Hazard Severity Rating *	Hazard Probability Rating **	Persons at Risk	Controls to Minimise Risk

***Hazard Severity Rating: 1 – Negligible** (remote possibility of harm), **2 – Marginal** (slight injury, minor first aid), **3 – Slightly dangerous** (some injury, not too serious), **4 – Dangerous** (serious injury or damage), **5 – Very dangerous** (could cause death or widespread injuries)

****Hazard Probability Rating: 1 – Improbable** (unlikely to happen), **2 – Remote** (may occur at some point), **3 – Possible** (likely to occur at some time), **4 – Probably** (very likely to occur), **5 – Very probable** (very likely to occur soon)



**World Sheep Dog Trials, Food & Country Festival 2011
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Fire Risk Assessment Form**

Name of Exhibitor:

Operational Activity (please indicate which description most reflects the activities to be carried out on your Space)

Retail Outlet		Static Display		Demonstrations		Catering Outlet	
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Hazards associated with the above activity:

Please tick the following if the hazards will form part of your Space during the World Trials

LPG		Dry Combustibles		Hot Surfaces		Food Prep	
Highly Flammable		Electrical Equipment		Machinery		Dangerous Overcrowding	
Heat & Ignition Sources							

Signature of responsible person (must be the authorised signatory)

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Responsibilities: Who will be responsible for Fire Safety Management within your Space?

Name:	Telephone No.
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Fire Plan/Raising the Alarm – do you have an Emergency Evacuation Procedure with an appropriate means of raising the alarm, i.e. shouting, claxon

Yes		No	
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Are all staff aware of this procedure and how to raise the alarm?

Yes		No	
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Fire Extinguishers – are there sufficient extinguishers of the right type available and identified with a sign stating ‘Fire Point’?
Are all staff aware of the types of extinguishers available and their operating instructions?

Yes		No	
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Signage – is the “No Smoking” sign in a prominent position within your exhibit?

Yes		No	
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Any temporary structure (i.e. marquee over 6.5m in length or depth) must have an alternative fire exit with the appropriate Fire Exit sign prominently displayed overhead

Fire Exit Routes - Will all Fire Exit routes be clear of obstruction internally and externally at all times?

Yes		No	
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This is a requirement for compliance with Fire Safety regulations and the person nominated by the Exhibitor to oversee Fire Safety must ensure Fire Exits ARE kept clear of obstructive items at all times

Overcrowding – Are you aware of the maximum number of people considered safe in your temporary structure?

Yes		No	
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Combustible Materials/Flammable Substances/Hazardous Materials – Are combustible materials kept to an absolute minimum and where combustible materials are retained are they appropriately stored away from sources of ignition?

Yes		No	
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We wish you a happy and safe time at the World Trials

