**CAITHNESS COUNTY SHOW – TRADE STAND APPLICATION 2022**

**Friday 15th - Saturday 16th July – Thurso East, Thurso, KW14 8HL**

*Please complete this Application Form and Risk Assessment and return along with any other documents required to Caithness Agricultural Society at* ***enquiries@caithnessshow.co.uk*** *by* ***Monday 6th June 2022****. Forms may be returned by post, however, please note some additional documents will need to be emailed if you choose to include them (e.g., company logo, advert etc.).*

*The postal address is: (Caithness Agricultural Society, Nicola Macleod, Bruadar, Westfield, Caithness, KW14 7QR)*

***Applications without a completed Risk Assessment and Insurance Certificate cannot be accepted.***

**COMPANY INFORMATION**

|  |  |
| --- | --- |
| Exhibitor Name: |       |
| Contact Address:Postcode: |            |
| Telephone: |       |
| Mobile Phone: |       |
| Email: |       |
| Website: |       |
| Facebook: |       |

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| Please give a full and clear description of what you will do and/or sell  |
|        |

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| Please detail any special arrangements required. You will be advised in writing if we can / cannot support your request.  |
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| Please provide a promotional statement that can be used to advertise your attendance at Caithness County Show through social media and on the website. |
|       |

**STAND INFORMATION**

Stand fees are charged at £60.00 for up to 6 metres of frontage and £5 per metre thereafter. There is a minimum fee of £60.00 for any trade stand. E.g., 10 metres of frontage will cost £80.00

***Registered Charity Stands*** are FREE for up to 3 meters of frontage and £5 per metre thereafter.

Admission Tickets: Trade Stands will be allocated 1 admission ticket for every 6 metres of frontage.

Charity Stands will be allocated 1 admission ticket for every 3 metres of frontage.

|  |  |
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| Frontage Required *(in metres)* |       |
| Depth of Stand Required *(please tick)* | 3 metres | 6 metres | 12 metres | 18 metres |
| [ ]  | [ ]  | [ ]  | [ ]  |
| Charity Number (if applicable) |       |

**SPONSORSHIP**

*To avoid disappointment please contact the Show Secretary before booking limited availability packages or requesting specific classes / sections to sponsor to ensure that they are still available.*

|  |  |
| --- | --- |
| Sponsorship Package (See Caithness Show Sponsorship 2022 for details) |       |
| Special Requests(e.g. Class / Section to be sponsored) |       |
| Sponsorship Amount |       |

**ADVERTISING IN SHOW DAY CATALOGUE**

|  |
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| **Please tick:** |
| [ ]  Advertising is included in the sponsorship package I have selected |
| [ ]  I would like to advertise in the Show Day catalogue |
| **Please tick size of advert:** |
| ¼ Page Advert | ½ Page Advert | Full Page Advert |
| [ ]  | [ ]  | [ ]  |

***Advertising rates and advert sizing***

*Unless included in a sponsorship package, adverts are priced at:*

*¼ Page Advert (£40.00), ½ Page Advert (£60.00), Full Page Advert (£90.00)*

*Advert sizing to supplied as follows: ¼ page = 105mm high x 74mm wide, ½ page = 105 high x 148 wide, Full page = 210 mm high by 140mm wide*

**EXTRA ADMISSION TICKETS £8.00 EACH**

I will require       additional admission tickets.

**PAYMENT INFORMATION**

Cheques should be made payable to: **CAITHNESS AGRICULTURAL SOCIETY**

Bank Transfer Details: **Sort Code 83-25-06 Account Number: 00613186**

**Please state the business name as payment reference. \*\*PLEASE NOTE NEW BANK DETAILS\*\***

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| **TRADE STAND FEE** | £       |
| **SPONSORSHIP** | £       |
| **ADVERTISING** | £       |
| **EXTRA ADMISSION TICKETS (£8 EACH)** | £       |
| **TOTAL DUE** | £  |

**CHECKLIST**

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| **Please tick all that apply:** |
| [ ]  I have attached a high-resolution copy of my company logo for promotional purposes. |
| [ ]  I have attached high resolution photographs for promotional purposes. |
| [ ]  I have included my company advert. (If applicable) |
| [ ]  I will contact ROM-ART to review my previous advert / arrange for a new advert to be designed contact Robin at robin@rom-art.co.uk or 01847896879. (If applicable) |
| [ ]  I have completed and attached the Risk Assessment. |
| [ ]  I have completed and returned the PEL Vendors Checklist. |
| [ ]  I have attached a copy of my public liability insurance certificate. |
| [ ]  I have read, understood and agree to adhere to the Trade Stand Safety Policy. |
| [ ]  I have paid by bank transfer or [ ]  I have enclosed a cheque |

**EU General Data Protection Regulation (GDPR)**

The data collected in this form will be used by Caithness Agricultural Society solely for the purpose of organising and administrating Caithness County Show and promoting your organisation at Caithness County Show. Data collected will not be disclosed to any third party without your written consent (unless there is a legal obligation to do so). The information on this form will be retained by Caithness Agricultural Society on a secured database and in secure cabinets.

I consent to Caithness Agricultural Society collecting and storing the data in this form [ ]

Consent can be withdrawn at any time, by writing to The Secretary, Caithness Agricultural Society, Bruadar, Westfield, Thurso, KW14 7QR.

|  |  |
| --- | --- |
| **Signed:**  | **Print Name:**  |
| **Date:**  |  |

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**RISK ASSESSMENT GUIDELINES**

Please complete the risk assessment form using the guidelines shown below. Consider what risk there is for those setting up and dismantling exhibitor’s stands and for the general public and exhibitors during the event.

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| --- | --- | --- |
| **HAZARD** | **WHO MIGHT BE HARMED?** | **IS MORE REQUIRED TO CONTROL THE RISK?** |
| Look out for hazards that you could reasonably expect to result in significant harm under the conditions in your workplace. 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 or who may be affected. E.g. | For the hazard listed, do the precautions already taken - |
| Slipping/Tripping hazardChemicals (e.g., battery acid)Moving Parts of Machinery (e.g., bales)Working at heightPressure SystemsVehicles (e.g., fork-lift trucks)Dust (e.g., from grinding)Fumes (e.g., vehicle engines)NoiseLivestock on stand | Staff & members of the publicPay particular attention to:* Staff with disabilities
* Visitors
* Inexperienced Staff
* Lone workers – they may be more vulnerable
 | * Meet the standards set by a legal requirement?
* Comply with recognised industry standards (e.g., Health & Hygiene)
* Represent good practice?
* Reduce risk as far as reasonably practicable?

Have you provided:* Adequate information, instruction, or training
* Adequate systems or procedures?
* If so, then 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”)*** |
| Electricity |
| Moving parts of machinery (e.g., blades) |
| Manual Handling and Lifting Machinery |
| Food Sampling/Display |
| Fire Hazarde.g., Combustible materials (rubbish, flammable substances, LPG etc.) and ignition sources (flames, smoking etc.) | Staff and members of the public | Means of Escape. Firefighting equipment and fire evacuation plan. |

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**RISK ASSESSMENT FORM**

***(Please see guidelines above)***

**Please complete, using BLOCK CAPITALS, and return with the Trade Stand Application Form**

|  |  |
| --- | --- |
| Company Name: |       |
| Address: |       |
| Person completing this form:Date: |            |

**GENERAL ASSESSMENT**

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| **HAZARD** | **PERSONS AT RISK** | **CONTROLS TO MINIMISE RISK** |
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**FIRE ASSESSMENT**

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| **HAZARD** | **PERSONS AT RISK** | **CONTROLS TO MINIMISE RISK** |
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|  |  |  |
|  |  |  |
| Liquefied Petroleum Gas (LPG) on site?YES / NO | Cylinder size? |  |

|  |  |
| --- | --- |
| **SIGNED:**  | **PRINT NAME:**  |