

Far Forest Countryside Show

10th and 11th August 2024

Far Forest Society
CHARITY No. 205210



MARQUEE STAND APPLICATION FORM

Name	Business Name
Mobile	E-mail (Please PRINT)

Have you traded at Far Forest Countryside Show before? YES / NO
If you have not traded here before images or links to images must accompany the application and returned to tradestands@farforestshow.co.uk

Office use only

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How did you hear about the Far Forest Countryside Show? Please tick all that apply

- Previous trader
 Flyer
 Word of mouth
 Social Media
 Far Forest Show website
 Previous visitor of the show
 Other advertising website
 Other _____

There are two marquee trade areas. We have dedicated areas for handmade crafts and craft supplies. The other area is a marketplace which is a combination of food stalls, gift stalls, homeware etc. We reserve the right to locate traders in the space deemed most appropriate for the items for sale.

Description of **stall** and **items for sale**

Type of product: Please tick all that apply

<input type="checkbox"/> Craft supplies	<input type="checkbox"/> Handmade/Own manufacture	<input type="checkbox"/> Bought in to sell on	<input type="checkbox"/> Homeware/Cookware
<input type="checkbox"/> Clothing	<input type="checkbox"/> Jewellery	<input type="checkbox"/> Accessories	<input type="checkbox"/> Handbags
<input type="checkbox"/> Pottery/China	<input type="checkbox"/> Toys	<input type="checkbox"/> Photography	<input type="checkbox"/> Food/Drink to eat now
<input type="checkbox"/> Wood	<input type="checkbox"/> Cards	<input type="checkbox"/> Books	<input type="checkbox"/> Food/drink to take away
<input type="checkbox"/> Soft Furnishing	<input type="checkbox"/> Toiletries	<input type="checkbox"/> Candles/home fragrance	<input type="checkbox"/> Fragrance
<input type="checkbox"/> Decoupage	<input type="checkbox"/> Soap	<input type="checkbox"/> Pet supplies	<input type="checkbox"/> Gifts

Stand space 3m x 1.8m (for whole weekend)	£70	
Number of tables requested a maximum of 2 tables can be hired from us per stand space which fit in the space in an L formation	£10 per hired table	

Further REQUESTS		These cannot be guaranteed but will be itemised on your invoice	
Electricity 6A for lighting and/or refrigeration £20		Position to allow for limited mobility issues	
Electricity 13A e.g., lathes, heated appliances £40		Any other requests—please specify	
Against external wall			
Wristbands Your stand comes with 2 wristbands included which you shall receive upon check in to the showground			
Please order additional wristbands available at Trade Prices here			
Adult @ £5		Child (5-15) @ £1	
Vehicle Registration Number Please let us know the registration of the vehicle you will be using during the show		Disabled Parking Limited parking is available within the showground for registered disabled traders. Please include an image of your Blue Badge if you are requesting a Parking Permit	
<u>Trade stands risk assessment</u>			
Trading activity (tick all that apply): <input type="checkbox"/> Retail outlet <input type="checkbox"/> Static display <input type="checkbox"/> Demonstrations			
Hazards associated with above activity (tick all that apply)			
Sources of flame		Hot surfaces/sources of heat	
		Dry combustables	
			Flammable liquids
Use of sharps		Electrical equipment	
		Other (please specify)	
Please read the following points, if you have taken all reasonable actions to fulfil these points, please initial in the box then sign below			
	a) I/We enclose a copy of my insurance certificate and will bring the original with me/us Public liability insurance expiration date_____		
	b) I/We will bring a copy of my food hygiene certificate with me/us Food hygiene certificate Grade _____ LA Registered _____ <i>Please note this will be verified with the FSA before confirmation of booking, to speed this process please ensure the name under which your LA registration is made is entered on this form</i>		
	c) I/We confirm that the public will be protected from the hazards as listed above		
	d) I/We will provide a written risk assessment for any risks identified above		
	e) I/We have been informed by the show administration where the first aiders are located (see Ts and Cs)		
	f) Covid-19 – I/We will adhere to government guidelines at time of show, including providing our own sanitiser and appropriate PPE		
	g) I/We have paid by BACS my £5 admin fee BACS Far Forest Society 20 46 06 20366544 Reference INSIDE Trade		
	h) I/We understand that successful applicants will be invoiced and will ensure payment of invoice has cleared 14 days prior to the event (DO NOT SEND FULL PAYMENT WITH THE APPLICATION FORM)		

Far Forest Countryside Show 2024

Saturday 10th and Sunday 11th August **Terms and Conditions for traders**

Applications

- A non-refundable **admin fee of £5 is payable** on application by BACS.
- If you have NOT traded with us before, **images of your stall and items for sale** must accompany the application. Any such applications without images will not be put forward for the selection process.
- Applications or queries should be sent to **tradestands@farforestshow.co.uk**

Insurance documents

- Exhibitors must have public liability insurance cover. We need to see a copy of your public liability insurance **with your application**.
- You must bring the original document with you to the show. We reserve the right to check insurance documentation.
- Exhibitors and Traders are solely responsible for the safe custody of their property. The Society, its officers and staff disclaim any responsibility and all liability in respect of loss (including damage, theft, fire, accident, etc). The Society strongly recommends that all Trade Exhibitors arrange adequate insurance to cover any loss

Risk Assessment

- Public safety is of paramount importance. You must complete your risk assessment questions on this application form. **Your application will be void if they are not completed**

Payments

- Invoice payment must be made 2 weeks prior to the show weekend.
- Payment is by BACS only.

Pitch Details

- If you have requested Electricity you need to supply your own extension lead. (PAT tested)
- If Signage is to be displayed it must not cause obstruction to walkways or other traders' stands.
- Showground staff have the authority to remove any such obstruction and have the stand rearranged at the expense of the trader.
- SUB-LETTING is PROHIBITED
- It is the responsibility of Traders to comply with Health and Safety and Trading Standards legislation.

Please Note

- We accept no responsibility for conflict of interest between traders but will do our best to maximise space between similar stands.

Arrival on site and show timings

- DO NOT BEGIN TO SET UP UNTIL YOU ARE SHOWN YOUR DESIGNATED TRADE SPACE
- Early set up is on Friday 9th August from 6pm to 9pm.
- On show days the site is open from 6am.
- Once you have checked in at the show office, and are issued with them, you and any staff must wear your wristbands to come and go from the site, otherwise you will be charged for entry during show days
- You **MUST** be set up, with your vehicle off site, by 9.30am.
- Show is open to the public from 10am to 5pm

Vehicle Movement and Parking

- **Vehicle movement is PROHIBITED between 9.30am and 5pm.**
- There is a one-way road system in operation between 6am Sat to 5pm Sun
- Vehicles must be parked in the designated parking field.
- Only vehicles with pre-booked Disabled Access Parking Permits are entitled to park in designated spaces on site.

Environmental Issues

- ALL RUBBISH MUST be REMOVED from the showground by Traders.
- GENERATORS and OPEN FLAME APPLIANCES NOT PERMITTED.

First Aid

- On show days we provide First Aid response from professional medics. They are situated next to the Show Office or can be contacted by a Steward's radio.
- In an emergency, please dial 999 and give the post code DY14 9DA while also informing the First Aid team.

DECLARATION

I have completed the trade stands risk assessment and understand the requirement for ensuring that the necessary controls for eliminating or minimising risk are put in place. I have completed all pages of this form and apply for the trade space; I agree on behalf of myself/named business to comply with the terms and conditions of Far Forest Countryside Show which I have read and understood. It is the responsibility of those attending the Show within the trade stand areas to ensure all regulations applying are met and no claims against the Show society will be considered. Any major or minor incidents occurring within the area that you are located should and will be reported to the show administration immediately.

Signed _____ Date _____

Responsible person (PRINT NAME) _____

Trading name _____