

# TRADE STAND APPLICATION FORM

The Newark Vintage Tractor & Heritage Show  
10 & 11 November 2018

Entries close on Monday 1 October 2018.  
Entries after this date will not be printed in the catalogue  
and position cannot be guaranteed.

**Office Use Only**

Date:

ID No:

Payment:

R/A:

Insurance:

Location:

Received:

Confirmed:

PLEASE PRINT CLEARLY IN CAPITAL LETTERS.

ARE YOU A RETURNING EXHIBITOR? Yes / No

Company Name: .....

Name: .....

Address: .....

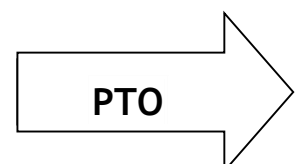
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Post Code: ..... Tel No: .....

Mobile No: ..... Email: .....

CATALOGUE ENTRY Free of Charge (max 35 words)

DESCRIPTION		SPACE REQUIRED Frontage (m) x Depth (m) Please refer to Trade Stand Regulations for available sizes.		PRICE
Inside		X		
Trade Stand Marquee		X		
Outside		X		
		PLUS VAT AT 20%		
		SUBTOTAL		
TABLES	Hire of Tables	@ £5.00 each incl. of VAT		
CHAIRS	Hire of Chairs	@ £2.50 each incl. of VAT		
You will be allocated Trade Stand Tickets based upon your Trade Stand size, these can be found in the VTHS Trade Stand Regulations. If you require more the prices are as follows:				
TICKETS	Advance Day Passes (Under 17's FREE)	Adult £10.00 (incl. VAT)		
	Camping (per night)	FREE (1 Pass Per booking)		
<b>PAYMENT</b>		<b>TOTAL TO PAY INCL. EXTRAS</b>		<b>£</b>



<b>SPONSORSHIP</b>		
Would you be interested in being contacted regarding sponsorship? If yes we will contact you directly.	YES	NO
<b>MEMBERSHIP</b>		
Would you like to become a member of the Newark and Nottinghamshire Agricultural Society? If yes we will contact you directly.	YES	NO
<b>ELECTRIC</b>		
If you require electric please complete the <i>McConnells Electrical Services</i> booking form and return directly to: <i>McConnells Electrical Services Limited, Cliff Nook House, Cliff Nook Lane, Newark, Notts, NG24 1LY.</i>		
<b>CHECKLIST</b>		
1. Full Payment		Please note that no trade space will be allocated until all elements of application are received.
2. Risk Assessment		
3. Copy of Public Liability Insurance		
<b>DECLARATION</b>		
We hereby apply for the above Trade Stand and agree to abide by the Newark Vintage Tractor & Heritage Show Rules and Regulations.		
Signed:	Position in Company:	
Name: (Please Print)	Date:	
<b><i>DATES FOR YOUR DIARY</i></b>		
<b><u>TRADE STAND ENTRIES CLOSE</u></b> - Monday 1 October		
<b><u>ELECTRIC APPLICATIONS CLOSE</u></b> - Friday 26 October		
<b><u>EARLIEST ACCESS ONSITE FOR SET UP</u></b> - (BLUE GATE ONLY) Thursday 8 November from 12noon to 6.00pm		
<b><u>LATEST DATE FOR CLEAR DOWN</u></b> - Monday 12 November by 12noon		
<b>PLEASE RETURN TO:</b>		
EMAIL: <a href="mailto:rebecca.knight@newarkshowground.com">rebecca.knight@newarkshowground.com</a>		
POST: VTHS Trade Stands, Newark Showground, Lincoln Road, Newark-on-Trent, Nottinghamshire, NG24 2NY		



# The Newark Vintage Tractor & Heritage Show

10 & 11 November 2018

## TRADE STAND PAYMENT FORM

Company Name .....

Total Amount to pay (from Application Form)

£.....

### PAYMENT BY CHEQUE

Please make cheque payable to NNAS

### BACS PAYMENT DETAILS

Newark & Nottinghamshire Agricultural Society

Barclays Bank, Lincoln

Account No: 03946738

Sort Code: 20-50-21

*Please include your **Company Name** and **VTHS18** as a reference*

### PAYMENT BY CREDIT / DEBIT CARD (There will be a 50p administration charge)

Please charge my card account: (please tick applicable box):

Mastercard  Visa Credit  Switch/Maestro  Visa Debit

Card Number

Security Code  Switch/Maestro Issue No:

Valid From:   Expiry Date:

Name on Card: .....

Postcode where card is registered: ..... House Number: .....



## Newark Vintage Tractor & Heritage Show

10 & 11 November 2018

### HEALTH AND SAFETY RISK ASSESSMENT GUIDELINES FOR TRADE STANDS

All exhibitors **MUST** complete the Health and Safety Risk Assessment Form.

Using the guidelines shown below, please consider what risks there are to those building up trade stands and to visitors during the Show. Outline the steps you propose to take to minimise that risk in the table on the Risk Assessment Form. If, in your opinion, there is no risk, then please print **No Risk** and return the form to Newark & Nottinghamshire Agricultural Society, Newark Showground, Lincoln Road, Newark, Nottinghamshire NG24 2NY

Hazard	Who Might Be Harmed?	Is More Needed to Control the Risk?
<p>Look only for hazards, which you could reasonably expect to result in significant harm under the conditions in your workplace. Use the following examples as a guide:</p> <ul style="list-style-type: none"> <li>* Slipping/tripping hazards</li> <li>* Chemicals (eg battery acid)</li> <li>* Moving parts of machinery (eg blades) *</li> <li>Work at height (eg from mezzanine floors) *</li> <li>Pressure systems</li> <li>* Vehicles (eg fork-lift trucks)</li> <li>* Electricity</li> <li>* Fumes (eg vehicle engines)</li> <li>* Manual handling</li> <li>* Noise</li> <li>* Livestock on stand</li> </ul>	<p>There is no need to list individuals by name - just think about groups of people doing similar work or who may be affected eg:</p> <ul style="list-style-type: none"> <li>* Office Staff</li> <li>* Maintenance personnel</li> <li>* Contractors</li> <li>* People sharing your workplace</li> <li>* Operators* Cleaners</li> </ul> <p>Pay particular attention to:</p> <ul style="list-style-type: none"> <li>* Staff with disabilities</li> <li>* Visitors</li> <li>* Inexperienced staff</li> <li>* Lone workers - may be more vulnerable</li> </ul>	<p>For the hazards listed, do the precautions already taken:</p> <ul style="list-style-type: none"> <li>* Meet the standards set by a legal requirement?</li> <li>* Comply with a recognised industry standard?</li> <li>* Represent good practice?*</li> <li>* Reduce risk as far as reasonably practicable?</li> </ul> <p>Have you provided:</p> <ul style="list-style-type: none"> <li>* Adequate information, instruction or training?</li> <li>* Adequate systems or procedures?</li> </ul> <p>If so, then the risks are adequately controlled but you need to indicate the precautions that you have in place.</p> <p>Where the risk is not adequately controlled, indicate what more you need to do ("the action list").</p>



# Newark Vintage Tractor & Heritage Show

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## HEALTH & SAFETY RISK ASSESSMENT FORM

This form **MUST** be returned with your Trade Stand Application Form, for guidelines see over.

**DO NOT FORGET TO INCLUDE A COPY OF YOUR PUBLIC LIABILITY CERTIFICATE**

Company Name & Address			Authorised Signatory		
			Print Name in Full		
			Date of Assessment		
Telephone Number			Mobile Number		
Hazard	Severity*	Probability**	Persons at Risk	Controls to Minimise Risk	

\* Hazard Severity Rating - Low (remote possibility of harm); Medium - (some injury, not too serious); High (serious injury or damage)

\*\* Hazard Probability Rating - Low (unlikely to happen); Medium (likely to occur at some time); High (very likely to occur)

Please return with your completed Trade Stand Application Form to: Newark & Nottinghamshire Agricultural Society Ltd,  
Newark Showground, Lincoln Road, Newark, Nottinghamshire NG24 2NY

## FIRE RISK ASSESSMENT GUIDELINES FOR TRADE STANDS

All exhibitors **MUST** complete the Fire Risk Assessment Form.

Using the guidelines shown below, please consider what risks there are to those building up trade stands and to visitors during the Show. Outline the steps you propose to take to minimise that risk in the table on the Risk Assessment Form. If, in your opinion, there is no risk, then please print 'No Risk'. Return the form to Newark & Nottinghamshire Agricultural Society, Newark Showground, Lincoln Road, Newark, Nottinghamshire NG24 2NY.

Hazard	Who Might Be Harmed?	Is More Needed to Control the Risk?
<p>Look only for hazards, which you could reasonably expect to result in a fire or injury to persons if a fire were to start. Use the following examples as a guide:</p> <ul style="list-style-type: none"> <li>* Number of fire escapes</li> <li>* Electrical equipment - is it well maintained and is the staff trained in its use? *</li> <li>Trailing cables/extension leads</li> <li>* Smoking</li> <li>* Do the staff know what to do in the event of a fire?</li> <li>* Rubbish and waste removal</li> <li>* Storage of combustible material</li> <li>* Location of hot work, i.e. cookery or machinery demonstration</li> <li>* Gas cylinder storage*</li> <li>Furnishings/decorate finishes in good condition</li> </ul>	<p>There is no need to list individuals by name - just think about groups of people doing similar work or who may be affected eg:</p> <ul style="list-style-type: none"> <li>* Members of the public, particularly children</li> <li>* Maintenance personnel</li> <li>* Operators</li> <li>* Cleaners</li> <li>* Staff and members of the public with disabilities</li> <li>* Pay particular attention to:               <ul style="list-style-type: none"> <li>- inexperienced staff</li> <li>- Lone workers</li> </ul> </li> </ul>	<p>For the hazards listed, have sufficient measures already been taken to reduce the risk, or are additional controls required?</p> <p>Control measures should be reasonably practicable i.e. reduce the risk without entailing excessive costs and time for little, or no benefit</p> <p>Do the precautions already taken:</p> <ul style="list-style-type: none"> <li>* Meet the standards set by a legal requirement?</li> <li>* Comply with a recognised industry standard?</li> <li>* Represent good practice?*</li> </ul> <p>Reduce risk as far as reasonably practicable?</p> <p>Have you provided:</p> <ul style="list-style-type: none"> <li>* Adequate information, instruction or training?</li> <li>* Adequate systems or procedures?</li> </ul> <p>If so, then the risks are adequately controlled but you need to indicate the precautions that you have in place in the controls column.</p> <p>Where the risk is not adequately controlled, indicate what more you need to do ("the action list").</p>



# Newark Vintage Tractor & Heritage Show

## 10 & 11 November 2018

### FIRE RISK ASSESSMENT FORM

This form **MUST** be returned with your Trade Stand Application Form, for guidelines see over.

<b>Company Name &amp; Address</b>			<b>Authorised Signatory</b>	
			<b>Print Name in Full</b>	
			<b>Date of Assessment</b>	
<b>Telephone Number</b>			<b>Mobile Number</b>	
Hazard	Severity*	Probability**	Persons at Risk	Controls to Minimise Risk
e.g. Petrol storage on trade stand, required to fuel lawn mower display	High (i.e. If the petrol were to ignite, serious injury or damage may occur)	Low (i.e. it is unlikely that the petrol will come into contact with an ignition source)	Members of the public, staff, neighbouring trade stands	Store petrol in a suitable container; reduce volume of stored fuel to a minimum; suitable fire extinguisher
<b>Liquefied Petroleum Gas (LPG) on site YES/NO (please circle)</b>				

\* Hazard Severity Rating - if the hazard were to result in a fire, how severe will the injury/damage be?  
 Low (remote possibility of harm); Medium (some injury, not too serious); High (serious injury or damage) \*\*

Hazard Probability Rating - how likely is it that a fire will occur:  
 Low (unlikely to happen); Medium (likely to occur at some time); High (very likely to occur)

Please note that to comply with the latest Fire Safety Legislation, all traders who supply their own marquees/tents are required to have suitable fire extinguishers and no smoking signs.

**Type of extinguishers:** \_\_\_\_\_

**Number of extinguishers:** \_\_\_\_\_

**Number of 'No Smoking' signs:** \_\_\_\_\_

If a marquee is being used, is it privately owned? If yes, please enclose details of Fire Retardant Protection or supply a relevant Fire Certificate. If no, please supply a copy of the Fire Protection Certificate from the supplier.

**Please return with your completed Trade Stand Application Form to:  
 Newark & Nottinghamshire Agricultural Society Ltd,  
 Newark Showground, Lincoln Road, Newark, Nottinghamshire NG24 2NY**