**Trade Stand Application Form 2025**

Please complete this application form, risk assessment and safety policy to book and pay for a stand at the Game fair and return to Thrumster Game and Countryside Fair at least four weeks prior to the event to allow your organisation to be included in the event brochure free of charge.

All applications to be returned to **email** enquiries@thrumstairgamefair.co.uk

  **post** Thrumster Game and Countryside Fair

 Thrumster House

 Thrumster KW1 5TX

**Company / Group Information**

|  |  |
| --- | --- |
| Company Name |  |
| Contact Person |  |
| Address |  |
| Telephone number |  |
| Mobile number |  |
| Email address |  |
| website |  |
| Facebook |  |
| Twitter |  |

**Stand Information**

Each year there will be a limited number of free spaces made available for charity stands. Please book early.

|  |  |  |
| --- | --- | --- |
| Stand  |  | Cost |
| Food Vendor |  | £100.00 |
| Trade |  | £50.00 |
| Food |  | £25.00 |
| Craft |  | £25.00 |
| Charity |  | FREE |
| Charity number  |  |  |

|  |  |
| --- | --- |
| Please give a brief description of your stand e.g., what type of goods or services you supply |  |
| Any special requirements  |  |

**Payment Information (please reference your payment with your business name)**

|  |  |
| --- | --- |
| **Sort Code**  | **83-26-16** |
| **Account Number** | **10875982** |
| **Name on Account** | **Thrumster Game Fair** |
| **Cheques payable to**  | **Thrumster Game Fair** (Post to address above) |
| **Total amount paid** | **£** |

**Risk Assesment**

|  |  |
| --- | --- |
| Company Name |  |
| Assessor Name |  |
| Date assessed |  |
| Assessor signature |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Hazard identified** | **Person at Risk** | **Actions taken to minimise risk** | **Risk Factor** |
| **What is taking place** | **What can cause harm** | **Who can be harmed** | **Actions taken to lower risk** | **High Medium Low** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Lifting equipment on site  | yes | no |
|  |  |  |

|  |  |
| --- | --- |
| Confirm Public liability insurance |  |

**Fire Risk Assessment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Hazard Identified** | **Person at Risk** | **Actions taken to minimise risk** | **Risk Factor** |
| **What is taking place** | **What can cause harm** | **Who can be harmed** | **Actions taken to lower risk** | **High Medium Low** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Liquid petroleum gas on site | yes | no |
|  |  |  |

|  |  |
| --- | --- |
| Cylinder size |  |

**Please send your food licence if applicable**

**Safety Policy**

**TRADE STANDS**

A Trade Stand will be under the charge of a named person. Trade Stands are an extension of the Workplace, and the exhibitor is responsible for ensuring that all aspects of relevant Health and Safety legislation are satisfied relating to the area of the Trade Stand. Trade Stand holders should ensure that Insurance Cover is provided and is adequate. The Game Fair Safety Officer will give guidance if requested however responsibility always rests with the Trade Stand holder.

**MACHINERY/VEHICLES:**

Any plant, machinery or equipment used must only be operated by an adult fully trained in its safe use. Lorries and trailers must only be reversed under the directions of a person on foot, keeping a particular look out for older persons, the visually impaired or deaf and young children. Keys must be removed from all machinery and vehicles.

 **DEMONSTRATIONS:**

Adequate precautions must be taken to ensure safety of operators and bystanders. If a Steward decides that a demonstration is unsafe then the operator must stop. Machinery will only be operated or demonstrated in areas fenced off from the public, account being taken of materials which may be ejected from machines. Operators must cease their activities if any persons encroach on a danger area. Static exhibits must be erected in such a way that they do not present a risk to any person, including being knocked over or climbed on by children. Any part of any plant or machinery relying on oil pressure in a ram or similar device to support it must be propped to prevent collapse.

**COSHH:**

 Exhibitors should be particularly mindful that many substances e.g., chemicals, some feedstuffs, pesticides etc. are covered by COSHH and must assess the risks and initiate control measures in accordance with the Regulations.

**ELECTRICITY:**

All stands with electricity must have a fire extinguisher, with an up to date inspection record, suitable for use on electrical fires. Only single-phase ac machines of up to 5 kW output, a generator winding with no electrical connection (not “referenced”) to frame or earth and power output obtained from colour coded BS4343 sockets mounted on the generator will be permitted. Page 2 of 2 It is a condition that any generator and connected system must comply with the following conditions and failure to do so will result in prohibition from use by the Society’s electrical contractor.

(1) The generator frame is bonded to the metallic enclosures of the load equipment, namely by means of the third or protective conductor in the cable between the BS4343 plus and the load.

(2) Cables are kept as short as practicable, protected if necessary to prevent mechanical damage and are correctly and securely terminated. A suitable cable type is 240V 3 core flexible cable with PVC insulation and a tough abrasion resistant moulded plastic sheath.

(3) The electrical system should be small enough to be kept under supervision and to minimise the chance of cable damage being the cause of a first earth fault. This is not dangerous but could become the cause of a subsequent danger, because the “first fault” destroys the integrity of an unreferenced system.

 (4) There are no joints in cables other than correctly fitted proprietary cable couplers.

(5) The electrical load equipment is in a fit state and safe to operate and use with all cover/other Enclosures fitted. LPG GAS: Before any LPG is brought onto site Trade Stand holders must ensure that they can comply with all relevant HSE guidelines. Gas appliances must have been recently examined by a competent person and be labelled to indicate the examiners name and the date of the examination.

No appliance can be used unless this has been done.

IF A TRADE STAND IS CLOSED DUE TO NON-COMPLIANCE WITH ANY REGULATIONS THERE WILL BE NO REFUND OF MONEY SPEED LIMIT:

**There is a 10mph speed limit on the Show field.**