

# USK SHOW

Saturday, 12th September, 2009

## APPLICATION FOR TRADE STAND SPACE for - Please tick box

Charity*		Trade Stand		Food Hall		Craft Marquee		Shopping Mall		Made in Monmouthshire	
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\*Usk Farmers' Club award 6 free applications to Charities each year. On August 1st all charity applications will be put into a draw and the winners will be fee refunded. Those organisations awarded a free site in 2007 will not be eligible for the draw in 2009

Name of Charity/Exhibitor	Trade Stand Manager	Tel.No
Address of Business		Mob.No
		Postcode

<b>Applications MUST be for a minimum of 3 metres and be in whole metre units</b>	<b>Description of your Products/Services 10 words maximum</b>
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Type of Exhibitor	Cost Before 30th June (per metre)	Cost After 30th June (per metre)	How many metres?	Additional passes @ £7.00 each	Total Cost of Stand	
Charity	£ 12.00	£ 15.00				
Outdoor Trade Stand - Non-Agricultural	£ 18.00	£ 20.00				
Outdoor Trade Stand - Agricultural	£ 12.00	£ 15.00				

<b>Applicants MUST complete form for fixtures and fittings</b>	<b>I/We will be bringing a GENERATOR YES NO</b>
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Type of Exhibitor	Cost Per Pitch	6' Trestle Tables @ £6.50 each	Chairs @ £2.50 each	13 amp electrical sockets @ £40.00	Additional passes @ £7.00 each	Total Cost of Stand	Details of Insurance;
Food Hall (Consumption)- 10' x 8'	£ 100.00						
Food Hall (Non-Consumption) - 10' x 8'	£ 70.00						
Craft Marquee - 10' x 6'	£ 50.00						
Shopping Mall - 10' x 6'	£ 50.00						
Made in Monmouthshire - 10' x 6'	£ 50.00						

I/We enclose a cheque in respect of the above for the sum of £\_\_\_\_\_ and acknowledge that I/we have read the Rules & Regulations, and the Safety Policy Statement governing the acceptance of Trade Bookings for 2009, and agree to abide by them.

**Signed**

**Date**

PLEASE NOW COMPLETE THE **COMPULSORY** RISK ASSESSMENT FORM BELOW OR DOWNLOAD FROM [WWW.USKSHOW.CO.UK](http://WWW.USKSHOW.CO.UK)

Return Application Form, Risk Assessment Form and Cheque to the Secretary, Mrs F. Jenkins, Llanerthil Mill, Llandenny, Usk, NP15 1DJ. No later than **12th July 2009**. Please make cheques payable to **Usk Farmers' Club Ltd**.

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## RISK ASSESSMENT FORM

You should consider what risk there is to those building up Trade Stands/Exhibits, and to members of the public throughout the duration of the show period. Outline the steps you propose to take to minimize the risks in the table below. Nearly every Trade Stand/Exhibit will have risk associated with the manual handling (un/loading goods) and trip hazards (failure to clear site) and these should be assessed. Feel free to copy the page if more space is required. Either the original or a copy must be forwarded with your application for space. Alternatively, you may forward your own Business Assessment as long as it is of similar format. If in your opinion there is no risk, please print NO RISK, sign at the bottom, and return.

**NO APPLICATION FORMS FOR OUTSIDE TRADE STANDS OR EXHIBITOR SPACE IN THE MARQUEE WILL BE ACCEPTED UNLESS THIS FORM IS *FULLY* COMPLETED\***

<b>Company Name</b>		<b>RISK ASSESSMENT</b>		
<b>Address</b>		<b>HAZARD</b> Any item of equipment or stock that may pose a danger	<b>PERSONS AT RISK</b> You, your staff, customers and the general public	<b>CONTROLS IN PLACE TO MINIMIZE RISK</b> Measures & procedures you have adopted
<b>Postcode</b>				
<b>Trade Stand Manager</b>		<b>FIRE RISK ASSESSMENT</b>		
<b>Date of Assessment</b> (Date you checked equipment)		<b>HAZARD</b> Stock, display materials and equipment, heaters, generators, fuels etc.	<b>PERSONS AT RISK</b> You, your staff, customers and the general public	<b>CONTROLS TO MINIMIZE RISK</b> Measures & procedures you will adopt on site
<b>Signature of Assessor</b>				
<b>Name of Assessor</b>				
<b>Public Liability Insurance Policy Details</b>				
		<b>*LIQUEFIED PETROLEUM GAS (LPG)</b> Do you propose to bring LPG on site?	<b>YES/NO</b> Delete as appropriate	<b>CYLINDER SIZE</b>

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