

# USK SHOW 2017: CRAFT MARQUEE APPLICATION FORM

**Please Complete & Return this Form with Full Payment and Completed Risk Assessment to:-  
The Secretary, Usk Farmers' Club Ltd, 26 Sunnyvale, Raglan, Usk, Monmouthshire NP15 2EF**

BUSINESS NAME .....

PERSON IN CHARGE OF STAND .....

24 HOUR MOBILE .....

ADDRESS .....

POSTCODE .....

TELEPHONE NO .....

EMAIL .....

PLEASE GIVE A BRIEF DESCRIPTION OF WHAT YOU SELL (THIS WILL BE INCLUDED IN THE SHOW CATALOGUE)

## CRAFT MARQUEE SPACE (10' X 6')

10' x 6' space - £70 each (Maximum of 2 spaces per business)

13 amp Electrical Sockets - £50 each (One item of equipment only per socket)

Tables-£8 each; Chairs-£3 each

	QUANTITY	AMOUNT
NO. OF SPACES REQUIRED (2 MAXIMUM )		
13 AMP ELECTRIC SOCKET @ £50 EACH		
6' TRESTLE TABLES @ £8 EACH		
CHAIRS @ £3 EACH		
EXTRA ADMISSION PASSES @ £9 EACH		
	TOTAL COST	£

### PAYMENT INFORMATION

Cheques Payable to: USK FARMERS CLUB LTD

BACS: Barclays Bank plc Sort Code: 20-00-85 Acc No: 60896861 Ref: YOUR COMPANY NAME

Credit/Debit Card Payment: Contact Show Office on 01291 690889

**Bookings WILL NOT be accepted without a Signed & Completed Application Form and Full Payment (Do Not Forget to Complete the Risk Assessment Questionnaire on Page 2)**

**Completing this form does not constitute acceptance of your application. Confirmation of your booking will be sent from the Show Office.**

I have read and agree to the Rules and Regulations governing Trade Space Exhibitors at Usk Show 2017 and the Safety Policy Statement of Usk Farmers Club Ltd.

Signed .....

Date .....

FOR OFFICE USE ONLY	Application	Date Received	Receipt Sent	Stand Ref
ONLY				

## TRADE MARQUEE RISK ASSESSMENT FORM

Please answer the questions below by placing a circle around your response.

Note that some questions ask you to provide evidence for your answer.

This evidence DOES NOT have to be sent with your application, but must be available on request on your Trade Stand during the Show.



A. INSURANCE			
Do you hold Public Liability Insurance to cover your attendance at the Show? <b>You must bring a copy of your certificate with you</b>	Yes	No	N/A
B. REDUCING THE RISK OF FIRE			
Has any portable electrical equipment been portable appliance (PAT) tested by a competent person in the last year? <b>(Evidence may be requested).</b>	Yes	No	N/A
Have you identified ignition / heat sources and ensured that these are kept away from all flammable / combustible materials?	Yes	No	N/A
C. PREVENTING FIRE SPREAD & FIRE FIGHTING (including your caravan if it will be located on the Showground)			
Will you have sufficient bins for refuse or suitable arrangements to prevent an accumulation of refuse?	Yes	No	N/A
Do you have appropriate fire extinguishers / fire blankets available that have been tested within the last year? <b>(Evidence may be requested).</b>	Yes	No	N/A
Are staff within the stand / unit be familiar with the basic operating instructions for the fire extinguishers / fire blanket?	Yes	No	N/A
D. EMERGENCY ESCAPE			
Will staff be aware of what to do in the event of a fire and how to raise the alarm?	Yes	No	N/A
E. OTHER RISKS			
Are you aware that you must not stock or sell certain items, as listed within the Trade Space Schedule?	Yes	No	N/A
Have you completed a risk assessment covering the set-up, use and take-down of your Tradestand, e.g. management of slips, trips and falls etc. <b>(Evidence may be requested).</b>	Yes	No	N/A

SIGNED .....

PRINT NAME .....

DATE .....