

# USK SHOW 2018: CRAFT MARQUEE APPLICATION FORM

**Please Complete & Return this Form with Full Payment and Completed Risk Assessment to:-  
The Secretary, Usk Farmers' Club Ltd, Llancayo Farm, Gwehelog , 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 - £75 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    |                   |        |
|                                     | <b>TOTAL COST</b> | £      |

### 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 2018 and the Safety Policy Statement of Usk Farmers Club Ltd.

Signed ..... Date .....

|                                   |             |               |              |           |
|-----------------------------------|-------------|---------------|--------------|-----------|
| <u>FOR OFFICE USE</u><br><br>ONLY | Application | Date Received | Receipt Sent | Stand Ref |
|-----------------------------------|-------------|---------------|--------------|-----------|

## 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?<br><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 .....