



# GOSFORTH AGRICULTURAL SHOW SOCIETY

FOUNDED 1876

Registered Charity No. 1176889

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Carleton  
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Cumbria  
CA19 1YT  
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E-mail: [gosforthshow@hotmail.com](mailto:gosforthshow@hotmail.com)

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Date as postmark

## **Trade Stands/Stalls/Advertising/Sponsorship – Saturday 20<sup>th</sup> August 2022**

The Gosforth Agricultural show is an annual event promoting agriculture and rural life, it is held on the 3<sup>rd</sup> Saturday in August each year and this year falls on the 20<sup>th</sup> August 2022.

After two awful years where we have not been able to move around as we normally would and meet up with people, the Gosforth Agricultural show is excited about the opportunity to bring people back together and share with them what is best about life in this part of the county.

We are lucky with our show ground setting and are delighted to offer traders the chance to promote their businesses to old and new customers as well as networking with other businesses from the area.

Please use the attached pack to make your booking providing as much detail as possible about your stand, ensure you have read the conditions enclosed as you must also submit a copy of your insurance & risk assessments to be accepted.

There are other options available to support the outcome of the show, sponsorship enables the show to improve and develop – these are details in the attached pack and include catalogue advertising/sponsorship of competitions.

Your support is very much appreciated and may I take this opportunity to wish you a successful year.

Yours faithfully

*J S Watson*

Julia Watson  
General Secretary.



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*Secretary: Julia Watson*  
Field Croft, Carleton, Holmrook, Cumbria CA19 1YT  
Telephone 07856162428  
Email: [gosforthshow@hotmail.com](mailto:gosforthshow@hotmail.com)  
[www.gosforthshow.co.uk](http://www.gosforthshow.co.uk)

## GOSFORTH AGRICULTURAL SHOW ON SATURDAY 20<sup>th</sup> AUGUST 2022 TRADE STAND APPLICATION FORM (Please Print)

Company Name					
Contact Name					
Contact Address					
Postcode					
Telephone/Mobile Number					
Email Address					
Web Address					
Number of Staff Attending					
Brief Description of Goods Being offered on your Stand					
See GDPR information below. Signature:					
Paying by (provide date when PayPal/BACs payments made)	PayPal		BACs		Cheque/Cash

Trade Stand space is sold based on the frontage required for the stand, booked space must include **drawbars/tent ropes**. All spaces are 7.5m deep. Registered Charities will be charged £5 per **meter** up to 3m & £10 per **meter** thereafter. **Evidence of Charitable status must be provided.** Vehicles not within the stand space **MUST** be removed to the free car park.

Trade Stand Space (FRONTAGE) Applied for:  .....Meter Frontage x £10 per Meter = £..... (Minimum 2m)
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Payment methods:  
BACS (Preferred) Account: Gosforth Agricultural Show Society: 40-36-10 Account: 81602268 (\*use reference to tell us who you are)  
PayPal account: [gosforthshow@hotmail.com](mailto:gosforthshow@hotmail.com). (\*Important: put your name/stand name in the notes) or Cheques payable to Gosforth Agricultural Society. Completed forms can be emailed to [gosforthshow@hotmail.com](mailto:gosforthshow@hotmail.com)

**PLEASE REMEMBER TO RETURN YOUR APPLICATION BY  
30<sup>th</sup> July 2022**

**Trade Stand Booking Conditions**



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## **Bookings**

Bookings of Trade Stand spaces cannot be accepted without completion of the form including signature, which must be returned to the Secretary by Saturday 30<sup>th</sup> July 2022 with **Payment, risk assessment and Insurance Documentation**. Where space in a particular trading type is full the application will not be accepted but will be placed on a waiting list should space become free. The committee reserves the right to refuse any application.

## **Payment**

Payment for Trade Stand must be made in full by 30<sup>th</sup> July 2022.

## **Insurance**

It is compulsory for Trade Exhibitors of all types to hold Public Liability insurance, including the appropriate policy to operate at the Gosforth Agricultural show. The Gosforth Agricultural show does not have insurance cover for Trade Exhibitors. **A copy of proof of public and employer liability cover must be sent with the application form.**

## **Health & Safety**

It is compulsory for Trade Exhibitors to have a health & safety policy in place including an up-to-date Risk Assessment appropriate to operating their business. This is a requirement of the local authority. **A copy of the appropriate Risk Assessment should be included with the application form.**

## **Cancellation/Refunds**

Should it become necessary to cancel the Gosforth Agricultural show, Trade Exhibitors with reserved space will be offered the option to receive a refund on payments made, less 5% administration fee or to donate their fee. Refunds **will not** be given if exhibitor cancellation is within 14 days of the show.

## **Entrance Passes**

Entrances passes for staff/people involved with the Trade Stand will be allocated based on the size of stand, with the minimum being 2 passes.

## **Electricity**

All electrical requirements must be met by the stand holder with the use of silent generators (70 dBA or less) that meet health & safety requirements and have a current certificate of safety. Should you require assistance please contact the Secretary. Please state if using a generator.

## **Marquees**

Stand holders are to provide their own marquees/gazebos which must be erected by suitably competent people to meet safety standards.

## **Timetable**

On acceptance of your booking, you will receive access instructions and tickets approx. 3 weeks before the show, the field will be open to Trade Exhibitors from Thursday 18<sup>th</sup> August 2022. If you require access earlier then contact the Secretary to arrange.

## **General Data Protection Regulations (GDPR)**

By signing the application form, exhibitors accept that we will share your trade stand name only, this may be used in the show day catalogue and sometimes with the local press that advertises the show. Exhibitors do have the right to withdraw consent of this at any time by contacting the general secretary, [gosforthshow@hotmail.com](mailto:gosforthshow@hotmail.com) or 07856162428.

*Applications will not be accepted without payment*

*Applications to be signed & include Risk Assessments & copy of Insurance*



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## RISK ASSESSMENT FORM

Using the guidelines shown below please consider what risks there are to those building up Trade Stands and to members of the public during the show. Outline the steps you propose to take to minimise those risks in the table overleaf. Please copy this page if more space is required. If in your opinion there are no risks, please print **NO RISKS** and return the form.

**NO APPLICATION WILL BE CONSIDERED WITHOUT A COMPLETED RISK ASSESSMENT FORM AND FIRE RISK ASSESSMENT FORM**

Hazard	Who Might be harmed?	Is more needed to control the risk?
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.	There is no need to list individuals by name – just think about groups of people doing similar work – who may be affected, e.g.,	For the hazards listed, do the precautions already taken
Slipping/tripping hazards Chemicals (e.g., battery acid) Moving parts of machinery (e.g., Blades) Work at height Pressure systems Vehicles (e.g., fork-lift trucks) Electricity Dust (e.g., from grinding) Fumes (e.g., from vehicle engines) Manual handling Noise Livestock on stand Lifting operation	Office Staff Maintenance Personnel Contractors People sharing your work place Operators Cleaners Members of the public  <b>Pay particular attention to:</b> Staff with disabilities Visitors Inexperienced staff Lone workers – they may be more vulnerable.	<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>* Represent risk as far as reasonably practicable?</li> </ul> Have you provided: <ul style="list-style-type: none"> <li>* Adequate information, instruction or training?</li> <li>* Adequate systems or procedures?</li> </ul> If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place.  Where the risk is not adequately controlled, indicate what more you need to do (the ‘action list’).
Fire hazard e.g. combustible materials (rubbish, flammable substances, LPG etc) and ignition sources (flames, smoking etc)	As above.	<ul style="list-style-type: none"> <li>* Means of escape; fire detection and alarms. Firefighting equipment and fire evacuation plan.</li> </ul>



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## RISK ASSESSMENT FORM

Please complete in BLOCK CAPITALS & return (Please photocopy more sheets if you need to)

What are the hazards?	Who might be harmed and how?	What are you already doing to minimise the Risk?	Do you need to do anything else to manage this risk?
<i>Example</i> Slips and trips	Staff and visitors may be injured if they trip over objects or slip-on spillages	We carry out general good housekeeping. All areas are well lit including stairs. There are no trailing leads or cables. Staff keep work areas clear, e.g., no boxes left in walkways, deliveries stored immediately, offices cleaned each evening	Better housekeeping is needed in staff kitchen, e.g., on spills

**DO ALL ELECTRICAL APPLIANCES YOU MAY BE USING HAVE A CURRENT P.A.T. CERTIFICATE? YES / NO (*delete as appropriate*)**

Trustees: Mr J Park (Chair), Mr F Gate (Vice Chair), Mrs L Strand (Treasurer), Mr B Norman, Mrs M Pratt, Mr C Fawcett, Mr A Sibbald, Mr J Nichol



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## Fire Risk Assessment Form

**Name of Organisation** .....

Type of Trade Stand (please tick all those that apply)

Retail Outlet	<input type="checkbox"/>	Static Display	<input type="checkbox"/>	Demonstrations	<input type="checkbox"/>	Catering Outlet	<input type="checkbox"/>
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Hazards associated with above activity:

Please tick which of the following hazards will form part of your stand during the Gosforth Show

LPG	<input type="checkbox"/>	Dry Combustibles	<input type="checkbox"/>	Hot Surfaces	<input type="checkbox"/>	Food Prep.	<input type="checkbox"/>	Heat & Ignition Sources	<input type="checkbox"/>
Highly Flammable	<input type="checkbox"/>	Electrical Equipment	<input type="checkbox"/>	Machinery	<input type="checkbox"/>	Dangerous Overcrowding	<input type="checkbox"/>		<input type="checkbox"/>

**Signature of responsible person** (must be authorised company signatory)

.....

Responsibilities: Who will be responsible for Fire Safety Management within your exhibit?

Name:	Telephone No.
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### Fire Plan/Raising the Alarm

Do you have an Emergency Evacuation Procedure with an appropriate means of raising the alarm, i.e., shouting, claxon?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are all staff aware of this procedure and how to raise the alarm?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

### Fire Extinguishers

Are there sufficient extinguishers of the right type available and identified with a sign stating 'Fire Point'? Are all staff aware of the types of extinguishers available and their operating instructions?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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### Signage

Is the "No Smoking" sign in a prominent position within your exhibit?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Any temporary structure (i.e., marquee) over 6.5m in length or depth must have an alternative fire exit with the appropriate Fire Exit sign prominently displayed overhead.

### Fire Exit Routes

Will all Fire Exit routes be clear of obstruction internally and externally at all times?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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This is a requirement for compliance with Fire Safety regulations and the nominated member of staff to oversee Fire Safety must ensure Fire Exits ARE kept clear of obstructive items at all times.

### Overcrowding

Are you aware of the maximum number of people considered safe in your temporary structure?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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### Combustible Materials/Flammable Substances/Hazardous Materials –

Are combustible materials kept to an absolute minimum and where combustible materials are retained are they appropriately stored away from sources of ignition?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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**To comply with current Fire Legislation this form MUST be completed, no application can be accepted without a completed form.**

**The Gosforth Agricultural Society wish you a successful & safe show.**

Trustees: Mr J Park (Chair), Mr F Gate (Vice Chair), Mrs L Strand (Treasurer), Mr B Norman, Mrs M Pratt, Mr C Fawcett, Mr A Sibbald, Mr J Nichol