

# *Sioe Amaethyddol Sir Aberteifi*

## *Cardigan County Agricultural Show Society*

*Trysoryddion / Hon. Treasurers :*

11 HSBC  
High Street  
Cardigan SA43 1JN

*Ysgrifennydd / Hon. Secretary :*

Mrs Gill Jones  
Bro Teifi Uchaf  
Croft, Cardigan  
SA43 3NN  
Tel. & Fax : 01239 615438

---

### **ANNUAL SHOW - WEDNESDAY, 30th JULY 2008**

Thank you for your enquiry for a trade stand space at the Annual Show to be held on The Showground, Briscwm Fields, Fishguard Road, Cardigan on Wednesday, 1st August, 2007. Priority stand spaces are allocated to those companies who have taken space with us in the past with new applicants allocated space on a first come first served basis.

#### **Booking Space**

To secure your stand space in the best position possible, please return the attached application form, as soon as possible together with your remittance and the fully completed Risk Assessment form completed in full. (**“NO RISK /NONE, N/A” WILL NOT BE ACCEPTED AND YOUR APPLICATION FORM WILL BE RETURNED.**)

Please contact the Secretary if you need any assistance in completing the Risk Assessment form.

All stand space must be paid before the Show Day other wise the show committee reserve the right to refuse admission and to re-allocate the stand space. No refunds will be payable and stands **MUST** be occupied by 8.30 a.m. on the day of the Show. Anyone not conforming to this will be asked to leave the showground should they ignore this request.

#### **Food Stalls (of any description)**

Any companies or individuals wishing to sell any types of food and drinks, i.e. sweets, cakes, fruit, etc are asked to tender an amount for such stands as they are strictly limited. You are also informed that the Cardigan Show are fully committed to enthusiastically pursuing the high standards of the Food Hygiene Market Stalls and Delivery Vehicles Regulations, and you are advised that your vehicles and stalls and practices may be subject to inspection from the Local Authority Environmental Health Department. Should you require further advice, please consult with your Local Authority Environmental Department.

#### **Vehicles Passes and Parking Regulations.**

Vehicle passes are allocated as per the application form and **MUST** be displayed.

**NO TRADESTAND VEHICLES WHATSOEVER ARE TO BE PARKED AROUND THE MAIN RING AREA. ALL VEHICLES MUST DISPLAY THE VEHICLE PASS AND MUST BE PARKED BEHIND YOUR DISPLAY AREA AS MAIN RING PARKING IS STRICTLY LIMITED.** Should you require extra passes, these can be obtained at an additional charge from the Secretary. Please ensure you have reserved sufficient space to park your vehicle within your allocated space and that you have allowed for tow bars and tent support ropes. Anyone not adhering to this request will be asked to leave the show field. **NO TRADESTANDS ARE TO BE DISMANTLED BEFORE 6.00 P.M.**

**NOTE:** Please ensure that you have stated the exact type of product that you will be exhibiting or selling other wise your application form will be returned.

**ALLOCATION OF PASSES ETC:** All vehicle passes will be dispatched to you before the 10<sup>th</sup> July 2008.

-

TRADE STAND APPLICATION FORM – 30<sup>th</sup> JULY 2008

Name  
(Mr/Mrs/Ms/Miss).....

Address.....

Postcode.....Telephone No: (.....).....

Representing (Name of Organization).....

Product to be exhibited/sold.....

Type of stand.....  
(Marquee, Caravan, Trailer etc)

Frontage required.....(feet)  
(Depth will be approximately 40 feet. Remember to allow for tow bars and tent support ropes in your measurements).

COST: £3.00 PER FOOT FRONTAGE (Minimum £30.00)

(2 free passes up to 15 feet)                      (4 free passes up to 50 feet)  
(5 free passes over 51 feet)

Signed.....

Please print your name.....

Dated.....

On behalf of  
.....

Remittance enclosed £.....(Cheque/cash)  
(Cheques to be made payable to Cardigan County Agricultural Show)

**ALL VEHICLE PASSES ETC WILL BE DESPATCHED TO YOU BEFORE THE 10<sup>th</sup> JULY 2008.**

---

**RISK ASSESSMENT FORM**  
**Please complete in BLOCK CAPITALS**

Company Name.....

Address.....

.....Postcode.....

Telephone No: (.....).....

Responsible Person.....

Signature of Assessor.....Date Signed.....

<b>HAZARD</b>	<b>PERSON AT RISK</b>	<b>CONTROLS TO MINIMISE RISK</b>
	<b>FIRE ASSESSMENT</b>	
<b>*LIQUEFIED PETROLEUM GAS</b>	<b>CYLINDER SIZE</b>	
<b>(LPG) ON SITE: YES / NO (PLEASE CIRCLE)</b>		

THIS FORM MUST BE COMPLETED IN FULL. "NO RISK / NONE / N/A" IS NOT ACCEPTABLE. See next page of form for guidelines. Please contact the Secretary for assistance.

---

## RISK ASSESSMENT GUIDELINES FOR TRADE STAND EXHIBITORS

(All Trade Stand Exhibitors **MUST** complete the form overleaf in **FULL**)

Using the guidelines shown below please consider what risk is to those building up trade stands and to member of the public during the show. Outline the steps you propose to take to minimize that risk in the table overleaf. Please copy this page if more space is required. N/A or lines drawn through questions will not be accepted.

HAZARD	WHO MIGHT BE HARMED	IS MORE NEED TO CONTROL THE RISK
<p>Look only for hazards which could reasonably expect to result in significant harm under the conditions in your workplace,. Use the following examples as a guide.</p> <p>Slipping/tripping hazards (guide ropes. Flooring and display tables)</p> <p>Chemicals</p> <p>Moving parts of machinery (e.g. blades)</p> <p>Work at height (e.g. from mezzanine floors).</p> <p>Pressure systems</p> <p>Vehicles (e.g. fork-lift trucks)</p> <p>Electricity</p> <p>Dust (e.g. from grinding)</p> <p>Fumes (e.g. vehicle engines)</p> <p>Manual handling</p> <p>Noise</p> <p>Livestock on stand</p> <p>Lifting operation</p> <p>High Winds</p>	<p>There is no need to list individuals by name - just think about groups of people doing similar work or who may be affected, e.g.</p> <p>Staff and general public</p> <p>Maintenance personnel</p> <p>Contractors</p> <p>People sharing your work place</p> <p>Operators</p> <p>Cleaners</p> <p>Members of the public</p> <p><b>PAY PARTICULAR ATTENTION TO:</b></p> <p>Staff with disabilities</p> <p>Visitors</p> <p>Inexperienced staff</p> <p>Lone workers - they may be more vulnerable</p> <p>Staff and general public</p>	<p>For the hazards listed, do the precautions already taken....</p> <p>* Meet the standards set by a legal requirement?</p> <p>* Comply with a recognised industry standard?</p> <p>* Represent good practice?</p> <p>* Reduce risk as far as reasonably practical?</p> <p>Have you provided:</p> <p>* Adequate informationI instruction or training?</p> <p>* Adequate systems or procedures?</p> <p>ff soI then the risks are adequately controlledI but you need to indicate the precautions you have in placeK</p> <p>there the risk is not adequately controlledI indicate what more you need to do (the „action list? .</p> <p>Ensure tents are well securedK Close down inflatable rides etc until winds subsideK</p>
<p>Fire Hazard e.g. combustible materials (rubbish, inflammable substances, LPG etc) and ignition sources (flames, smoking etc)</p>	<p>Staff and general public</p>	<p>* Means of escape, fire detection and alarms. Fire fighting equipment and fire evacuation plan.</p>