



EQUIFEST

Thursday 19th – Saturday 21st August 2021



Trade Stand Information, Declaration, Booking and Payment Form

This form must be completed by Trade Stand Responsible Person and all relevant documents enclosed.

If you have any queries relating to this form, please contact phil@equifest.org.uk. Tel: 07710 713419.

East of England Agricultural Society (hereafter referred to as EEAS) reserves the right to reject any application and if it does so any monies paid will be returned.

To secure your trade stand space a Deposit of £150 is due at the time of booking.

The balance is then due no later than 20th July 2021. Bookings after this date are subject to availability.

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| Event Location: | The Showground, East of England Arena and Events Centre, Alwalton, Peterborough, PE2 6XE |
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About the Trade Stand

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|--|-------|---|
| Registered Company Name: If applicable | | |
| Trading Name: (if different from above) | | |
| Trade Stand contact person: | | Contact Number: Email Address: |
| Contact Address | | Post Code: |
| Name of Contact Onsite: (if different from above) | | Contact Number: Email Address: |
| Emergency 24hr Contact: (if different from above): | Name: | Contact Number: |

Products Sold:

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The EEAS reserve the right to stop Trade Stands selling goods undeclared or unrelated to the Show and require the Trader to remove the goods or displays and refrain from activities the EEAS consider being unsuitable. Under no circumstances are Trade Stands allowed to sell any **FOOD, SWEETS or DRINKS unless previously agreed with EEAS.**

Insurance: Please enclose a copy of your insurance with this form and have a copy available at the event.

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|-------------------------|----------------|-------------------------|--------------------------|---------------------|
| Name of Insurer: | | | | |
| Public Liability | YES – NO | Amount of Cover: | Minimum Cover £2,000,000 | Expiry Date: |
| Employers Liability | YES – NO - N/A | Amount of Cover: | | Expiry Date: |

East of England Agricultural Society shall not be liable for any injury, loss or damage occasioned to any property of the Trade Stand Holders. The Trade Stand Holders shall indemnify East of England Agricultural Society against all claims, damages, actions, and all costs and/or expenses whatsoever arising as a result of their activities.

Show Information

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| Setting Up | Tuesday 17 th August 2021 9am to 6pm Wednesday 18 th August 2021 8am to 8pm |
| Trade Stand Vehicles Site Access | Entrance and Exit is via Gate 3, (manned 24hrs) for set up, show days and breakdown |

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| Trade Stand Parking | During Show opening times there will be NO parking of vehicles with the trade stand, all must be parked in the allocated area on the hard standing adjacent to Gate 3 or as directed by the Trade Stand Co-ordinator. |
| Trade Stand Camping | Only one vehicle can be parked with the trade stand, all others must be in the allocated area as directed by the Trade Stand Co-ordinator. |
| Vehicle Movements on Show days | NO VEHICLES TO BE MOVED DURING SHOW FROM OPENING OF SHOW UNTIL 30 MINUTES AFTER CLOSE OF SHOW EACH DAY. SITE SPEED LIMITS MUST ALSO BE OBSERVED AND VEHICLE HAZARD WARNING LIGHTS ON WHILST MOVING |
| Show Opening/Closing Times | Opens 8:00am Closes 30 mins after the Evening Performance. |
| Breakdown | May commence 30mins after the last showing class occurs on Saturday 21 st August or during the day on Sunday 22 nd August. All trade stands must leave the site by 12.00noon on Sunday 22 nd August. |
| Site Vacation | Site must be vacated by 12 noon on Sunday 22 nd August. Site must be left clean and tidy |
| Trade Stand Waste | All waste produced by the trade stand is the responsibility of the trade stand and they are responsible for removing from site for recycling where possible |
| Sub-letting of Trade Stand space | Sub Letting is not allowed under any circumstances |
| The EEAS reserves the right to allocate appropriate sites. The EEAS also reserves the right to change an allocated site if it is deemed necessary. If the EEAS allocates a different site applied for or changes an allocated site, EEAS will not be required to refund any payments. | |

| Health and Safety Risk Assessment: | | |
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| I have completed a thorough health and safety risk assessment - including the build-up, live event and breakdown of my stand and cover all activities we will undertake. <i>Examples: Manual handling, vehicle movement slips/trips and falls/ work at height/ Control of Hazardous Substances, fire, electrical, COVID etc. This is not an exhaustive list.</i> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

| Fire Risk Assessment: | | |
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| Are the structures, walls, fittings and/or materials flame retardant? <i>As required by BS7157, BS 5438 and BS 476 part 7.</i> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I have completed a thorough fire risk assessment | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

| Environmental Risk Assessment: | | |
|--|------------------------------|-----------------------------|
| I have completed a thorough environmental risk assessment of how we deal with our impact on the environment and our waste | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I understand that I must pay a £50.00 environmental deposit when booking my trade stand. This will be refunded by BACS only if you have removed all your trade stand waste from the Showground and left your site clean and tidy | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

| My stand will include: | | |
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| A marquee, gazebo or structure for your stand - If so, state the size here: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Staking or pinning of any structure or flag into the ground | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Excavation or digging in or around the stand? (Only permitted if prior written consent from the EEAS has been granted) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Portable generator (Only permitted in the square of trade stands) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| LPG gas unit | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

| Health & Safety Declaration: | | |
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| I declare: | | |
| We will ensure our trade stand is erected in the correct manner, is secured down sufficiently and is fit for purpose | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| We will maintain our stand in a safe condition, free from any hazards that may cause fire or injury to others | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| We will ensure all exits and entrances are kept clear from obstruction at all times | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| We will not leave our trade stand unattended during show opening times | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| We will provide adequate fire extinguishers based on our activities | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| We will ensure all combustible materials are kept away from ignition sources | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| All portable electrical appliances have been PAT tested and labelled up with date of test | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Any trade stand that has fixed wiring or gas installations shall have the current test certification to prove the integrity of the system, copy of certificate to be available for inspection if required | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Each Trade Stand is required to take away with them all waste created by their sales, activities or left by their customers and where possible we request, they recycle all packaging waste. <u>THERE WILL BE NO WASTE SKIPS PROVIDED</u> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| At all times during the build/breakdown, we will wear hi viz vest/jacket and any task specific PPE | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Working at height we take place using safe working practices including fall arrest systems if needed | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Electrical power requests are suitable for the equipment we will be running | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Staff have adequate and appropriate training to carry out any tasks/activities required | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| All staff and contractors will abide by site rules at all times and follow instructions from the event organisers | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If you answer NO to any of the above statements, without good reason, your trade stand application will be rejected

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|------------------|--|-------------------------|-----|----|
| Checklist | Public Liability Insurance (Min. £2,000,000) | Enclosed with this form | YES | NO |
| | Employers Insurance | Enclosed with this form | YES | NO |
| | Health and Safety Risk Assessment | Enclosed with this form | YES | NO |
| | Fire Risk Assessment | Enclosed with this form | YES | NO |
| | Environmental Risk Assessment | Enclosed with this form | YES | NO |

Failure to enclose may result in your application being rejected.

Signed Declaration

We have read, fully understand, agree, and accept our obligations of this Trade Stand Information and Declaration Form. We also accept that it is our legal and moral responsibility to comply with the relevant legislation and ensure that our own staff and others' Health & Safety are not put at risk by our actions (or in-actions) throughout the period of the show (build up, open periods and breakdown). We understand that we are responsible for the activities and Health & Safety of ourselves, our staff and any contractor working on our stand. We will make everyone connected with our trade stand aware of the potential risks present on site and will copy them with all health and safety documentation relevant to the show.

The Trade Stand Holder must also agree to follow and abide by any reasonable request from the Committee.

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| Responsible Person's Name: | | Signature: | |
|-----------------------------------|--|-------------------|--|

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|--|--|--------------|--|
| Responsible Person's Position in Company: | | Date: | |
|--|--|--------------|--|

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| BACS Details for us to return your Environmental Deposit, subject to our T&C's as previously stated | Bank Account No: Sort Code: |
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BOOKING and PAYMENT DETAILS

Name of Trade Stand:

Payments can be made by BACS or Card or Cheque

Cheques: Send cheque payable to the East of England Agricultural Society and booking paperwork to:

Equifest Trade Stands
East of England Agricultural Society
The Showground
Alwalton
Peterborough PE2 6XE

BACS: Send booking paperwork to the Secretary

Card Payment: Complete section below and send booking paperwork to the Secretary

Card Payment over Phone: Contact the East of England Agricultural Accounts Department 01733 363506 and return booking paperwork to the address above

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| Cheques: | Cheque no: | Please make cheques payable to: East of England Agricultural Society | YES | NO |
| BACS: | BACS Ref (Name of Trade Stand) | Account number: 10786862 Sort code: 09-02-22 | YES | NO |
| Card: | Complete form below | | YES | NO |
| Card: | Over the phone with East of England Showground Services accounts 01733 363506 | | YES | NO |

CREDIT CARD PAYMENT (We do not accept American Express)

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|-----------------------|------|--------------------------|--------------|---------|-------|----------------|--|--|--|--|--|--|--|--|--|--|--|--|--|
| CARD TYPE | VISA | <input type="checkbox"/> | MASTERCARD | MAESTRO | DELTA | | | | | | | | | | | | | | |
| CARD NO. | | | | | | | | | | | | | | | | | | | |
| Valid From: | | | Expiry Date: | | | Security Code: | | | | | | | | | | | | | |
| Maestro Issue Number: | | | | | | | | | | | | | | | | | | | |
| Name of Card Holder: | | | | | | | | | | | | | | | | | | | |
| Cardholder Address: | | | | | | | | | | | | | | | | | | | |
| Daytime Telephone No: | | | | | | | | | | | | | | | | | | | |

Once your trade stand is booked and the fee is received you have entered into a contract with the East of England Agricultural Society and Equifest.

- I have completed the Trade Stand Information and Declaration Form.
- I understand that this Application is made in accordance with the Terms described in the East of England Agricultural Society Trade Stand Terms & Conditions (1st edition). A copy of which I have read and understood.
- I understand that non-attendance for whatever reason does not release me from this contract.

THIS APPLICATION MUST PLEASE BE SIGNED BY THE TRADER

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|--|--|-------------------|--|
| Responsible Person's Name: | | Signature: | |
| Responsible Person's Position in Company: | | Date: | |

The information on this form will be kept by the East of England Agricultural Society and only be used for legitimate business purposes and will not be transferred to a third party unless required to do so by law. Our privacy policy can be viewed at www.eastofengland.org.uk