

APPLICATION FOR TRADESTAND SPACE

UNITED EASTLOTHIAN AGRICULTURAL SHOW 7th JULY 2012– TO BE HELD AT THE HAUGH, WESTFIELD FARM, HADDINGTON.

TRADING NAME:.....

ADDRESS

POST CODE.....

email:.....

CONTACT NAME AND TELEPHONE NUMBER:
.....

PLEASE GIVE A SHORT DESCRIPTION OF WHAT YOU ARE DISPLAYING OR SELLING

SIZE OF SPACE REQUIREDmetres. AMOUNT £.....

I have read and understood the Trade Stand Regulations included on this form and agree that the Trade Stand applied for on this form will comply at Haddington Show.

I enclose the following:

- 1. Documentation for Public Liability to the value of £2million
- 2. A Risk Assessment for the Stand applied for
- 3. Correct payment

Signed

Print Name

Date

*Please note any applications without correct documentation will be returned, as they will then not comply with East Lothian Council's requirements.
Forms must be returned to the above address by Friday 18th May 2012 Please note that failure to send in applications by this date may result in your application being declined.*

TRADE STAND INFORMATION AND RULES

:1. ALL APPLICANTS MUST HAVE PUBLIC LIABILITY INSURANCE TO THE VALUE OF £2MILLION, DOCUMENTATION MUST ACCOMPANY ALL APPLICATIONS AND MUST BE IN DATE (EMPLOYERS LIABILITY WILL NOT BE ACCEPTABLE)

2. ALL APPLICANTS MUST COMPLETE A RISK ASSESSMENT FOR THEIR STAND PLEASE USE THE ATTACHED FORM IF YOU DO NOT ALREADY HAVE A RISK ASSESSMENT All Exhibitors have the responsibility to ensure that nobody is injured on their stand and must identify any potential risks and if applicable take steps to reduce the likelihood of injury occurring

3: Cost will be **£11** per metre of frontage (ground will be 11 metres deep) Minimum charge **£75.00**.

4: Payment to accompany application form with cheques made payable to UELAS (Application Forms without payment WILL NOT be accepted.)

5: Application Forms must be returned by **18/05/2012** to the address above.

6: Entry passes will be forwarded to you in June on receipt of your entry form and payment.

7: All Trade stands must remain in place until 5.30 pm on the day of the Show.

8: There is no electric power in the field.

9: Foodstuffs and drinks may only be provided for immediate consumption within stands for hospitality purposes. No food or drink may be sold or given away to the general public for immediate consumption. Trade Stands that provide foodstuffs and drinks for hospitality purposes, must ensure their suppliers have all the relevant food safety certifications. **Any trader handling food or drink for public consumption even if it is given away must ensure that they have hand washing facilities.**

10: It is essential that each applicant be responsible for providing a fire extinguisher and first aid kit within their pitch.

11; It is the responsibility of all exhibitors to comply with relevant Trading Standards and Environmental Health legislation in respect of their stands, exhibits and merchandise. Trading Standard Officers may visit trade stands during the Show.

12: The Society will not be responsible for any accident involving machines, implements or articles belonging to exhibitors and it is a condition on entry that each exhibitor shall hold the Society blameless for, and indemnifies it against, any legal proceedings arising from any accident caused by exhibitors or their employees or exhibits.