

Liskeard and District Agricultural Association

Show President 2023: Mr Brian Wenmoth

Chairman: Mr Colin Dymond

Liskeard Show

**Saturday 8th July
2023**



Booking form and details for Trade Stand space in The Cornish Food & Drink Marquee

The Cornish Food & Drink Marquee Secretary: Mrs Sally Harvey

Telephone: 01579 370955 or 07582505713

Email: seharvey7@gmail.com

Website: www.liskeardshow.org

Registered Charity: 1170999

LISKEARD SHOW – SATURDAY 8th JULY 2023

Location:	The Show is held at The Showground, Merrymeet, Liskeard, PL14 3LE. Grass surface. Expected attendance of 8000-9000 subject to weather. What3words ///tasks.expressed.helping
Booking:	Bookings should be received by Friday 16th June 2023. Fees to be paid in full when booking along with proof of insurance. Bookings may be received after this date (subject to availability, please telephone to check) but may not appear in the show's catalogue publications. We like to have a variety of stands and where possible try not to have too many stalls selling the same products. Exhibitors will agree to promote and sell only produce grown, made or processed in Cornwall. Please specify the nature of your business or give details of products you propose to sell on your booking form. Only goods and services so listed may be promoted and sold in the marquee on show day. In the event of any dispute between exhibitors on the interpretation of this clause, the decision of the organisers shall be final and binding. Please note that the catering rights for the show are strictly reserved. Ready to eat hot and cold savoury products along with ice cream stands are <u>not permitted</u> within the Cornish Food & Drink Marquee. Catering tender forms can be found on the show website.
Price:	£75 per 3 metre frontage stand. £150 per 6 metre frontage stand. Both 1.8 metres deep
Passes:	1 car pass and 2 exhibitor passes will be issued for a 3 metre stand. 1 additional exhibitor's pass will be issued per additional <u>3 metres</u> . If you require any additional tickets these may be purchased in advance at a cost of £12 each or at the gate on the day.
Tickets etc:	Your receipt, details of site allocated, a copy of our safety policy, vehicle and admission tickets and plan of the show ground will be sent to you by the end of June 2023.
Electricity:	Cost £30 per point including the cost of electricity. Electricity stands are strictly on a first come, first serve basis. All appliances used must have been PAT tested.
Tables and Chairs:	No tables are provided. Tables may be pre booked if required at a cost of £10 per table. Size 1.8m length. No chairs are provided.
Banners:	Banner/s booked to be displayed in the main show ring/cattle ring must be displayed by 8.30am on the show day or the Friday evening and removed by 6pm. The show will not be held responsible for the loss or return of any banner. They must not advertise anything offensive, religious or political.
Cancellation:	Cancellations made more than 6 weeks prior to the show date will result in a 50% refund being made. Cancellations made less than 6 weeks prior to the show will result in NO refund being made. Any refunds will be made after the show.
Cancellation by Association	In the event of a cancellation, postponement or abandonment of the Show, the Association will make refunds at its discretion. Traders shall not have any claim against the Liskeard & District Agricultural Association or any Member of the Association in respect of any loss or damage whatsoever consequent upon the Show or any part of it failing (for whatever reason) to be held or having to be abandoned.
Insurances & Risk /Fire Assessments & Food Policy Certificates:	All traders must provide along with their booking form a copy of their Public Liability and Products Liability Insurance Certificates, Employer Liability (if applicable) plus a completed copy of the Risk Assessment and Fire Assessment Form (bottom of this form) and a copy of the Food Standard Rating Certificate. All food and drink must be kept covered and/or protected from contamination. If handling open ready-to- eat food, you must use tongs or wear gloves. Handwashing facilities will be provided for you in the marquee. As the water supply in these cannot be guaranteed potable, you may need to bring your own for washing up, wiping down etc. If selling "high risk" foods e.g. dairy, raw and cooked meats, fish etc, they must be kept chilled and below 5 ^o as far as is possible. All food labelling (also drinks where relevant) must show ingredients. Any PPDA foods (pre-packed for direct sale) must show any of the 14 mandatory allergens highlighted in bold and/or large type. Please see www.narf.org.uk & www.food.gov.uk/safety-hygiene/food-allergy-and-intolerance for further info
Setting Up:	All stands must be set up by 8.30am and exhibitors are expected to keep their stands open until 5.00pm. You may start setting up from 12noon on the Friday prior to the show. However, the Association is not held responsible of any loss or damage that may occur prior to the show. No tickets are required to enter the showground on the Friday but you must follow the instructions of the Committee. All stands must be removed on the Saturday evening following the show. Please remove all waste from your stand area; disposal of all packaging is the trader's responsibility.
Catalogue Advertising:	Colour advertising is available in the show day catalogue. Half page 12cm wide x 8cm high and Full Page 12cm wide x 18cm high. Adverts to be sent to: info@liskeardshow.org by 1 st June.
Balloons:	Please note that NO balloons are permitted at the show.
Generators:	NO generators are permitted with the Marquee. Any electrical equipment brought on site must be tested and certified by a competent person.
General:	The Association reserves the right to ask exhibitors to leave the show ground if they are found in breach of any of the conditions of booking or Association rules without refund.
Privacy Notice	A copy of the Association's Privacy Notice can be found on our website www.liskeardshow.org .

LISKEARD SHOW – SATURDAY 8 JULY 2023
Booking Form for a stand in The Cornish Food & Drink Marquee

CONTACT DETAILS			
Name of Business:			
Contact Name:			
Address: (to which all correspondence will be sent)			
		Post Code;	
Telephone No:		Show day contact no:	
E-mail address:			
Website:			
E-mail confirmation required? Please tick box if you wish to receive e-mail confirmation			
STAND DETAILS			
Products you will be bringing: You must be registered under the Food Premises Regulations 1997 Act.			
Stand Details	Price	Tickets Included	Total Price
3m frontage x 1.8m depth	£75	2	£
6m frontage x 1.8m depth	£150	3	£
Do you require an electricity supply? Cost of £30 per point If yes, please complete the separate form and return it with your booking	YES/NO		Price £
Alcohol Traders. Do you wish to be added to our joint TENS license permitting the sale of alcohol on your stand? Cost £10	YES/NO		Price £
Additional Admission Tickets @ £12 each	___ tickets @£12		Price £
Number of tables required @ £10 each	___ tables @ £10		Price £
Company Banner displayed in the main show ring @ £20 each	___ banners @ £20		Price £
Show Day Catalogue Colour Advert. £50 half page, £100 Full Page	Half Page £50 Full Page £100		Price £ Price £
All traders MUST supply us with copies of their insurance cover. Please enclose copies with your postal application or attach with an email	Public Liability Products Liability Employer Liability Risk/Fire Assessment Food Standard Rating Cert		YES/NO YES/NO YES/NO/NA YES/NO YES/NO
TOTAL PAYMENT DETAILS			
I enclose a Cheque (made payable to Liskeard & District Agricultural Association) for:			£
I have paid the following amount by BACS to: Barclays Bank PLC: Sort Code: 20-50-40: Account: Liskeard & District Agricultural Association: Account No: 60574511. Quoting my name and CF as reference (attach BACS confirmation if available)			£
Please send an Invoice to the email provided above (please tick)			
Signed:		Date:	
Form to be returned to: Mrs Sally Harvey, Spring Cottage, Lower Tutwell, Nr. Callington, Cornwall PL17 8LU. Email: seharvey7@gmail.com Tel: 01579 370955 or 07582505713			

Liskeard Show

Fire Risk Assessment

Saturday 8th July 2023

Name of person responsible for fire safety on the day	
Responsible person's mobile number	
Does the Responsible Person have a deputy?	Y/N/NA
What will be your method of raising alarm in event of emergency e.g verbal shout	
Please confirm that the staff on your stand have been instructed how to raise the alarm	Y/N
Have you assessed the need for a personal fire extinguisher on the day?	Y/N/NA
- If so, what type of fire/materials can your fire extinguisher be used on?	
- Has your fire extinguisher been inspected in the last 12 months	Y/N
- Where will your fire extinguisher be located on the day (NOT in your van)	
If cooking, will you also have a fire blanket available and easily accessible?	Y/N/NA
Please confirm that ALL fire exits, public passageways, cross-hatched areas are to be kept clear at all times	Y/N
Please confirm that all staff are trained to keep your area tidy and free from flammable materials, trip hazards etc	Y/N/NA
If using LPG, this MUST be stored outside the tent and secured against accidental damage, tampering etc. It MUST still be available/accessible in an emergency	Y/N/NA
Please confirm any gas appliances have been inspected by a Gas Safe Registered Engineer. You may be required to show proof	Y/N
Please confirm all staff/volunteers have received the necessary training for safe working practice	Y/N/NA
You MUST agree NOT use naked flames - candles, nightlights etc may only be of the "flameless" variety	Y/N
Have you read the Terms & Conditions for exhibiting at the Show? If not, please ensure that you and any other members of staff do so before the event.	Y/N/NA

Signed		Trading Name	
Print Name		Date	

Liskeard Show
Health & Safety - Risk Assessment
Saturday 8th July 2023

You should consider what risk there is to those erecting and dismantling stands, sales staff and members of the public during the Show.

Please outline the steps you propose to take to minimise those risks. Nearly every stand will have risks associated with manual handling and trip hazards and these should be assessed.

Look only for hazards that you could reasonably expect to result in significant harm in your workplace at the Show. Assess the severity of risk as High/Medium/Low.

Typical Hazards	Who could get harmed and how?	Severity of Risk: High/Medium/Low	Controls taken to minimise risk
Trips and slips			
Manual Handling/Lifting			
Blades/sharp objects/broken glass			
Heating/ignition sources			
Loading/unloading			
Electricity			
Rubbish & flammable materials			
Flammable liquids/chemicals			
Vehicles on Showground			
Hot surfaces			
Signed		Trading Name	
Print		Date	