

***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
on the
Show Field**

General Secretary: Mrs Beckie Breyley, Eldon, St Ive, Liskeard, Cornwall, PL14 3NE

E-mail: info@liskeardshow.org, Telephone: 07894 456 099

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. What3words ///tasks.expressed.helping
Bookings:	Bookings must 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 the closing date (subject to availability, please telephone to check) but may not appear in the show's catalogue publication.
Catering:	Please note all catering rights for the show are strictly reserved. If you intend to sell food or drink on your stand please contact the General Secretary info@liskeardshow.org before booking.
Price:	£60 per 3 metre frontage pitch (minimum pitch size). £120 per 6 metre frontage pitch, £180 per 9 metre frontage pitch, £240 per 12 metre frontage pitch, £300 per 15 metre frontage pitch. All pitches are 6 metres deep except agricultural related pitches which are 9 metres deep. The Show is NOT VAT registered. Gazebos/tents are NOT supplied.
Passes:	1 car pass and 2 exhibitor passes will be issued for the first 3 metres booked with 1 exhibitor's pass per each additional <u>3 metres</u> (to a maximum of 10 passes) will be issued per stand. If you require any additional tickets these may be purchased in advance at a cost of £12.00 each or at the gate on the day.
Tickets etc:	Your receipt, details of site allocated, a copy of our health & 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, £35 per point including the cost of the electricity. Electricity stands are strictly available on a first come, first serve basis. All appliances used must have been PAT rested.
Tables:	Tables (1.8m in length) can be hired at a cost of £10 each. They must be booked in advance. No tables will be available on the day unless they have been booked. No chairs are supplied.
Banners:	Banners 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	All traders must provide a copy of their Public Liability Insurance Certificate valid at the time of the show and if necessary, Products and Employer Liability. A completed copy of the Risk Assessment and Fire Assessment Form (at the bottom of this form) must also be returned with the Trade Stand Booking Form
Setting Up:	All stands must be set up by 8.30am and exhibitors are expected to keep their stands open until at least 5pm. You may start setting up from Thursday lunchtime and from 9am Friday prior to the show. However, the Association will not be held responsible of any loss or damage that may occur prior to the show. No tickets are required to enter the showground on these days when but you must follow the instructions of the Committee. All stands must be removed on the Saturday or Sunday following the show. Disposal of all packing and rubbish is the traders responsibility.
Vehicle Restrictions:	There is a weight restriction of 18 tonnes for vehicles accessing the showground. This will be subject to review and further restrictions will be implemented if the ground conditions worsen leading up to the show.
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.
Barbecues:	No barbecues are allowed on site except by prior arrangement.
Livestock:	If you intend to bring any livestock on to your stand you must notify us and abide by any rules of the Association and/or DEFRA.
Fundraising:	Please declare on your booking form if you intend to sell raffle tickets and/or collect donations at the show. You are reminded that these types of fundraising can only be undertaken within the space of your stand area. The Association prefers that all stands have goods to sell, not just run a raffle or collect donations.
Balloons:	Please note that NO balloons are permitted on the showground.
Generators:	Generators and electrical equipment brought on site must be tested and certified by a competent person and noise kept to a minimum. Loud and noisy equipment may result in the equipment having to be turned off.
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 Privacy Notice can be found on our website www.liskeardshow.org

Right of admission is reserved

LISKEARD SHOW – SATURDAY 8th JULY 2023

Booking Form for a stand in the Showground/Field

CONTACT DETAILS			
Name of Business:			
Contact Name:			
Correspondence Address:			
		Post Code:	
Telephone No:		Show day contact name:	
		Show day contact number:	
E-mail address:			
Website address:			
STAND DETAILS			
Type of business: (include a brief summary)			
Stand Details	Price	Tickets Included	Total Price
3m Frontage x 6m depth	£60	2	£
6m Frontage x 6m depth	£120	3	£
9m Frontage x 6m depth	£180	4	£
12m Frontage x 6m depth	£240	5	£
15m Frontage x 6m depth	£300	6	£
18m Frontage x 6m depth	£360	7	£
21m Frontage x 6m depth	£420	8	£
Agricultural related stands will be 9m depth			
Do you require an electricity supply? Cost £35 per point. If yes, please complete the separate form and return		YES/NO	Price £
Additional Admission Tickets @ £12 each		__ tickets @ £12	Price £
Number of tables required @ £10 each (Pre booking essential). No chairs are supplied.		__ tables @ £10	Price £
Company Banner displayed in the Main 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 £
Do you intend to bring livestock onto your stand?	YES/NO	Will you be running a raffle or collecting donations at the show?	YES/NO
All traders MUST supply us with copies of their Insurance cover and a completed Fire Risk Assessment and Health & Safety Risk Assessment (see documents below).		Public Liability attached Products Liability attached Employer Liability attached Fire Risk Assess. & H & S Risk Assess attached	YES/NO YES/NO/NA YES/NO/NA YES/NO
PAYMENT DETAILS. The show is NOT VAT registered.			
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 " Field " as a 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 Beckie Breyley, Eldon, St Ive, Liskeard, Cornwall, PL14 3NE Email: info@liskeardshow.org . Tel: 07894 456 099			

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	