

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 Small Businesses Marquee

Small Businesses Marquee Secretary: Mrs Claire Wevell, Higher Trenode Farmhouse, Widegates, Looe, PL13 1QA

Telephone: 07968 514578

Email: likshowcraftandcommunity@gmail.com

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
Bookings:	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.
Catering:	Please note all catering rights are strictly reserved. If you intend to have food to sell on your stand please contact the General Secretary info@liskeardshow.org before booking.
Price:	2 metres frontage x 1.8 metres depth £45. 4 metres frontage x 1.8 metres depth £90, 6 metre frontage x 1.8 metres depth £135. Please note no extra space is allocated between stands.
Passes:	1 vehicle pass and 2 exhibitor passes will be issued for the first 2 metres booked and then 1 exhibitor pass issued per additional 2 metres booked. If you require any additional tickets these may be purchased in advance when you book at a cost of £12 each or at the gate on the day.
Tickets etc:	Your receipt, details of site allocated, a copy of the safety policy, vehicle and admission tickets and a plan of the show ground will be sent to you by the end of June 2023.
Electricity:	Price - £30 per point including the cost of electricity. Electricity stand bookings are taken on a first come first served basis. All appliances used must have been PAT tested.
Tables:	Tables (1.8m in length) can be hired at a cost of £10 each. They must be booked at the time of entry. No tables will be available unless they have been booked. No chairs are supplied.
Banner/s:	Banner/s booked to be displayed in the main show ring/cattle ring must be displayed (your responsibility to put up and take down) 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 up to 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 (bottom of this form) must be returned with the Booking Form. YOUR STAND WILL NOT BE CONFIRMED UNTIL FULL INSURANCE COVER HAS BEEN PROVIDED.
Setting Up:	All stands must be set up by 8.30am and exhibitors are expected to keep their stands open until at least 5.00pm. You may set up from 12noon on the Friday prior to the show. However, the Association is not held responsible for any loss or damage that may occur prior to the show. No tickets are required to enter the showground on Friday but you must follow the instructions of the Committee. All stands to be removed by Saturday evening. Please leave your stands clear of any rubbish.
Catalogue Advertising:	Colour advertising is available in the show day catalogue. Half page 12cm wide x 8cm high and Full Page 12cm 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.
Barbecues:	No barbecues are allowed on site except by prior arrangement.
Fundraising:	Please declare on your application 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 should have goods to sell, not just run a raffle or collect donations.
Generators/ Electrical Equip:	No generators are permitted in the marquee and any electrical equipment brought on site must be tested and certified by a competent person (i.e. PAT tested).
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 Small Businesses Marquee

CONTACT DETAILS

Name of Business:

Contact Name:

Correspondence Address:

Post Code:

Telephone No:

Show day contact no:

E-mail address:

Website:

STAND DETAILS

Type of business:

(include a brief summary)

Stand Required	Price	Tickets Included	Total Price
2m frontage x 1.8m depth	£45	2	£
4m frontage x 1.8m depth	£90	3	£
6m frontage x 1.8m depth	£135	4	£

Do you require an electricity supply? Cost of £30 per point. **If yes, please complete the separate form and return it with your application**

YES/NO

Price £

Additional Admission Tickets @ £12 each

___ tickets @ £12

Price £

Number of tables required @ £10 each

___ tables @ £10

Price £

Will you be running a raffle/collecting donations at the show?

YES/NO

Company Banner displayed in the main show ring @ £20 each. Max 6ft long x 2.5ft high

___ banners @ £20

Price £

Show Day Catalogue Colour Advert
Half Page £50. Full Page £100

Half Page £50
Full Page £100

Price £
Price £

All traders **MUST** supply us with copies of their insurance cover: **YOUR STAND WILL NOT BE CONFIRMED UNTIL INSURANCE COVER HAS BEEN PROVIDED.**

Public Liability
Products Liability
Employer Liability
Risk/Fire Assessment

YES/NO
YES/NO
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 **'SB'** 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 C Wevell, Higher Trenode Farmhouse, Widegates, Looe, Cornwall, PL13 1QA
Email: liskshowcraftandcommunity@gmail.com Tel: 07968 514578

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	