



# MONMOUTHSHIRE SHOW SATURDAY 7th JULY 2018: FOOD HALL APPLICATION FORM

Please Complete & Return this Form with Full Payment and Completed Risk Assessment to:-  
The Secretary, Monmouthshire Show, Treveddw Farm, Pandy, Abergavenny, Mon, NP7 7PE

**BUSINESS NAME**.....  
**CONTACT NAME** .....**24 HOUR MOBILE** .....  
**ADDRESS**.....  
.....**POSTCODE**.....  
**TELEPHONE NO**.....**EMAIL**.....

PLEASE GIVE A BRIEF DESCRIPTION OF WHAT YOU SELL (THIS WILL BE INCLUDED IN THE SHOW CATALOGUE)

**LIST ALL ITEMS BEING SOLD – AS WE WILL RETAIN THE RIGHT ON SHOW DAY TO REMOVE THOSE ITEMS NOT LISTED.**

Tradestand Space <u>Frontage x Depth</u>	Pre 30th April	Post 30th April	Admit Passes	Amount
<b>HOT FOOD (£105 per metre)</b>				
i.e 2m x 3m	£210.00	£230.00	2	£
4m x 3m	£420.00	£450.00	4	£
6m x 3m	£630.00	£670.00	4	£
<b>INSERT OWN MEASUREMENTS (FRONTAGE X DEPTH)</b>				£
<b>COLD FOOD (£55 per metre)</b>				
i.e 2m x 2m	£110.00	£130.00	2	£
4m x 3m	£220.00	£240.00	4	£
6m x 3m	£330.00	£350.00	4	£
<b>INSERT OWN MEASUREMENTS (FRONTAGE X DEPTH)</b>				£
Connection/consumption charge for 1 x 13 amp socket £75.00	Quantity			£
Additional Sockets - per socket £50.00				£
6ft Trestle Tables @ £8 each				£
Chairs @ £3 each				£
Extra Admission passes @ £10 each				£
Wi-Fi @ £10 per connection				£
<b>*STAND MEASUREMENTS MUST BE AS BOOKED AND PAID FOR*</b>			Total Cost	£
No of people onsite overnight on 6/7 & 7/7 & Vehicle no.plates				No Charge

**PAYMENT INFORMATION**  
 Cheques Payable to: Monmouthshire Show Society Ltd  
 BACS: NatWest Bank plc Sort Code: 51-61-02 Acc No: 04219260 Ref: YOUR COMPANY NAME  
 Credit/Debit Card Payment: Contact Show Office on 01873 890365

Bookings will NOT be accepted without a Fully Completed Application Form Risk Assessment, Copy of your Public Liability Insurance Certificate covering the Show Date and FULL PAYMENT

I have read and agree to the Rules and Regulations governing Tradestand Exhibitors at Monmouthshire Show 2018 and the Safety Policy Statement of Monmouthshire Show Society Ltd.

Signed..... Date.....

N.B. Completing this form does not constitute acceptance of your application. Please await confirmation from the Show Secretary.

FOR OFFICE USE ONLY-

Food Application		Receipt/Invoice	Admit passes	Wi-Fi	Vehicle Pass
Date Rec'd		Date Sent	Table	Chair	Sleep on site



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## TRADE MARQUEE RISK ASSESSMENT FORM

Please answer the questions below by placing a circle around your response.

**Note that some questions ask you to provide evidence for your answer.**

This evidence DOES NOT have to be sent with your application, but must be available on request on your Trade Stand during the Show.

<b>A. INSURANCE</b>			
Do you hold Public Liability Insurance to cover your attendance at the Show? You must bring a copy of your certificate with you.	Yes	No	N/A
<b>B. REDUCING THE RISK OF FIRE</b>			
Has any portable electrical equipment been portable appliance (PAT) tested by a competent person in the last year? (Evidence may be requested).	Yes	No	N/A
Have you identified ignition / heat sources and ensured that these are kept away from all flammable / combustible materials?	Yes	No	N/A
<b>C. PREVENTING FIRE SPREAD &amp; FIRE FIGHTING</b> (including your caravan if it will be located on the Showground)			
Will you have sufficient bins for refuse or suitable arrangements to prevent an accumulation of refuse?	Yes	No	N/A
Do you have appropriate fire extinguishers / fire blankets available that have been tested within the last year? (Evidence may be requested).	Yes	No	N/A
Are staff within the stand / unit be familiar with the basic operating instructions for the fire extinguishers / fire blanket?	Yes	No	N/A
<b>D. EMERGENCY ESCAPE</b>			
Will staff be aware of what to do in the event of a fire and how to raise the alarm?	Yes	No	N/A
<b>E. OTHER RISKS</b>			
Are you aware that you must not stock or sell certain items, as listed within the Trade Space Schedule?	Yes	No	N/A
Have you completed a risk assessment covering the set-up, use and take-down of your tradestand, e.g. management of slips, trips and falls etc. (Evidence may be requested).	Yes	No	N/A

SIGNED .....

PRINT NAME.....

TRADING NAME.....DATE.....

**N.B. Completing this form and sending full payment constitutes acceptance of your application. No booking can be accepted without full payment.**