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# GARSTANG SHOW

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SATURDAY 3RD AUGUST 2024

## FOOD HALL

INFORMATION & APPLICATION PACK

For further information, please contact our Food Hall Steward

Mrs E Eastwood, Wyre View, Garstang Road, St Michaels, Preston. PR3 0TE

Email – [eastwoods7079@gmail.com](mailto:eastwoods7079@gmail.com)



THE GARSTANG & DISTRICT  
AGRICULTURAL & HORTICULTURAL SOCIETY LIMITED

REGISTERED IN ENGLAND AND WALES

REG. NO. 3157989 | REGISTERED CHARITY NO. 1056868

NAFAS MEMBER | NWFSS MEMBER | ASAO MEMBER

# ABOUT THE SHOW

## Garstang Show - Saturday 3<sup>rd</sup> August 2024 - Green Lane East, Garstang, Lancashire. PR3 1JS

Garstang show is a leading one day show in the Northwest of England, showcasing the best in farming and agriculture that our area has to offer. The show also provides a wide range of family entertainment attracting a wide audience from across the county. We expect up to 15,000 visitors in the day and we hope that you will join us. Please visit our website for further details.

## SETUP

Please note that we recommend that you set up your stand in the Food Hall on Friday 2<sup>nd</sup> August as any vehicles used to set up your stand will not be allowed in past 8:00 am Saturday 3<sup>rd</sup> August with no exceptions. Stands must be ready at 8:30 am when gates are open to the public.

## PEAKOVALL TROPHY

All stands are eligible to compete for the Peakovall Trophy which is presented to the Best Trade Stands in several sections. This competition will be judged during the morning of the show (so from 8:00 am) and all stands are automatically entered for the competition. The judge's decision is final.

Good Luck.

## FOOD HALL FEES

All stands are eligible to compete for the Peakovall Trophy which is presented to the Best Trade Stands in several sections.

Stand Frontage	With Power	Without Power
6 ft	£80.00	£55.00
12 ft	£100.00	£75.00

6 ft bookings include one complimentary ticket and one 6ft table.

12ft bookings include two complimentary tickets and two 6ft tables.

Additional tickets can be purchased at a concessionary rate of £10.00 at the time of booking your trade stand (£15.00 on the day) up to a maximum of 10 tickets.

## HOW TO APPLY

We ask that wherever possible you apply for a Food Hall Space using our easy online application form –

<https://www.garstangshow.org/product/2023-food-hall-application/>

If you are unable to, please print and complete this form. All applicants will need to complete the Risk Assessment Pack.

# APPLICATION FOR FOOD HALL SPACE

GARSTANG SHOW - SATURDAY 3<sup>rd</sup> AUGUST 2024

Please note that the trading day is 8-30am - 5-30pm.

NO stand will be allowed to pack up and leave early.

FOR OFFICE USE ONLY

PAID: Y / N

TICKETS:

VEHICLE PASSES:

PLOT:

NAME OF FIRM & APPLICANT:	
ADDRESS:	
POSTCODE:	PHONE:
EMAIL ADDRESS: Vehicle Registration Number:	

PRODUCE TO BE SOLD:	
Details of Local Authority with which registered Name	FOOD RATING 1 2 3 4 5
STAND SIZE REQUIRED: 6ft 12ft (circle as appropriate)	POWER REQUIRED: YES NO (circle as appropriate)

YOUR STAND	COST	
Stand Fee (please see previous page)		
Postage	£2.00	
FIRST AID DONATION required	£2.00	
OPTIONAL EXTRAS	QTY	COST
Additional Adult Entry Tickets @ £10.00 per ticket (max 10)		
Individual Membership - £20.00 / Individual Patronage - £80.00		
After Show Party Entry Wristband £15		
<b>TOTAL – Cheques to be made payable to "Garstang Show"</b>		

I / We hereby agree to the Application Rules and Terms and Conditions and have returned the necessary Health and Safety Risk Assessment Form, together with copies of any certificates required. We will digitally store your information in order to process your entry and by signing this form you also agree for us to store your information. Please refer to our privacy policy on our website regarding your personal information.

SIGNED:	
PRINT NAME:	DATE:

IF YOU CAN, PLEASE APPLY ONLINE AT [WWW.GARSTANGSHOW.ORG](http://WWW.GARSTANGSHOW.ORG)

If you are unable to apply online, please complete this form and return (along with your accompanying documents) to – Mrs E Eastwood, Wyre View, Garstang Road, St Michaels, Preston. PR3 0TE

Please note that applications will not be considered unless accompanied by a completed Risk Assessment Form, Insurance Form and Payment

# APPLICATION RULES, TERMS & CONDITIONS FOR FOOD HALL

1. These charges relate to the rental of the site and include only a 6ft or 12ft space dependent on application only. Applicants are responsible for providing any other furniture or decoration, which must also be covered by their own insurances.
2. All Exhibitors, their contractors and employees, while on the Show Field, shall be subject to the rules and regulations of the Society, as interpreted by the Society, and the stewards and officials appointed by them.
3. The allocation of sites and positioning of food hall trade stand space will be entirely at the discretion of the Society, although every endeavor will be made to meet any request made by an Exhibitor regarding the position of his/her stand. We reserve the right to place trade stands in a location chosen by ourselves.
4. The Society requires that the booking fee shall be returned with the application form. If not accepted, the fee will be returned. If the booking fee has not been paid 6 weeks prior to Show Day this will be regarded as cancellation/withdrawal and the space will be relet.
5. Electric power can be supplied at an additional charge of £25.00. Please list equipment on a separate form, all equipment on the Show Field will need a valid electrician's certificate, which needs to be supplied to the Society prior to show day. If the equipment is deemed to be unfit for use by the Society Electrician, it will be disconnected from the power supply. Should your equipment require the attention of the electrician on show day a charge will be raised at the current rate.
6. Water standpipes are situated at intervals on the Show Field.
7. Free admission passes and car passes are supplied by the Society, pro-rata to the size of the trade space rented – please see above.
8. No vehicles will be allowed onto the field after 8:00 am and ALL vehicles MUST be removed from the Show Field by 8:30 am. You are also able to set up your stand on Friday 2<sup>nd</sup> August, but any property is left at your own risk as per note 9. No vehicles will be allowed to exit the show field before 5:30 pm. All marquees and stand furniture must be removed on Saturday evening.
9. All privately-owned equipment is the responsibility of the owner, and no responsibility or liability will be taken by the society for damage to or theft of that equipment or those goods. (Security will patrol the site on the evening prior to the Show but should not be interpreted as the Society accepting any responsibility for any privately-owned equipment.)
10. If any stand owners have any promotional equipment, which exceeds the space of their stand, they must notify and gain permission from the secretary to use such promotional equipment.
11. No sale of hot food or alcoholic drinks will be allowed unless formally agreed in writing with the secretary and specified within the application form. Any stand selling alcoholic drinks must provide their own TENs License, alcohol can only be sold in closed bottles or cans.
12. A risk assessment must be carried out by all food hall exhibitors. This must be returned with the application form. The individual, firm, company or body that utilises the pitch is liable for the safety of the public once they are upon the pitch.
13. Mock Auction type sale stands, or vehicles will not be admitted to the Show Field. The Committee reserve the right to refuse admission to any stand without giving a reason.
14. All stands are eligible to compete for the Peakovall Trophy which is presented to the Best Trade Stands in several sections and 200-year Commemorative Trophy for the best vintage stand competitions. These competitions will be judged during the morning of the show and all stands are entered for the competition. The judge's decision is final.
15. In the event of cancellation of the Show through reasons beyond the Committee's control, refunds will be given at the Society's discretion. Alternatively, the Society may consider holding fees over to the next show (subject to increases in pitch fees).
16. The Show Committee reserves the right to move positions of trade spaces at their own discretion. This will relate to last year's positions and indeed up until the show itself.
17. Trade Stand and Food Hall Exhibitors must be fully conversant with current regulations relevant to their particular trade or occupation and carry the relevant documentation with regard to any equipment used by themselves or members of the general public. In the case of food, this also includes providing and carrying their food hygiene certificate.
18. It is agreed that neither the trustees, organizing committee, nor any of their servants shall be held responsible for any loss, injury or

damage sustained by the applicants, their property or their assistants. It is understood that you are to take away all waste and leave the site clean and tidy. The Exhibitor will be responsible for all damage to the site by him/her, his/her servants or agents, and hereby undertakes to make good any such damage.

19. All gas cylinders used on site must adhere to all safety regulations.

20. Should your vehicle/s and/or equipment require towing onto/ from the show field in the event of inclement weather, the trustees, organizing committee, nor any of their servants shall be held responsible for any loss, injury or damage sustained by the applicants, their property, or their assistants. The Society accepts no liability whatsoever and should the applicant not agree to the terms then they will be left to organize their own entrance/exit onto the show field, except in the event that your vehicle is causing an obstruction to other traffic or a show entrance or exit and cannot be moved by you within a very short timeframe to allow the free flow of traffic again. In these circumstances the society will be permitted to move the vehicle by whatever means necessary and subject to causing as little damage as possible to the vehicle, but will accept no liability for any damage as a result of the same.

# INSURANCE CONFIRMATION

GARSTANG SHOW - SATURDAY 3<sup>rd</sup> AUGUST 2024

NAME OF FIRM:	RESPONSIBLE PERSON:
ADDRESS:	
POSTCODE:	PHONE NUMBER:
EMAIL ADDRESS:	

I / We hereby confirm that we hold valid public liability insurance, which will cover the above event as follows:

INSURANCE COMPANY NAME:	
POLICY NUMBER	AMOUNT COVERED:

SIGNED:	DATE:
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# GUIDANCE FOR ACCOMPANYING DOCUMENTS

## 1. RISK ASSESSMENT - To be completed by ALL Exhibitors

Using the guidelines shown below please consider what risks there are to those building up Trade Stands and to members of the public during the show. Outline the steps you propose to take to minimize those risks when completing the Risk Assessment Form.

HAZARD	HAZARD SEVERITY	HAZARD PROBABILITY	PERSONS AT RISK	CONTROLS TO MINIMIZE RISK
<p><b>Look for hazards which you could reasonably expect to result in significant harm. For example:</b></p> <ul style="list-style-type: none"> <li>• Slipping / Tripping hazards</li> <li>• Chemicals / Dust / Fumes</li> <li>• Moving machinery parts</li> <li>• Working at heights</li> <li>• Vehicles / Noise</li> <li>• Manual Handling</li> <li>• Livestock / Animals</li> </ul>	<p><b>Rate the severity of each hazard using the numbering system below:</b></p> <ol style="list-style-type: none"> <li>1. Negligible (Remote possibility of harm)</li> <li>2. Marginal (Slight injury, minor first aid)</li> <li>3. Slightly dangerous (some injury, not too serious)</li> <li>4. Dangerous (serious injury or damage)</li> <li>5. Very Dangerous (could cause death or widespread injuries)</li> </ol>	<p><b>Rate the probability of each hazard using the numbering system below:</b></p> <ol style="list-style-type: none"> <li>1. Improbable (unlikely to happen)</li> <li>2. Remote (may occur at some time)</li> <li>3. Possible (likely to occur at some time)</li> <li>4. Probable (very likely to occur)</li> <li>5. Very Probable (very likely to occur soon)</li> </ol>	<p><b>Think about groups of people who may be at risk from the hazard you have identified. For example:</b></p> <ul style="list-style-type: none"> <li>• Your own staff / exhibitors</li> <li>• General public</li> <li>• Anyone taking part in activities at your trade stand</li> <li>• Children</li> <li>• Visitors with disabilities</li> </ul>	<p><b>What steps will you be taking to minimize the risk of these hazards?</b></p>

## 2. ELECTRICAL APPLIANCE NOTIFICATION - To be completed by ALL Exhibitors requesting an electricity supply to their stand

## 3. INSURANCE CONFIRMATION - To be completed by ALL Exhibitors

# RISK ASSESSMENT FORM

GARSTANG SHOW - SATURDAY 3<sup>rd</sup> AUGUST 2024

NAME OF FIRM:	RESPONSIBLE PERSON:
PRODUCTS TO BE EXHIBITED:	
DATE ASSESSMENT COMPLETED:	SIGNATURE OF ASSESSOR:

HAZARD	HAZARD SEVERITY	HAZARD PROBABILITY	PERSONS AT RISK	CONTROLS TO MINIMIZE RISK



# ELECTRICAL APPLIANCE NOTIFICATION

GARSTANG SHOW - SATURDAY 3<sup>rd</sup> AUGUST 2024

<b>NAME OF FIRM:</b>	<b>RESPONSIBLE PERSON:</b>
<b>DATE FORM COMPLETED:</b>	<b>SIGNATURE:</b>

**Please list all electrical items which will be used on your stand, including the wattage for each item. Maximum 2000W (2kW) per stand.**

All appliances intended for use on the showground must carry an up-to-date Portable Appliance Test Certificate or similar and the certificate must be lodged with the Society prior to Show Day.

All caravans and mobile display units must carry an up-to-date Electrical Inspection Certificate or similar and the certificate must be lodged with the Society prior to Show Day. Failure to do so will mean that we cannot supply a connection to your electrical equipment.

If any of your electrical appliances are deemed to be unfit by the Society electrician these will be disconnected from the supply.

Should your equipment require the attention of the electrician on show day a charge will be raised at the current rate.

Garstang & District Agricultural & Horticultural Society accepts no responsibility for the damage or loss of data software or hardware of computers or computer-based systems due to the electricity supply available.

TYPE OF ITEM	WATTAGE OF ITEM