

New Forest & Hampshire County Show

Trade Application Pack





24-25-26 JULY 2012
NEW PARK
BROCKENHURST
HAMPSHIRE SO42 7QH

TRADE STAND/
SHOPPING
PAVILIONS
APPLICATION
FORM

E-mail kim@newforestshow.co.uk or Phone 01590 622400

TRADING / COMPANY NAME:

.....

CONTACT DETAILS:

Stand Holders Name:.....

Address:

.....

County:.....Postcode:.....

E-mail:.....Website:.....

Mobile number:.....Work phone number:.....

I hereby apply to exhibit the items detailed below at the 2012 New Forest & Hampshire County Show
I agree to abide by the "Rules and Regulations" issued by the New Forest Agricultural Show Society
If accepted, I agree to exhibit on all 3 days at the 2012 New Forest & Hampshire County Show

Signed:.....Print name:.....Date:.....

DESCRIPTION OF PRODUCTS

PLEASE DESCRIBE THE PRODUCTS YOU WILL BE DISPLAYING FOR INCLUSION IN THE SHOW PUBLICATION
(please complete in block capitals)

.....
.....
.....
.....
.....
.....
.....
.....
.....

CLOSING DATE 7th March 2012

P.T.O.

THE NEW FOREST AND HAMPSHIRE COUNTY SHOW

TRADE STAND BOOKING FORM	OFFICE USE ONLY	
	Block No.	Stand No.
TRADING / COMPANY NAME	Stand Size	Vehicle / Tickets

Please return to The Showground, New Park, Brockenhurst, Hampshire.SO42 7QH	2012 Requirements		
	Size		Price
	Frontage	Depth	
OPEN SPACE See Price List			
RING SIDE SITE See Price List			
PRIME SITE See Price List			
PAVILIONS Mark Preference subject to availability – Eastern or Western			
ELECTRICITY See electricity and water form for charges	YES / NO		
WATER See electricity and water form for charges	YES / NO		
ONE DAY ADMISSION TICKETS @ £13.50 each	£13.50 each		
OFFICIAL CARAVAN PASS £40 for 23rd - 25th July. See rules and regulations			
NUMBER OF PERSONS SLEEPING ON STAND		No.	
PLEASE STATE IF YOU HAVE LIQUIFIED PETROLEUM GAS ON YOUR STAND		YES / NO	
The Society is exempt from V.A.T	TOTAL DUE	£	

<u>METHODS OF PAYMENT</u>		
CREDIT CARD	If you wish to pay by credit card then please tick the box and a representative from the Show Office will call you to arrange payment. Please note that there is a 1.5% administration charge for credit card payments	<input style="width: 40px; height: 20px;" type="checkbox"/>
CHEQUE	Please make cheque payable to: <u>The New Forest Agricultural Show Society</u> and write the cheque number in the box The Society charges an extra £15 for any declined cheques	Cheque Number
Please note, payment is only drawn if the Society accepts your booking, at which point you will receive an official acceptance receipt		
OFFICE USE ONLY		
Date Received	Date Banked	

CLOSING DATE 7th March 2012



**24-25-26 JULY 2012
NEW PARK
BROCKENHURST
HAMPSHIRE SO42 7QH**

**ELECTRICITY
AND WATER
BOOKING
FORM**

E-mail kim@newforestshow.co.uk or Phone 01590 622400

TRADING / COMPANY NAME

OFFICE USE ONLY

BLOCK

STAND

ON SITE-CONTACT DETAILS

STAND HOLDERS NAME.....MOBILE NUMBER.....

ELECTRICITY AND WATER SUPPLY ARE OPTIONAL EXTRAS
PLEASE FILL OUT THE FORM BELOW AND TRANSFER RELEVANT COSTS TO THE BOOKING FORM

OPTIONS AND COSTS

TICK IF REQUIRED

FOOD HALL

13amp 3kw supply £150

CRAFT TENT B / SHOPPING ARCADE

13amp 1kw supply lighting £100

13amp & lighting 3kw supply power £150

OPEN SPACE TRADE STANDS

16amp 3kw single phase £160

32 amp 7.2kw single phase £285

3phase 32 amp supply £460

3phase 63 amp supply £1,600

TOTAL

£



WATER - (OPEN SPACE & FOOD HALL STANDS ONLY)

Stand pipe £140

Connection to stand £150

Filling of spa, hot tub or whirlpool £40 per item

TOTAL

£

If you wish to purchase a connector block we can supply one at a cost of £30. This must be booked by 1st April by completing this form and returning it to the Show office with full payment.



Connector Block

£30 each

Quantity required.....

TOTAL

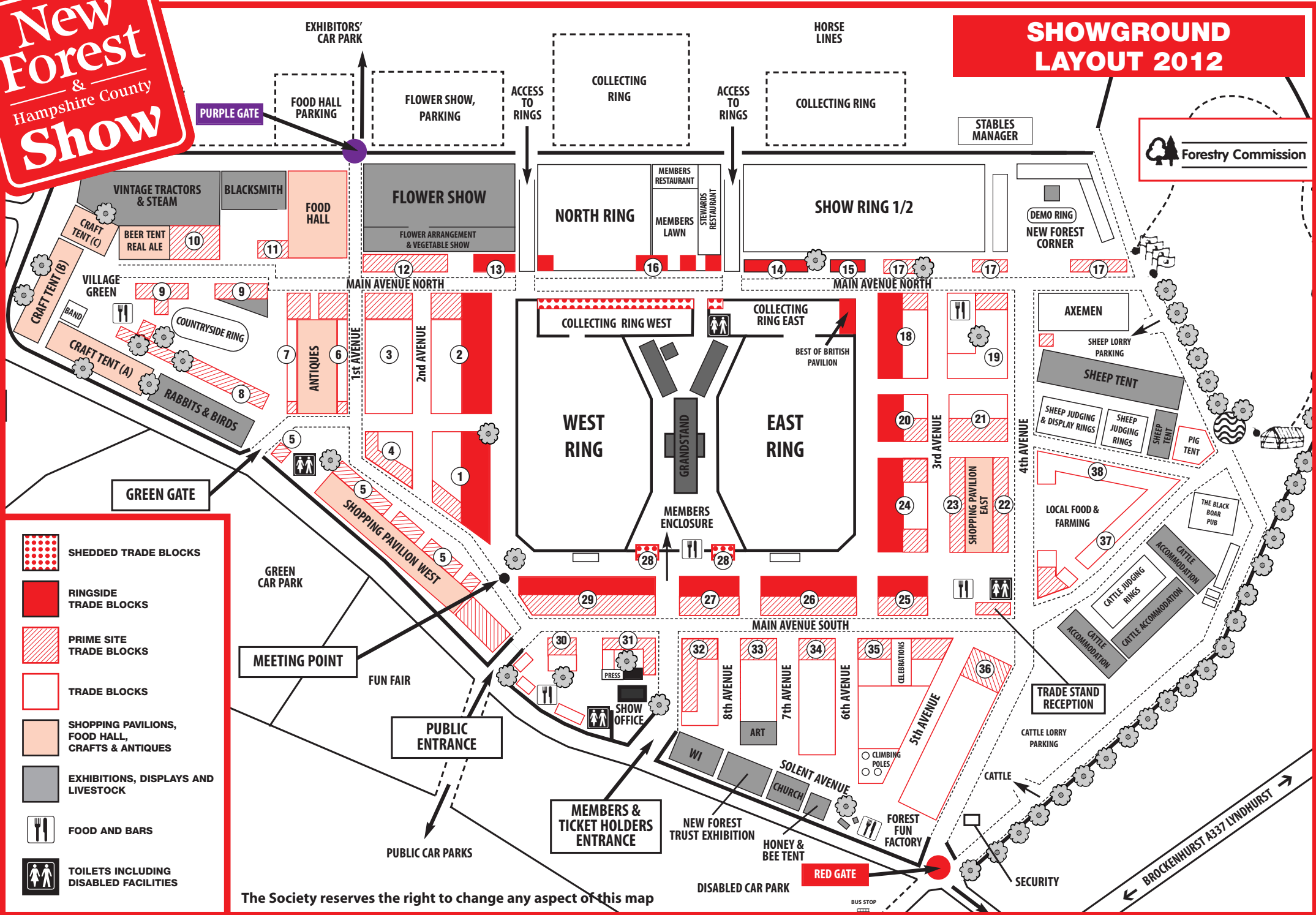
£

PLEASE NOTE

- If you wish to specify the location of your water and electricity points — please draw a plan on the reverse of this form
- Any ELECTRICAL equipment deemed unsafe will not be connected
- Power will be disconnected at 12 noon on Friday 27th July
- Any requests for electricity connections made after 1st July is at the discretion of the Show Office
- All electrical equipment must be PAT tested before arriving on site

New Forest & Hampshire County Show

SHOWGROUND LAYOUT 2012



-  SHEDDED TRADE BLOCKS
-  RINGSIDE TRADE BLOCKS
-  PRIME SITE TRADE BLOCKS
-  TRADE BLOCKS
-  SHOPPING PAVILIONS, FOOD HALL, CRAFTS & ANTIQUES
-  EXHIBITIONS, DISPLAYS AND LIVESTOCK
-  FOOD AND BARS
-  TOILETS INCLUDING DISABLED FACILITIES

The Society reserves the right to change any aspect of this map



BROCKENHURST A337 LINDHURST

PRICE LIST

NEW PARK, BROCKENHURST, HAMPSHIRE SO42 7QH 24-25-26 JULY 2012

OPEN SPACE

Outside grass area marked out by a painted white line. Four price bands:

Shedded Stand - Limited number of covered 3m frontage 3m depth trade stands available, which come with 16amp electric supply.

Standard Location - Charged at normal rates, giving excellent trading opportunities at a lower cost - see table opposite.

Prime Location - Available on request these are charged at 15% premium on top of the standard rate, demand is always high for these corner and high footfall areas - see map.

Ringside Location - Available on request these are charged at a 25% premium on top of the standard rate, limited spaces are available for these stands - see map.

SHOPPING PAVILIONS

Stands are under canvas in one of the two large marquees, these are in excellent footfall locations. Exhibitors are expected to create their own stand within the space provided, so early booking is recommended.

FOOD HALL

Situated on Main Avenue North. One large marquee/structure situated near the Countryside Area. Stands are marked with white paint inside the marquee/structure. Exhibitors are expected to create their own stand within the area provided. All exhibitors must comply with current legislation relating to food and drinks. Cooking is allowed on electric hobs but for demonstration only. No gas is allowed in the marquee. Food or drink items can only be sold packaged and not as a "ready to eat" form, which constitutes the exhibitor being a catering outlet.

CRAFT

Situated adjacent to the Village Green. Three linked marquees limited to "craft producers" only. Stands are on grass and divided by 1m high and 2m long panelled fencing. Craft Tent B and C will have electricity available but Craft Tent A will not.

VILLAGE GREEN

A 3.05m x 3.05m (10' by 10') outdoor exhibition space is available FREE OF CHARGE to those exhibitors wishing to either demonstrate a craft only or **demonstrate a craft and collect for a recognised Charity** and not offer items for sale. Anyone who is found selling items will be made to pay for a craft stand.

CHARITY

Seven (7) sites, free of charge, measuring a maximum of 6m x 6m are allocated to registered charities annually. Charities must apply in writing giving details of their fund raising activities.

There is a discretionary 25% discount available on the cost of the stand to all Agricultural, Forestry and Horticultural exhibitors.

Full payment to be made on booking of the stand
Cheques will only be cashed if your stand is accepted
All traders must exhibit on all three days

All traders are provided with one Showground vehicle pass.
Extra passes are limited and by request only.

OPEN SPACE / STANDARD RATE		TICKET ALLOCATION	
Frontage(m)	Depth(m)	Cost (£)	One Day Admission Tickets
6 metre depth - £106.50 p/m frontage			
6.10	6.10	£639-00	6
9.15	6.10	£958-50	9
12.19	6.10	£1,278-00	9
9 metre depth - £107.50 p/m frontage			
9.15	9.15	£967-50	9
12.19	9.15	£1,290-00	12
15.25	9.15	£1,612-50	12
12 metre depth - £108.50 p/m frontage			
12.19	12.19	£1,302-00	12
15.25	12.19	£1,627-50	12
18.29	12.19	£1,953-00	12
15 metre depth - £109.50 p/m frontage			
15.25	15.25	£1,642-50	12
18.29	15.25	£1,971-00	12
21.34	15.25	£2,299-50	15
Shopping Pavilions			
3.05	3.05	£425-00	6
Craft Marque			
3.05	3.05	£230-00	6
Food Hall			
3.05	3.05	£370-00	6
Shedded Stand			
3.05	3.05	£600-00	6

NEW FOREST SHOW SOCIETY – RULES AND REGULATIONS

PUBLIC OPENING HOURS

The Show is open to the PUBLIC from 8.15 a.m. until 6.30 p.m. Tuesday, Wednesday & Thursday, during which time all stands must be open for trading.

STANDS

APPLICATION FOR STANDS

Applications for exhibition space at the New Forest & Hampshire County Show must be made on the appropriate forms obtainable from the Trade Stand Officer. Such forms must be lodged with the Society no later than the closing date indicated, accompanied by the necessary fees. The Tradestand Officer is empowered to refuse incomplete entries and those not accompanied by the appropriate fees.

REFUSING ENTRIES - WITHDRAWALS AND SHOW CANCELLATION

Applicants should be aware that the Society reserves the right to refuse any application, without giving any reason and reserves the right to determine the area and position of sites.

Where an exhibitor withdraws from the Show or cancels the space booked for any reason, all fees paid shall be forfeited whether the site is re-let or not.

The Show Society will not be held responsible if, for any reason, the Show in any particular year or years is cancelled or the period of its advertised duration curtailed. In this instance the Society shall retain all fees. Please note however this Show was not cancelled in either 2001 (foot & mouth) or 2007 (extremely wet conditions).

ALLOCATION OF SPACE

The Society shall determine the area and position of the stand allocated to the trader. Market Stalls, i.e., clips, plastic sheets, unfitted covers, etc., will not be permitted on the Showground.

TENURE

The Licence to occupy space is personal to the Exhibitor and granted for the period of the New Forest & Hampshire County Show only and expires at 12 noon on the day after the Show (Friday 27th July)

SUB-LETTING

Exhibitors may not sub-let or re-let the space allocated to them or display the sign of any other firm on their stand. (This regulation does not apply to manufacturers of machinery, implements or equipment exhibition in conjunction with their selling agents).

DELIVERIES OF STOCK

All stock will be delivered to the Trade Stand Office situated at Red Gate. Traders are expected to collect their parcels from the trade stand office on the day of delivery. The New Forest and Hampshire County Show cannot accept any responsibility for the loss of damage of parcels.

SITE DEMARCATION

The perimeters of all stands will be marked out in white line paint prior to the trader's arrival. No tradestand is allowed outside of the allocated area and exhibitors should be aware that any vehicles parked outside this area will be removed by Society Officials. Historic rights will not be allowed in 2012. The Society cannot guarantee a flat and even surface.

RESTORATION OF SITE

No underground work (exceeding 300mm) may be carried out without the prior consent, in writing, of the Society's Show Secretary.

Should you need to remove the turf, it must be carefully lifted and laid aside, the surface must be restored at the expense of the exhibitor within one month of the Show. Failing this the Society will restore the ground and charge the cost to the exhibitor. If an exhibitor wishes to lay chips or gravel on any part of their sites, this should be done on canvas or other base material to facilitate the removal of the chips.

AUCTIONS, NOISY BEHAVIOUR, 'CHEAPJACK' TRADERS ETC

Any shouting, offensive or intimidating behaviour, voice enhancing equipment, the playing of games of chance or lotteries for the selling of goods by auction which causes or, in the opinion of the Stewards and Officials of the Society, may cause annoyance to visitors or other exhibitors is strictly forbidden.

The Stewards and Officials of the Society have the power to remove any exhibitor who trades or behaves as above from the Showground. Any exhibitor whose articles are not in accordance with the description given on their Booking Form or any vendor of 'Cheap Jack' articles will also be removed. The definition of what constitutes 'annoyance'; 'noisy behaviour' and 'cheap jack' shall rest entirely with the Stewards and Officials of the Society.

Balloons - No balloons are to be given out at the Show. This is due to the presence of horses in the area.

EXHIBITORS' RESPONSIBILITY

All exhibitors and other persons in charge of exhibits and all persons admitted into the Showground shall be subject to the Rules of the Society and shall obey the orders of the Stewards, Show Secretary and other Officials of the Society. Exhibitors shall be answerable for the conduct of their assistants or representatives.

Any persons found acting in breach of these conditions may be ejected from the Showground and denied re-entry.

SERVICES

CONNECTION OF ELECTRICITY

For the connection of electricity, please ensure that a "Electricity and Water Booking Form" is completed at the same time space is reserved. Late electricity applications must be submitted before the 1st July. Current prices for electricity can be found on the Booking Form. Electric connectors can be hired from the Society at an additional cost. To hire, please complete the enclosed booking form and return with your application along with full payment.

GENERATORS - PLEASE NOTE

Traders are not permitted to provide their own generators for the Show. Electricity can be requested through the relevant booking forms.

WATER SUPPLY

Water supply is available to Exhibitors by 1" over ground pipe. See Water and Electricity Booking form for details. N.B. Water and supply will be available for outside tradestands only. Craft stands and Arcades will only have a water supply by standpipe. There will be an additional charge of £40 for the filling of any spas, pools or hot tubs.

TENTAGE, TABLES, FLOOR COVERS

The Society's main contractors are John M Carter Ltd. To hire tents/structures, tables, chairs, floor covering, screening and/or any other materials; please contact them at, Winchester Road,

Basingstoke, Hants RG22 4AB. Tel No. (01256) 324434. Alternatively please visit www.showmans-directory.co.uk for other suppliers.

TELEPHONE - CREDIT CARD LINES

For all telephone and ISDN phone lines exhibitors must contact BT direct by 1st May on 0800 400400 and ask for the "Get Started Team". The Show Society will not take any responsibility for these separate contractual arrangements.

DISPOSAL OF REFUSE

Exhibitors are responsible for the removal, from the Showground, of any material resulting from the construction of stands or preparation of sites prior to the Show. On the days of the Show the Society will be responsible for maintaining the cleanliness of the public area between stands, but exhibitors are responsible for the maintenance of tidy and hygienic conditions in the immediate area of their stands and for the removal of all waste material. A collection of refuse will be made early each morning of the Show and exhibitors wishing to avail themselves of this service must place the sacks on the principal avenues prior to the collection times. Any rubbish found on the ground after breakdown will be removed by the Society and a fine of £100 will be invoiced directly to the stand holder.

TICKETS AND PASSES

Access will be denied if vehicle passes are not clearly displayed at all times.

All exhibitors will be issued with the appropriate tickets in proportion to the space paid for (see price list for further details). These tickets are not transferable and will be sent to Exhibitors approximately four weeks before the Show.

Additional Vehicle Passes may be purchased at £35 each and additional one-day Admission Tickets at £13.50 each.

All Vehicle Passes are valid for the Vehicle only. The driver and all passengers must produce separate Admission Tickets or pay the appropriate charge on arrival.

Vehicle Passes are available either for direct access to the Showground (Red or Green Gate) or for direct access to the Exhibitors Car Park immediately adjacent to the Showground (Purple or Green Gate)

HEALTH & SAFETY AND DEFRA

FIRE PRECAUTIONS

All Exhibitors must complete a Fire Risk Assessment form and provide a copy of their risk assessment as well as proof that they have the necessary fire safety equipment. Failure will result in the stand being closed until the situation is rectified. The Society's Fire Safety Officer will visit all stands during the Show and will require traders to produce their fire extinguishers and fire risk assessments during the Show. Non-compliance will result in the Stand being closed to the public. Cooking or Heating appliances must be fixed to a firm base of non-combustible material and must be surrounded on three sides by a suitable fireproof shield. All such appliances must also be kept out of reach of the public. All Stand holders must comply with current Fire Safety requirements throughout the set up, Show and breakdown periods.

LIQUID PETROLEUM GAS

All cylinders must be located away from the public in the open air. Combustible materials must be kept away from gas cylinders and appliances. Replacement cartridges for portable appliances must be fitted in the open air well away from source of

NEW FOREST SHOW SOCIETY – RULES AND REGULATIONS (continued)

ignition. When not required, gas supplies should be isolated at the cylinder as well as the appliance. Exhibitors with gas on stands must comply with all H.S.E. and Fire Safety requirements.

LIVESTOCK ON STANDS

If livestock forms any part of the exhibit, full details must be given on the application for space and exhibitors must ensure that they comply with DEFRA regulations, see www.defra.gov.uk for details. The Show Office must be sent/given the relevant movement certificate e.t.c. The holding number of the Showground is 15/167/8000-01.

RISK ASSESSMENT

All exhibitors must complete the mandatory risk assessment that forms part of the application pack. Exhibitors must also enforce all Health and Safety regulations. Please make sure staff and contractors comply to ensure a safe working environment at all times.

ACCESS

Access to the Showground to construct stands is from Friday 20th July at 9.00am or earlier by agreement. Please note that Showground access is restricted at night between 10.00pm and 7.00am before the Show. Stand holders and their staff/contractors are asked to display their "Show Vehicle label" at all times from Friday 20th July - this will reduce delays on entry to the site.

During the Show the gates will be open for access from 5am to 8am; this gives half an hour (until 8.30am) for the unloading of stock and the removal of all vehicles to car parks, except for food deliveries which must be agreed in advance with the Show office. A one way system for **all** traffic movements will be enforced throughout the pre-show, Show and post-show.

Please note: vehicle access will be restricted prior to the Show for vehicles not delivering stock to a stand. In this case, a car park will be provided and passengers will be asked to enter the Showground on foot. Car Passes are required from 10am on Monday 23rd July, on leaving a pass-out will be given for the following day. Tickets are required from Tuesday 24th July.

All vehicles must be removed to the car parks by 8.30am on Show days as public safety becomes paramount once the Showground is open.

Gates will reopen to allow vehicles onto the site at 6.30pm on Tuesday 24th July and Wednesday 25th July and then 7.00pm on Thursday 26th July subject to the number of public still within the Showground.

The Society reserves the right to remove, forcibly if necessary, any unauthorised or illegally parked vehicles found within the Showground or New Park.

In wet weather car transporters will have to unload and load in a temporary car park in Brockenhurst with cars driven into the Showground by Sunday 10.00pm

The one-way system and strict speed limits must be adhered to at all times - see signs at all entrances

FOOD AND DRINK

FOOD, DRINK AND CONFECTIONERY

Exhibitors will not be permitted to use any part of the

space allocated to them for the sale of any article of food, fruit, liquids or confectionery which may, or could be, consumed on the Showground at the time of purchase.

The giving away of samples is permitted.

Cooking for sampling will be permitted but must be stated on application.

Exhibitors who wish to provide catering facilities for their clients or customers, free of charge, must state this when making application for space. They must comply with the requirements of the New Forest District Council Environmental Health Services, requirements in accordance with the Health and Safety at Work Act and Food Safety Act and regulations made under those Acts.

CAMPING AND ACCOMMODATION

CARAVAN, CAMPING, SLEEPING ARRANGEMENTS & ACCOMMODATION

The exhibitors campsite is at the rear of the main exhibitors' car park. Booking of this facility is only allowed if applied for on the tradestand application form, prior to the Show; any unauthorised caravan/tent found within New Park or the Showground will be evicted immediately. A steward will be in place on the campsite from Friday 20th July until Thursday 26th July.

The exhibitors campsite is open from the morning of Saturday 21st July until Friday 27th July. Early booking is advised, as numbers are restricted. N.B No electric hook-ups are available.

Showers and Toilets are provided but can become crowded at peak times.

SLEEPING ON THE STAND

If a caravan or extra vehicle is to be part of your stand, a Showground Caravan/Camping pass must be requested and displayed on the vehicle/caravan at all times. You must declare, for Fire, Safety and Evacuation reasons, the number of people sleeping on the stand. They must wear the issued wristbands at all times to avoid being removed from the site between the hours of 10.00pm and 5.00am. You may not place any vehicle/tent outside the purchased tradestand area. Toilets remain open within the Showground at all times; please note the showers situated next to the flower tent are closed between 09.00am - 18.30pm for public health reasons.

There are many Bed & Breakfast establishments and Hotels available locally at reasonable rates. For information and bookings please visit the following web-site: www.newforestshow.co.uk

SECURITY

The Society will not be responsible for any loss or damage to any item or article that may be sustained at the Show or in transit to the Show. Exhibitors may make independent arrangements for the security of their stands, but all such arrangements must be notified to and agreed in writing by the Show Office.

AWARDS

TRADE STAND TROPHIES & AWARDS

All exhibitors are eligible to win one of the following categories. Judging takes place on Tuesday morning and commences at 9.30am

MALDWIN DRUMMOND CHALLENGE CUP for the best Farming, Horticulture and Forestry stand or display.

THE TREASURER'S AWARD for any stand that is publicly funded.

THE MOTOR VEHICLE AWARD for car stands.

FOOD HALL AWARDS for exhibitors within the Food Hall making maximum use of their stand to promote quality food.

J.W. HOWLETT CHALLENGE CUP for the best local stand in any section.

THE STEWARDS AWARD for stands within the Arcades.

THE "BEST CRAFT STAND" AWARD for the best craft exhibitor.

SOCIETY RULES AND DISCLAIMER

PROMOTIONAL MATERIAL AND ACTIVITIES

Due to "landlord" restrictions and regulations within the New Forest National Park, no posters, display boards are allowed outside of the Exhibitor's own space.

COLLECTIONS, APPEALS AND RAFFLES

Charitable or other institutions wishing to make appeals for contributions to their funds and/or to hold any kind of draw must first obtain permission in writing from the Chief Executive, having submitted full particulars of such proposed activity. This is to protect the seven (7) charities stands supported by the Society each year.

DISCLAIMER

The term exhibitors, stand-holders, contractor and suppliers, shall include people taking part in any competition, exhibition or display arranged by the Society and the owner of any animal, plant, machinery or any other thing involved in any such competition or display or otherwise exhibited on the Showground. Save for death or personal, injury caused by breach of its duty. The Society will not be responsible for death, injury, disease, damage or loss caused to any exhibitor, stand-holder, contractor, supplier, stewards or agents or to any animal, article, plant, machinery or thing or whatever nature brought onto the Showground by the exhibitor, contractor and supplier from whatever cause death, injury, disease, damage or loss arises. Save as aforesaid the exhibitor, standholder, contractor and supplier shall indemnify the Society against all claims, damages and expenses whatsoever in any arising out of the presence of the exhibitor, stewards, agents, exhibits, vehicles or equipment in the Showground and shall assume full responsibility. Acceptance of the foregoing requirements shall be a condition of entry.

INTERPRETATION OF REGULATIONS AND CONDITIONS, THE DECISION OF THE OFFICIALS OF THE SOCIETY SHALL IN EVERY MATTER ARISING IN CONNECTION WITH THE SHOW OR EVENT BE FINAL.

The Show Secretary and the Board of the New Forest Agricultural Show Society have endeavoured to ensure the correctness of the particulars printed in this Schedule but will not accept responsibility for an error or mistake which may appear.



GENERAL RISK ASSESSMENT FORM NEW FOREST SHOW 24-25-26 JULY 2012

TO BE COMPLETED AND SIGNED BY ALL EXHIBITORS

E-mail kim@newforestshow.co.uk or Phone 01590 622400

Date:.....
Company Name:.....
Contact Name:..... Mobile:.....

A People / Persons at Risk - Numbers at Risk							
Employees / Staff		Contractors		Public		Show Staff & Officials	

B HAZARDS													
Structure		Access / Egress		Vehicle movements		Mechanical		Manual handling		Biological Agents		Working Alone	
Animals		Housekeeping		Electrical		Lifting		Noise		Violence & Aggression		Working at Height	

OTHERS – SPECIFY:

C TASK/ACTIVITY	HAZARD		EXISTING CONTROL MEASURES	Initial Risk H / M / L	Adequately Controlled
List significant steps in Job/Task	Describe all hazards identified and their effects for each task	People at Risk	Describe fully all controls applicable for each hazard. All controls must be valid in that they reduce severity, likelihood or both.	Classify risk rating from matrix for each hazard	Yes/No

IF YOU NEED EXTRA SPACE PLEASE PRINT ADDITIONAL FORMS AND ATTACH

Risk Assessment Circulation list (tick box)					
Employees		Management		Contractors	
Other – Specify:					
Assessor:		Date Assessed:		Review Timescale:	
Signature:					

GUIDANCE ON COMPLETING THE GENERAL RISK ASSESSMENT FORM

Table A

Those affected: Any person who may be affected by the work must be identified. Should there be categories of persons not listed, enter them in the boxes provided.

Table B

Hazards: Identify the hazards inherent to the activity being assessed, by putting crosses in the appropriate boxes. The list provided is not comprehensive. Should there be hazards that are not listed then enter them in the boxes provided.

Note: The definition of a **HAZARD** is:- something with the potential to cause harm.

Table C

Hazards: List the hazards identified in Table B.

Existing Control Measures: Outline the existing measures which will reduce the risk arising from each of the hazards listed. Check that they meet legal requirements, industry standards and represent good practice. Typical control measures include: safe design; preventing access to the hazard e.g. guarding; written procedures and instructions; training; provision of PPE etc.

Risk

Assess the risks arising from the hazards identified, using the criteria set out below. Consideration must be given to what is reasonably foreseeable in relation to the identified hazards and recognition of any existing control measures that reduce the risk. Enter the appropriate letter, L for low, M for medium or H for high. If the overall risk category is low, then the assessment is complete and the form circulated to those affected. However if the overall risk category is medium or high then Additional Control Measures are required (see below).

Note: The definition of a **RISK** is:- the likelihood that harm from a particular hazard will occur and the consequences.

MATRIX	LIKELIHOOD		
SEVERITY	Certain or near certain to occur	Reasonably likely to occur	Unlikely to occur
Fatality; major injury or illness causing long term disability	HIGH	HIGH	MEDIUM
Injury or illness causing short term disability	HIGH	MEDIUM	LOW
Other injury or illness	MEDIUM	LOW	LOW
	RISK		



FIRE RISK ASSESSMENT FORM

NEW FOREST SHOW 24-25-26 JULY 2012

Every exhibitor **must** complete this form

E-mail kim@newforestshow.co.uk or Phone 01590 622400

Name of Unit / Stall:	
Contact number on site:	
Location on site:	
Will sleeping be allowed within your concession?	
<p>In order to comply with relevant fire safety legislation you MUST complete a Fire Risk Assessment of your stall or unit. The Risk Assessment needs to identify the fire hazards and persons at risk, you must endeavour to remove or reduce these risks and protect people from fire.</p> <p>Failure to comply with this requirement will result in you being removed from the site. You must be able to answer YES to the following questions.</p> <p>This signed and completed form must be maintained available for inspection by the Fire & Rescue Service / Event Organiser / Council Officers at all times.</p> <p><small>You <u>must</u> undertake a Fire Risk Assessment for your unit, which must be suitable for the circumstances. You do not need to use this form, and may use another method if you wish, however, this form is considered to be suitable for most standard market stalls and units</small></p>	

No.	Question	Yes	No	N/A
1.	Are adequate exits provided for the numbers of persons within the unit or stall? <i>(Are your staff and customers able to evacuate easily if the normal exit is blocked due to fire?)</i>			
2.	Where necessary, are there sufficient directional signs indicating the appropriate escape route and do they comply with current regulations?			
3.	Are the exits maintained available, unobstructed, and unlocked at all times the premises are in use.			
4.	If the normal lighting failed would the occupants be able to make a safe exit? <i>(Consider back up lighting)</i>			
5.	Do you have an adequate number of fire extinguishers/fire blankets available in prominent positions and easily available for use?			
6.	Has the fire-fighting equipment been tested within the last 12 months? <i>Note: a certificate of compliance will normally be required</i>			
7.	Have your staff been instructed on how to operate the fire-fighting equipment provided?			
8.	Have your staff been made aware of what to do should an incident occur, how to raise the alarm, evacuate the unit, and the exit locations?			
9.	Have you identified combustible materials that could promote fire spread beyond the point of ignition such as paper/cardboard, bottled LPG etc and reduced the risk of them being involved in an incident?			
10.	Have you identified all ignition sources and ensured that they are kept away from all flammable materials?			
11.	Are the structure, roofing, walls and fittings of your stall or unit flame retardant? <i>Note: certificates of compliance will normally be required</i>			
12.	If any staff sleep in the stall, is there a working smoke detector and a clear exit route at night? <i>Note : Persons should not be allowed to sleep within a high risk area and some Authorities and events do NOT allow any sleeping within units.</i>			
13.	Are you aware that you must not stock or sell certain items, i.e. fireworks, garden flares, household candles, tea lights, etc?			
14.	Do you have sufficient bins for refuse? Is all refuse kept away from your unit?			
15.	Are you aware that petrol generators are not permitted on site?			

**COMPLETED FORM TO BE RETURNED TO:
MISS K JONES, NEW FOREST SHOW, THE SHOWGROUND, NEW PARK, BROCKENHURST, HAMPSHIRE. SO42 7QH**

If you use LPG				
16.	Do you have an inspection / gas safety certificate for the appliances and pipework (<i>copy to be available for inspection</i>) and are all hose connections made with "crimped" fastenings?	Yes	No	N/A
17.	Are the cylinders kept outside, secured in the upright position and out of the reach of the general public?	Yes	No	N/A
18.	Are appliances fixed securely on a firm non-combustible heat insulating base and surrounded by shields of similar material on three sides?	Yes	No	N/A
19.	Are the cylinders located away from entrances, emergency exits and circulation areas?	Yes	No	N/A
20.	Are the gas cylinders readily accessible to enable easy isolation in case of an emergency?	Yes	No	N/A
21.	Do you ensure that all gas supplies are isolated at the cylinder, as well as the appliance when the apparatus is not in use?	Yes	No	N/A
22.	Do you ensure that only those cylinders in use are kept at your unit/stall? (<i>Spares should be kept to a minimum and in line with any specific conditions for the event</i>)	Yes	No	N/A
23.	Is a member of staff, appropriately trained in the safe use of LPG, present in the unit / stall at all times?	Yes	No	N/A
If the answer to any of the above questions is "NO", please detail the actions you have taken to remedy the situation. Continue on a separate sheet if necessary.				
Stallholder / Responsible Person:				
Signature		Print Name		Date
Designation:				
Company:				
Please note: this document does not preclude you from possible prosecution or removal from the site by the organisers, should a subsequent inspection reveal unsatisfactory standards.				



New Forest & Hampshire County Show

The Showground, New Park, Brockenhurst, Hampshire, SO42 7QH

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