

# ROYAL THREE COUNTIES SHOW

16-18 JUNE 2023



## A BUMPER CROP OF FARMING, FOOD & FAMILY FUN

For Gloucestershire, Herefordshire, Worcestershire and beyond

### Cheese & Dairy Tradestand Application Form

Closing date for applications: Friday 19<sup>th</sup> May 2023

Please return this form to:

Tradestands Department, Three Counties Showground, Malvern, Worcestershire, WR13 6NW

E: [sophie.vick@threecounties.co.uk](mailto:sophie.vick@threecounties.co.uk)

## EXHIBITOR DETAILS

Name of Company

Contact Name

Address (all  
correspondence will be  
sent here)

Telephone Number

Mobile Number

Email Address

## SHOW GUIDE & WEB DIRECTORY DETAILS (FOR PUBLICATION)

Name of Company

Address

Telephone Number

Email Address

Website

Brief Description of  
Product/Service

## PUBLIC LIABILITY INSURANCE

All exhibitors must carry insurance with a minimum limit of indemnity of £2m. Please provide the following information: insurer, policy number and period of cover.

☐

I/we give permission to be contacted by Three Counties about exhibiting at shows organised by Three Counties until notification to be removed from the mailing list is given.

☐

I/we give permission for the above information to be displayed to show visitors in print and on the Three Counties website.

☐

I/we give permission for our details to be passed on to specifically selected parties.

## EXHIBITOR REQUIREMENTS

Type of Stand	Rental Price Per Unit	No. Units	Total Price
3m x 3m Stand (grass floor)	£287.00 + VAT		£

## OTHER REQUIREMENTS (You will receive three entry wristbands per day and one vehicle pass)

Item	Price (ex VAT)	Quantity	Total Price
3 Day Restocking Pass	FREE		£
13 Amp Socket Outlet	£93.00		£
13 Amp Dual Socket	£138.00		£
Caravan Permit (includes electric)	£100.00		£
Dog Permit	FREE		£
Trestle Table Hire (price per table)	£15		£

## FOOD SAFETY & HYGIENE

Please state which local authority your food business is registered to:	
Date registered:	
Please state your business food hygiene rating:	

## DESCRIPTION OF PRODUCT(S) ENTERED INTO THE CHEESE & DAIRY COMPETITION

Please enclose the picture of your product with this form

## DECLARATION

I/We have read and acknowledged all the rules and regulations stated in the accompanying tradestand schedule and agree to abide by these.

**Signed:**

**Date:**

## PAYMENT INFORMATION

Sub Total

VAT @ 20%

Total

Payment of 50% of the booking value is required with this application which will be processed upon guarantee of acceptance. The TCAS VAT registration no is 729 8485 77.

### Invoices

If you require an invoice and wish to pay by BACS, please email [sophie.vick@threecounties.co.uk](mailto:sophie.vick@threecounties.co.uk)

### Credit Card Payment – Visa or Mastercard only

Card Holder

Card Number

Expiry Date

Security Code

## RISK ASSESSMENT

It is a requirement of the Three Counties Agricultural Society that every exhibitor/tradestand must provide a risk assessment of their proposed undertakings at the showground.

The below assessment form is intended as guidance only to assist you consider the hazards related to your stand. This does not absolve you from your legal obligations or responsibilities or transfer such.

You do not need to use this form; you may use another method if you wish. **A copy of your completed risk assessment must be sent with this application form.**

Activity/Hazard/Consideration	Tick if you have this hazard.	Explain who may be harmed and what you do to reduce the effect of the hazard to a safe level
<b>Accessibility for those less able</b> <i>Detail considerations and measures put in place to enable everyone to be able to access your stand safely in line with the Equality Act 2010.</i>	<input type="checkbox"/>	
<b>Breaking Ground</b> <i>If you intend to drive stakes (for structures etc) or dig holes as part of your stand what measures do you take to ensure there are not underground services present?</i>	<input type="checkbox"/>	
<b>Chemicals</b> <i>If you use or have chemicals present on your stand – these may include everyday cleaning products; you should complete COSHH assessments for each product. Explain how you prevent injuries occurring from these chemicals.</i>	<input type="checkbox"/>	
<b>Children</b> <i>Consider how you ensure children may be effected by your stand or products and how you ensure they are not exposed to such hazards.</i>	<input type="checkbox"/>	
<b>CoViD-19</b> <i>Explain the measures you are implementing on your stand to ensure good hygiene of your staff and customers and how you are managing physical distancing including when customers are queuing.</i>	<input type="checkbox"/>	
<b>Electricity</b> <i>Detail how you ensure your electrical equipment is safe, will not cause injury to your staff or customers and will not start fires.</i>	<input type="checkbox"/>	



Activity/Hazard/Consideration	Tick if you have this hazard.	Explain who may be harmed and what you do to reduce the effect of the hazard to a safe level
<b>Erecting and Dismantling your stand</b> <i>Explain measures taken to ensure the safety of your staff and those around you during this process and how you fulfil your responsibilities under the Construction (Design and Management) Regulations.</i>	<input type="checkbox"/>	
<b>Evacuation or Emergency</b> <i>Explain how you have considered suitable exit points from your stand in case of emergency and how your staff are briefed on these exists including where to go to in the event of an evacuation. Ensure you provide instruction to staff of what to do in an emergency and how to raise the alarm.</i>	<input type="checkbox"/>	
<b>First Aid Provision</b> <i>Detail what measures you have in place to ensure you have suitable and sufficient first aid for your staff whilst erecting and dismantling your stand.</i>	<input type="checkbox"/>	
<b>Ground Conditions</b> <i>Explain how you asses and deal with different ground conditions; such as very wet shows or uneven ground to ensure your staff and customers are not injured</i>	<input type="checkbox"/>	
<b>Hygiene</b> <i>Explain what measures you take to ensure good hygiene for your staff and customers.</i>	<input type="checkbox"/>	
<b>Items on Display</b> <i>Describe the items you have on display and if they may pose a hazard to staff or customers what measures you take to prevent these injuries. Especially consider if children access the stand.</i>	<input type="checkbox"/>	
<b>Light Levels</b> <i>Explain how you have ensured the light levels during your build and derig are sufficient to carry out safely – especially at the end of a show when may be getting dark. Explain how you will ensure your stand will be sufficiently illuminated for customers and staff to safely move around.</i>	<input type="checkbox"/>	

Activity/Hazard/Consideration	Tick if you have this hazard.	Explain who may be harmed and what you do to reduce the effect of the hazard to a safe level
<b>Lone Working</b> <i>What measures do you take to ensure the safety of any staff working alone.</i>	<input type="checkbox"/>	
<b>Manual Handling</b> <i>Explain measures you take to prevent your staff being injured whilst carrying out manual handling (lifting, carrying, pushing, pulling etc) setting up, running or dismantling your stand.</i>	<input type="checkbox"/>	
<b>Power Tools &amp; Plant and Machinery</b> <i>If you use power tools or plant and machinery whilst erecting and dismantling your stand how do you ensure the equipment is correct for the job and in a safe condition and your staff have been trained in its use.</i>	<input type="checkbox"/>	
<b>Public Access to Staff only areas or on-stand hazards</b> <i>Explain what hazards you may have on your stand that may injure others if they access them and how you prevent this.</i>	<input type="checkbox"/>	
<b>Racking and Shelving Stability</b> <i>If you use any racking, shelving, suspended items or display units, how do you ensure they remain stable and will not topple, fall or collapse especially if ground conditions are uneven or strong winds dislodge etc.</i>	<input type="checkbox"/>	
<b>Security</b> <i>How do you ensure the security of your stand and safety of your staff with regard to cash handling measures to reduce thefts and robbery?</i>	<input type="checkbox"/>	
<b>Sharp Items (such as knives)</b> <i>What measures do you take to ensure those using such items do so safely or others do not have access to them.</i>	<input type="checkbox"/>	

Activity/Hazard/Consideration	Tick if you have this hazard.	Explain who may be harmed and what you do to reduce the effect of the hazard to a safe level
<b>Slips and Trips</b> <i>Explain what you do to ensure your staff and customers do not slip or trip whilst in your stand. Don't forget to consider trailing cables and low-level displays.</i>	<input type="checkbox"/>	
<b>Vehicle movement</b> <i>Consider how you avoid injuring someone from the movement of your vehicle on-site and how you avoid getting injured.</i>	<input type="checkbox"/>	
<b>Weather conditions</b> <i>Explain what you do to accommodate very hot, or cold or very windy conditions etc. that may affect your staff or stand structure.</i>	<input type="checkbox"/>	
<b>Waste</b> <i>Explain what waste you produce and how you dispose of it safely.</i>	<input type="checkbox"/>	
<b>Other Hazards</b> <i>Detail here any further hazards specific to your stand and measures you will take to control the risk. Use further pages if necessary.</i>	<input type="checkbox"/>	

Company/Stand Name:

Responsible Person – Print Name:

Position in Company:

Signature:

Date:



## FIRE RISK ASSESSMENT

**To be completed for each unit/stall in line with nationally recognised fire risk assessment guides.**

In order to comply with relevant fire safety legislation you **MUST** complete a Fire Risk Assessment of your unit/stand. 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. Failure to comply with this requirement may result in your unit/stand being prohibited from use.

You must be able to answer YES to the following questions. This signed and completed form must be submitted to the event organiser as well as be maintained available for inspection by the Fire & Rescue Service / Event Organiser / Council Officers at all times.

You **MUST** undertake a Fire Risk Assessment for each structure, 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 temporary structures.

		ACTION/COMMENT
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?)</i>	YES NO	
2. Where necessary, are there sufficient directional signs indicating the appropriate escape route and do they comply with current regulations?	YES NO	
3. Are the exits maintained available, unobstructed, and unlocked at all times the premises are in use.	YES NO	
4. If the normal lighting failed would the occupants be able to make a safe exit? <i>(Consider back up lighting)</i>	YES NO	
5. Do you have an adequate number of fire extinguishers/fire blankets available in prominent positions and easily available for use?	YES NO	
6. Has the fire-fighting equipment been tested within the last 12 months? <i>Note: a certificate of compliance will normally be required</i>	YES NO	
7. Have your staff been instructed on how to operate the fire-fighting equipment provided?	YES NO	
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?	YES NO	
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?	YES NO	
10. Have you identified all ignition sources and ensured that they are kept away from all flammable materials?	YES NO	

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>	YES    NO	
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>	YES    NO  N/A	
13. Are you aware that you must not stock or sell certain items, i.e. fireworks, garden flares, household candles, tea lights, etc.?	YES    NO	
14. Do you have sufficient bins for refuse? Is all refuse kept away from your unit?	YES    NO	
15. Are you aware that petrol generators are not permitted on site?	YES    NO	
<b>Do You use LPG?</b> (If 'No' ignore questions 16-25)	YES    NO	
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	
17. Are the cylinders kept outside, secured in the upright position and out of the reach of the general public?	YES    NO	
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	
19. Are the cylinders located away from entrances, emergency exits and circulation areas?	YES    NO	
20. Are the gas cylinders readily accessible to enable easy isolation in case of an emergency?	YES    NO	
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	
24. 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	

25. Is a member of staff, appropriately trained in the safe use of LPG, present in the unit / stall at all times?	YES    NO	
If answer to any question is "NO", please detail below actions taken to remedy the situation.		
<div style="text-align: right;"><i>Continue on separate sheet if necessary</i></div>		

Responsible Person

Signed

Position in Company.

Date

**PLEASE NOTE:** *This document does not preclude you from prosecution or removal from the site should a subsequent inspection reveal unsatisfactory standards.*

## Fire Safety Guidance

Fire Risk Assessment Guidance for Open Air Events and Venues.

[www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/14891/fsra-open-air.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14891/fsra-open-air.pdf)

Guidance on Temporary Structures, Large Tents and Marquees.

[www.muta.org.uk/MUTAMembers/media/MUTAMembersMedia/PDFs/MUTA-s-Best-Practice-Guide,-November-2014.pdf](http://www.muta.org.uk/MUTAMembers/media/MUTAMembersMedia/PDFs/MUTA-s-Best-Practice-Guide,-November-2014.pdf)

Code of Practice 24 – Part 3: Use of LPG for Commercial Catering Events, Street Food and Mobile Catering (September 2017)

[www.uklpg.org/shop/codes-of-practice/code-of-practice-24-part-3](http://www.uklpg.org/shop/codes-of-practice/code-of-practice-24-part-3)