

**DUNSTER SHOW**  
**FRIDAY 18<sup>TH</sup> AUGUST 2023**  
**CRAFT HALL APPLICATION FORM**

Please find below the application form for our Craft Hall along with our Rules and Regulations, public liability and risk assessment forms. Please complete ALL parts of the forms and return them, along with your payment to:

Mrs P Vile, Hammonds Farm, Lillesdon, Taunton, Somerset, TA3 6BY

Tel: 07939398127 Email: [secretary@thedunstershow.co.uk](mailto:secretary@thedunstershow.co.uk)

Please note that forms which are not complete will not be processed. Your payment will confirm your stand booking

Minimum pitch size is 8ft frontage. Frontages are then available in multiples of 8ft. All stands are 8ft deep.

Passes are provided as follows:

Space up to 8ft: One vehicle and two personnel passes

Space over 8ft: Two vehicle and three personnel passes

Additional passes are available either by purchasing them through the application form or through completion of our Membership Form (attached or downloadable) or on payment at the gate on the day of the Show.

**If you are attending the showground with an Artic Lorry or other large vehicle, please contact the Show Secretary before arranging the arrival at the Showground**

**Please note that we cannot guarantee the same position that you held in previous years although every effort will be made to requests, early booking and payment will increase the likelihood of you being allocated your preferred space.**

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**Booking Form**

Contact Name			Mobile	
Trading Name			Telephone	
Description of Goods to be Sold (to be used in the Show Programme)				
Address				
Town		Post Code		
Website Address				
Email Address				
Stand Requirements (Minimum 8ft)	Price	Quantity Req	Total Price	
Frontage Minimum of 8ft	£115			
Electricity £25 per unit Please specify voltage .....	£25			
Frontage 16ft	£220			
By the entrance	£25			
Tickets/passes	£12	Quantity Req	Total Price	
8ft Stand (2 passes and 1 vehicle)	FREE	2	FREE	
16ft Stand (3 passes and 2 vehicles)	FREE	3	FREE	
Extra Personnel Passes (£14 on the day)	£10			
Membership (see attached form)	£36			
<b>TOTAL AMOUNT TO PAY</b>			<b>£</b>	
Vehicles must be parked in their allocated parking area and display the correct completed vehicle pass. If you need to move your vehicle during the day you must park in the Public Car Parking.				
<b>PAYMENT DETAILS</b>				
CHEQUE	Tick	BACS	Tick	
I have enclosed a cheque for the full amount made payable to The Dunster Show		CAF Bank Ltd Dunster Show Account No 00033032 Sort Code 40-52-40		
It is confirmed that:				
1) Adequate public liability insurance will be in place at the time of the Show and that the PL form is completed				
2) That the risk assessment forms are completed				
3) That all conditions of entry, rules and regulations of the Show will be complied with				
Signed		Position in Business		
Print Name		Date		

Data Protection: Your data is held for the purpose of delivering Dunster Show benefits to you. This includes information regarding the Dunster Show and other event notifications. Your data is not shared with any third parties and is held on a secure server for a period of no more than 3 years following the last Show you exhibited at.

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**PUBLIC LIABILITY**

Contact Name	
Trading Name	
Insurance Company	
Policy Number	
Liability Cover Amount (minimum £5 million)	
Expiry Date	

**PLEASE RETURN THIS FORM WITH A COPY OF YOUR CURRENT PUBLIC LIABILITY INSURANCE CERTIFICATE. PLEASE NOTE THAT IT IS YOUR RESPONSIBLE TO PROVIDE US WITH AN UP TO DATE CERTIFICATE IF YOUR INSURANCE EXPIRES PRIOR TO THE SHOW**

**APPLICATION FOR MEMBERSHIP OF THE  
DUNSTER SHOW 2023**

<b>Application for Membership of The Dunster Show 2023</b>			
Name		Member in 2022	Yes/No
Address (including Post Code)			
Telephone No			
Member	1 member, 1 guest, car pass = £36	£.....	
Patron	1 patron, 2 guests, car pass = £54	£.....	
Guest Badge	Maximum of 3 £15 each	£.....	
	TOTAL ENCLOSED or added to application form	£.....	
Cheques made payable to "The Dunster Show Society" Badges will be forwarded to you in July, under separate cover from any other documentation or passes.			

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#### DUNSTER SHOW – 2023

#### FIRE SAFETY MANAGEMENT – FIRE RISK ASSESSMENT

Name of Your Company: .....

		Yes	No	N/A	Comment
1	Do you have a person responsible for fire safety in your company (name in comments section)?				
2	Do they have a nominated deputy (name in comments section)?				
4	Have your staff (Including temporary staff) been instructed in how to raise the alarm?				
5	Do you have sufficient fire extinguishers available of a suitable type and size? If you are using LPG on site a minimum of a 5kg powder extinguisher must be provided for every 2 cylinders.				
6	Have your fire extinguishers been inspected in the last 12 months by a competent person/company?				
8	Do your staff know how to use a fire extinguisher?				
9	Will your fire extinguisher be positioned where it is available for easy use? ( <b>not in your van</b> )				
12	Are your fire exit routes kept clear and not obstructed by vehicles/stock etc.?				
13	Are all staff aware to keep the area tidy and free from trip hazards?				
15	Training records for staff/volunteers should be available for inspection if required – Do you have training records for your staff?				
17	Have all electrical items been PAT tested? Paperwork may be requested on show site.				
18	Have all gas appliances been inspected by a Gas Safe registered engineer? Paperwork may be requested on show site.				
19	If you have LPG is this stored outside your tent and secured so that it cannot be knocked over or tampered with? (must still be accessible in an emergency)				
20	Are you aware that petrol generators are NOT permitted on site?				
21	Are you aware that you must not sell/exhibit certain items e.g. fireworks, garden flares, <u>lit tea lights or candles (unlit candles and tea lights are permitted)</u> .				
22	Have you read the terms and conditions for exhibiting at the show? If not please ensure that you do so before the event.				

We will be using LPG on our Stand  YES/NO If yes please refer to Show Rules and Regulations  We will be using a Generator YES/NO (please note Petrol Generators are not permitted)	Maximum Number of LPG cylinders on our stand at any time  ..... x Butane  ..... x Propane LPG x Size .....kg  ..... x Patio GAS
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**HEALTH AND SAFETY RISK ASSESSMENT**

**FRIDAY 18<sup>TH</sup> AUGUST 2023**

**THIS FORM MUST BE COMPLETED**

Your risk assessment should assess the risks throughout the event which includes erecting and dismantling stands as well as members of public and you or your staff during the Show. If you need more space please copy this page. The guide below is for your assistance only it is your responsibility to assess the hazards and risks associated with your stand. If you have a pre-existing risk assessment in your business you may use your documentation however your risk assessment must be specific to Dunster Show.

Tripping/slipping	Manual Handling	Lifting operation	Vehicles
Working at Height (Ladders)	Livestock	Electricity	Moving Machinery Parts
Blades/sharp objects	Chemicals (cleaning fluids)	Pressure Systems	Dust (eg grinding)
Fumes (vehicle engines)	Noise	Overcrowding	Flammable Liquids
Public Health	Loading/unloading	Hot surfaces/fluids	Waste

What are the hazards	Who could be harmed	Severity of the risk High/Medium?low	Control measures that will be in place
<b>Risk Matrix (RR)</b>	<b>Likelihood (L)</b>		
<b>Severity (S)</b>	<b>Certain or near certain to occur (High)</b>	<b>Reasonably Likely to occur (M)</b>	<b>\unlikely to occur (L)</b>
Fatality; majory injury or illness causing long term disability (High)	High (H)	High (H)	Medium (M)
Injury or illness causing short term disability (Medium)	High (H)	Medium (M)	Low (L)
Other injury or illness (Low)	Medium(M)	Low (L)	Low (L)
Assessment of overall risk	Low	Medium	High
Signed		Trading Name	
Print Name		Date	

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#### Craft Marquee Regulations and Guidance for trading in the Craft Marquee

**1. Booking:** Applications will be accepted upon receipt of the completed application form, public liability details, completed health and safety and fire risk assessment forms and FULL payment. Bookings will be acknowledged. Confirmation of the site including tickets and vehicle passes will be forwarded nearer the time of the Show (approximately 3 weeks prior). Membership applications are sent separately.

The Show reserves the right to refuse or cancel any application without explanation. The allocation of sites will be at the discretion of the Show and cannot be guaranteed from year to year. The Show reserves the right to change advised locations if necessary.

**2. Insurance:** Details of the current **Public Liability** insurance policy must be forwarded with your application and if renewal occurs prior to the Show an update certificate forwarded. It is the responsibility of the trader to ensure they have other insurances in place as appropriate to their business

**3. Sub-letting:** Subletting of your allocated Craft Tent space is strictly prohibited

**4. Admission:** The Show reserves the right to refuse admission or to remove any exhibit which they consider to be unsuitable. The decision of the Show Officials is final.

Admission to the showground is via your completed vehicle pass and tickets for the occupants in the vehicle. Failure to present these will result in the full admission price being charged. Please park in the allocated car parking area. If you need to leave the Show before 18:00 you must park in the public car park. Please be aware that there is a 5mph speed limit on site.

**5. Set Up and Breakdown:** Set up must be completed by 8:00 on Showday. If you wish to set up on the Thursday prior to the Show you may do so. There will be no movement of vehicles or dismantling of stands until 18:00 (other than livestock vehicles) unless at the discretion of the Show Secretary or Health and Safety Advisor. Trading hours are between 8:00 and 18:00.

**6. Litter/Waste:** As you will be aware we are on a beautiful National Trust site and it is essential that we leave the showground as you would expect to find it. Please remove all litter and dispose of it in the receptacles provided or take it home. There is to be no digging or excavations on the site.

**7. Liability:** The Show Society of its representatives cannot be held responsible for the loss or damage to vehicles, stands, stock or equipment on the showground

**8. Sole Trading:** As applications are received from various traders it is likely that there will be other stands with similar products or services – applicants are asked to bear this in mind when making their application. The Show does make every effort to provide a variation of products in the Craft Marquee but cannot provide exclusivity.

**9. Cancellation:** Should an exhibitor withdraw from the Show, or cancel a reserved space for **ANY** reason, all fees paid shall be forfeited and the Show Society reserve the right to re-let such spaces.

Should the Show Society have to cancel the Show for any reason before Show week then the Show Society will refund fees paid, less an administrative charge of £25, If the Show has to be cancelled during the week prior to the Show then fees paid will be refunded less an administrative charge of £50.

**10. VAT and receipts:** VAT is not payable and the Show Society is not VAT registered. A receipt will only be issued if an invoice is received with the application form.

**11. Fire Safety:** No cooking or hot works are permitted in the Craft Marquee. Fire extinguishers are provided next to the exits. In the event of a fire please leave the marquee and assemble in the traders car park area. You are advised to take any cash takings with you if safe and quick to do so. Please follow the instructions of our Show Officials at all times.

**12. Security:** Please remain vigilant at all times and report any suspicious activity to one of our Show Officials. Emergency Services can be contacted through 999. The Postcode for Showground is **TA24 6SL**

**13. Public Health:** Please be aware of the requirements of the Show to ensure public health provision in line with Government Guidelines. We ask that traders provide hand sanitising facilities and support those who wish to wear face masks.

**13. Wifi:** There is limited wifi facility on site

**14. Alcohol:** No trader may sell or offer alcohol in the Craft Marquee

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**15. First Aid:** During the Show there is a qualified first aid provider on site – they are located in the field behind the Craft Marquee opposite the entrance to the Livestock area. Any accidents or incidents on site must be reported to the Show Secretary.

**16. Electricity:** The provision of electricity in the Craft marquee will be via the Show's supply – generators may not be used in this marquee. The Show Society cannot be held responsible for any loss of service. Electrical equipment brought onto site to be plugged into the supply must have a current PAT test certificate.

**17. Food Safety:** Any trader selling food products must ensure that they comply with all current food and labelling legislation. Traders are strongly advised to ensure that they have their documentation with them for inspection if required by our local Environmental Health Officers.

**18. Lost/Found Children and Vulnerable Adults:** Our First Aid Team act as our centre for lost/found children or vulnerable adults. Please refer any reports of lost or found children or vulnerable adults to the First Aid Team.