

HEATHFIELD AGRICULTURAL SHOW

SATURDAY 27 MAY 2023

TRADE STAND APPLICATION FORM — PAGE 1

EARLY BIRD CLOSING: 30 NOVEMBER 2022 / PRIORITY CLOSING: 31 JANUARY 2023
LATE FEE APPLIES FROM 31 MARCH 2023 / FINAL CLOSING: 30 APRIL 2023

Name of Company: _____

Address: _____

Contact Name: _____

Tel No: _____ Mobile: _____

Email: _____ Website: _____

Description of your Trade: (MAX 5 words) _____

Large Vehicles (please state length and weight) _____

I would like to book the following Trade Stand space for the 2023 Show:-

Please refer to the Trade Stand Pack and insert the size of the stall, cost, VAT & any extra costs to be incurred.

	Please Tick	Size Required	COST	VAT 20%	TOTAL
OPEN STAND SPACE - STANDARD	<input type="checkbox"/>	<input type="text"/>	£	£	£
PREMIUM STAND SPACE - ROW E / EE	<input type="checkbox"/>	<input type="text"/>			
I require a corner stand (at 15% extra)	<input type="checkbox"/>		£		
FOOD MARQUEE	<input type="checkbox"/>	<input type="text"/>	£	£	£

We require the following additional passes please:

additional adult passes at £18.00 each (Inc. VAT)

additional Trade Stand Vehicle Labels

£

£ **FOC**

Total Now Due

£

Please indicate payment method:

I wish to pay via BACS, send me invoice & bank details

YES

I will be sending a Cheque made payable to "Heathfield Agricultural Show"

YES

Please TICK which of the following documents are relevant and enclosed with your application:

Copy Public/Product Liability Cert.

Completed Risk Assessment Form

Copy Food Hygiene or Ratings Certificate

Guidance Notes Agreement Signed

Copy TEN's (Tem. Event Notice for Alcohol)

Other.....

P.T.O. Form continues overleaf

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**EARLY BIRD CLOSING: 30 NOVEMBER 2022 / PRIORITY CLOSING: 31 JANUARY 2023
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I agree to abide by the Rules of the Heathfield Agricultural Show.

I have read and agree with all the information, regulations and guidance notes and enclose all the documents, certificates and licences where necessary.

Contact permissions

- The Heathfield Agricultural Show will communicate with you about this event by email, post and telephone. Please tick this box to confirm that you are happy for us to do so.
- The Heathfield Agricultural Show would like to contact you by email, post and telephone to let you know when future events are taking place. Please tick this box if you are happy for us to do so. You can unsubscribe from these emails at any time.

For more information on how we process and secure your data, view our Privacy Policy on our web site, www.heathfieldshow.org, or request a hard copy.

Signed: _____

Print Name: _____

Dated: _____

Position: _____

**Please complete and return all forms either by post or via email to:
tradestands@heathfieldshow.org
Trade Stand Secretary, Leitrim, 11 Highview Road, Broad Oak,
East Sussex TN21 8SE**

Terms & Conditions Agreement

I/We agree to observe all the guidelines set out in the Exhibitor Information and the Heathfield Agricultural Show's Terms and Conditions (to be found at www.heathfieldshow.org).

I/We will do all in my/our power to preserve the health and safety of my/our employee/s, your employees/volunteers and the general public while working at the Heathfield Show site.

The signature below also confirms that a Risk Assessment has been produced and the necessary Fire Extinguisher will be provided on our Trade Stand.

Signed:

Name:

(Please print)

Position:

Email Address:

Company/Organisation Name and Address

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Date:

Please read carefully the Exhibitor Information and Terms & Conditions which are available on our website: www.heathfieldshow.org.

It is with the utmost importance you read this and return this page duly signed, to the Trade Stand Secretary with your application.

Insurance Declaration Form

PLEASE RETURN THIS FORM TOGETHER WITH A COPY OF YOUR INSURANCE CERTIFICATE (VALID FOR THE SHOW DATE).

If your insurance is due for renewal between now and Show Date, please return this form AND make a note in your calendar to forward the valid insurance certificate on renewal, please!

	N.B. PUBLIC LIABILITY INSURANCE REQUIRED <u>NOT</u> EMPLOYER LIABILITY
Name of Insurance Company	
Address	
Indemnity sum	£ million
Expiry date of Insurance Cover (Must be after 27th May 2023)	

Heathfield Agricultural Show (HAS) reserves the right to prevent entry to Show Ground if this information is not given. This ruling applies to every Trade Stand exhibitor without exception.

IMPORTANT NOTE:

Signature of Assessor confirms that Third Party Public Liability Insurance is in place at date of The Heathfield Agricultural Show – 27th May 2023 and showing the above information is correct and complies with the HAS Health & Safety Rules & Regulations.

A copy of our Guide to the Rules & Regulations concerning Risk Assessments is available from the Trade Stand Secretary if required.

Telephone: 07738 863317 or email: tradestands@heathfieldshow.org

Risk Assessment

You can either use the example Risk Assessments on our website to help you write your Risk Assessment.

Download the examples from:

www.heathfieldshow.org

Alternatively, you are welcome use your own organisation's risk assessment form, if preferred, as long as it is sufficiently comprehensive.

**RISK ASSESSMENTS MUST BE COMPLETED
AND RETURNED AND SOON AS POSSIBLE.**

**WRITING "NO RISK / NONE / N/A"
IS NOT ACCEPTABLE.**