

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.

Copy Food Hygiene or Ratings Certificate

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

Completed Risk Assessment Form

Guidance Notes Agreement Signed

Other.....

P.T.O. Form continues overleaf

Guidance Notes Agreement Declaration

I/We agree to observe all the Guidance Notes issued by Heathfield Agricultural Show and 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

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

Date:

Comments:

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

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

Risk Assessment

You can either use the blank template and example guidelines on our website to help you write your Risk Assessment.

Download the template from:

heathfieldshow.org/trade-stands/

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 IN FULL
AND RETURNED AND SOON AS POSSIBLE.**

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