

# Sunday 5<sup>th</sup> August 2018



## Trade Stand Information and Application Pack Marquee Space

We are pleased to confirm that **REVESBY COUNTRY FAIR** will be held on Sunday 5th August 2018, with kind permission of Mr & Mrs Gavin Wiggins-Davies and family, at Revesby Country Park.

Enclosed is an Information and Application Pack for Trade Stands Exhibitors. If you would like to attend this year, please complete the appropriate forms and return to the address below by **22nd June 2018**:

### **CONTACT DETAILS**

Mrs Joann Wilmshurst  
Loxley Farm  
Boston Road  
HORNCastle  
Lincolnshire  
LN9 6HU

If you have any queries, please do not hesitate to contact Joann on:  
trade@revesby-country-fair.co.uk  
07340963218

For further information and updates please visit our website [www.revesby-country-fair.co.uk](http://www.revesby-country-fair.co.uk)

### A COMPLETE APPLICATION CONSISTS OF:

- Application Form completed and signed.
- Remittance payable to: Revesby Country Fair or proof of Bacs payment
- Risk Assessment completed and SIGNED. **THIS MUST BE SUBMITTED WITH APPLICATION**
- Trader Check List completed and SIGNED. **THIS MUST BE SUBMITTED WITH APPLICATION**
- Copy of your Public Liability Insurance Certificate **THIS MUST BE SUBMITTED WITH APPLICATION**

As far as possible we aim to accommodate your trade stand position requirements; however this may not always be possible. We will endeavour to do our best to meet everyone's requests. Trade stand sites are allocated on a first come first served basis, late applications cannot be guaranteed their preferred location.

# Sunday 5<sup>th</sup> August 2018

Every trade stand owner or exhibitor **MUST** have their own Public Liability Insurance, applications are not valid and will not be accepted unless they are accompanied by a copy of your insurance certificate or schedule.

If you would like your website details published on our website – please ensure you complete the hyperlink line on the application – there is no extra charge for this.

We will confirm receipt and acceptance of your application by e-mail, *if* you provide a valid e-mail address on your application. If you don't use e-mail, we regret that confirmations will only be posted out with the passes and pitch details shortly before the event. *If your cheque has been cashed, your application has been accepted.*

# Sunday 5<sup>th</sup> August 2018

## Trade Stand Application Form (Indoor / Marquee Space Only)

Name of organisation.....

Contact Name.....

Address.....

.....

POST CODE .....

Telephone No ..... Mobile No.....

Email address .....

I would like our company name and a link to our website to be listed on Revesby Country Fair's website.

The address to use for the hyperlink is .....

Description of goods / services for use in the programme (25 words maximum).....

.....

Marquee sites are 3m frontage x 2m depth. If you require more please state on your application as last minute requested may not be possible. Each 3m site includes a trestle table. Sites will be allocated on a first come, first served basis.

If you are selling alcohol, you will need to apply for a Temporary Events Notice (TEN) from ELDC. Tickets will not without this.

Indoor site £60 per 3 metre  metres frontage

Extra Tickets £9 each  tickets

Total: £ \_\_\_\_\_

Price includes 1 vehicle pass per stand and 2 admission tickets per 3 metre frontage, further admission tickets may be purchased either on this form or by contacting Joann directly.

We are not able to guarantee the same positions as previous years, however, if you have a preferred area in which you would ideally like to be situated, let us have the details and we will do our best.

Cheques made payable to 'REVESBY COUNTRY FAIR'

Bacs payments to Revesby Country Fair, Account No 61290533, Sort Code 40-24-29

# Sunday 5<sup>th</sup> August 2018

Please state your company name as a reference on all Bacs payments to ensure we can process your application.

Send your completed application forms to:

Mrs Joann Wilmshurst  
Loxley Farm  
Boston Road  
HORNCastle  
Lincolnshire  
LN9 6HU

A Complete Application Consists of:

- Application Form completed and signed.
- Remittance payable to: Revesby Country Fair or proof of Bacs payment
- Risk Assessment completed and SIGNED. **THIS MUST BE SUBMITTED WITH APPLICATION**
- Trader Check List completed and SIGNED. **THIS MUST BE SUBMITTED WITH APPLICATION**
- Copy of your Public Liability Insurance Certificate **THIS MUST BE SUBMITTED WITH APPLICATION**

Signed..... Date.....

Print Name.....

Trade stand applications close **22nd June 2018**, forms received after this date are not guaranteed a site

**SPACES ARE LIMITED, SO PLEASE BOOK EARLY TO AVOID DISAPPOINTMENT.**

Contact: Joann Wilmshurst

[trade@revesby-country-fair.co.uk](mailto:trade@revesby-country-fair.co.uk)

07340963218

[www.revesby-country-fair.co.uk](http://www.revesby-country-fair.co.uk)

Twitter: @RevesbyFair

[www.facebook.com/revesby-country-fair](https://www.facebook.com/revesby-country-fair)

# Sunday 5<sup>th</sup> August 2018

## Risk Assessment Form

It is our opinion that every stand has an element of risk, either to staff or to public. At the very least there is always a risk of injury due to tripping or exhibits / goods falling. If you choose to state 'No Risk' on this risk assessment, which categorically does not exempt you from liability, should an accident occur involving your trade site. This risk assessment encompasses set up, show day and break down for your stand. Please ensure your risk assessment is signed and dated.

PLEASE COMPLETE IN BLOCK CAPITALS AND PHOTOCOPY MORE SHEETS IF REQUIRED.

Company Name.....

Contact Name.....

Address.....

.....

Postcode.....

Tel No.....Mobile No.....

Date Risk Assessment Carried out .....

Assessed by .....Signature .....

## Fire Risk Assessment

DO YOU KEEP A FIRE EXTINGUISHER ON YOUR STAND?

YES / NO

Hazard	Severity*	Likelihood**	Person at risk	Controls to minimise
<i>E.G. Gas bottle, generators, fuel. OR Flammable materials</i>	<i>E.G. High  Med</i>	<i>E.G. Low  Low</i>	<i>E.G. Everyone in vicinity.  Everyone in vicinity</i>	<i>E.G. Ensure attachments fitted correctly. Follow relevant guidelines. Check for ignition sources</i>



# Sunday 5<sup>th</sup> August 2018

## Guidance Notes for Open Air Events

### 1. Portable Generators

- Generators must be tested at suitable intervals, by a competent person. Documentary evidence of testing must be provided.
- The generator must be sited in a well-ventilated level area, away from any combustible material and securely cordoned off from general public.
- The generator must show no signs of damage to the structure, fuel tank, filler cap and pipe.
- Any Fuel used for the generator must be in approved plastic or metal containers indelibly marked 'HIGHLY FLAMMABLE'. Please Note:
- Fuel must only be transported in the following amounts. 2 x 5 litre plastic containers or 2 x 10 litre metal containers. The containers must be secured against damage or spillage during transportation.
- Fuel containers must also be in a well-ventilated area, securely stopped and **not** adjacent to the generator.
- All leads and cables must be in a good state of repair with no sign of scorching or damage to insulation, tested totally uncoiled and must not be placed with connections hanging.
- All extension leads must be totally uncoiled and must not be placed with connections hanging.
- Connectors must be weatherproof.

### 2. LPG

- All LPG equipment must be tested at suitable intervals by a competent person. Documentary evidence of testing must be provided.
- Regulators/connectors must be suitable for the type of LPG container used.
- Hoses and connections must show no signs of damage.
- Connections of the hose to the regulator and the appliance must be secure.
- The appliance must show no signs of damage.
- The appliance must be constructed for outdoor commercial use.
- The appliance and cylinder(s) must be on a secure base and level ground away from any source of ignition.

### 3. Fire Extinguishers / Blankets

- All extinguishers must be tested by a competent person annually. Documentary evidence if testing must be provided.
- All extinguishers must be suitable for the risk.

#### **Water - Red**

**Best For:** Wood, Cloth, Paper, Plastics, Coal etc. Fires involving solids.

**Danger:** Do not use on burning fat or oil or on electrical appliances.

**How to Use:** Point the jet at the base of the flames and keep it moving across the area of the fire. Ensure that all areas of the fire are out.

**How It Works:** Mainly by cooling burning material.

#### **Multi-Purpose Dry Powder - Blue**

**Best For:** Wood, Cloth, Paper, Plastics, Coal etc. Fires involving solids. Liquids such as grease, fats, oil, paint, petrol, etc.

**But not on chip or fat pan fires.**

**Danger:** Safe on live electrical equipment, although does not penetrate the spaces in equipment

# Sunday 5<sup>th</sup> August 2018

easily and the fire may re-ignite.

*This type of extinguisher does not cool the fire very well and care should be taken that the fire does not flare up again.*

*Smouldering material in deep seated fires such as upholstery or bedding can cause the fire to start up again. Do not use on chip or fat pan fires.*

**How to Use:** Point the jet or discharge horn at the base of the flames and, with a rapid sweeping motion, drive the fire towards the far edge until all the flames are out. If the extinguisher has a shut-off control wait until the air clears and if you can still see the flames, attack the fire again.

**How It Works:** Point the jet or discharge horn at the base of the flames and, with a rapid sweeping motion, drive the fire towards the far edge until all the flames are out. If the extinguisher has a shut-off control wait until the air clears and if you can still see the flames, attack the fire again. Knocks down flames and, on burning solids, melts to form a skin smothering the fire. Provides some cooling effect.

## **Standard Dry Powder - Blue**

**Best For:** Liquids such as grease, fats, oil, paint, petrol etc.

**But not on chip or fat pan fires.**

**Danger:** Safe on live electrical equipment, although does not penetrate the spaces in equipment easily and the fire may re-ignite.

**How to Use:** This type of extinguisher does not cool the fire very well and care should be taken that the fire does not re-ignite. Point the jet or discharge horn at the base of the flames and, with a rapid sweeping motion, drive the fire towards the far edge until all the flames are out. If the extinguisher has a shut-off control wait until the air clears and if you can still see the flames, attack the fire again.

**How It Works:** Knocks down flames.

## **AFFF (Aqueous film-forming foam) (multi-purpose) - Cream**

**Best For:** Wood, Cloth, Paper, Plastics, Coal etc.

Fires involving solids.

Liquids such as grease, fats, oil, paint, petrol, etc.

**but not on chip or fat pan fires.**

**Danger:** Do not use on chip or fat pan fires.

**How to Use:** For fires involving solids, point the jet at the base of the flames and keep it moving across the area of the fire. Ensure that all areas of the fire are out.

For fire involving liquids, do not aim the jet straight into the liquid.

Where the liquid on fire is in a container, point the jet at the inside edge of the container or on a nearby surface above the burning liquid.

Allow the foam to build up and flow across the liquid.

**How It Works:** Forms a fire extinguishing film on the surface of a burning liquid. Has a cooling action with a wider extinguishing application than water on solid combustible materials.

## **Foam - Cream**

**Best For:** Limited number of liquid fires.

**Danger:** Do not use on chip or fat pan fires. Check manufacturer's instructions for suitability of use on other fires involving liquids. These extinguishers are generally not recommended for home use.

**How to Use:** Do not aim jet straight into the liquid. Where the liquid on fire is in a container, point the jet at the inside edge of the container or on a nearby surface above the burning liquid.



# Sunday 5<sup>th</sup> August 2018

Allow the foam to build up and flow across the liquid.

**How It Works:** Forms a fire extinguishing film on the surface of a burning liquid. Has a cooling action with a wider extinguishing application than water on solid combustible materials.

## **Carbon Dioxide Co2 - Black**

**Best For:** Liquids such as grease, fats, oil paint, petrol etc. but not on chip or fat pan fires.

**Danger:** This type of extinguisher does not cool the fire very well and you need to watch that the fire does not start up again.

Fumes from CO2 extinguishers can be harmful if used in confined spaces: ventilate the area as soon as the fire has been controlled.

**How to Use:** The discharge horn should be directed at the base of the flames and the jet kept moving across the area of the fire.

**How It Works:** Vaporizing liquid gas which smothers the flames by displacing oxygen in the air.

## **Fire Blanket**

**Best For:** Fires involving both solids and liquids. Particularly good for small fires in clothing and for chip and fat pan fires **provided the blanket completely covers the fire.**

**Danger:** If the blanket does not completely cover the fire, it will not be able the fire to be extinguished.

**How to Use:** Place carefully over the fire. Keep your hands shielded from the fire. Do not waft the fire towards you.

**How It Works:** Smothers the fire.

A fire blanket should be provided at all places where food is cooked.

## **4. Staff Training**

- All staff must be trained in actions to be taken in the event of fire or other emergency.
- Staff must be trained to use the extinguishers / fire blankets provided.

# Sunday 5<sup>th</sup> August 2018

Please read Guidance Notes before completing this list.

## ELECTRICAL SUPPLY

1. Is a portable generator to be used?
2. Is the generator maintained by a competent person and adequately guarded?
3. Have all cables, electrical leads and connectors been successfully PAT tested and are they in good repair?
4. Will all cables be managed to prevent trip hazards?
5. Are fuel containers of the approved type?
6. Is the total quantity of fuel carried within the approved limit?
7. Will you ensure the generator and fuel containers are sited in a safe and secure location?

## LPG

1. Is all the equipment used by the installation, maintained by a competent person?
2. Are approved connectors in good repair?
3. Is there any evidence of damage to hoses / fittings/secure connections?
4. Will you ensure the equipment and cylinder(s) are sited safely and on a sound base?

## FIRE PRECAUTIONS

1. Have you got a fire extinguisher and / or fire blanket?
2. Have the extinguisher and fire blanket been maintained / tested by a competent person?
3. What was the date of the last test? (\*we will be carrying out tests on a representative sample of traders' fire extinguishers on the day of the show).
4. Are all awnings/gazebos/structures made out of fire retardant materials?
5. Is the extinguisher and fire blanket of the correct type for the risk / location?
6. Please ensure the extinguisher and fire blanket are correctly sited.

YES?	NO?	Please list the control measures you will be putting into place or state N/A .
YES?	NO?	If no, please list the control measures you will be putting into place.
YES?	NO?	If no, please list the control measures you will be putting into place.

# Sunday 5<sup>th</sup> August 2018

PLEASE ENSURE YOU SIGN THIS FORM OVERLEAF.

## STAFF TRAINING

1. Please ensure you have an Emergency Action Plan in case of a fire happening?
2. Are all staff aware of the plan and familiar with the actions to be taken in such an emergency?
3. Do all staff know how to use the extinguishers/fire blanket provided?

YES?	NO?	If no, please list the control measures you will be putting into place.

**Please make the Emergency Action Plan available during the event.**

Signature of Responsible Person completing this form.

Company Name.....

Contact Name.....

Date ..... Signature .....

**It is each trader's responsibility under the Regulatory Reform (Fire Safety) Order 2005, Article 22(1)(a)(b)(c), to co-operate and co-ordinate with the events Responsible Person.**

1. The HM Government Guide for Open air events and venues available to download free of charge from : <http://www.communities.gov.uk/fire/firesafety/firesafetylaw/aboutguides/>