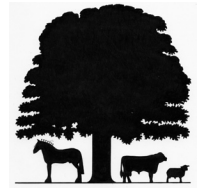


**KINGTON HORSE SHOW & AGRICULTURAL SOCIETY  
TRADE STAND APPLICATION FORM - OUTDOOR TRADE STAND**



**KINGTON SHOW - SATURDAY 8TH SEPTEMBER 2012**

PLEASE PRINT CLEARLY, IN BLOCK CAPITALS

Business Name: .....

Address: .....

.....

.....

Post Code: ..... Tel. No: .....

*Please return form and cheque,  
payable to 'Kington Show' to:-  
Clare Edwards, secretary  
The Lodge  
Westhide  
Hereford  
HR1 3RQ  
Tel: 01432 850444*

Brief particulars of your product/service (please also include any demonstrations or any safety issues that may be involved):

.....  
.....

**OUTDOOR TRADE STAND**

**METRE FRONTAGE REQD.**

*This must include site extremities such as guy ropes and vehicle towbars.*

**EXTRA DEPTH REQD.**

*A maximum of 5m is given, please state amount if more reqd.*

**MAXIMUM HEIGHT OF STAND WHEN ERECTED**

**HIRE OF 6' TRESTLE TABLE(S)**

**HIRE OF CHAIRS**

**NO. OF EXTRA STAFF PASSES REQD.**

*2 Passes free - 10 metres booked.  
4 passes free - over 10 metres booked.*

**BANNER ADVERTISING**

*Display your company's advertising banner around the main ring.  
Banners to be available preferably by the evening prior to the show.*

QUANTITY		SUB TOTAL
	<b>@ £20.00 PER METRE</b> <i>(10% off for registered charities)</i>	£
	<b>@ SET PRICE OF EXTRA £30.00 TOTAL</b>	£
	<b>NO EXTRA COST</b>	<b>FREE</b>
	<b>@ £10 PER TABLE</b>	£
	<b>@ £5 PER CHAIR</b>	£
	<b>@ £5 PER PASS</b>	£
	<b>@ 30 PER BANNER</b>	
<b>TOTAL TO PAY</b> <i>Payable to Kington Show</i>		£

**ANY OTHER REQUIREMENTS**

*(Specific sites on the showground cannot be reserved, but every endeavour will be made to locate regular attendees on a site of their preference).*

I/We hereby make application for space as above at the 2012 Kington Show and I/we agree to abide by all the Society's Rules and Regulations relating to Trade Stands and I/we have read and understand the Safety Policy (situated on the reverse of this form).

Please send me the show risk assessment  (Please tick if you require a copy) Up-to-date R.A. is available on the show's website

Signed: ..... Date: .....

# **KINGTON HORSE SHOW AND AGRICULTURAL SOCIETY HEALTH & SAFETY ACT 1974**

## **STATEMENT OF SAFETY POLICY**

By its nature the show presents a potentially hazardous environment. All persons concerned in the presentation of the show need to be vigilant and ensure that any perceived hazard is, if possible, dealt with immediately and reported to Clare Edwards, show secretary, John Grant, show safety officer, Mrs Kathryn Williams, Chairperson in order that necessary action can be taken. Visitors to the event will be provided with health and safety information, welfare facilities and stewards to provide a safe and welcoming environment.

All problems/incidents should in any case be reported for record. In this manner it is aimed to provide a safe and healthy environment for all persons attending the show in whatever capacity, whether as officials, contractors, exhibitors, traders, performers or members of the public.

This section must be seen as an ongoing commitment in which all are involved. In particular section secretaries and chief stewards must be satisfied that their stewards have the training and experience to carry out any task allotted to them.

The show secretary will be responsible for sending a copy of the Policy Statement to each officer, committee member, section secretary and steward. The show secretary shall keep necessary site plans and the Accident Register in accordance with the Regulation and where necessary report any incident to the Health and Safety Executive.

Potentially many hazards will arise from the activities of contractors. Only professional and appropriately qualified and/or experienced contractors shall be engaged for:- general showground work, electrical supply and maintenance, tentage, catering and course building. All contractors must undertake to have sufficient experienced staff on site to deal with emergencies on show day and to have sufficient insurance cover.

- a) The Site Manager will advise all contractors that they must observe the Health and Safety at works standards to their trades, both in terms of equipment and in handling and storage.
- b) The secretary will advise all traders similarly and where any of their activities on the showground give rise to potential hazards, e.g. demonstrations of machinery, they must provide any necessary barriers and or attendants to ensure public safety.
- c) Any operator of fairground or similar equipment which needs safety certification must certify to the show secretary that a valid certificate exists.
- d) The Chief Livestock Steward will advise all exhibitors of horses that only designated parking and exercise areas and walkways may be used.
- e) The Chief Livestock Steward will advise all exhibitors of cattle or sheep as appropriate that the designated unloading areas and pens must be used and that competent adult handlers must be present.
- f) The Dog Section Secretary will advise all exhibitors that all dogs must be kept on leads unless secured away from the public or under direction of a show steward.

All showground directors will plan the site layout having regard to representations of all interested parties, giving particular attention to the designation of parking, unloading and penning arrangements for livestock to comply with the DEFRA and Sheep/Goat Health Scheme for approved shows, and for parking, exercising and movement of horses. The Show Secretary will be responsible for sending the required plan to DEFRA.

A contingent of the St John Ambulance Brigade (Hereford Branch), with two ambulances and six first aiders will be present, together with a veterinary surgeon on show day.

All personnel must be aware to the possibility of accident. A quick assessment must be made of the situation and action taken or instituted as required.

The Show Secretary and appropriate emergency service must be informed without delay. The objective is to protect the public, contain the incident and minimise the consequence. Gate stewards must be ready at any time to control incoming traffic in order to facilitate speedy evacuation of any casualties from the showground. In event of a serious fire or accident all admission to the showground will be stopped, except for the emergency services. Stewards will direct people to safe areas of the showground to leave the entrance and exits clear for emergency services. The public address system will normally be the best way to communicate instructions and information to the public. Radio control phones will be available to all chief officers.

The safety officer will be on site before, during and after the show to monitor and assist the implementation of the requirements of the Act and to undertake general liaison.

The need to amend or update the Policy Statement will be considered at show review meetings.