



# BATH & WEST

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## THE DAIRY SHOW

5 October 2016

The Show has become one of the most important dates in the dairy farmer's calendar, combining a comprehensive trade show with an exhibition of top quality dairy cattle. The show attracts over 300 tradestands from across the country and beyond and with over 250 cattle this show is the place to be seen and visit. The show as ever continues to provide the dairy farmer or farm manager with a complete "one stop shop" event at which to meet the milk buyers, feed suppliers, AI companies and consultants, plus it showcases an extensive display of agricultural machinery and equipment. Many of the farmers and businesses hail the event as an excellent and profitable networking opportunity.



**Dairy Show**  
**Wednesday 5<sup>th</sup> October 2016**  
**Application for Trade Stand Space**  
**NEW EXHIBITOR**

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Exhibitor					
Contact Name					
Address for Correspondence					
Town				Tel No.	
County				Fax.	
Post Code				Email	
				Mobile No	
SECTION	FRONTAGE	DEPTH	AREA	RATE	COST EX VAT

<b>PLUS V.A.T. @ 20%</b>	
<b>SUB TOTAL</b>	

Quantity

	Additional Ticket(s)	@ £15.00	
	Standpipe	@ £240.00	

(Additional prices include VAT)

**TOTAL**

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**CORRECT COMPLETION OF THIS APPLICATION FORM IS THE EXHIBITOR'S RESPONSIBILITY****SHOW PROGRAMME DESCRIPTION** (Please type or print your 10-15 word description in block capitals)

E-mail address	
Telephone Number	
Website	
Description (max. 15 words)	

**If this section is NOT completed you will not receive an entry into the show programme.**

I / We hereby apply to Bath and West Shows Limited (Company no: 8680261) for stand space as above. I / We hereby undertake, on behalf of my/ourselves and all persons in my/our employ, to abide by the Rules and Regulations issued by the Organiser. This Contract is assignable by Bath and West Shows Limited but not by the Exhibitor.

Signed \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

Invoice Number

## **ALLOCATION OF TICKETS AND PASSES**

Each Trade Stand Exhibitor will receive the following allocation of passes for personnel manning their exhibit:-

- EXHIBITOR TICKETS      2 tickets for the first 3m frontage booked, plus 1 ticket for every additional 3m frontage booked. Each ticket allows one person admission for the duration of the Show.
- ADDITIONAL EXHIBITOR      Any exhibitor requiring more than their allocation can buy additional tickets for TICKETS £15.00 including VAT.
- PRE-SHOW VEHICLE PASS      All stands will receive 1 per first 6m booked plus 1 for every additional 6m up to a maximum of 4
- SHOW DAY                      All stands will receive one pass that admits driver and vehicle. All vehicles to be removed to the long stay or exhibitor car parks by 8.30am

### **STAND MANAGER**

Name \_\_\_\_\_ Mobile tel. no. \_\_\_\_\_

### **STAND BUILDER/ MARQUEE CONTRACTOR**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Mobile tel. no. \_\_\_\_\_ Tel no. \_\_\_\_\_

### **HAULAGE CONTRACTOR**

Name \_\_\_\_\_ Mobile tel. no. \_\_\_\_\_

**THE DAIRY SHOW**  
**TRADE STAND SCHEDULE 2016**

<b>SECTION</b>		<b>RATE</b>	<b>PER</b>	<b>FRONTAGE MINIMUM</b>	<b>DEPTH</b>
<b>Open Ground Space</b> External sites	<b>A</b>	<b>£9.65</b>	<b>M<sup>2</sup></b>	<b>6m</b>	<b>6m Minimum</b>
<b>Edmund Rack Pavilion</b> Not available for new exhibitors	<b>B</b>	<b>£26.75</b>	<b>M<sup>2</sup></b>	<b>3m</b>	<b>4m Fixed</b>
<b>Showering Pavilion</b> Stands backing on to the hospitality units on the Press Office side of building must not exceed height of 2m	<b>C</b>	<b>£26.75</b>	<b>M<sup>2</sup></b>	<b>3m</b>	<b>4m Fixed</b>
<b>Showering Pavilion Balcony</b>	<b>D</b>	<b>£9.65</b>	<b>M<sup>2</sup></b>	<b>3m</b>	<b>4m Fixed</b>
<b>Exmoor Hall</b>	<b>E</b>	<b>£20.35</b>	<b>M<sup>2</sup></b>	<b>3m</b>	<b>3m Fixed</b>
<b>Dartmoor Pavilion (Marquee)</b> This marquee will be floored & carpeted	<b>F</b>	<b>£30.60</b>	<b>M<sup>2</sup></b>	<b>3m</b>	<b>3m or 4m Fixed</b>
<b>Quantock Pavilion (Marquee)</b>	<b>G</b>	<b>£13.00</b>	<b>M<sup>2</sup></b>	<b>4m</b>	<b>6 Fixed</b>
<b>Hospitality Unit</b> Showering Pavilion	<b>J</b>	<b>£790</b>	<b>unit</b>		

All of the above rates are excluding VAT

**DAIRY SHOW 5<sup>th</sup> OCTOBER 2016**  
**RISK ASSESSMENT FORM**

Please complete using **BLOCK CAPITALS**

Company Name \_\_\_\_\_

Correspondence Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Responsible Person \_\_\_\_\_

Assessment Date \_\_\_\_\_ Signature of Assessor \_\_\_\_\_

**TRADE STAND RISK ASSESSMENT**

Potential hazards	People/groups at risk	Size of risk High, Medium Low	Measures in place to reduce the hazards or risks	Further actions needed to reduce risk & by whom

**Are you bringing mechanical handling equipment (e.g. forklift/ crane etc) on site?**

**Yes/ No (Please circle) Which days** \_\_\_\_\_

**RISK ASSESSMENT GUIDELINES**

Using the guidelines shown below please consider the hazards and risks to other trade stands and persons whilst you are building up your trade stand and to members of the public and staff whilst you are operating as a business. Outline the steps you propose to take to minimise the hazards and risks.

Significant hazards	People/Groups at risk	Size of risk high, medium low	Measures in place to reduce the hazards or risks	Further actions needed to reduce the risk
Slipping/tripping hazards, Chemicals (e.g. battery acid) Moving parts of machinery, electricity, combustible items	Staff, contractors, maintenance personnel, cleaners, members of the public etc. Pay particular attention to inexperienced staff and lone workers	You will have to decide on the level of risk and take the appropriate action/control measures	These are measures you have already taken to safeguard against the risk or hazards	Training, procedures, monitoring, provide information, instruction and training. Reduce the risk as far as reasonably practicable

**INSURANCE**

It is imperative that all trade stand owners have their own insurance. Please note that it is recommended that all inside stands have a minimum of £5million public liability insurance cover. All outdoor stands are required to have £2 million in cover.

**A COPY OF YOUR PUBLIC LIABILITY INSURANCE CERTIFICATE MUST BE RETURNED WITH THIS FORM**

# Fire Risk Assessment Trade Stand Exhibitors

Name of Exhibitor

Contact No. on site

Location on site

**In order to comply with relevant fire safety legislation you MUST complete a Fire Risk Assessment of your stand or unit.**  
**The Risk Assessment needs to identify the fire hazards and persons at risk, you must endeavour to remove or reduce these risks and protect people from fire.**  
**Failure to comply with this requirement will result in you being removed from the site.**  
**You must be able to answer YES to the following questions.**

**This signed and completed form must be available for inspection by the Fire & Rescue Service / Event Organiser / Council Officers at all times.**

- |   |   |     |    |
|---|---|-----|----|
| 1. Are adequate exits provided for the numbers of persons within the unit or stall?<br><i>(Are your staff and customers able to evacuate easily if the normal exit is blocked?)</i>   | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Yes</td> <td style="width: 50%; padding: 5px;">No</td> </tr> </table> | Yes | No |
| Yes   | No  |     |    |
| 2. Where necessary, are there sufficient directional signs indicating the appropriate escape route and do they comply with current regulations?   | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Yes</td> <td style="width: 50%; padding: 5px;">No</td> </tr> </table> | Yes | No |
| Yes   | No  |     |    |
| 3. Are the exits maintained available, unobstructed, and unlocked at all times the premises are in use.   | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Yes</td> <td style="width: 50%; padding: 5px;">No</td> </tr> </table> | Yes | No |
| Yes   | No  |     |    |
| 4. If the normal lighting failed would the occupants be able to make a safe exit?<br><i>(Consider back up lighting such as torches)</i>   | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Yes</td> <td style="width: 50%; padding: 5px;">No</td> </tr> </table> | Yes | No |
| Yes   | No  |     |    |
| 5. Do you have an adequate number of fire extinguishers/fire blankets available in prominent positions and easily available for use?  | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Yes</td> <td style="width: 50%; padding: 5px;">No</td> </tr> </table> | Yes | No |
| Yes   | No  |     |    |
| 6. Has the fire-fighting equipment been tested within the last 12 months?<br><i>Note: a certificate of compliance will normally be required</i>   | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Yes</td> <td style="width: 50%; padding: 5px;">No</td> </tr> </table> | Yes | No |
| Yes   | No  |     |    |
| 7. Have your staff been instructed on how to operate the fire-fighting equipment provided?  | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Yes</td> <td style="width: 50%; padding: 5px;">No</td> </tr> </table> | Yes | No |
| Yes   | No  |     |    |
| 8. Have your staff been made aware of what to do should an incident occur, how to raise the alarm, evacuate the unit, and the exit locations?   | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Yes</td> <td style="width: 50%; padding: 5px;">No</td> </tr> </table> | Yes | No |
| Yes   | No  |     |    |
| 9. Have you identified combustible materials that could promote fire spread beyond the point of ignition such as paper/cardboard, bottled L.P.G. cylinders etc and reduced the risk of them being involved in an incident?                                  | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Yes</td> <td style="width: 50%; padding: 5px;">No</td> </tr> </table> | Yes | No |
| Yes   | No  |     |    |
| 10. Have you identified all ignition sources and ensured that they are kept away from all flammable materials?  | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Yes</td> <td style="width: 50%; padding: 5px;">No</td> </tr> </table> | Yes | No |
| Yes   | No  |     |    |
| 11. Are the structure, roofing, walls and fittings of your stall or unit flame retardant?<br><i>Note: certificates of compliance will normally be required</i>  | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Yes</td> <td style="width: 50%; padding: 5px;">No</td> </tr> </table> | Yes | No |
| Yes   | No  |     |    |
| 12. If any staff sleep in the stall is there a working smoke detector and a clear exit route at night? <i>Note : Persons should not be allowed to sleep within a high risk area and some Authorities and events do NOT allow any sleeping within units.</i> | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Yes</td> <td style="width: 50%; padding: 5px;">No</td> </tr> </table> | Yes | No |
| Yes   | No  |     |    |
| 13. Are you aware that you must not stock or sell certain items, i.e. fireworks, garden flares, household candles, tea lights, Chinese lanterns etc?  | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Yes</td> <td style="width: 50%; padding: 5px;">No</td> </tr> </table> | Yes | No |
| Yes   | No  |     |    |
| 14. Do you have sufficient bins for refuse? Is all refuse kept away from your unit?   | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Yes</td> <td style="width: 50%; padding: 5px;">No</td> </tr> </table> | Yes | No |
| Yes   | No  |     |    |
| 15. Are you aware that generators are not permitted on site?  | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Yes</td> <td style="width: 50%; padding: 5px;">No</td> </tr> </table> | Yes | No |
| Yes   | No  |     |    |

**If you use LPG**

16.	Do you have an inspection / gas safety certificate for the appliances and pipework ( <i>copy to be available for inspection</i> ) and are all hose connections made with "crimped" fastenings?	Yes	No
17.	Are the cylinders kept outside, secured in the upright position and out of the reach of the general public?	Yes	No
18.	Are appliances fixed securely on a firm non-combustible heat insulating base and surrounded by shields of similar material on three sides?	Yes	No
19.	Are the cylinders located away from entrances, emergency exits and circulation areas?	Yes	No
20.	Are the gas cylinders readily accessible to enable easy isolation in case of an emergency?	Yes	No
21.	Do you ensure that all gas supplies are isolated at the cylinder, as well as the appliance when the apparatus is not in use?	Yes	No
22.	Do you ensure that only those cylinders in use are kept at your unit/stall? <i>Any spares should be kept to a minimum and in line with any specific conditions for the event</i>	Yes	No
23.	Is a member of staff, appropriately trained staff in the safe use of LPG, present in the unit / stall at all times?	Yes	No

**If the answer to any of the above questions is "NO",  
Please detail the actions you have taken to remedy the situation.**

**Exhibitor /  
Responsible Person :**

.....  
Signature

.....  
Print Name

.....  
Date

**Designation :**

.....

**Company :**

.....

**PLEASE NOTE**

*THIS DOCUMENT DOES NOT PRECLUDE YOU FROM POSSIBLE PROSECUTION  
OR REMOVAL FROM THE SITE BY THE ORGANISERS,  
SHOULD A SUBSEQUENT INSPECTION REVEAL UNSATISFACTORY STANDARDS.*