

Trade Stand Booking Form

Please complete & return to OF&G. Stand space must be booked & paid for in advance.

COMPANY NAME	
ADDRESS	
TEL	EMAIL

Inside Stand Space - approx 1 x 3 m (£365 + VAT)		Outside Stand Space (£365 + VAT)	
Do you require a trestle table and chairs? Please tick.		Please give brief description of stand/equipment	
Do you require electricity @ £25 + VAT Please tick			
Cost £438 (Inc VAT) + £30 for electricity if required		Cost £438 (Inc VAT)	

	Delegate 1	Delegate 2	Delegate 3
Name			
Company	As above		
Company Type - tick one			
• Organic Miller			
• Organic Baker			
• Organic Feeds			
• Approved Inputs			
• Charity			
• Government Body			
• Educational			
• Other - please specify			
Charge £45 (Inc VAT) / delegate	Free of Charge	£45	£45
Total amount paid by cheque enclosed (payable to OF&G)	£		
Total amount to be paid by card or bank transfer - please contact office for payment details. <small>(2% charge for company credit cards)</small>	£		

EVENT GUIDE ENTRY - please provide a description of company and products (max 20 words not incl website)

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Website: **www.****PUBLIC LIABILITY INSURANCE - please attach copy of current certificate**

I / we have current public liability insurance (please tick)	
Date of expiry	

RISK ASSESSMENT

I / we have completed and attached the RISK ASSESSMENT <i>* without this OF&G cannot guarantee that you will be able to operate as a trader at this event</i>	
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MOBILITY REQUIREMENTS**If you have any mobility requirements, e.g. wheelchair access, please give details**

** whilst we welcome those with mobility issues we would like to remind you that this is an on-farm event with a farm walk included in the timetable and we cannot guarantee full access to the farm walk. Access to hard standing and refreshments will be available.*

TERMS AND CONDITIONS

OF&G reserves the right to refuse any application or cancel an entry at any time without any reason being given. Site allocation is entirely at OF&G's discretion although we will make every effort to meet requests from exhibitors. All bookings must be confirmed by 19 June 2020. OF&G cannot guarantee space will be available.

Refunds and Cancellations:

- By trade stand exhibitor:-**

Cancellation of a trade stand space booked, for any reason, must be notified in writing to OF&G. Up to 19 June 2020, OF&G will refund the cost of the trade stand less £50 administration fee.

- By event organiser (OF&G)**

At the absolute discretion of OF&G if the event site becomes unfit or unavailable for occupancy or it becomes impossible or impracticable to hold the event for reasons beyond the control of OF&G then OF&G reserves the right (but shall not be obliged) to cancel the show. In these circumstances OF&G and trade exhibitors agree and acknowledge that OF&G shall endeavour, where possible, to refund the exhibitor up to 100% of their stand fees (excluding all other expenses and charges incurred by the exhibitor and OF&G) less £50 administration fee payable to OF&G. However, if the show is cancelled once it has commenced stand fees will not be refunded.

Event set-up:

The site will be open from 2pm – 6pm on 6 July and at 7.30am on 7 July for setting up.

All stands must be complete by 8.45 am on 7 July 2020.

CHECKLIST - please make sure you have completed all relevant boxes and attached extra information as requested.

Risk Assessment	
Copy of Public Liability Insurance	
Show Guide Entry	
I have read the Terms and Conditions	
Signed:	Date:

FOR OFFICE USE:

DATE PAID:

DATE TICKET/S SENT:



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NOCC19 TRADE EXHIBITOR RISK ASSESSMENT

Please complete using BLOCK CAPITALS and return with your Trade Stand Booking Form.

Company Name	
Date Assessment Undertaken	
Name and Signature of Assessor	
Description of type of product/s on display and processes being assessed i.e. build up, during event and breakdown.	


You are required to assess any risks to yourself, your staff and visitors using the tables below.

Section 1 - Hazards and Risks to your own staff or preferred contractors	YES	NO
Slips, trips or falls due to build up of waste or other debris (i.e. poor housekeeping)		
Falls from height (associated with the use of inappropriate access equipment)		
Manual handling injuries associated with heaving lifting		
Hit by falling objects, tools, equipment, unsecured advertising boards		
Hazards associated with working machinery, entanglement, cuts etc.		
Other hazards / risks		
Section 2 - Hazards and Risks to Customers, other Exhibitors and Visitors		
Hit by falling objects, unsecured parts of the trade stand		
Slips, trips and fall caused by poor housekeeping		
Manual handling injuries associated with heavy lifting		
Other hazards / risks		


If you have ticked YES to any of the boxes above please give details of the controls in place to reduce risks below.


Section 3 - Identified Risk	Section 3 - Action to reduce Risk





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