



Application Form for Tradestand space
 SUFFOLK YOUNG FARMERS COUNTRY FAIR – Sunday 7TH MAY 2017
 Please fill in all boxes return by 23RD April 2017

Contact Details		
Company Name:		
Contact Name:		
Address:		
Contact Nos:	Tel no:	Mobile no:
Email:		
Email/Address for invoice if different from Contact:		
Description of Product(s):		

Stand Details			
Stand Type <i>(please tick):</i>	Undercover	Outdoor	<u>Fee £15 for all exhibitors.</u>
Stand size:	Frontage (m):	Depth (m):	Cost:
Total Cost:	Cost of stand		£

Documents Required	Enclosed (please tick)
Copy of Public Liability Insurance – MUST PROVIDE	
Completed Risk Assessment form – at least 2 points noted	
Cheque for full payment (payable to Suffolk Young Farmers)	

I adhere to the regulations sent out with the application form.	
Signed:	Date:

*Exhibitors who arrive on the day who have not applied via this process will not be admitted



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I agree to abide by the rules and regulations as set by Easton Farm Park and Suffolk Young Farmers.

1. Suffolk Young Farmers Clubs (hereafter SFYFC) reserves the right to cancel all or part of the show for any reason. Under the Unfair Contract Terms Act 1977 SFYFC will not be liable for any loss or damage whether caused by the negligence of the Showground, it's servants or agents or in any other way whatsoever.
2. SFYFC shall in no circumstances be liable to the trader for any loss of business, profit or production or any similar loss or damage whether direct, indirect or consequential and be under no obligation whatsoever to compensate the trader.
3. If an exhibitor cancels a booking, for whatever reason, they shall forfeit any fees paid to SFYFC
4. All trade stands must be staffed during the hours the event is open to the public. For public safety early closure of a stand will not be permitted unless affected by adverse weather conditions and agreed by the events co-ordinator.
5. SFYFC has taken reasonable precautions to ensure the health and safety of everyone present for each event. For these measures to be effective, please take reasonable precautions to avoid and prevent accidents. Please leave your pitch as you found it, clear of any rubbish/debris and make good any damage caused by post holes etc.
6. Smoking is prohibited in all covered spaces. Any exhibitor who brings their own marquee must provide a risk assessment as well as a suitable fire extinguisher.
7. Selling goods by auction or offering live animals, raptors etc as prizes is prohibited. Raffles, tombola or pick-a-ticket stands will not be permitted without permission from the event's organisers. Permission will only be granted to charities adhering to conditions laid out in the **1976 Lotteries & Amusements Act**.
8. Safeguard your property. SFYFC will not accept responsibility whatsoever for any losses, exhibitors must ensure that they have adequate insurance, SFYFC will not entertain any claims.
9. Exhibitors should display their name and address which can be easily seen by the public.
10. Should an event suffer due to adverse weather or ground conditions NO REFUNDS will be given. Should an event be cancelled due to unforeseen circumstances all traders will be notified and a full refund given.
11. Please note no loud music or entertainment is permitted on the stands due to the Farm Park next to the Showground without prior permission from the organisers.
12. Exhibitor tickets will be issued on receipt of a booking form and cheque. Every person entering the showground must have an exhibitor ticket or pay the full price of admission at the gate.
13. Please complete the attached risk assessment form and send copy with booking form and have a copy with you on the day.
14. Exhibitors are required to hold a minimum of £1m in Public Liability Insurance cover and have the necessary insurances against claims by third parties for fire, damage and all other risks. Exhibitors must also indemnify the Event Organisers any claims for damage and/or any expenses incurred for whatever reason arising out of the Exhibitors' attendance at the event. Copies of your insurance must be sent with your booking form and risk assessment.
15. Exhibitors must be set up by 10am on the day of the show. All vehicles must be parked in the car park by 10am.

Signed:-

Print Name: Date:-



Suffolk Young Farmers ,
 Felix Cobbold Centre,
 Stanaway Farm,
 Otley, Ipswich
 IP6 9NA
 01473 785547
office@suffolkyoungfarmers.com
www.suffolkyoungfarmers.com

Suffolk Federation of Young Farmers Clubs

RISK ASSESSMENT

EVENT: Suffolk YFC Country Fair
 VENUE: Easton Farm Park, Easton, Woodbridge, IP13 0EY
 DATES: 7th May 2017

Activity	Hazard	Persons at Risk	Risk Ranking	Control Measures
		•		
		•		
		•		
		•		
		•		
		•		
		•		

Risk Assessment Completed by: _____

Signature: _____

