

APPLICATION FOR A TRADE STAND:

WELSH HEARTS CHARITY – MAY DAY CARNIVAL

LLANDAFF ROWING CLUB, Bridge Road, Llandaff, Cardiff CF5 2PT

Monday 7th May 2018 – 11.00 am – 4.30pm

Please return to Senior Admin Officer: Mr John Tyrrell, Welsh Hearts, The Old Probate Registry, 49 Cardiff Road, Llandaff, CF5 2DQ

Telephone: 02922 402670

Date: Email: john.tyrrell@welshhearts.org

I agree to abide by all the terms and conditions of the Charity detailed on this form and our Website relating to this event. Please complete pages 1 to 5 (with page 6 if you are a food outlet) and return to the above address. You Retain pages 7-9 –please ask if in doubt about this form.

Type of pitch (Outdoor space only – no marquees or furniture will be provided) – please tick:

Trade stand space (non-food) – 3m x 3m space @ £30

Food outlet – space & price dependent on size/type

(will be in touch to agree)

Trading Name:	
Type of Business/Stall:	
Full address:	
Your Name:	
Position within Company:	
Telephone number:	
E-mail address:	

Contact at the event if different:	
Mobile number at Event:	
Description of goods/business type of stall:	

Application checklist – please tick to indicate you have:

- | | |
|---|--------------------------|
| 1. Completed all details above | <input type="checkbox"/> |
| 2. Signed below to confirm you've agree terms and conditions | <input type="checkbox"/> |
| 3. Enclosed or have made payment (see Payment Methods overleaf) | <input type="checkbox"/> |
| 4. Provided 15 words for our event programme (if produced) | <input type="checkbox"/> |
| 5. Enclosed copy of your public liability insurance | <input type="checkbox"/> |
| 6. Enclosed copy of your risk assessment (Where required) | <input type="checkbox"/> |
| 7. If a Food trader that you will comply with our terms & conditions. | <input type="checkbox"/> |

Please retain a copy of this form for your own records

To be completed by the applicant:

- **I/We hereby apply for trade stand space and agree to abide by the Terms and Conditions of the Event, and the Health and Safety policy of Welsh Hearts.**
- **I/We have read the above Terms and Conditions and will pass on to our contractors and all staff attending the show.**
- **I/We confirm that we hold public liability insurance with a minimum indemnity of £1,000,000.**
- **I/We agree to pay the set amount for our trade space (see below for payment details)**

Signature:

Name:

Date:

Payment Methods:

*Full payment must accompany all applications. *Cheques to be made payable to:

Welsh Hearts

*Post dated cheques and applications will be returned, which will cause delay in allocating your plot/s.

BACS payment that must include

Quote ref: WHMD + your trade stand name

Can be made to:

Welsh Hearts, Barclays Bank

Sort code: 20-18-15

Act No: 53558754

Credit/Debit card payments can be made by telephone: 02922 402670

Please indicate your method of payment: Cheque BACS Credit/Debit Card

Event Programme:

To be provided by all exhibitors if a programme is generated.

Brief description of goods or services sold or promoted (**maximum 15 words**) to be used in our event guide:

Welsh Hearts - TRADE STAND FORM - RISK ASSESSMENT: - All to complete

Name of Your Organisation:

Please answer the questions below with your response in the right hand box. This form has to be completed by all exhibitors and returned with your trade stand application.

Question:	Yes/No or Not Applicable (N/A)
<p>A. Insurance:</p> <p>Do you hold Public Liability Insurance to cover your attendance at the event? <i>(Copy must be provided with this application form)</i></p>	
<p>B. Risk Assessment:</p> <p>Have you undertaken a risk assessment to minimise all hazards relating to your attendance at the event? <i>(Copy must be provided with this application form)</i></p>	
<p>C. Reducing the risk of fire:</p> <p>Has any portable electrical equipment been portable appliance (PAT) tested by a competent person in the last year? <i>(Equipment MUST carry valid PAT test stickers & may be inspected).</i></p>	
<p>D. Gas and gas appliances:</p> <p>Do you have an inspection / gas safety certificate, from someone who is 'Gas Safe Registered', for the appliances and pipework and are all hose connections made with "crimped" fastenings rather than jubilee clips? <i>(Evidence may be requested).</i></p>	
<p>Will the LPG cylinders be kept outdoors, secured in the upright position and out of the reach of the general public?</p>	
<p>Will appliances be fixed securely on a firm, non-combustible heat-insulating base and surrounded by shields of similar material on three sides?</p>	
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<p>Will the LPG cylinders be located away from entrances, emergency exits and circulation areas?</p>	
<p>Will the LPG cylinders be easily accessible for isolation in case of an emergency?</p>	
<p>Do you ensure that gas supplies are isolated at the cylinder, as well as the appliance, when the apparatus is not in use?</p>	
<p>Will you ensure that only those cylinders in use / likely to be used are kept at your stand / unit?</p>	
<p>Please confirm those attending the event are appropriately trained in the safe use of LPG?</p>	
<p>E. Fire detection, preventing fire spread and fire fighting: Do you have fire alert equipment, fire fighting equipment and processes in place?</p>	

Question:	Yes/No or Not Applicable
<p>F. <u>Lifting operations and lifting equipment:</u></p> <p>Has all lifting equipment, including chains and strops, been checked by a competent person to ensure it is in good working order before being used on the event site:</p>	
<p>G. <u>Temporary Structures:</u></p> <p>Will any gazebos, marquees or other temporary structures used for you stand be robust and securely tethered? <i>(These will be subject to a safety check on event Day)</i></p>	
<p>H. <u>Power:</u></p> <p>Are you using a generator to power any equipment? (NO petrol permitted) & that it will be kept secure and away from public access?</p>	
<p>I. <u>Duty of Care</u></p> <p>Do you agree to take all reasonable measures to ensure that visitors to the event are extended the same duty of care that Welsh Hearts will offer, and not expose our supporters to any unacceptable risks or hazards?</p>	

Welsh Hearts- Food Trader Registration Form:

Please complete details below and return this form with your Application Form

Please provide a brief description of the type of food/drinks being displayed or sold.

ADDITIONAL TERMS/CONDITIONS FOR FOOD STALLS:

- 1. All food and beverages Caterers (including Ice Cream) selling for direct consumption to the general public must be approved by the Welsh Hearts Charity. This condition does not apply to suppliers of free samples.**
- 2. Traders using cooking equipment will need to provide a written statement of the type of equipment being used with an appropriate risk assessment. Appropriate fire fighting equipment e.g. fire blankets etc, should also be provided by traders using cooking equipment.**
- 3. Traders must not use any PA equipment of any description to promote their products during the event.**
- 4. Traders will be expected to ensure that satisfactory arrangements are made to ensure that litter generated by their activity is managed in their own area of trading. The site must be left as it was found with your waste removed to designated location.**
- 5. Food stallholders must provide evidence of being licenced for Food, Health & Hygiene rating. You must provide Certificates to prove that you are licenced to trade as a food stallholder. Evidence of valid Certificates to be provided to Welsh Hearts prior to the show with your completed application.**
- 6. Food Hygiene Certificate (minimum 3 star and above) will only be accepted. Relevant documents relating to Food Safety Management system (HACCP), Copy of Registration Certificate with Local Authority & Latest Food Safety Visit Report to be available for inspection at the event.**
- 7. You are respectively reminded that your food stall should comply with environmental health hygiene standards e.g. sneeze guards in place etc.**
- 8. Welsh Hearts Charity will support any action taken for non-compliance by your local EHO.**
- 9. Welsh Hearts does not accept any responsibility for any non-compliance to current, appropriate legislation and will support any enforcement action resulting from such non-compliance.**

Welsh Hearts – General Terms and Conditions:

Important: These do not need to be submitted with your application. Please keep a copy for your own information.

1. APPLICATION: Exhibitors must complete the Application Form and forward it to the Welsh Hearts Office together with the appropriate payment **prior** to the event. Every Exhibitor shall be deemed to have read and understood these Terms and Conditions.

2. EXHIBITORS RESPONSIBILITIES: Welsh Hearts will not be responsible in any way for any article, plant, machinery or object of any kind exhibited at the show. The Exhibitor shall assume full responsibility therefore, including liability for all claims arising out of the exhibition, handling or housing of such exhibits and the conduct of the Stand generally. The Exhibitor shall indemnify Welsh Hearts against all claims, damages or expenses whatsoever in any way arising out of the presence of the Exhibitor or his exhibits at the Show. Acceptance of the foregoing provisions shall be a Condition of Entry. Exhibitors **MUST** take out **COMPREHENSIVE INSURANCE FOR PUBLIC LIABILITY, PRODUCTS LIABILITY & ALL OTHER RISKS, INCLUDING FIRE & LOSS OF BUSINESS** not only as regards their own property, **BUT ALSO AGAINST ANY THIRD PARTY CLAIMS**. Any exhibitor employing people **MUST** have **EMPLOYER'S LIABILITY INSURANCE** to satisfy Health & Safety requirements.

3. EXHIBITORS VEHICLES: All exhibitors vehicles, unless forming part of the exhibit must be removed from the Event site by **9.30am on the day of the Carnival**. These vehicles must be removed to the appropriate parking areas. No vehicles will be admitted to the Event site between **9.30am and 4.30pm**. No vehicle either delivering or collecting goods on the event site shall be driven at speeds in excess of 10 mph. Hazard warning lights to be used on site.

4. SUB-LETTING OR SPLITTING STANDS: Exhibitors are not to sub-let any portion of the space allotted to them. Any exhibitor dividing the stand will be requested to leave the Event and will forfeit all fees paid.

5. CANCELLATION OF SPACE: All persons who have booked and paid for stands and subsequently cancel the booking or fail to exhibit shall forfeit all fees and charges paid. Welsh Hearts reserves the right to re-let such space.

6. SITE PREPARATION: Stand holders may begin preparation of their site from 9.00am. You will be informed of your allocated site number and position upon arrival. It is expected that all stallholders must be pitched and ready by 11.00am and will be stood down by 4.30pm (Adverse weather conditions may change these times). No tables or chairs will be provided, stallholders must provide their own

7. TURF & GRASS CUTTING: exhibitors except with the express permission of the Charity Director shall lift no grass/soil. Exhibitors **MUST** back fill any holes created by posts, fencing, flag poles etc. The Club/Charity will make a charge to any exhibitor who leaves the site in need of restoration/repair.

8. DISMANTLING OF STANDS: Removal of stands may not commence before 4.30 pm on the day of the Event and all exhibition material is to be removed thereafter. **ALL EXHIBITORS MUST LEAVE THE SITE CLEAN AND TIDY**. Exhibitor's vehicles arriving to remove stands will **NOT BE ADMITTED** to the Showground before 4.30 pm and then only when the event organiser feels it is safe to do so.

9. ALLOCATION OF SPACE: The application and allocation of sites, including the positioning of Trade Stands, will be entirely at the discretion of Welsh Hearts, although every endeavour will be made to

meet any request by an Exhibitor regarding the position of their site or stand. Welsh Hearts does not offer exclusivity for any product or service; accordingly, Welsh Hearts does not undertake to limit the number of stands selling similar or identical products or services. Furthermore, Welsh Hearts does not guarantee a minimum separation between stands selling similar products or services. Each exhibitor shall be strictly confined to the space allotted and paid for (this includes any vehicle that is required to be part of the stand). Any exhibitor moving from the space allotted will be requested to leave the Event site and will forfeit all fees paid. In order to conform to the Event site Plan, Welsh Hearts reserves the right to adjust the frontage and the depth of any stand applications while retaining the same area in square metres.

10. ELECTRICITY: Exhibitors requiring electricity should advise this at the time of booking their Stand. **Exhibitor Generators other than diesel or LPG powered units are strictly NOT Allowed on the Event site.**

11. LITTER: Exhibitors are required to have their Stands and the portions of the avenues immediately adjoining their stands, cleaned up at the end of the show by 5.00 pm and the litter and refuse stacked ready for collection by Welsh Hearts the Charity's contractors. Caterers and exhibitors providing meals and light refreshment must provide their own bins for waste food and place in sacks at the end of the event.. Refuse sacks will be available upon request.

12. ALCOHOLIC DRINKS: Exhibitors are responsible to ensure that no alcoholic liquor is obtained from their stand by children or young persons. Exhibitors selling alcohol must obtain their own licences and must be able to produce them on request. All alcohol sold from stands must in plastic/polystyrene containers.

13. CHEAP JACKS, HAWKERS, CANVASSERS & GAMES OF CHANCE: No Cheap Jacks, Hawkers or 'mock' auctioneers shall be allowed to rent space and in the interest of all stand holders and the general public, exhibitors of miscellaneous articles for sale **MUST** state full particulars on the stand application form. The sale of goods by shouting or other annoying behaviour is forbidden, as is canvassing of the general public in the avenues or car parks by issuing promotional leaflets, collecting monies, personal data or market research information.

14. PA EQUIPMENT & RADIO COMMUNICATION EQUIPMENT: The use of PA and Radio Communication equipment **MUST** be authorised by Welsh Hearts, The use of Radio Microphones interferes with public address systems used by the Welsh Hearts for important announcements and information at the Event and they may only be used if spare 'frequencies' are agreed with Welsh Hearts prior to the Event. Infringement of this rule will result in the removal of the offending exhibit from the site.

15. CHARITIES: The collection of donations, sale of raffle tickets etc. is allowed only within the confines of the space booked by the particular charity concerned and must NOT be conducted within the walkways, roadways or car parks. The Registered Charity Number must be shown on the booking form and any raffle must have the necessary permissions from authorities governing such activities.

16. LIVESTOCK (including fish) ON STANDS: Either for display/competition or sale is strictly forbidden.

17. MACHINERY IN MOTION: Regulations applicable to machinery in motion, engines etc. a) only smokeless fuel will be permitted. b) All exhibits containing moving parts must be fitted with guards to comply with Standard Safety Regulations governing the particular exhibit. c) All shafting, belts, gearing or anything that might be dangerous to the public must be fitted with adequate guards. All tractors or power units fitted with implements or attachments, if working, must be effectively protected. d) While Welsh Hearts reserves to itself the right of excluding any petroleum or spirit it may deem unsafe it in no way relieves the Exhibitor from responsibility in the event of an accident or fire. Exhibitors must conform to the Regulations relating to the transport of petroleum and the precautions to be taken against fire. e) Exhibitors of chainsaws may only give working demonstrations if special permission in writing is given by

the Executive Director. Such demonstrations must have adequate barriers to keep the public at a safe distance (at least 2 metres). Tracked Vehicles: Vehicles on tracks or spud wheels will not be allowed to move about the event site but must be brought in on trailers or other pneumatic-tyre vehicles and unloaded direct on to the Exhibitors Stands.

18. FIRE SAFETY: a) ALL FUNFAIR & CATERING EXHIBITORS ARE REQUIRED to supply A SUITABLE FIRE EXTINGUISHER/S in the interests of fire precautions. b) All stands using bottle gas are required to have the installation checked by a qualified fitter to ensure that the apparatus is safely installed. Exhibitors must comply with the Health & Safety Executive Guidance Note CS8 (Small scale storage & display of LPG at retail premises). Welsh Hearts reserves the right of inspection by one of its Officials or a representative of the Civilian Fire Service of all marquees, stands and occupied areas, to ensure maximum safety against fire. Any decision made by Welsh Hearts on the matters must be accepted as final. The Officials shall have the full authority to order the use of any appliance(s) or equipment to be discontinued immediately if in their opinion this constitutes a danger. c) Exhibitors will realise that these precautions are necessary in the interest both of themselves and the general public. d) Exhibitors must **INSURE AGAINST FIRE**, not only as regards their own property, but against **THIRD PARTY CLAIMS**. Areas of special risk involving the use of oils, fats or electrical equipment may need carbon dioxide, dry powder or other types of extinguisher. **This regulation is a condition of entry and must be observed by all such exhibitors.**

19. DISCLAIMER OF LIABILITY: Welsh Hearts, its' Officers or Servants shall not be responsible for any accident, damage or loss, however caused, that may occur to any exhibitor, or his servant, or to any article, animal or property brought onto the Event site, or while entering or leaving the Event. Each exhibitor shall be solely responsible for any loss, injury or damage that may be done to or occasioned by, or arising from any machinery, or other article, or any animal, or property exhibited by him, and it is a condition of entry that each exhibitor shall indemnify and hold harmless Welsh Hearts, its' Officers or Servants, from and against all actions, suits, expenses and claims on account of such damage, injury or loss.

20. RIGHT OF REFUSAL OR REMOVAL: Welsh Hearts through their Charity Director shall have full and free right to refuse to accept any entry, to cancel any entry after being made and accepted, to refuse admission to the event of any proposed exhibit and/or to remove, or order to be removed, at the risk and expense of the owner thereof any exhibit which has been admitted to the Event. There shall be no obligation upon Welsh Hearts to make or offer any explanation or reason for any such action and Welsh Hearts shall not incur any liability or responsibility in this matter.

21. POSTPONEMENT OR ABANDONMENT: Exhibitors shall not have any claim against Welsh Hearts the Society or any member of the Charity in respect of any loss or damage whatsoever consequent upon the event or any part of it failing (for whatever reason) to be held or having to be abandoned. Exhibitors who have paid their fees in full may have their fees refunded less a percentage for administration.

22. ADMISSION TICKETS: Admission tickets maybe issued to exhibitors, caterers and contractors. Access to the show will require these being produced on the day of the event if provided.

23. COMPLIANCE. All Trade Stand exhibitors must be compliant with all current legislation and regulation relating to their business and the exhibiting of their business.
