



## GAMLINGAY SHOW APPLICATION FORM – 21st September 2024

Please complete and return this form via email: [gamlingayshow@hotmail.com](mailto:gamlingayshow@hotmail.com)

Address for postal forms: Ken Burgin, 26a Potton Road, The Heath, Gamlingay, SG19 2JH // Tel: 07768 192346

**Deadline for application is Friday 06<sup>th</sup> September 2024**

Contact Name:	
Organisation:	
Selling / Society:	
Address:	
Email:	
Tel No:	

### PLEASE COMPLETE ALL SECTIONS (stating n/a where relevant):

This year we have changed the layout and format of the show, therefore, there will be limited places in the Marquee itself. Gazebo plots will be positioned alongside the main arena in front of the Classic cars.

		Cost	Select Option
<b>(1) Basic Stall</b> NB. Chairs are not provided	A space inside main marquee which includes a table <b>provided by us</b> up to 1 x 1.5 metres in size.	£25.00	
<b>(2) Own Gazebo</b> NB. Tables and chairs not provided	Up to 3 x 3 metres in size (Space will be allocated on arrival.	£35.00	
<b>(3) Insurance required</b>	If you do not have <b>PUBLIC LIABILITY</b> insurance for your stall *	£12.00	

\* If you do not pay this extra fee you **MUST** provide a copy of your certificate of insurance with this form covering the date of the show – nb this is **NOT** the same as Employer's Liability insurance.

For all Stallholders, please tick the following:

- I have read and understood the Health & Safety guidance sent to me with this form
- I enclose my certificate of PUBLIC LIABILITY insurance or have paid the above fee for this cover

**PLUS**, if you are going to sell items of food please tick the following:

- I attach a copy of my Food Hygiene Certificate
- I attach my completed Food Stallholders Hygiene Form
- I have read and understood the guidance provided on Food Hygiene for Stallholders

Signed:	Dated:
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Please make all cheques payable to "Gamlingay Show". Alternatively, complete a bacs payment:

Account Name: Gamlingay Show

Barclays Sort Code: 20-74-81

Account Number: 80140295

You will receive an email confirming receipt of your application. On the day of the show, you must be in position before it opens at 1pm. You can have access to set up from 11am.

Please note that applying for a stall on behalf of your organisation **DOES NOT** constitute a request to become a beneficiary of the show. To apply to be a beneficiary, you must apply separately in writing and follow the rules as set out on our website: [www.gamlingayshow.co.uk](http://www.gamlingayshow.co.uk)



## Health & Safety Rules

### Information for all exhibitors, stallholders, arena event contributors, and contractors

#### STATEMENT

The Organisers of The Gamlingay Show, are committed to providing, maintaining, and promoting, so far as is reasonably practicable, the highest standard of health, safety, and welfare at its annual show.

All exhibitors, stallholders, arena event contributors and contractors at The Gamlingay Show are expected to ensure that they provide a safe place and system of work. Successful safety management requires the commitment, involvement, and co-operation of all those on-site. Exhibitors and contractors have a duty under current Health & Safety Regulations with which they must comply by law.

#### For and on behalf of the Show Committee

#### GENERAL SAFETY GUIDELINES

As an exhibitor, stallholder, arena event contributor or contractor at The Gamlingay Show 2024 **you must:**

- Nominate a health and safety representative for your stand
- Make sure you and anyone manning your stand understands the fire and evacuation procedures and locations of the Gamlingay Village Primary School and its ground's emergency exits
- Make sure all electrical work is carried out by an IEE qualified electrician
- Keep your stand, stall, or marquee as well as surrounding area tidy and clear of obstructions and rubbish for the duration of the Show. Please do not store rubbish on or behind your stand during the show. Please also take your rubbish with you when you leave or place it in the skip
- Ensure that measures are taken to minimise the impact of your operations on the environment
- Make sure that you are properly insured for the exhibition
- Treat all electrical cables as though they were live
- Be aware of others working around you and report any concerns you may have about unsafe work practices or violation of the health and safety procedures outlined
- Ask the advice of the Organisers if you are in doubt about any aspect of health and safety issues
- Drivers must use hazard lights and observe the 5mph speed restriction on the grounds. Park only within the designated areas and ensure that your vehicle is locked
- Always keep all personal belongings with you. If you are evacuated from the grounds, it may be some time before you are able to collect them
- Be aware that if bringing children to the Grounds when setting up or breaking down your stall, it is your responsibility to ensure that they are always supervised by a responsible adult
- We encourage Stall holders to produce and display a statement that states their efforts to show their environmental awareness

As an exhibitor/contractor at The Gamlingay Show 2024 **you must not:**

- use flammable materials as part of your displays. Some combustible materials may be acceptable if treated correctly.
- have overloaded or insecure displays. Stands and displays can be knocked by visitors and must be safe and secure.
- overload or misuse electrical circuits
- block any areas with your rubbish or equipment.

#### GENERAL INFORMATION

- The First Aid Post is run by St John's Ambulance and will be at the Information Stand shown on the map
- General Information, Lost & Found, and Meeting Points are at the Information Stand shown on the map

#### DRINK AND DRUGS

The abuse of alcohol, drugs and other addictive substances can affect work performance and impair safety. Therefore, if consuming alcoholic beverages please consider your duties and responsibilities towards the public and ensure your consumption does not impair your judgement. The sale or consumption of alcohol to under 18's is not permitted.

#### SMOKING

Other than in any designated smoking areas, smoking is not permitted anywhere inside the Primary School buildings as well as in or around any marquees or gazebos.



## EMERGENCY PROCEDURES & EVACUATION

It is the responsibility of every exhibitor and contractor to ensure that all employees working during The Gamlingay Show are familiar with the venue's emergency procedures.

### FIRE PROCEDURE

#### From inside the Primary School: -

Following the continuous sounding of the fire alarm, everyone will stop what they are doing. All people must leave by the nearest fire exit unless they are blocked by fire and then the nearest safe exit should be used. Stewards must check all enclosed areas, e.g., cupboards, toilets etc on their way out, also closing all doors.

Under no circumstances must anyone return to the building until given all clear by a Steward.

If someone's clothes are on fire, calm the person down and stop rushing around. Quickly lay him/her down, burning side uppermost and douse with water – or wrap tightly in a coat or rug. Do not roll him/her around – this can cause additional injury.

Also inform a St John's Ambulance First Aider to attend. If a casualty is unconscious, perhaps from inhaling smoke or fumes, remove from the danger area and into fresh air. Check breathing and pulse.

#### Evacuating the Primary School's Grounds: -

In the unlikely event of an incident requiring the evacuation of the Grounds, the following announcement will be made over the Public Address System (provided by a member of staff from Jezo):

#### **'WOULD ALL MEMBERS OF THE PUBLIC PLEASE LEAVE THE GROUNDS AS DIRECTED BY THE STEWARDS'**

1. Stop what you are doing. Keep calm and try not to panic
2. Immediately leave the Show Grounds by using all the available exits but do not take any risks by walking over narrow paths
3. Once away from the grounds you will be directed to a Safe Area by the Stewards
4. Vehicles will not be permitted to move around or leave the site
5. You will not be permitted to return until it is safe to do so.

Do not delay evacuation by collecting personal belongings or your exhibits. Do not take any personal risks.

Please immediately advise the Information Stand or a Steward if you are aware of the outbreak of fire.

### MEDICAL EMERGENCY

In a first aid emergency, where an ambulance is considered necessary, it is vital that St John's Ambulance is contacted immediately via the Organisers' Office giving the exact location of the casualty and details of injuries sustained. The First Aid point is at the Information Stand near the main arena.

### REPORTING OF ACCIDENTS

It is a legal requirement that any accident sustained, however small, should be reported in the first instance to a Steward at the Information Stand. Some accidents must be further reported to the Local Authority in which case the Organisers will advise.

### RISK ASSESSMENT

Risk assessments are a statutory requirement within the workplace, and consequently, it is essential that the Organisers receive assessments from exhibitors.

If you have any queries regarding your responsibilities towards the Health and Safety issues outlined above or the actions that you are required to take by law, please contact show staff on 07768 192346.

☎ 0771 324 7973 ✉ [gamlingayshow@hotmail.com](mailto:gamlingayshow@hotmail.com)

Chairperson: Jayne Dawkins Vice Chairperson: Steve Palmer Treasurer: Victoria Critchlow Secretary: Janette Rafferty

Committee members: Gem Kelly, Ken Burgin, Peter Condon, Diane Reynolds, Sarah Callis and Phil Cook