**Ribble Valley Food and Craft Festival**

**@ Longridge Civic Hall**

Craft stand Form

*Saturday 23rd November & Sunday 24th November 2024*

After battling for the last couple of years with strong winds and poor weather conditions we have decided to make some changes to the Ribble Valley Food and Craft Festival. This year it will be held indoors at Longridge Civic Hall and we have gone for a November date. There will be space for outdoor stalls if you prefer to be outside.

**Stand application form**

* The event is held at Longridge Civic Hall, Calder Avenue, Longridge, PR3 3HJ
* The charge for 1 table is £25 per day or £40 for both days. For 2 tables it will be £40 per day or £65 if you book both days. Exhibitors will be provided with chairs and tables.
* We reserve the right to limit the number of stands selling similar products. Therefore, completion of application form does not necessarily mean acceptance for a pitch.
* A small number of larger street food vendors will be invited to attend for an agreed price and therefore they cannot apply for a pitch using this application form.
* No electrical hook-ups, quiet generators conforming to current safety guidelines are permitted. Generators must be safe and secure, fenced off from the public and have appropriate fire extinguisher.**(Outside stalls only)**
* All stalls need to have the relevant insurance requirement and any food safety and other relevant documents and details with them at the event.
* **Payment due once application is accepted, date to be paid by will be given.**

cheques payable to. **Goosnargh and Longridge Agricultural Society Ltd**

For Bank Transfer (please quote surname as reference)

Sort Code 01-05-24 Account 74930346

**Secretary:** Claire Eccles 6 Larch Way, Longridge **email:**  admin@glashow.org

**Ribble Valley Food and Craft Festival**

**@ The Longridge Showfield**

Have you read the guidance above?

Please complete and return the following form to either the email or postal address above.

**Please tick which days you would like to attend**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 Table | Saturday @ £25 | Sunday @ 25 | Both Days @ £40 |
| 2 Tables | Saturday @ £40 | Sunday @ 40 | Both Days @ £65 |

Do you have insurance?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Food Safety if applicable \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you want outdoor pitch \_\_\_\_\_\_\_\_\_\_\_\_ you will need your own gazebo -size \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Using a generator YES /NO

Do you require extra space for a floor stand? Please state requirements\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of applicant. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postcode \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of what you sell \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The Goosnargh and Longridge Agricultural Show  
Saturday 23rd & Sunday 24th November 2024**

**RISK ASSESSMENT FORM  
All food stands must provide a copy of their Hygiene Certificate  
Please fill in BLOCK CAPITALS (please photocopy more sheets if you need to)**

|  |  |
| --- | --- |
| **Company Name** |  |
| **Address** |  |
| **Responsible Person** |  |
| **Date Assessment undertaken** |  |
| **Signature of Assessor** |  |
| **Products to be exhibited** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hazard** | **Hazard Severity Rating\*** | **Hazard Probability Rating\*\*** | **Persons at risk** | **Controls to minimise risk** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Hazard Severity Rating\***

1. **Negligible – remote possibility of harm**
2. **Marginal – slight injury, minor first aid**
3. **Slightly dangerous – some injury, not too serious**
4. **Dangerous – serious injury or damage**
5. **Very dangerous – could cause death or widespread injuires**

**Hazard Probability Rating\*\***

1. **Improbable – unlikely to happen**
2. **Remote – may occur at some time**
3. **Possible – likely to occur at some time**
4. **Probable – very likely to occur**
5. **Very probable – very likely to occur soon**

Guidelines for Trade, Craft and Food Stand Exhibitors, all of whom must complete the Risk assessment form. Using the guidelines shown below please consider what risks there are to those building up stands and to members of the public during the event. Outline the steps you propose to take to minimise those risks in the table overleaf.

|  |  |  |
| --- | --- | --- |
| Hazard | Who might be harmed | Is more needed to control the risk |
| Look only for the hazards which you could reasonably expect to result in significant harm under the conditions in your workplace. Use the following examples as a guide. | There is no need to list individuals by name – just think about groups of people doing similar work of whom might be affected, e.g | For the hazards listed, do the precautions already taken |
| Slipping/tripping hazards | Office staff | * Meet the standards set by a legal requirement? |
| Chemicals (e.g battery acid) | Maintenance Personnel | * Comply with a recognised industry standard |
| Moving parts of machinery (e.g blades) | Contractors |
| Work at height (e.g from mezzanine floors) | People sharing your workplace  Operators | * Represent good practice * Represent risk as far as reasonably practicable? |
| Pressure systems | Cleaners |  |
|  |  | Have you provided |
| Vehicles (e.e fork lift trucks) | Members of the public | * Adequate information, instruction or training? |
| Electricity - Generators |  |  |
| Dust (e.g from grinding) | **Pay particular attention to:** | * Adequate systems or procedures? |
| Fumes ( e.g from vehicle engines) | Staff with disabilities |  |
|  | Visitors | If so then the risk are adequately controlled, but you need to indicate the precautions you have in place. |
| Manual Handling | Inexperienced staff |  |
| Noise |  |  |
| Livestock on stand | Lone workers – they may be more vulnerable | Where the risk is not adequately controlled, indicate what more you need to do (the action list) |
| Lifting operation |  |  |
| Fire hazard e.g combustible materials (rubbish, flammable substances, LPG etc) and ignition sources (flames, smoking etc) | As above | * Means of escape; fire detection and alarms. Fire fighting equipment and fire evacuation plan. |

**Notes, Terms and Conditions relating to application for Trade, Craft stands and Food stands.**

1. Electricity will not be supplied to craft stands.
2. The committee reserves the right to refuse admission to any stand or stall without giving a reason.
3. In the event of cancellation of the Show through reasons beyond the Committees control, refunds will be given at the Society’s discretion.
4. All privately owned equipment is the responsibility of the owner and no responsibility or liability will be taken by the society for damage to or theft of that equipment or those goods.
5. **No sale of hot or cold foodstuffs or drinks** will be allowed unless specified with the application form.
6. **HEALTH AND SAFETY**-All appliances must have relevant certificates. **A risk assessment must be carried out by all craft and food stands. This must be returned before show day.** The individual, firm, company or body that utilises the pitch or space is liable for the safety of the public once they are upon the pitch.
7. All exhibitors must be fully conversant with current regulations relevant to their particular trade or occupation and carry out the relevant documentation with regard to any equipment used by themselves or members of the general public.
8. Should any equipment be deemed to be a fire risk, the officials shall have full authority to order that the use of the appliance be discontinued immediately.
9. Each exhibitor shall be solely responsible for any loss, injury, damage or damage by fire that may be done to, occasioned by or arising from any machinery, article or property exhibited or brought to the event by them. It is a condition of entry that each exhibitor shall indemnify and hold harmless the Society against all actions, suits, expenses and claims on account of, or in respect of any such damage, injury or death which may be caused or occasioned.
10. All sockets or electrical equipment must be up to current standards and meet all current regulations.
11. We reserve the right to place craft stands or food stands in a location chosen by ourselves. We will however endeavour to meet all individual requirements where possible.