

**APPLICATION FOR TRADE STAND SPACE**

Applications close – Friday 23<sup>rd</sup> May 2025

**Please complete all sections fully**

<b>Contact name</b>			<b>Business name</b>		
<b>Address</b>			<b>Post code</b>		
<b>Email address</b>			<b>Telephone no</b>		
<b>Website / Facebook page</b>					
<b>Type of stall (insert x as appropriate)</b>	<b>Food Retail (excluding baking &amp; sweets stands)</b> <input type="checkbox"/>	<b>General Retail (inc. baking &amp; sweets)</b> <input type="checkbox"/>	<b>Charity no:</b> _____ <input type="checkbox"/>	<b>Rides/ amusements</b>	<input type="checkbox"/>
<b>Description of stall</b>					
<b>Approx area required in metres (frontage and depth)</b>					
<b>Name of insurer</b>		<b>Public Liability insurance policy number</b>		<b>Policy expiry date</b>	
Privacy declaration: <b>I consent</b> to my personal details being published. (Please insert x) <input type="checkbox"/> Email will be used for direct contact only.					
<b>Checklist of documents to attach with this form (insert x)</b>	<b>Current Public Liability Insurance document</b> <input type="checkbox"/>		<b>Risk assessment (See next page)</b> <input type="checkbox"/>		
	<b>Food hygiene certificate (ALL food retailers including baking and sweets)</b> <input type="checkbox"/>		<b>ADIPS Declaration of Operational Compliance for each piece of equipment (rides/amusements only)</b> <input type="checkbox"/>		
<b>Cost of stand</b>	<b>Food retail – will be agreed with Secretary</b>	<b>General retail (inc. baking &amp; sweets) – £40</b>	<b>Charity – £25</b>	<b>Rides/amusements– will be agreed with Secretary</b>	
<b>Hire of extras if required</b>	<b>Tables @ £5 each. Enter number required, if any-</b> <input type="checkbox"/>		<b>Chairs @ £2 each. Enter number required, if any-</b> <input type="checkbox"/>		

This application will be considered at the next committee meeting after which confirmation will be given if space for a stand has been awarded or not. The Association reserves the right to refuse or amend any application.

- Stallholders will be **outside** and should **supply their own gazebo**. Setup is from 7.30am on the day of the show. Show field opens to the public at 9am and stands should remain in place until 5pm. All vehicles not comprising part of the stand must be removed from the show field by 9am.
- Payment by BACS is preferred. An invoice will be issued and your stall space will only be fully confirmed once payment is made. Alternatively, by prior arrangement only, pay on show day with cash or cheque. A committee member will collect outstanding fees on the day of the show. Cheques should be made payable to ‘Loudoun & Galston Agricultural Association’.
- All paperwork should be emailed to [newmilnsshow1@outlook.com](mailto:newmilnsshow1@outlook.com) or posted to Mrs Mary Welsh, Burnhouses Farm, Moscow, Galston, KA4 8PW.

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**RISK ASSESSMENT**

<b>ACTIVITY</b>	<b>HAZARD</b>	<b>LEVEL OF RISK</b>	<b>THOSE AT RISK</b>	<b>CONTROL MEASURES</b>	<b>ACTION LIST</b>
<b>Fire assessment hazard</b>					
<b>Hazardous substances e.g LPG gas</b>					

**TRADE STAND HOLDER NAME:**

**DATE FORM COMPLETED:**

**TRADE STAND HOLDER SIGNATURE:**