















# Community Stand Application Form



Please select the type and size of stand you require. All prices include VAT  
**The Society reserves the right to refuse any application without explanation**

## Open Trade Stand (Space only, bring your own gazebo).

Please note that due to weight restrictions on the Showground, vehicles over 7T will require access assistance. Please contact the office.

Criteria for <b>FULL PRICE</b> Community Stand £100 Flat fee including VAT (+ extras if required) Open space in the Community Area of the show	Size Required	£
<ul style="list-style-type: none"> <li>A Rutland or locally based Club, Society, Trust or Association</li> <li>Members' pay to be part of your Club, Society, Trust or Association</li> <li>You are selling subscriptions, memberships, lessons, sessions or any goods or services etc.</li> <li>You must offer an educational element to your stand</li> </ul>		

## Open Trade Stand (Space only, bring your own gazebo)

Please note that due to weight restrictions on the Showground, vehicles over 7T will require access assistance. Please contact the office.

Criteria for <b>DISCOUNTED</b> Community Stand £25 Admin fee (+ extras if required) Open space in the Community Area of the show	Size Required	£
<ul style="list-style-type: none"> <li>A Rutland or locally based Club, Society, Trust, Association or Agricultural Group and/or you are an essential community service.</li> <li>Members' of your group are largely volunteers and/or work in the community</li> <li>You are not selling subscriptions, memberships, lessons, sessions or any goods or services etc.</li> <li>You must offer an educational element to your stand</li> </ul>		

## Extras, please state quantity required

<i>* subject to change. See Site Services in the T&amp;Cs</i>	Price inc Vat	No. Req	£
Electricity(up to 16 amp) suitable for kettles, tills, fridges etc.	£125*		
Electricity(up to 32 amp) suitable for larger catering equipment	£150*		
Discounted Additional Adult Staff Tickets ( <i>Up to 5 per stand booking</i> )	£10 each		
Discounted Additional Junior Tickets ( <i>Under 18 years Up to 5 per stand booking</i> )	£2 each		

## Camping overnight (includes sleeping in your vehicle/stand)

For security, a wristband **must be purchased in advance** for everyone staying on site overnight regardless of whether you make use of our facilities or not. Camping is only available on your stand if you have booked sufficient space to accommodate this, otherwise you must camp in the trade stand car-park (or members' car park if arriving after 6pm) A shower block is available for use (closed from 7am to 6pm on show day). Arrival for camping on site is before 6pm on Friday 3rd June and departure is by 10am on Sunday 5th June.

	Price inc Vat	No. Req	£
Camping on Friday 3rd June (per person including juniors)	£5		
Camping on Saturday 4th June (per person including juniors)	£5		

A £10 pppn fee will be charged and collected by Security on the day if you do not have a wristband

Please apply online if possible and return your completed form with scans or photos of your documents to:

**showteam@rutlandshowground.com**

**Postal Address**  
 The Show Office  
 The Rutland Showground  
 Showground Way  
 Oakham

Rutland LE15 7TW

Registered Charity No. 241028 VAT No. 155 9614 83

TOTALS	
<b>Stand</b>	
<b>Extras</b>	
<b>Camping</b>	
<b>GRAND TOTAL inc. VAT</b>	





**To comply with the law, it is essential that everyone produces a risk assessment.**  
 If you have your own comprehensive Risk Assessment, you may submit it. Alternatively, this blank template is issued by The Rutland County Show and provides an easy prompt for exhibitors to fill the relevant sections themselves, giving them a meaningful risk assessment. Once filled out this will be your risk assessment and you must ensure that you and your staff work in accordance with it at all times.

## Health & Safety Risk Assessment Form

Company Name & Address		Print Name
		Authorised Signature
Activity (eg: Trader, charity stall, product demo etc)		Date

Hazard Description	Persons At Risk A,B,C or Others	Risk Rating Low/Med/High	Control Measures	Revised Risk Rating
Vehicle movement Driving on site		M/H		
Erecting/dismantling Setting up stall		M		
Structure		M		
Inclement weather		L/M		
Electricity		M/H		
Fire		M/H		
First Aid		M		
Gas		M		
Staff/Staff Welfare		L/M		

<b>Hazard Description</b>	List all potential hazards. We have given you a list of the types of hazard that are common. If your business has others to add (such as face painting, handling animals etc) please use a second sheet. For rows that do not apply, cross them out, we then know that you've considered them rather than overlooked them.		
<b>Persons at Risk</b>	<b>A</b>	<b>Members of the public</b>	Consider what you are doing and who might be hurt if things go wrong. For instance, if you are erecting your stall and members of the public are about then All (A,B,C) are at risk, whereas if you are carrying out maintenance on your own equipment and suffer an electric shock then you would enter C for those at risk.
	<b>B</b>	<b>Those working at event</b>	
	<b>C</b>	<b>Trade stand staff</b>	
	<b>D</b>	<b>Others (please list)</b>	
<b>Risk Rating</b>	You have to identify what degree of risk your activities might cause BEFORE you put any control measures in place. Eg., if you are erecting your stall, consider who might get injured and to what degree. If you have no control measures in place and this might be Medium. However, once you have put control in place (such as preventing people going near your stall until complete) then the Revised Risk Rating will be Low. We have filled these out for you based upon experience however if you have any other hazards as described above, then you must also fill out this section.		
<b>Control Measures</b>	Use this section to describe how you will manage your operation safely. Using the example above, you would enter in this section that you stop people coming near your stall until it is safely built up. Another example is under Staff / Staff Welfare, a control measure would be that you give your staff training, you make sure they are appropriately clothed, they might be wearing suitable footwear etc. These are all control measures.		
<b>Revised Risk Rating</b>	This is the rating (Low/Med/High) once you have all you control measure in place. Eg: Driving on Site. It would be a risk rating of High if you allowed anyone to drive your vehicle however if you add in a control measure of using only qualified drivers, then the rating will drop to Low.		