

# EAST KENT PLOUGHING MATCH ASSOCIATION

## ANNUAL PLOUGHING MATCH & SHOW

at Upper Venson Farm, Eastry, CT13 0JH

by kind permission of the Ledger Family

**Wednesday 29 September 2021**

Please find below the application for a Trade Stand. Application forms should be received by 31 July 2021. The booking must include the signed Declaration below that confirms you have in place a Risk Assessment for the event and will comply with the Terms & Conditions and Health & Safety conditions.

**PLEASE DO NOT SEND CHEQUES AT THE TIME OF BOOKING. AN INVOICE WILL BE ISSUED.**

### **EAST KENT PLOUGHING MATCH TRADE STAND BOOKING FORM**

Contact Name .....

Company Name.....

Address .....

Telephone..... Email Address (essential) .....

Lead/Emergency contact name and number for the day of the match.....

**Please detail below the Trade Stand frontage required:**

Stand frontage	Price	Please tick the required size
3 metres (minimum size)	£40	
5 metres	£65	
8 metres	£85	
10 metres	£100	
15 metres	£120	
20 metres	£140	
30 metres	£200	
40 metres	£250	
Other frontage meterage	£	

Please confirm any additional Admission Tickets you require at £7.50 each (2 free tickets come with a stand).....

#### **DECLARATION**

I/We agree to the Terms & Conditions and Health & Safety Policy outlined in this document by the EKPMA and will have with us on the day a Risk Assessment and H&S Policy relating to our own activities

Signed.....Print Name.....Date.....

Please scan to email or send to Sarah Moir, Thornleigh, Upper Bridge Street, Wye TN25 5AN [ledgersj@hotmail.com](mailto:ledgersj@hotmail.com)

**THE COMMITTEE RESERVES THE RIGHT TO REJECT TRADE STANDS IF NOT RELEVANT TO AGRICULTURE**

## EKPMA TERMS & CONDITIONS FOR ALL BOOKINGS 2021

**EMERGENCY CONTACT NUMBERS: Safety officer 07850600321 Chairman 07736226959 Secretary 07802 974838**

1. Please note that applications may be refused if we have too many similar stands or there is not a rural/agricultural relevance. All applicants must read and accept our Terms and Conditions and Health and Safety policy.
2. For Trade Stands two free admission tickets admitting two adults in total will be issued per stand. Additional admission tickets for guests of Trade Stands will be available at £7.50 per head. Please can all trade stands make clear to their guests that breakfast/lunch tickets to their stand do not include free admission to the showground.
3. The Committee regret that they cannot be liable for loss of or damage to exhibitors' property whilst it is on the Show Ground, or in transit to and from the site. Security will be in place on site for the night before and night of the event only. In providing this security the association does not assume any additional liability for exhibitors' property.
4. Consideration must be given as to whether adequate insurance cover is in place on all vehicles and equipment coming onto the Match site. Machinery and equipment used on individual stands may require further safety/inspection certification. The Ploughing Match will be under the scrutiny of the local District Council's Safety Advisory Group. We value your support and hope that you are used to these sorts of procedures.
5. In the interest of public safety all Trade Stand holders' and exhibitors' vehicles used for delivering items onto the showground must be removed by 09.00 on the morning of the show (08.30 will be the last permitted time for delivery vehicles to enter the site). Any vehicle left in an inappropriate manner will, at the discretion of the association Safety Officer, be removed. Trade Stand holders should ensure that all their staff and subcontractors are aware of this. If Trade Stands wish to leave their vehicles next to their stands then they should purchase sufficient stand space.
6. Trade Stand holders should ensure that they have done all that is required by relevant regulatory and enforcing bodies before attending the Match. Failure to do so may mean they are turned away or not allowed to operate their stand. The Committee may check compliance on the day of the match and all the following paperwork needs to be available to the Local Authority Environmental Health Officers on the day if there is an inspection:
  - Evidence of Local Authority Registration
  - Food Hygiene Certificate for each person handling/selling food
  - Risk Assessment and Fire Risk Assessment
  - Food Hazard Risk Assessment and Food Analysis Flow Chart
  - Public Liability Insurance
  - Employer Liability Insurance
  - Gas and Electrical Safety Certificates
  - Covid-19 Safe event procedures reflective of Government guidance at the time of the event
7. Stands selling or supplying alcohol should obtain a Temporary Event Notice licence (a "TEN") from the District Council with jurisdiction over the proposed match site.
8. Any Trade Stand requiring a generator must ensure to bring a silent operating generator that preferably uses diesel.
9. Exhibitors cancelling their booking in writing before 29 August 2021 will be entitled to a refund less 20% to cover administration costs. After that date, refunds are at the discretion of the EKPMA and will only be considered if the stand space can be filled.

## EKPMA HEALTH & SAFETY POLICY RELEVANT TO ALL BOOKINGS 2021

**EMERGENCY CONTACT NUMBERS:** Safety Officer 07850600321 Chairman 07736226959 Secretary 07802 974838

- So far as is reasonably practicable, the East Kent Ploughing Match Association will do everything possible to ensure the safety of the public, competitors, exhibitors and members at the Match during preparation and dismantling.
- The Committee has appointed Safety Officers who have the Committee's full authority to maintain Health & Safety. All competitors, exhibitors and members will comply with their directions and decisions on these matters.
- Notwithstanding any specific rule hereafter, safety is the responsibility of all involved in the Ploughing Match. Anyone noticing anything which might be detrimental to Health and Safety must take immediate action to allay the situation, and report it to the Safety Officers, the Chairman or Secretary.
- Any plant machinery or equipment used prior to, during or after the Match must be operated by a fully trained adult.
- No vehicle will be permitted on the showground unless authorised by a member of the Committee. In any area where members of the public are present care should be taken, especially when reversing.
- Any equipment supplied or lent for use by the organisers must comply fully with current legislation and standards relevant to its use, and be properly maintained, particularly regarding to guards, brakes, steering, tyres, horn and hydraulic pipes. No equipment should be used unless it is considered safe, maintained and compliant with legislation.
- Plant or machinery must only be operated or demonstrated after ensuring that adequate precautions are taken to protect the operator and bystanders. If any person encroaches into a danger area, operation should cease immediately. Unsafe operation may lead to eviction from the site and possible legal action by the enforcing authority.
- Static exhibits must be erected in a way that ensures that they present no risk to anyone during the event, or during erecting or dismantling. Plant or machinery relying on oil pressure in a ram or similar device to support it, must be physically propped to prevent collapse, and irrespective of the type of safety device fitted to hydraulic system.
- Each Trade Stand should ensure to have a Fire Extinguisher appropriate to their activities located for easy use on the day of the Match and one Trade Stand member should be designated as responsible for its use on the day.
- Each Trade Stand should ensure to have carried out a Covid-safe event risk assessment ahead of attending the event and be adhering to the most up to date Government guidance at the time of the event.
- Ropes chains strops etc., used to tow trailers or vehicles on or off the site or car parks, should have been thoroughly inspected, be of adequate strength, and constructed for the purpose. They should be hitched below the axle of the towing tractor, which must be fitted with an approved safety cab.
- Machinery or vehicles left unattended must be immobilised to prevent interference by children.
- Animals, including livestock on display, are the responsibility of their owners and must be kept under strict control.
- All vehicle movements on the showground during the show should be kept to a minimum to maintain public safety, access and enjoyment of the show. All Trade Stand, exhibitors' vehicles and delivery vehicles must be removed from all access and alley ways on the showground by 09.00 (last deliveries permitted to access the site at 08.30). Any vehicle in an inappropriate/unsafe place will be removed.