**2024 Event Application**

**Please note that this is an application only. You will be notified if successful and asked for £50 deposit or payment in full if less than 50 pounds to secure your space. Full payment must be paid 5 weeks before the event. Please note dates may change and other events will be added.**

**CONTACT DETAILS Office Use**

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| **Company Name :** |  |  |  |
| **Exhibiting Name :** |  |  |  |
| **Contact Name :** |  | **`** |  |
| **Position in Company :** |  |  |  |
| **Address :** |  |  |  |
| **Postcode:** |  |  |  |
| **Telephone :** |  |  |  |
| **Email** |  |  |  |
| **Website:** |  |  |  |
| **Facebook :** |  |  |  |
| **Twitter :** |  |  |  |
| **Instagram :** |  |  |  |

**PRODUCT/ACTIVITY/DEMONSTRATION DETAILS**

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| --- | --- |
| **Description of products sold at the event :**  **Please be specific.**  You will be asked to remove any items from your stall if they have not been listed. All products must be handmade. No enhanced items will be allowed. No copyright products will be permitted e.g. Disney, VW. No sales of food permitted on a craft stall.  Where necessary you will be asked to provide up to date CE certificates, relevant skin care certificates, tens and food hygiene certificates with your application.  No lucky dips or raffles are permitted.  bought |  |

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| **Will you be providing activities/workshops at the event?**  **If yes, please complete. If no please put N/A .You do not need a DBS if you not providing workshops.**  **Please describe activity and any possible risks, equipment being used.**  NOTE: stallholders providing activities must provide a current DBS Certificate. If you do not have one you can apply through the St Fagans Makers Market.  (A workshop risk assessment will be needed alongside the two normal risk assessments.)  **Will you be charging for your activities?**  **Please indicate cost.** |  |
| **Will you be running demonstrations? Please describe demonstrations and any possible risks, equipment being used.** |  |
| **Other information**  **Please include your car registration.**  **Please provide any additional information or requirements you may have, e.g. will you be running activities or demonstrations at or away from your stall. Do you have a large vehicle or more than one.( Please ensure you note down all your car registrations that you will be using during the show).Please inform the organiser if you have a service dog or specific requirements.**  **Dogs are strictly not allowed at any event on or near your stand under any circumstances.**  **No drinking alcohol on your stand at any event.** |  |

**Your details will only be used for the purpose of these events.**

**They will be shared to the venue if requested.**

**Please state that you agree for this to happen. Yes/no**

**Please indicate with a tick which events you are applying for throughout the year. If you are not attending the full event, please put the specific dates next to the appropriate event. Taster (single days) are advertised on a regular basis on the St Fagans Makers Market FB group which can be joined for free upon request. Bookings for taster days can be done in advance by adding dates you require to an event or when advertised. Craft events are mainly held at Sain Ffagan: Amgueddfa Werin Cymru/St Fagans, National History Museum, Caerdydd, CF5 6XB: If the event is held at a different venue it will be stated in the details below.**

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| --- | --- | --- | --- | --- |
| Date | Details | Event Cost | Total Cost | C:\Users\sarahb\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\THPE9LLQ\medium-Tick-Mark-Check-Correct-Choose-Accurate-166.6-13398[1].gif |
| 10th - 17th  FEBRUARY - 8 days | FEBRUARY HALF TERM, ST FAGANS MUSEUM IN THE INDOOR ATRIUM, TEN BY TEN (3M BY 3M) SPACE. TRADING TIMES 10.00AM - 5.00PM. |  | £280 |  |
| SPECIFIC DATES --------------  -------------------------------- |  | £35 per day |  |  |
| 23edmarch - 4TH April - 13 DAYS | EASTER HOLIDAY, ST FAGANS MUSEUM - FULL EVENT. TRADING TIMES 10.00AM TO 5.00PM. OUTSIDE IN A MARQUEE TEN BY TEN (3M BY 3M). |  | £455 |  |
| 29TH – 1TH APRIL - 4 DAYS | EASTER BANK HOLIDAY WEEKEND | £160 |  |  |
| SPECIFIC DATES\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | EASTER HOLIDAYS **(NOT THE BANK HOLIDAY WEEKEND)** | £35 PER DAY |  |  |
| EARLY MAY BANK HOILDAY  1st \_ 6th MAY 6 DAYS | EARLY MAY BANK HOLIDAY FULL EVENT,TRADING TIMES 10AM TO 5.00PM.OUTSIDE IN A MARQUEE( 3M BY 3M) |  | £210 |  |
| 4th – 6th 3 DAYS | MAY BANK HOLIDAY |  | £120 |  |
| SPECIFIC DATES ------------------  ------------------- | **(NOT THE BANK HOLIDAY WEEKEND)** | £35 PER DAY |  |  |
| 25th MAY – 31st - 7 DAYS | MAY BANK HOLIDAY ST FAGANS MUSEUM - FULL EVENT. TRADING TIMES 10AM - 5PM. OUTSIDE IN A MARQUEE TEN BY TEN (3M BY 3M) |  | £245 |  |
| 25th - 27th May - 3 DAYS | THE BANK HOLIDAY WEEKEND | £120 |  |  |
| SPECIFIC DATES \_\_\_\_\_\_\_\_\_\_\_\_ | **NOT THE BANK HOLIDAY DATES** | £35 per day |  |  |
| 14th - 26th AUGUST - 13 DAYS | AUGUST BANK HOLIDAY - ST FAGANS MUSEUM FULL EVENT. TRADING TIMES 10AM - 5PM. OUTSIDE IN A MARQUEE. TEN BY TEN (3M BY 3M) |  | £455 |  |
| 24th -- 26th AUGUST - 3 DAYS | AUGUST BANK HOLIDAY |  | £120 |  |
| SPECIFIC DATES \_\_\_\_\_\_\_\_\_\_\_\_ | **NOT AUGUST BANK HOLIDAY** | £35 |  |  |
| 7th- 8th OF SEPTEMBER - 2 DAYS | **MARGAM PARK FOOD FESTIVAL** |  | £150 |  |
| 7TH – 8th SEPTEMBER - 2 DAYS | ST FAGANS MUSEUM, FOOD FESTIVAL - 10AM – 5PM SITE TBC |  | TBC |  |
| 7th – 8th OCTOBER - 2 DAYS | **MID WALES AUTUMN FAIR, ROYAL WELSH SHOW GROUND.** |  | TBC |  |
| 26st 0CTOBER– 1th NOVEMBER - 7 DAYS | **ST FAGANS – HALF TERM FULL EVENT. TRADING TIMES 10AM - 5PM**  **(Late nights 29th,30th and 31st stallholders must attend day and night.**  **Site to be confirmed.)** |  | £245 |  |
| SPECIFIC DATES \_\_\_\_\_\_\_\_\_\_\_\_ |  |  | 35 PER DAY |  |
| CHRISTMAS EVENT 23TH-24TH  NOVEMBER 2 DAYS | ST FAGANS MUSEUM INDOORS IN THE ATRIUM.TRADING TIMES 10AM-5PM.TEN BUY TEN (3M BY 3M) CHRISTMAS EVENT |  | 90 |  |
| CHRISTMAS EVENT 30TH NOVEMBER TO 1ST OF DECEMBER 2 DAYS | ST FAGANS MUSEUM INDOORS IN THE ATRIUM.TRADING TIMES 10AM-5PM.TEN BUY TEN (3M BY 3M) CHRISTMAS EVENT |  | 90 |  |
| CHRISTMAS EVENT 7TH-8TH OF DECEMBER | ST FAGANS MUSEUM INDOORS IN THE ATRIUM.TRADING TIMES 10AM-5PM.TEN BUY TEN (3M BY 3M) CHRISTMAS EVENT |  | 90 |  |
|  | **OTHER EVENTS THE MAKERS MARKET WILL BE ATTENDING. Please tick the box** |  |  |  |
| 9th-11th | THE FOODIES FEST BUTE PARK |  | TBC |  |
| 3ed OF AUGUST WESNESDAY | BRECON SHOW, Brecon one day show 3meter buy 2meter |  | 70 |  |
| 7TH of AUGUST WESNESDAY | VALE SHOW , GLAMORGAN |  | TBC |  |
| 14TH TO 15TH SEPTEMBER | **SHEEP FESTABLE LLANDOVERY** |  | TBC |  |

**ELECTRICAL REQUIREMENTS Please individually state the event date, every appliance you will be using and most importantly wattage consumption.** The event organisers will not be supplying any equipment on your behalf. Charges for electricity supply are noted below or informed before the event. **Electrical supply must be ordered in advance - the use of multi-way adapters will NOT be permitted.** Please note that the pricing structure below can be applied only to advanced bookings and notification of requirements. **(Note: all electrical appliances (including phones, heaters, chargers etc) must have a current PAT test and you must have an up-to-date certificate for each event and sent to the organiser with this application.**The Technical Team reserve the right to enforce the above requirements during the event and make any decisions necessary to ensure the safety of the event.

**Pricing: 100W – 500W £15, 501W – 1500W £25, 1501W – 3500W £40**

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| **DATES** | **APPLIANCE** | **No. Of Sockets** | **WATTAGE** |
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| Totals (FOR OFFICE USE ONLY): | |  |  |

**Important Information Please note the following:-**

**Stallholders are to contact Tracey baker, not the Museum OR OTHER SITES for any further information or assistance with this form or site queries.**

**Applications are for a 10ft x 10ft (3m x 3m) space only. Unless stated different on other events.**

**No tables or chairs are provided. Dogs are not permitted on your stall under any circumstances. You will be asked to remove them straight away .SERVICE DOGS ARE PERMITTED .Please put on form if you have any special requirements.**

**Tables must have coverings that go to the floor and be of good quality.**

**All signage must be professionally produced and must be bilingual (Welsh & English). Any signs that are not bilingual will not be permitted at St Fagans Museum. On other sites we highly recommend that they are bilingual.**

**Here is a free welsh translation service run by Business Wales that may be useful to you https://businesswales.gov.wales/heloblod/helo-blod.**

**PLEASE READ THE FOLLOWING TERMS AND CONDITIONS CAREFULLY**

**TERMS AND CONDITIONS**

**REGULATIONS GOVERNING THE ACCEPTANCE OF ENTRIES FOR ALL STALL SPACES INCLUDING OUTDOOR AND INDOOR SPACES**. All stall holders must comply with the following terms, conditions, and regulations. The booking of any stall implies acceptance of these conditions, and the St Fagans Makers Market health and safety policy at any venue.

**ALLOCATION OF STALL -** St Fagans Makers Market will only reserve space when conformation is given, and full payment is made. Also receipt of a correctly completed application form, risk assessment forms, a copy of your Public Liability certificate, relevant certificates eg DBS, P.A.T testing certificate which are current. Stallholders are requested to ensure they have public liability insurance cover of at least £5 million any insurance under this will not be accepted.

**REFUSAL OF APPLICATIONS -** To avoid duplication of products on display, some stalls may inevitably be rejected. SFMM reserves the right to refuse any application for stalls whatsoever, without any reason being given. St Fagans Makers Market further reserves the right to cancel any application, which may have been accepted without any reason being given and cannot accept responsibility for any costs incurred by the stallholder in connection with such cancellation. Any application not accepted will be returned with any fees paid. Exclusivity of goods cannot be guaranteed.

**COST/PAYMENT**

A £50 per event deposit is required upon acceptance to an event or full payment for single taster days. Deposits are non-refundable. **Payment should be made by BACS to: Bank – The Co-Operative Bank, AC Name – St Fagans Makers Market, SC – 08-92-50, AC No. – 68669991. APPLICATIONS CAN BE RETURNED BY EITHER BY POST OR EMAIL to** [**tracey.baker246@googlemail.com**](mailto:tracey.baker246@googlemail.com) **or 28 Llanbedr Road, Fairwater, Cardiff, CF5 3BW.**  The balance of the stall costs needs to be received 5 weeks prior to the start of each event. Stalls will not be considered booked until full payment has been received/cleared. If a stallholder is unable to attend 28 days before an event there will be no refund unless that stall can be re-let. If the stall is re-let then a proportional refund less the deposit of £50 will be returned. If stallholders cancel due to COVID the market requires proof of a positive test .If a stallholder cancels before two weeks and up to the event there will be no refunds at all.

Closed/empty stalls will not be permitted as they are detrimental to the appearance of the event so please ensure that you have cover for illness or emergencies. Stallholders unable to attend the event will not be refunded.

If stallholders attend as a late booking and have therefore not paid the agreed full amount due, stallholders will still be liable for this sum whether they take part or not on the agreed dates.

**If a booking is cancelled after acceptance to participate, the stall fee/deposit will not be refunded. If a booking is cancelled before the event commences, any stall fees paid will not be refunded. If a booking is cancelled during the event whereby you are taking part for a set time part way through the event, then no fees will be refunded.**

**TRADE DESCRIPTION - ONLY HANDMADE GOODS ARE PEMITTED.** All stall holders must complete the description of products/workshops and demonstrations section on the application form. Stallholders will not be permitted to sell /complete workshops or demonstrate goods that are not included in this description. Any misrepresentation will result in being asked to remove goods**. No selling of food is permitted on a craft stall.**

**WORKSHOPS/DEMONSTRATIONS -** Demonstration and workshop tables should have good quality tablecloths and go to the floor. Person(s) running workshops must have a current DBS Certificate and appropriate insurance to cover workshops and demonstrations. Stallholders must gain SFMM organisers permission for additional workshops if not detailed on application form. All craft items must be free of hazardous materials. Stallholders will provide if appropriate protective items - aprons, gloves, and goggles etc. Washing facilities must be provided if appropriate. Stalls must be always manned, and extra cover must be provided by the stallholders if for some reason named stallholder is unavailable or your stall is very busy.

There will be a maximum visitor’s Charge £8 per person per workshop unless previously agreed otherwise with a SFMM organiser.

**STALL/ SITE –** Each outside stall space will be positioned within an individual covered solid marquee stall 10ft x 10ft with a wooden floor and front cover with lace up doors. Wooden floors are only provided in the colder months. Pictures are available on the SFMM FB group page. These are sited on a permanent pasture and SFMM cannot give any assurance that any site will be on level ground. Stall holders must accept that the ground may be uneven, either through natural causes or other conditions. There is mains water available from a tap around the site of the market. Electric supply will only be supplied if pre-ordered. For indoor events you will be provided with a ten by ten space unless stated before the event.

**SITE ARRIVAL AND SET UP - STALL HOLDERS WILL RECEIVE SET UP INFORMATION AND A MAP TO THE STALL SITE WITHIN THE MUSEUM GROUNDS APPROXIMATELY A WEEK BEFORE THE EVENT. IF YOU DO NOT RECEIVE THIS INFORMATION PLEASE CONTACT SFMM**. The Market has gained special permission for access and stallholders must follow all instructions given at all times failure to do so will result in the stallholder being removed from site. **ALL STALL HOLDERS MUST REPORT TO THE GATE HOUSE- BUT NOT BEFORE 8am**. Stallholders must not enter the site before 8am unless stated by the event organisers. No vehicle on site shall be driven at a speed exceeding 5 mph. All vehicles must have their hazards lights on while moving on site and follow the map. No vehicle will be driven on any verges, grass, or ground coverings at any time. All vehicles must be removed off site by 9.30am and parked in the main car park to ensure the safety of everyone on site, we are unable to allow any stallholders vehicles to drive on site between 9.30am and 5pm or when the museum is open to the public**. ANY LATE ARRIVALS AFTER 9.30AM WILL NOT BE PERMITTED ON SITE WITH VEHICLES. The times will vary on different sites. All stallholders must respond to the set up email.**

**LAYOUT OF STALLS -** Stallholders will be informed of their exact location upon arrival. Final decision on stall positioning remains with the SFMM organiser**. PLEASE NOTE THAT SFMM DOES NOT SUPPLY TABLES OR CHAIRS.** Tables and chairs must fit within the confines of the space booked. They must not encroach on, obstruct or in any way interfere with neighbouring traders and walkways. SFMM will strictly control encroaching on walkways to ensure fairness and to maintain unobstructed walkways. **Stalls should have good quality signage and be bilingual (Welsh and English). Signage that is not bilingual will not be permitted on the St Fagans site.** Stallholders that want to advertise outside their area must gain permission from SFMM and be on a secure A5 A frame .It is important that all stallholders decorate and light their stall to a high standard with a table cloths to the floor.

**SETTING DOWN** - No Stall shall be dismantled, and no goods removed from site until end of trading. No vehicle required for the removal of stalls/ contents will be allowed to enter the site until 5.15pm, or when the museum/site has closed to the public. All stallholders must completely pack down before bringing vehicles on site. All vehicles must follow the map and instructions as for the set up. In the event of a cancellation of an event, vehicles will only be allowed access after the museum/site has closed to the public At the end of the event your stall must be left litter free, clean and laced up. Times will vary on other sites.

**OVERNIGHT SECURITY -** St Fagans Makers Market and organisers are not responsible for the security or safety of exhibits or any personal effects or tools belonging to the stallholders, the public or to any contractor or any structure on their stand. Stallholders are welcome to leave items on their stall overnight at their own risk. There is a Security Team who patrols the Museum grounds. Stallholders are advised not to leave valuables and cash. You will be asked to secure your marquee at the end of trading day.

**CONDUCT ON SITE -** Stallholders are required to attend each day of the event booked. Stalls must be set-up and ready to trade by 9.30am each day. Stalls must be open for business until the end of the trading period. Stalls must be always manned. Any stallholder or stallholder’s representative shall always comply with any request of the organisers and stewards, in the enforcements of the rules and regulations of SFMM. Failure to do so, or any abuse directed at the organisers and, stewards will result in the immediate expulsion from the site with no refund of stall fee. The display, promotions, or sale of goods of any offensive or dangerous nature is forbidden. Behaviour that causes a nuisance to visitors or other traders is strictly forbidden. The sale of goods by auction, Dutch auction; shouting or other unsuitable conduct or offensive behaviour is prohibited. No raffles or lucky dips are permitted**.** The use of microphones, loudspeakers, sound systems are prohibited. The Museum is a strictly non-smoking site. Vaping is not allowed inside or in front of your stall. **STRICTLY NO PETS/AMIMALS ARE ALLOWED ON YOUR STAND AT ANY TIME.STRICTLY NO DRINKING OF ALCOHOL OR SMOKING ON OR NEAR YOUR STAND.**

**EVENT CANCELLATION –** SFMM reserve the right to postpone, cancel, abandon, or curtain any event. SFMM will not be under any liability for any loss or damage (whether direct or indirect, consequential, or otherwise). of such cancelation.

If the event is interrupted, abandoned, cancelled or postponed because of force majeure e.g. poor weather conditions or any other cause not within the control of SFMM/or Local Authorities and/or other event organisers, /or Stewards/and or staff, they cannot accept responsibility for any costs incurred by exhibitors in connection with such cancellation nor undertake any refunds of fees paid or payable. No loss of earnings resulting in the cancellation of the event or damaged stock may be sought from SFMM and/or Local Authorities and/or other event organisers, its Stewards and//or Staff.

**LIABILITY/INSURANCE -** Stallholders will not be accepted without a copy of their Public Liability Insurance to a minimum value of £5 million. Public Liability Insurance must also cover workshop/demonstration activities where applicable. This is the responsibility of the stallholder. Therefore, SFMM will not accept responsibility for loss or damage, however caused. All stallholders must check and forward their up to date certificates before each event.

**STATUTORY REQUIREMENTS -** It is the responsibility of the stallholder and their staff to comply with all relevant Health and Safety, Environment Heath, Trading Standards, Trade Description, Customs and Excise Rules & Regulations, Code of Practice, Acts of Parliament, COVID restrictions and Copyright laws and UK & EU standards must be adhered to and any subsequent amended Legislation Guidance publications not listed here. Stalls may be inspected independently by the Trading Standards Authority at any time. All stallholders have a legal obligation to conduct their business in such a way as to not compromise the health and safety of themselves or others and to co-operate with SFMM and Local Authorities/event organisers to ensure that any statutory obligations are met. All stallholders are responsible to assess and control risks as required under the Management of Health and Safety at Work Regulations 1999. No pesticides and other substances hazardous to health should be kept in the stalls. It is the stallholder’s responsibility to comply with the SFMM HEALTH AND SAFETY POLICY a copy of this is available on the SFMM FB Page.

**ALL STALLHOLDERS MUST COMPLETE THE TWO RISK ASSESSMENT FORMS ATTACHED TO THIS APPLICATION AND RETURN WITH APPLICATION**.

**COVID**. **All stallholders must include covid risks and precautions in the attached blank risk assessment form.**

Relevant rules and regulations current at the time of any of our events, as laid down by the Welsh Government and/or any relevant Councils or third-party organisers, will be communicated to stallholders as part of the individual event setting up information and must be always adhered to. Anyone found disregarding these instructions will be instructed to implement them immediately. Failure to do so will result in them being asked to leave the event straight away.

**FIRE SAFTY**

All precautions must be taken against a fire. Combustible materials must not accumulate inside or outside stall area. Stalls must be clear of litter during and after the event. Provision’s must be made by stallholders to dispose of trade litter. All stallholders must beware of the nearest fire exit and extinguisher. Stallholders are not permitted to use inflammable materials, naked lights, or candles. The site is a no smoking site. All electrical equipment must have a current P.A.T test this includes chargers, heaters, tools etc and an up-to-date copy of a P.A.T certificate must be forward to the event organisers on each event with their application.

**ALL TRADE LITTER MUST BE TAKEN HOME AFTER EACH TRADEING DAY .**

**IN THE EVENT OF A FIRE**

1. Evacuate the stall or area immediately.

2. Report the fire to the Fire Authority and SFMM personnel by the quickest means available.

3. Move to the Assembly Area.

4. Keep all spectators well clear of the area.

5. Observe and comply with instructions given by the Emergency Services Officer or Event Organiser.

**ACCIDENTS/FIRST AID all stallholders must include accident risks and precautions in attached blank risk assessment form.**

It is the stallholder’s responsibility to comply with the SFMM HEALTH AND SAFETY POLICY. All tables stands and display equipment must be of good quality and safely secured. Stalls must be always kept in a safe condition and free of trip hazards.. All precautions must be taken against accidents.

**IN THE EVENT OF AN ACCIDENT PRIORITIES ARE**:

1. The safe treatment of the injured person
2. Immediate actions to prevent a reoccurrence
3. Report to Emergency Services and the Event Organisers immediately
4. Investigation

An Accident Book is kept by SFMM personnel and full details of all accidents must be recorded as soon as possible after the incident including the name and address of the injured person and witnesses.

**RESPONSIBILITY -** St Fagans Makers Market, the organisers and stewards will not be responsible for any accident, damage, or loss, however caused, that may occur to any person, motor vehicle, article or property. St Fagans Makers Market, the organisers and their stewards will not be responsible in any way for an article or object of any kind exhibited. The exhibitor shall assume full responsibility for theses, including liability for all claims arising out of handling of exhibits and the conduct of their stand generally. The exhibitors shall indemnify St Fagans Makers Market, the Organisers and stewards against all claims, damage or expenses arising in any way of the presence of the exhibitor, his/her staff, or his/her exhibits at the event/s .Acceptance of these provisions shall be a condition of entry. St Fagans Makers market, the organisers and stewards are not responsible for the security or safety of exhibits or for any personal effects or tools belonging to exhibitors, the public or to any contractor or any structure on their stands

St Fagans Makers market, the organisers and stewards shall not be any way responsible.1. Any claim for clam for compensation or otherwise in regard to the holding of or anything arising out of in connection with the event/s. 2.Any accident that may occur or death, injury, disease, or loss caused to an exhibitor or his/her servant or agent, from whatever cause, death, injury, disease, or loss arises. 3. Any loss or damage whatsoever arising from the abandonment, cancellation, or postponement of the event/s or any such eventuality. 4.The volume of the general public attending the event/s should these figures not reach the numbers expected, hoped or catered for by the St Fagans Makers Market and Organisers.

**Please sign to indicate that you understand and accept the Terms & Conditions associated with the St Fagans Makers Market events**

**Signature: .............................................................................................. Date: ............................**

**Risk assessment form**. Please answer the questions by placing a cercle around your response. The following two forms must be completed by all stallholders and returned with your application form.

|  |  |  |  |
| --- | --- | --- | --- |
| **Reducing the risk of fire** |  |  |  |
| Has any portable electrical equipment been portable appliance (PAT) tested by a  competent person in the last year? (Evidence to be forwarded with application) | yes | No | N/A |
| Have you identified ignition / heat sources and ensured that these are kept away  from all flammable / combustible materials? | Yes | No | N/A |
| Are you aware that petrol generators /heaters and kettles are not permitted on site? | Yes | No | N/A |
| Are you aware that you are not permitted to use inflammable materials, naked lights, or candles? | yes | No | N/A |
| Are you aware that you must unplug all electrical equipment at the end of trading each day? | YES | NO | N/A |
| Are you are awere that it is a non-smoking site ? | Yes | No | N/A |
| **Gas and gas appliances (including your caravan if located on the site)** |  |  |  |
| Do you have an inspection/gas safety certificate, from someone who is gas safe  Registered, for the appliances and pipework and are all hose connections made  with “crimped” fastenings rather than jubilee clips? (Evidence may be  requested). | YES | NO | N/A |
| Will the LPG cylinders be kept outdoors, secured in the upright position and out of  the reach of the general public? | Yes | No | N/A |
| Will appliances be fixed securely on a firm, non-combustible heat insulating base  and surrounded by shields of similar material on three sides? | Yes | No | N/A |
| Will the LPG cylinders be located away from entrances, emergency exits and  circulation areas? | YES | NO | N/A |
| Will the LPG cylinders be easily accessible for isolation in case of an emergency? | YES | NO | N/A |
| Do you ensure that gas supplies are isolated at the cylinder, as well as the  appliance, when the apparatus in not in use? | YES | NO | N/A |
| Will you ensure that only those cylinders in use / likely to be used are kept at your  stand / unit? | YES | NO | N/A |
| Are staff appropriately trained in the safe use of LPG present at the stand / unit at  all times? | YES | NO | N/A |
| **Fire detection, preventing fire spread and firefighting (including your caravan if located on the site)** |  |  |  |
| If you or staff sleep in / near the stand / is there a working smoke detector and a  clear exit route maintained? | YES | NO | N/A |
| Have you identified combustible materials that could promote the spread of fire  beyond the initial ignition point and reduced the chance of them being involved in  an accident, e.g. paper, cardboard, bottled LPG? | YES | NO | N/A |
| Will you have sufficient bins for refuse or suitable arrangements to prevent an  accumulation of refuse? | YES | NO | N/A |
| Are the structure, roofing, walls, linings, and fittings of your stand / unit flame  retardant? (Evidence may be requested). | YES | NO | N/A |
| Do you have appropriate fire extinguishers / fire blankets available that have been  tested within the last year? (Evidence may be requested). | YES | NO | N/A |
| Are you and staff within the stand / unit familiar with the basic operating instructions for the fire extinguishers / fire blanket? | YES | NO | N/A |
| **Emergency escape** |  |  |  |
| Will you and staff be aware of what to do in the event of a fire, terrorist attack and storm how to raise the alarm, evacuate the stand / unit and the exit locations? | YES | NO | N/A |
| Do you ensure your stand / unit never becomes overcrowded to guarantee the safe  escape of occupants in the event of a fire? | YES | NO | N/A |
| Will adequate exits be provided for the number of occupants within the stand /  unit? (Are staff and customers able to evacuate easily if the normal exit was  blocked due to fire?) | YES | NO | N/A |
| Will the available exits be unobstructed and unlocked at all times the stand / unit  is in use? | YES | NO | N/A |
| Where necessary, will there be sufficient directional signs indicating the  appropriate escape route and do they comply with current regulations? | YES | NO | N/A |
| If normal lighting failed, would the occupants be able to make a safe exit?  (Consider daylight, streetlights, back up lighting, torches). | YES | NO | N/A |
| **Other risks** |  |  |  |
| Are you aware that you must not stock or sell certain items, as listed under  banned items in the terms and conditions. | YES | NO | N/A |
| Have you completed a risk assessment covering the set-up, use and take-down of  your stall, e.g. the use of vehicles, management of slips, trips and falls, working at hight and moving stock**. Please use the blank form below.** | YES | NO | N/A |
| Have you completed a risk assessment covering exposure of covid-19? **Please use blank form below.** | YES | NO | N/A |
| Have you completed a risk assessment covering what to do in a medical emergency? **Please use blank form below.** | YES | NO | N/A |

I/We hereby agree to send all the above mentioned documentation and will ensure that our contractors and staff attending the show are aware of these requirements.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RISK ASSESSMENT** **(compulsory) Please complete the risk assessment forms below, and return with your booking form. Please Include covid in your risk assessment.**

|  |  |
| --- | --- |
| Name of responsible person : |  |
| Business Name |  |

**TRADE STAND RISK ASSESSMENT**

|  |  |  |
| --- | --- | --- |
| **Hazard** | **Persons/groups at risk** | **Measures in place to reduce**  **the hazards or risks** |
|  |  |  |
| Signature of  responsible person: |  | Please tick the box in lieu of signature: |

**Forms should be returned to St Fagans Makers Market, 28 Llanbedr Road. Fairwater, Cardiff, CF5 3BW by post or to tracey.baker246@googlemail.com**

**Please note that if you have not completed the form with all relevant details and supplied necessary**

**documents your application will not be considered.**

|  |  |
| --- | --- |
| To help you along please take a look at the following checklist: **I have enclosed / emailed:** |  |
| A completed, signed and dated application form (scan accepted) |  |
| Two completed risk assessments (scans accepted) |  |
| A copy of my public liability insurance (scan accepted) |  |
| Copy of DBS, CE, skincare Certificates (if applicable) |  |
| Emailed remittance advice of BACs transfer |  |