

OF&G

5 July 2022

Cholderton Estate, Cholderton,
Salisbury, Wiltshire, SP4 0DR
(8am set up) 9:00am – 4pm



National Organic Combinable Crops

Trade Stand Booking Form

Please complete and return to admin@ofgorganic.org

In line with Government guidelines we would ask that if you have symptoms of COVID, or have tested positive within 24hrs of the event, that you don't attend, for the safety of all staff and delegates.

Trade stand space will be charged at £400 + VAT (including electricity, table and chairs for inside spaces).

Payment will be requested after your booking has been accepted and invoices emailed. Payment can be made by card payment (phone the office with your invoice number) or online banking using the bank details on the invoice with the invoice number as a reference.

NAME:	
BUSINESS NAME:	
ADDRESS:	
CONTACT TEL NO:	
EMAIL ADDRESS:	
OF&G REG NO: if applicable	
2 nd NAME"	
2 nd CONTACT TEL NO:	
2 nd EMAIL ADDRESS	

OF&G's National Organic Combinable Crops will be held in association with:



EVENT GUIDE ENTRY – please provide a description of your company & products (max 20 words)

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Website address:

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PUBLIC LIABILITY INSURANCE – please attach a copy of your current certificate

I/We have current public liability insurance (please tick)

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Date of expiry

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RISK ASSESSMENT

I / we have completed and attached the RISK ASSESSMENT

** without this OF&G cannot guarantee that you will be able to operate as a trader at this event.*

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MOBILITY REQUIREMENTS

If you have any mobility requirements, e.g. wheelchair access, please give details:

**whilst we welcome those with mobility issues we would like to remind you that this is an on-farm event with a farm walk included in the timetable and we cannot guarantee full access to the farm walk. Access to hard standing and refreshments will be available.*

TERMS AND CONDITIONS

OF&G reserves the right to refuse any application or cancel an entry at any time without any reason being given.

Site allocation is entirely at OF&G's discretion, although we will make every effort to meet requests from exhibitors. All bookings must be confirmed by 24 June 2022. OF&G cannot guarantee that space will be available.

At the absolute discretion of OF&G if the event site becomes unfit or unavailable for occupancy or it becomes impossible or impracticable to hold the event for reasons beyond the control of OF&G then OF&G reserves the right (but shall not be obliged) to cancel the event. In these circumstances OF&G and trade exhibitors agree and acknowledge that OF&G shall endeavour, where possible, to refund the exhibitor up to 100% of their stand fees (excluding all other expenses and charges incurred by the exhibitor and OF&G) less £50 administration fee payable to OF&G. However, if the event is cancelled once it has commenced stand fees will not be refunded.

Event set-up:

The site will be open from 8am on 5 July for setting up. All stands must be complete by 9am.

Access to the site before the event is possible only by prior arrangement.

NOCC22 TRADE EXHIBITOR RISK ASSESSMENT

Please complete using BLOCK CAPITALS and return with your Trade Stand Booking Form

COMPANY NAME:	
DATE ASSESSMENT UNDERTAKEN	
NAME AND SIGNATURE OF ASSESSOR	
Description of type of product/s on display and processes being assessed i.e. build up, during event and breakdown	

You are required to assess any risks to yourself, your staff and visitors using the tables below, paying particular attention to Covid-19 hazards / risks and the controls in place to minimise the risk.

SECTION 1 – Hazards and Risks to your own staff or preferred contractors	YES	NO
Slips, trips or falls due to build up of waste or other debris (i.e. poor housekeeping)		
Fall from height (associated with the use of inappropriate access equipment)		
Manual handling injuries associated with heavy lifting		
Hit by falling objects, tools, equipment, unsecured advertising boards		
Hazards associated with working machinery, entanglement, cuts etc		
Covid-19 hazards / risks		
Other hazards/risks		
SECTION 2 – Hazards and Risks to Customers, other Exhibitors and Visitors		
Hit by falling objects, unsecured parts of the trade stand		
Slips, trips and falls caused by poor housekeeping		
Manual handling injuries associated with heavy lifting		
Covid-19 hazards / risks		
Other hazards / risks		

If you have ticked YES to any of the boxes above please give details of the controls in place to reduce risks below:

SECTION 3 – Identified Risk	SECTION 3 – Action to reduce Risk