

Helensburgh & Lomond Highland Games

Charity Number - SCO39407

Trade Stand Site Application (£60 = 3m x 3m)
Highland Games - Saturday 11th June 2011

Name

Address

Telephone No: (Home)

(Work)

E-mail Address (must be provided)

Full Description of Exhibit / Sale of Goods (must be completed)

Space available to each Stall Site is 3 X 3 meters. Maximum Depth of Stand must be no more than 3 meters (This will include tow bars & trailers) if a larger space is required this will incur added costs, details available upon request. (You Must provide your own Stall / Gazebo / Unit) Please note that no application will be processed unless the Risk Assessment has been completed and a copy of any relevant Health & Safety Certificates & Public Liability Insurance (if applicable) are attached to the Application form with the appropriate fee.

The Stalls Coordinator will be on site from 7:00 am on Saturday the 11th June 2011.
Stall Holders should liaise with him on arrival, stalls must be set up by 09:00 am.

Stalls Coordinator: Ian MacQuire, 07835 403 508 - ian.macquire@live.co.uk

You will be advised if your application is successful.

Closing Date for Applications is 31st March 2010, No applications will be accepted after this date, if fee is not paid by this date the site will be cancelled; there will be no reserve, if you cancel after the 16th May 2011 no refund will be given.

Closing Date for Applications 31st March 2011 (No Applications will be accepted after this date).

www.Helensburghandlomondgames.co.uk

Please note that any complaints on the day of the Games Must be made only to the Stalls Coordinator & will not be accepted by any other Committee member.

I AGREE TO ABIDE BY THE REGULATIONS GOVERNING TRADE STAND APPLICATIONS.

Signature:

Date:

Cheques should be made payable to Helensburgh & Lomond Highland Games
Return to: Ian MacQuire, HLH Games Stalls Coordinator,
11B Kirkmichael Road, Helensburgh.G84 7NH

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RISK ASSESSMENT FORM

Please complete all sections which are applicable to your stall

To Download: File / Save as "TS08xxRA.doc" / Type your details / Send to Mail Recipient as an attachment with the subject as "HLHG Trade Stand"

Name			
Address			
Signature			Date
Event	Helensburgh & Lomond Highland Games		
Date	Saturday 11th June 2011		
Hazard	Persons Affected	Risk Level (Low / Medium / High)	Control Measures
Vehicle Movements	Public	High	Use hazard flashers when moving in the site. Keep speed below 10 mph. No vehicle movement after 9:45 am
Handling Equipment			
Erection of Stall			
Working at Heights			
Handling Stock			
Slips - Trips - Falls			
Power (mains/generators)			Do you have the correct fire safety equipment & are your certificates in date
Fumes			
Noise			
Fire / Flammable Materials			Do you have the correct fire safety equipment & are your certificates in date
Rubbish / Waste Materials			
Other			

Please Note: A copy of any Health & Safety Certificates held should be included with your application.

If Stall Units that require fire extinguishers /Fire Blankets /Health Certificates etc, do not have the correct equipment & certificates in date on the day of the Games they will be refused admission to the Games Site, stalls that could be effected include: Food Units, Drink Units, Units that use a power source, etc.