

Ramsey 1940s Weekend 2023

Saturday 19th & Sunday 20th August 2023

The Camp, Wood Lane, Ramsey, Huntingdon, Cambs. PE26 2XB

Application form for **Traders** / **Charity Stalls**

Use this page to tell us who you are and what you do

(To help speed processing please write or print clearly)

Name	
Address	Phone
	Mobile
	Email

Trader []

Charity []

TRADER		Trading Name:
Brief description of goods to be sold		

CHARITY STALL Proof required		Charity Registration No.
Brief description of goods to be sold or other fund-raising activity		

Our contact details

The Ramsey 1940s Committee, The Camp, Wood Lane, Ramsey, Huntingdon, Cambs..PE26 2XB

Ramsey1940s@gmail.com

01487 814181

www.ramsey1940s.co.uk

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Tell us what you wish to book

Please see the HELP section (page 4) before completing this section. This will ensure your pitch will meet your needs.

TRADERS only to complete this section (non-food)				
Number of pitches required		6m wide x 7.5m deep	£100 each	£
Number of pitches required		8m wide x 7.5m deep	£120 each	£
Number of pitches required		10m wide x 7.5 m deep	£140 each	£
TOTAL STALL FEE				£
Additional weekend passes <i>Only two free passes issued with each pitch booked, any additional staff passes must be purchased.</i>		£15.00 adults		£
		£10 concessions (60+)		£
		£5 children (5 to 15 years)		£
TOTAL ADDITIONAL PASSES				£
ADDITIONAL CAMPING PITCHES (standard £30 each – large £40 each)				
SATURDAY EVENING DANCE TICKETS £15 each (sorry, no under 12's)				

CHARITIES only to complete this section				
Number of pitches required		5m x 5m	£20 total	£20
<i>Only 4 passes with each pitch, additional passes must be purchased.</i>		£15 adults	£	£
		£10 concessions (60+)	£	£
		£5 children (5 to 15 years)	£	£
CAMPING PITCH (if required)		Standard £40	Large £60	£
SATURDAY EVENING DANCE TICKETS £15 each (sorry, no under 12's)				£

Please transfer your totals to this section

STALL FEE (total of all pitches and additional space)	£
ADDITIONAL WEEKEND PASSES	£
CAMPING/ADDITIONAL CAMPING	£
SATURDAY EVENING DANCE TICKETS	£
TOTAL PAYMENT TO BE MADE	£

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How to pay (please complete relevant section)

By Cheque to: Ramsey 1940s Committee	Trading Name (from page 1)	Cheque number	Amount £
By Bank Transfer Ramsey 1940s Committee Acc: 00197920 Sort: 20-43-63 Barclays	Trading Name (from page 1)	Payment reference (if not Trading Name)	Amount £

Nearly there!

Please check your form for accuracy and tick below as required:

1. I have completed all sections from pages 1 thro' 3
2. I have enclosed my cheque for payment
3. I have made my payment by bank transfer
4. I have enclosed a copy of my public liability insurance* *original to be shown on arrival
5. I have enclosed the completed risk assessment
6. I will complete my risk assessment at the venue
7. I have read and agree to the terms and conditions

Name (please print) Signature

Date

That's it! Seal the envelope, put a stamp on it and post it to:

Trader/Charity Stall
Ramsey 1940s Weekend
1940s Camp
Wood Lane
Ramsey
Cambs
PE26 2XB

All applications will be acknowledged by email, or by post if an email address is not available.
Thank you for your application – we look forward to seeing you in August!

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HELP SECTION:

TRADER

1. Your pitch includes room for your stall, caravan/tent and one vehicle as standard but you must choose the correct width of pitch.
2. All guy lines, weights and goods must be contained within your pitch area – our safety/security staff will not permit you to extend beyond it. This is necessary to maintain public safety.
3. Before you trade you must provide proof of public liability insurance with a minimum value of £5million.
4. Risk assessments must be completed before you're permitted to trade.
5. Additional camping pitches are sited in the camping area, not within the trade stand.

CHARITY

1. Your pitch includes room for your stall.
2. All guy lines, weights and goods must be contained within your pitch area – our safety/security staff will not permit you to extend beyond it. This is necessary to maintain public safety.
3. You will have vehicular access to your stall up to 9:30am and after 5pm on show days. Between these times your vehicle must be placed in the public car park.
4. Before you trade you must provide proof of public liability insurance with a minimum value of £5million.
5. Risk assessments must be completed before you're permitted to trade.
6. Camping space is not provided. If you require a camping pitch it will be in the camping area and must be booked separately.

GENERAL

1. The site can be subject to high winds, gusts up to 50mph have been recorded. You are strongly advised to:
 - a. Monitor the weather regularly when setting up and throughout the show.
 - b. Ensure any structures, weights and guy lines are in good order and sufficient to withstand predicted weather conditions.
 - c. Lower or dismantle 'domestic' type gazebos when the stall is unattended, these tend to be little more than sunshades.
 - d. Seek advice from safety/security staff if unsure of the safety of your stall.
 - e. Follow the manufacturers instructions for use of your stall structure.
 - f. Guy ropes should be of a bright (preferably fluorescent) colour or marked with tape.
2. Although we provide constant security patrols from 7pm Thursday evening until 9am Monday morning security of your stall and goods are solely your responsibility.
3. We do not supply electricity for trade or charity stalls.
4. Vehicle movement between 9:45am and 5:15 are not allowed on show days UNDER ANY CIRCUMSTANCES.

Risk assessment for traders/charity stalls

If you need help completing this form
please ask before setting up your
stand



Traders name:

Assessment carried out by:

Date of next review:

Date assessment was carried out:

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done

Risk assessment for traders/charity stalls

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What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done

Risk assessment for traders/charity stalls

**If you need help completing this form
please ask before setting up your
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Completing a risk assessment isn't difficult. Its purpose is to identify any possible hazards that have the potential to cause harm and assess how likely that harm is to happen – in other words, "What is the risk of that happening, of harm actually being caused?"

An example: we've said the site is subject to high winds. A heavy-duty gazebo is heavy and could cause physical injury if blown over by a strong gust. Is that likely to happen? Yes, especially when the show is underway. The safest course of action is not to use such gazebos – but we know this is impractical. Tying or strapping the gazebo down in an appropriate manner would prevent it being moved by strong gusts. The likelihood of harm being caused now is much reduced, it's now controlled.

In a nutshell, the hazard was identified, its potential to cause harm assessed, and a control measure put in place to reduce the risk to an acceptable level or maybe even remove it.

Of course, the guy ropes/straps create another risk – that of trip or snagging. Are they likely to cause harm? Yes. Can it be controlled? Yes, by making them very visible, or better still, inaccessible by the placement of displays or stock!

Apply this method to carrying out your risk assessment and you'll have it done in no time at all. More importantly, you will have a legal document that shows you have acted diligently.

Finally – if in doubt **ASK**. We want you and our visitors to have a memorable and safe show. Thank you for helping to make this a reality!