

Ramsey 1940s Weekend 2024

Saturday 17th & Sunday 18th August 2024

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

Application form for **Tabletop Stall (6ft)**

Your stall will be inside a marquee.

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 []

TRADER		Trading Name:
Brief description of items to be sold.		
Number of tables you are bringing		

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 space will meet your needs.

Tabletop Stall

Number of unit spaces required		Up to 2m wide (only 1 unit per space)	£10 each day £5 any additional tables each day	£
TOTAL STALL FEE				£
Tabletop Stalls will be in the Marquee. This area provides ample space for you and your stall. We enforce a strict policy of no vehicle movements between 0930hrs and 1715hrs each show day.				

CAMPING PITCH (if required)			Large £50	£
Friday EVENING DANCE TICKETS. £15 each (sorry, no under 16's)				£
Saturday Evening Dance Tickets £15 each (sorry, no under 16's)				£

Please transfer your totals to this section

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

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How to pay (please complete relevant section)

By Bank Transfer Ramsey 1940s Committee Acc: 00197920 Sort: 20-43-63 Barclays	Trading Name (from page 1)	Payment reference (if not Trading Name) Tabletop Stall	Amount £
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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 made my payment by bank transfer
3. I have enclosed a copy of my public liability insurance* *original to be shown on arrival
4. I have completed and enclosed the completed risk assessment
5. I will complete my risk assessment at the venue
6. 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:

**Table Top 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:

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. Vehicle movement between 9:30am and 5:15 are not allowed on show days **UNDER ANY CIRCUMSTANCES.**
4. Food traders/charity food stalls/tabletop stalls are expected to trade for both show days.

Risk assessment for Tabletop 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 Tabletop stalls

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Risk assessment for Tabletop stalls

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stand**

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!