

THROCKMORTON AIR SHOW

SAT 11TH JUNE 2016



Throckmorton Airfield,
Long Lane, Pershore,
Worcestershire, WR10 2JH

Contact name:			
Address:			
	Postcode:		
Telephone:			
Email:			

EXHIBITION & TRADE PITCH APPLICATION FORM

- Throckmorton Air Show is strictly a fundraising event for the chosen charities and not a registered company. No VAT will be charged.
- Pitches will be confirmed by Friday 03rd May 2016.
- All pitches will be located on either side of the **Blue** display area as shown on the plan attached to your confirmation email.
- When calculating your pitch size, please remember to include room to manoeuvre into position, tow bars, guy ropes etc
- Payment can either be made for the size of pitch (minimum payment £160) or a generous donation towards the chosen charities.

Pitch requirements for Static Display & Marquee Exhibits

Type of Pitch Required Grass / Hard standing	Size of Pitch (Metres)		Frontage Per Metre - £50	Additional Depth Over 3m - £20	Pitch Cost £	Donation
	Frontage	Depth				

- No camping will be allowed on site as there will be no facilities or security overnight.
- The position of a stand is subject to change at short notice.
- **Proof of Insurance, completed Health, Safety & Fire risk assessments will be required from all Exhibitors/Traders.** (Please attach a copy)
- Generators are permitted but must be silent running and comply with H&S regulations.
- A copy of the Event Safety Plan and Risk assessment can be requested from the event manager.

Please make Cheques payable to:
"THROCKMORTON AIR SHOW".
Cash can be deposited on the day
with prior arrangement only.

**Please return completed form
along with a £50 Deposit to:**

Samantha Jones
Air Show Organiser
2 Cummins Cottage
Hindlip Lane
Worcester
WR3 8ST

Email: sam.throckmortonairshow@gmail.com

Tel: 07969 422823

ARRIVAL / SETUP TIMES

ARRIVAL / SETUP TIMES	
FRIDAY	
MARQUEES	1000 hrs – 1700 hrs
SATURDAY	
ALL PITCHES	0600 hrs – 0900 hrs
Strictly NO ADMITTANCE or UNAUTHORISED vehicle movement will be allowed on site after these times.	



IN SUPPORT OF





THE CHIEF FIRE OFFICERS' ASSOCIATION

The professional voice of the UK fire and rescue service

Fire Risk Assessment - Traders and Market Stalls

Name of Unit / Stall	
Contact No. on site	
Location on site	

In order to comply with relevant fire safety legislation you MUST complete a Fire Risk Assessment of your stall or unit.

The Risk Assessment needs to identify the fire hazards and persons at risk, you must endeavour to remove or reduce these risks and protect people from fire. Failure to comply with this requirement will result in you being removed from the site. You must be able to answer YES to the following questions.

This signed and completed form must be maintained available for inspection by the Fire & Rescue Service / Event Organiser / Council Officers at all times.

You must undertake a Fire Risk Assessment for your unit, which must be suitable for the circumstances. You do not need to use this form, and may use another method if you wish, however, this form is considered to be suitable for most standard market stalls and units

1. Are adequate exits provided for the numbers of persons within the unit or stall? (Are your staff and customers able to evacuate easily if the normal exit is blocked?)	Yes	No
2. Where necessary, are there sufficient directional signs indicating the appropriate escape route and do they comply with current regulations?	Yes	No
3. Are the exits maintained available, unobstructed, and unlocked at all times the premises are in use.	Yes	No
4. If the normal lighting failed would the occupants be able to make a safe exit? (Consider back up lighting)	Yes	No
5. Do you have an adequate number of fire extinguishers/fire blankets available in prominent positions and easily available for use?	Yes	No
6. Has the fire-fighting equipment been tested within the last 12 months? <i>Note: a certificate of compliance will normally be required</i>	Yes	No
7. Have your staff been instructed on how to operate the fire-fighting equipment provided?	Yes	No
8. Have your staff been made aware of what to do should an incident occur, how to raise the alarm, evacuate the unit, and the exit locations?	Yes	No
9. Have you identified combustible materials that could promote fire spread beyond the point of ignition such as paper/cardboard, bottled LPG etc and reduced the risk of them being involved in an incident?	Yes	No
10. Have you identified all ignition sources and ensured that they are kept away from all flammable materials?	Yes	No
11. Are the structure, roofing, walls and fittings of your stall or unit flame retardant? <i>Note: certificates of compliance will normally be required</i>	Yes	No
12. If any staff sleep in the stall is there a working smoke detector and a clear exit route at night? <i>Note : Persons should not be allowed to sleep within a high risk area and some Authorities and events do NOT allow any sleeping within units.</i>	Yes	No
13. Are you aware that you must not stock or sell certain items, i.e. fireworks, garden flares, household candles, tea lights, etc?	Yes	No

14. Do you have sufficient bins for refuse? Is all refuse kept away from your unit?

Yes	No
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15. Are you aware that petrol generators are not permitted on site?

Yes	No
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If you use LPG

16. Do you have an inspection / gas safety certificate for the appliances and pipework (copy to be available for inspection) and are all hose connections made with "crimped" fastenings?

Yes	No
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17. Are the cylinders kept outside, secured in the upright position and out of the reach of the general public?

Yes	No
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18. Are appliances fixed securely on a firm non-combustible heat insulating base and surrounded by shields of similar material on three sides?

Yes	No
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19. Are the cylinders located away from entrances, emergency exits and circulation areas?

Yes	No
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20. Are the gas cylinders readily accessible to enable easy isolation in case of an emergency?

Yes	No
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21. Do you ensure that all gas supplies are isolated at the cylinder, as well as the appliance when the apparatus is not in use?

Yes	No
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22. Do you ensure that only those cylinders in use are kept at your unit/stall? (Spares should be kept to a minimum and in line with any specific conditions for the event)

Yes	No
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23. Is a member of staff, appropriately trained in the safe use of LPG, present in the unit / stall at all times?

Yes	No
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If the answer to any of the above questions is "NO", please detail the actions you have taken to remedy the situation.

Continue on separate sheet if necessary

Stallholder / Responsible Person : Signature _____ Print Name _____ Date _____

Designation : _____

Company : _____

PLEASE NOTE
 THIS DOCUMENT DOES NOT PRECLUDE YOU FROM POSSIBLE PROSECUTION
 OR REMOVAL FROM THE SITE BY THE ORGANISERS
 SHOULD A SUBSEQUENT INSPECTION REVEAL UNSATISFACTORY STANDARDS.