



Aiming higher Fighting cancer

PART 1.
GALA DAY 2010
BOOKING FORM

Name of Exhibitor/Stall-holder:

Company Name:

Address:

.....Post Code

Telephone Number :

Mobile Number :

Email Address:

Header (For Stall Identity)
(Block Capitals)

Vehicle registration no:

Details of Products on your stand**:-
.....

Public Liability company & policy no:

****WE REGRET THAT ALL STALLS FOR HOT FOOD & BEVERAGES ARE FULLY SUBSCRIBED**

Part 2

EXHIBITOR SPONSOR FEES

Basic ground space is £50.00 per 3m X 2m
Additional space is £5 per metre

- a) Own tent/gazebo: Yes Frontagem Depthm
b) Ground space only Yes Frontagem Depthm

{please tick as appropriate}

Pitch @ basic rate of £50.00 (3m X 2m) £50.00

Own Gazebo/tent @ additional £5 per metre £.....

..... 6' Trestle Table(s) hire @ £5.00 per table £.....
(Exhibitors/stall-holders must provide own table covers)

TOTAL: £.....

I agree to conduct my business on Gala Day in a manner to comply with the Health and Safety at Work Regulations in respect of my own employees and members of the public. I also agree to abide by the Terms & Conditions of the Organisers as outlined above

Signature **Date**

DATA PROTECTION: Your name and address will be entered onto our database. Please tick the box if you do not wish to receive additional information about the YCC Appeal

Please return to:

Gala Day Administrator, Yorkshire Cancer Centre, Fundraising Department,
Level 7, Beckett Street, Leeds LS9 7TF
Tel enquiries: 0113 206 8444: 0113 206 8620:

Fax: 0113 206 8476

Email: sheila.o'shea@leedsth.nhs.uk

This form must be accompanied by:

- 1) a copy of your Public Liability Insurance
- 2) a copy of your Product Liability Insurance (if applicable)
- 3) Your completed Risk Assessment form
- 4) your trade stall fee made payable to 'Yorkshire Cancer Centre'

RISK ASSESSMENT

To be returned by 12th May 2010

Name _____

Company _____

Address _____

Yorkshire Cancer Centre Gala Day 2010 Pitch

Number/s _____

Franchise _____

Signed _____

Print Name _____

Date _____

1) Hazard

Look only for hazards, which you could reasonably expect to result in significant harm under the conditions of the event. Use the following as a guide - slipping/tripping hazards, fire, chemicals, moving parts of machinery, vehicles, electricity (poor wiring, exposed cables), fumes, noise, manual handling, poor lighting.

List HAZARDS here:

2) Who might be harmed?

There is no need to list individuals by name - just think about the groups of people who might be affected - staff, maintenance staff, contractors, operators, public. Pay particular attention to staff with disabilities, visitors, inexperienced staff, lone workers. List groups of people who are especially at risk from the significant hazards, which you have identified:

3) Is the risk adequately controlled?

Have you already taken precautions against the risks from the hazards you have listed? For example, have you provided - adequate information, instruction or training, adequate systems or procedures.

Do the precautions -

Meet the standard set by legal requirements?

Comply with recognised industry standards?

Represent good practice?

Reduce the risks as far as reasonably possible?

If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place. You may refer to procedures, manuals, and company rules etc giving information.

List existing controls here or note where the information may be found -

4) What further action is necessary to control the risk?

What more could you reasonably do for those risks which were not adequately controlled? You will need to give priority to those risks, which affect large numbers of people and/or could result in serious harm. Apply the principles below when taking further action, if possible in the following order: -

Remove risk completely

Try a less risky option

Prevent access to the hazard (e.g. by guarding)

Organise work to reduce exposure to the hazard

Issue personal protective equipment

Provide welfare facilities (e.g. First Aid, Washing Facilities etc)

List the risks that are not adequately controlled and the action you will take where it is reasonably practicable to do more. You are entitled to take costs into account, unless the risk is high:

PLEASE READ

TRADE STANDS - ALL STANDS ARE OPEN SITE

Your stand & Display

Each stall-holder will be allocated a space measuring 3m X 2m at a cost of £50.00 per stall. Additional space is available @ £5.00 per square metre

Exhibitors own gazebo/tent

Please allow an additional 1½ metres on all sides of a gazebo/tent for guy ropes. If using a trailer, please allow for parking space in the above dimensions.

All Exhibitors **own** lighting & extension leads must be PAT tested (or less than 12 months old if you have original receipts)

Build Up – Exhibitor Access

Saturday 29th May 8.00 a.m. – 10.45 a.m.

Using the **Park Avenue** entrance, please register your arrival with a member of the Gala team at the entrance to the park: a Marshall will then direct you to your stand/pitch. You should offload your stall and then park your vehicle in the allocated parking space.

Take Down

All stalls must be dismantled on Saturday 29th May and the Park vacated by 6.30 p.m.

Fire Prevention

Exhibitors with electrical equipment (TV sets, computers, etc) are required to provide 2.2kg CO2 or dry powder extinguisher with their stand.

Loudspeaker/Noise From Stands

Exhibitors should not cause nuisance noise on the field by using loud speakers

Organisers Tent

Will be prominently identified close to the entrance off Park Avenue and will be staffed throughout the event

Insurance

Exhibitors are directly responsible for insurance cover in respect of exhibits, content of their stand, for Employers Liability and safety of the general public on their stand area. Please ensure that your company has Public Liability Insurance. Yorkshire Cancer Centre, the Leeds Teaching Hospitals NHS Trust or Roundhay Park cannot be held responsible for any damage or loss to exhibitor goods or to persons engaged in working at the exhibition (**see terms and conditions**).

Spaced Area

Your pitch will be marked out prior to the event. Your allocated space will be INSIDE the pegged line.

Power/Electricity Generators

Must be supplied by the stall-holder. All stall-holders must use **diesel** generators only: no petrol generators will be allowed on the event site

Special Requirements

PLEASE TAKE GREAT CARE WHEN DRIVING ON THE SITE AND ADHERE TO THE SPEED LIMIT OF 5 M.P.H. THIS WILL NOT ONLY HELP TO AVOID RISK TO OTHER STALL-HOLDERS & VISITORS BUT IT WILL ALSO HELP TO PRESERVE THE PARK'S GRASSY AREAS

Promotional Materials

Promotional materials must be kept within the area of the exhibitors stand. Literature may only be given out on your own stand and not in any other area of the event or car parks.

DIRECTIONS

Please see attached map or for satellite navigation users, please enter post code **LS8 2ER**

<http://www.vrleeds.co.uk/roundhay-park-leeds/roundhay-park-map.html>

Buses to and from Leeds City Centre 2 & 12

Roundhay Park is situated 3 miles North of Leeds City Centre off the A58 Wetherby Road at Oakwood. Alternatively, the park is accessible from the A6120 Leeds Ring Road.

There is ample free parking. You will be directed to an available car parking space by our volunteer Marshalls.