



Charity Farmhouse, Charity Lane, Otley, Ipswich IP6 9NA

01473 785547

office@suffolkyoungfarmers.com

www.suffolkyoungfarmers.com

7th February 2019

Firstly, I must introduce myself to you all as Suffolk Young Farmers New County Field and apologise for the lateness of this, but I have only been in role for 4 weeks, I have been involved with Young Farmers on club level for a while though. My first job is to prepare for our 2019 Country Fair and to invite our fantastic trade stand exhibitors back to the show again. Last year despite the weather it was a fantastic show, and we were overwhelmed with the support from yourselves and the public.

So, this year we are on **Sunday 28th April** at Easton Farm Park once again. We are aware that the date does clash with the Game and Country Fair at Euston which is hugely disappointing but with Easter and Bank Holidays and such like we are dependent on the availability of our venue but as you know we will work tirelessly to make sure the PR and event promotion is second to none.

We have unfortunately had to change the pricing structure this year trying to keep everyone happy, but please let me know if you have an issue with any of this, I am trying to get up to speed quickly.

Indoor Black Barn

2m x 2m stands £25 per stand. There is a limited stand with access to electricity which will be on a first come first served basis.

Around the rings – Main, Demo or Horse Show

2 m x 2 m £20

3 m x 3m stand £35

4 m x 4m plus will be £60.

When booking please advise what size stand you will need please and where you would prefer to be. I can't promise pitches but will do my hardest to keep everyone happy and put you in the most suitable please.

We will of course give you the bacon sarnies and tea on arrival to start the day off well.





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I attach all of the forms for you to complete as usual, please pop them back asap so we can get our planning and promotion underway and make sure that 2019 Country Fair is a happy, friendly, well run day.

Without you guys we wouldn't have a show, and we really do appreciate your support.

I look forward to meeting you soon, but in the meantime if you have any queries or questions please do not hesitate to call, text or emails me.

Kind regards

Jenny Maskell,
County Organiser
07908 724589

Farmers Guide

Birketts


ENSORS
CHARTERED ACCOUNTANTS


STANFORDS


Walnes Seeds


BROOKS LENEY
YOUR LAND OUR KNOWLEDGE


BRAD FARM MACHINERY Ltd.



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Application Form for Tradestand space
 SUFFOLK YOUNG FARMERS COUNTRY FAIR – Sunday 28TH APRIL 2019
 Please fill in all boxes return by 12TH APRIL 2018

<u>Contact Details</u>		
Company Name:		
Contact Name:		
Address:		
Contact Nos:	Tel no:	Mobile no:
Email:		
Email/Address for invoice if different from Contact:		
Description of Product(s):		

<u>Stand Details</u>			
Stand Type <i>(please tick):</i>	Undercover	Outdoor	Fee
Stand size:	Frontage (m):	Depth (m):	Cost:
Total Cost:	Cost of stand		£

<u>Documents Required</u>	<u>Enclosed (please tick)</u>
Copy of Public Liability Insurance – MUST PROVIDE	
Completed Risk Assessment form – at least 2 points noted	





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Cheque for full payment (payable to Suffolk Young Farmers)

I adhere to the regulations sent out with the application form.

Signed:	Date:
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*Exhibitors who arrive on the day who have not applied via this process will not be admitted

Application Form for Trade stand space
 SUFFOLK YOUNG FARMERS COUNTRY FAIR – Sunday 28th April 2019
 Please fill in all boxes return by 12th April 2019

I agree to abide by the rules and regulations as set by Easton Farm Park and Suffolk Young Farmers.

- Suffolk Young Farmers Clubs (hereafter SFYFC) reserves the right to cancel all or part of the show for any reason. Under the Unfair Contract Terms Act 1977 SFYFC will not be liable for any loss or damage whether caused by the negligence of the Showground, it's servants or agents or in any other way whatsoever.
- SFYFC shall in no circumstances be liable to the trader for any loss of business, profit or production or any similar loss or damage whether direct, indirect or consequential and be under no obligation whatsoever to compensate the trader.
- If an exhibitor cancels a booking, for whatever reason, they shall forfeit any fees paid to SFYFC
- All trade stands must be staffed during the hours the event is open to the public. For public safety early closure of a stand will not be permitted unless affected by adverse weather conditions and agreed by the events co-ordinator.
- SFYFC has taken reasonable precautions to ensure the health and safety of everyone present for each event. For these measures to be effective, please take reasonable precautions to avoid and prevent accidents. Please leave your pitch as you found it, clear of any rubbish/debris and make good any damage caused by post holes etc.
- Smoking is prohibited in all covered spaces. Any exhibitor who brings their own marquee must provide a risk assessment as well as a suitable fire extinguisher.
- Selling goods by auction or offering live animals, raptors etc as prizes is prohibited. Raffles, tombola or pick-a-ticket stands will not be permitted without permission from the event's organisers. Permission will only be granted to charities adhering to conditions laid out in the 1976 Lotteries & Amusements Act.
- Safeguard your property. SFYFC will not accept responsibility whatsoever for any losses, exhibitors must ensure that they have adequate insurance, SFYFC will not entertain any claims.
- Exhibitors should display their name and address which can be easily seen by the public.
- Should an event suffer due to adverse weather or ground conditions NO REFUNDS will be given. Should an event be cancelled due to unforeseen circumstances all traders will be notified and a full refund given.
- Please note no loud music or entertainment is permitted on the stands due to the Farm Park next to the Showground without prior permission from the organisers.





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- 12. Exhibitor tickets will be issued on receipt of a booking form and cheque. Every person entering the showground must have an exhibitor ticket or pay the full price of admission at the gate.
- 13. Please complete the attached risk assessment form and send copy with booking form and have a copy with you on the day.
- 14. Exhibitors are required to hold a minimum of £1m in Public Liability Insurance cover and have the necessary insurances against claims by third parties for fire, damage and all other risks. Exhibitors must also indemnify the Event Organisers any claims for damage and/or any expenses incurred for whatever reason arising out of the Exhibitors' attendance at the event. Copies of your insurance must be sent with your booking form and risk assessment.
- 15. Exhibitors must be set up by 10am on the day of the show. All vehicles must be parked in the car park by 10am.

Signed:-

Print Name: Date:-





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Suffolk Federation of Young Farmers Clubs

RISK ASSESSMENT

EVENT: Suffolk YFC Country Fair

VENUE: Easton Farm Park, Easton, Woodbridge, IP13 0EY

DATES: 28th April 2019

Activity	Hazard	Persons at Risk	Risk Ranking	Control Measures
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Risk Assessment Completed by: _____

Signature: _____

