



NORFOLK HARFEST

HARFEST EXHIBITOR APPLICATION

Saturday 7th October 2017

10am – 4pm

Upper Close, Norwich Cathedral

Company Name:	Contact Name:
Address:	
Post Code:	Tel:
Email:	Mobile:
Website:	

STAND TYPE		Price (ex VAT)	Please tick your required option	
Internal Space:	3 x 2m in the cloisters (frontage x depth)	£100		
	2 x 2m in the cloisters (frontage x depth)	£80		
	Please tick if you prefer: <i>we will endeavour to accommodate your request, but no guarantees can be made</i>	1 selling side (stands either side of you)	-	
		2 selling sides (another stand to one side)	-	
Outside Space:	Provide own cover outside on the green Please specify size required	£100		
OPTIONAL EXTRAS	Tressle tables you are asked to provide your own tabling; if you are unable to do so, we can provide up to 2 tressle tables; see overleaf			
	Electricity please tick if you are only able to operate with electricity provided. Note your power requirements – see overleaf for further details			
		Subtotal		
		+ 20% VAT		
		TOTAL		

COMPANY DESCRIPTION

Please provide a full description of your business (max 50 words please) so we can add your details to the website to help promote the event. We will also add a link to your website, plus your logo if desired (please email across high res version to ben.hope@rnaa.org.uk)

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Please accept this application as my intention to exhibit at the above event. I agree to the terms noted overleaf

Name:	Signature:	Date:
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Return your form with full payment to Ben Hope at the address/email below:

Harfest – RNAA
Norfolk Showground
Dereham Road
Norwich
NR5 0TT

Cheques are payable to: RNAA
For bank transfers, please use:
Sort Code 30-96-17
Account No: 57036360
Use your company name as a reference

Contact: Ben Hope, Event Sales Co-ordinator
Tel: 01603 594462
Email: ben.hope@rnaa.org.uk

HarFest 2017 Terms & Conditions

Please note timings are subject to change; further information, layout plans and final timings will be sent nearer to the event.

SPACE

- Cloisters:
 - The RNAA has arranged for stand holders to take undercover space in the cloisters, where space will be split into 2 or 3m bays. Larger stands can be arranged, subject to availability
 - Space is sold as 'open' in order for you to provide your own tabling, screening/promotional materials etc
 - Please note on the form any special requirements for positioning i.e. if you require 1 or 2 open sides. All stands will back on to the cloister walls; positioning is subject to availability
 - Outside:
 - Space is available outside for those exhibitors with their own small marquee/gazebo where space can be more flexible as required.
- We would appreciate if you are able to provide your own tables; the RNAA only has an extremely limited number available for those businesses genuinely unable to provide their own, which must be booked well in advance.

PAYMENT

- Bookings will only be treated as confirmed once full payment is received. Invoices can be raised, but payment must be received no later than 2 weeks before the event or your booking will be released.

SETTING UP

- Access is given for setting up from 2-7pm on Friday 6th October and from 6-9.30am on Saturday 7th October
- All stands MUST be set ready by 9.30am at the latest on the Saturday
- Vehicle access will be available through either of the two main Cathedral entrances, but please note both have width restrictions:
 - Ethelbert Gate (Upper King Street end) maximum width 2.98m
 - Erpingham Gate (main entrance closest to the Maids Head Hotel) maximum width 3.5m
- Exhibitors in the cloisters can park close by to unload, but vehicles must be removed to the event parking area by 9.30am.

PARKING

- Free parking for one exhibitor vehicle will be given close by in the Norwich School parking/playground area
- Exhibitors may not keep vehicles in the event space during the event – these must be removed to the parking area by 9.30am and will not be permitted back into the event space until after the event closes at 4pm
- Additional parking will be at exhibitors' expense at public car parks nearby

POWER / WIFI / WATER

- Electricity may be available in the cloisters at an additional cost – please speak with us regarding your requirements so we can check availability with the Cathedral before you commit. Generators are not allowed in this part of the Cathedral
- Due to the layout of the Upper Green, electricity is not available in this area, but you can provide your own generator here if this is integral to the running of your stand. It MUST be small & silent. Please provide details if you wish to bring a generator
- If exhibitors wish to use their own card payment machines, you will need to use the general mobile network signal; there is no provision for wifi
- Drinking water is available from the Refectory

CLEARING DOWN

- The event will finish at 4pm and stands may only start to clear down after this time
- The event space must be cleared by 6pm on Saturday
- There is no facility for rubbish collection and you must take all rubbish, cardboard and other stand materials away with you

USE OF SPACE

- HarFest is an event celebrating Norfolk agriculture and produce, therefore all items sold must be produced in Norfolk
- Subletting of stands is not allowed
- You may not use any PA equipment, music or microphones

SECURITY

- The Cathedral and surrounding area is open to the public at all times. The RNAA will provide overnight security from 5pm Friday - 5pm Saturday. The security provided will oversee the general event space; it cannot cover specific stands
- If setting up on Friday, you may provide your own security if you wish (please ensure you inform us) or the RNAA can arrange this for you at an additional cost
- Valuables or easily removable items should only be brought in on Saturday and removed immediately after the event
- The RNAA accepts no responsibility for theft, loss or damage

HEALTH & SAFETY

- All exhibitors must comply with the relevant health & safety regulations, paying particular attention to fire and environmental health & hygiene laws
- Please provide a copy of your current public liability certificate and complete the enclosed risk assessment
- St John's Ambulance will provide first aid cover. In an emergency, always dial 999



**NORFOLK
HARFEST**

HARFEST 2017 RISK ASSESSMENT

You must complete a risk assessment for your stand to conform to our booking terms.
Information to help you is overleaf. Please complete in block capitals.

We also require proof of your **public liability** insurance – please ensure we have a copy that shows you are covered whilst at Norwich Cathedral (therefore including the period of set up and clear down)

Stand Name:	Date:
Address:	Signature:
	Tel No:
Contact (person responsible):	Mobile No:

PUBLIC LIABILITY Insured by:	Expiry date:	Copy enclosed: Y / N or to follow on renewal
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GENERAL	Hazard	Persons at Risk	Actions to Minimise Risk

FIRE ASSESSMENT	Hazard	Persons at Risk	Actions to Minimise Risk

GAS CYLINDERS LPG/Butane/Propane	Cylinders on site?	YES/NO	These <i>must</i> be suitably caged. Gas cannot be used in internal areas.
	Cylinder size:		

RISK ASSESSMENT INFORMATION

Using the following guidelines, please consider what risks there are to those building / dismantling / operating trade stands or catering facilities and to members of the public during HarFest. You should outline the steps you propose to take to minimise these risks overleaf, then sign and return the form to the office.

**** THERE IS NO SUCH THING AS 'NO RISK' ****

You are liable for the health & safety of your staff while on your site and for ensuring all staff are appropriately trained where necessary.

<p>Look for hazards which you could reasonably expect to result in harm under the conditions in your workplace (i.e. your stand area at HarFest)</p> <p>These are some examples to help you:</p> <p>- A hazard is something with the <i>potential</i> to cause harm e.g. substances, machines, methods of work</p>	<p>Bottled gas Chemicals Dangerous activities Dust Electricity Guy ropes Falls from height Finger traps Fire Floor surfaces Food allergies Food hygiene Fumes Heat Lifting Livestock on stand Moving machinery parts Noise Obstructions Steps/ramps Trip hazards Vehicles Waste materials</p>	<p>Example: Fire Hazard</p> <p><i>Combustible materials</i> (e.g. LPG bottles, rubbish, paper)</p> <p><i>Ignition sources</i> (e.g. smoking, faulty wiring)</p> <p>Example: Working at Height</p> <p><i>Working environment</i> (e.g. roofs, marquees, ladders etc)</p> <p><i>Weather</i> (e.g. wet/windy weather)</p>
<p>Think of the types of people potentially at risk e.g: (you do not need to list individual names)</p> <p>- Risk expresses the likelihood of harm from a particular hazard</p> <p>You should pay particular attention to:</p>	<p>Cleaners Contractors Maintenance staff Members of the public Operators Staff</p> <p>Disabled staff & visitors Inexperienced staff Lone workers Visitors</p>	<p>Example:</p> <p>Provide appropriate training / instruction / information</p> <p>Keep written records of such training</p> <p>Provide and use appropriate safety equipment</p>
<p>From the hazards listed, do the precautions you have taken:</p>	<p>Comply with recognised industry standards?</p> <p>Meet standards set by legal requirements?</p> <p>Represent good practice?</p> <p>Reduce risk as far as is reasonably possible?</p>	<p>- Fire detection and alarms / means of Escape / exit signage - Fire fighting equipment and evacuation plan - Safety equipment</p> <p>You should indicate the precautions you have in place</p> <p>Where the risk is not adequately controlled, indicate what more you need to do</p>