



NORFOLK CHRISTMAS FAYRE

**4th and 5th December 2020
Norfolk Showground**

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General Information

EVENT: Norfolk Christmas Fayre
DATE & OPENING TIMES: Friday 4 December from: 12:00 - 20:00
Saturday 5 December from: 10:00 - 18:00
LOCATION: Norfolk Showground
CONTACT: Should you need to contact us at any time prior to the event, we can be contacted via email – Holly Whitaker
holly.whitaker@rnaa.org.uk

PAYMENT FOR TRADESTAND SPACE: Tradestand space **MUST** be paid for immediately following the submission of your application. Your application will NOT be approved without full payment of space, furniture and electricity as detailed in your application form. The PayPal link will be provided in the confirmation message following submission and also included in the copy of your application responses generated by google. Please check your spam/junk. Once full payment has been received you will be sent a final booking confirmation email from the RNAA. If you have not already done so please click the paypal link below to pay for your tradestand. [Click here to pay for tradestand.](#)

APPLICATIONS WILL CLOSE ON 16 NOVEMBER 2020

TRADESTAND

3x3m tradestand - £185 (excluding VAT) £222 (including VAT)

6x3m tradestand - £275 (excluding VAT) £330 (including VAT)

FURNITURE

1 table - £4 (excluding VAT) £4.80 (including VAT)

2 tables - £8 (excluding VAT) £9.60 (including VAT)

ELECTRICITY

Electricity (1 x 13 amp socket) - £30 (excluding VAT) £36 (including VAT)

Electricity (1 x 16 amp socket) - £40 (excluding VAT) £48 (including VAT)

CANCELLATIONS: The RNAA reserves the right to cancel the event at any time. If for any reason the RNAA decides to cancel the event traders who have paid will receive a FULL REFUND within 60 days of cancellation. Refunds will be made by PAYPAL. The RNAA will not be responsible for any cost associated with your tradestand due to cancellation.

If you need to cancel your tradestand, please notify us in writing to the following email address: holly.whitaker@rnaa.org.uk. We reserve the right to re-let any space you cancel. Under no circumstances may you offer/sell your tradestand space to another company. NO REFUNDS WILL BE GIVEN.

HEALTH & SAFETY: All traders 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 risk assessment. The Risk assessment is located on page 5. **Both your public liability certificate and risk assessment must be submitted to holly.whitaker@rnaa.org.uk by 16 November 2020.**

TRADER SET UP & CLEAR DOWN

SET UP: Thursday 3 December from 12:00-16:00 and on Friday 4 December from 8:00-11:30

Traders can park close by to unload. All tradestands **MUST** be set up and ready to trade and all vehicles moved to the exhibitor car park 30 minutes before the event opens each day. We often have members of the public arriving early to our events, so please be ready to start trading promptly.

RE-STOCK:

Traders are allowed vehicle access to their tradestands to restock from 8:00-9:30 on Saturday 5 December. We anticipate a busy 2 days of trading. Please be prepared and have enough stock or order forms. All tradestands **MUST** be restocked and ready to trade and all vehicles moved to the exhibitor car park 30 minutes before the event opens.

CLEAR DOWN:

The event will finish at 18:00 on Saturday and tradestands may only start to clear down after this time. The event space must be cleared by 20:00 on the last day of the event. There is no facility for rubbish collection, and you must take all rubbish, cardboard and other tradestands materials away with you.

WHEN YOU ARRIVE:

When you arrive please enter via GATE 7 (opposite the PARK & RIDE). Please make your way to your tradestand and unload. Once you have finished unloading, ensure you remove your vehicle to the exhibitor's car park. Free parking for one exhibitor vehicle will be given. Traders may not keep vehicles in the tradestand space during the event. Entry and parking maps will be included with you pre-event email.

WHERE IS MY TRADESTAND

Your tradestand will be located outside. The layout of the tradestands including your stand number will be included within your pre-event email.

TRADESTAND SPACE

- All tradestands will be located outside. You will need to provide your own small gazebo or marquee if required.
- There will be lighting outside, however it is the exhibitor's responsibility to light and decorate their tradestand to best showcase their product. Please use solar/battery/powerbank powered lighting.
- Don't forget to dress your tradestand for Christmas to show off your products to our visitors.
- Tradestands boundaries will be clearly marked out with a white line and your stand number. Please ensure you stay within your tradestand space. There will be a gap between tradestands which must be kept clear for social distancing guidelines.
- We would encourage traders to use card payment machines and to offer contactless payment. We are currently reviewing Wi-Fi at the Norfolk Showground to help support traders. If Wi-Fi becomes available, the details will be included in your pre-event email.

ELECTRICITY: Electricity must be pre-booked on your application form. Use of extension leads and generators are **NOT** allowed. We suggest using battery or solar powered devices.

TABLES: Trestle tables are 6ft and must be pre-booked on your application form.

SOCIAL MEDIA: Please share and tag us in any photos or posts to share the Christmas cheer prior to and on the days using the following handles:

Facebook: @royalnorfolkshow @norfolkshowground

Twitter: @norfolkshow @theshowground

Instagram: @norfolk_christmas @norfolkshowground

We look forward to welcoming you to the Norfolk Showground and we wish you a Happy Christmas and prosperous 2021!

Exhibiting Safely at the Norfolk Christmas Fayre – Covid-19 Specific Information

We are committed to providing a safe and welcoming environment for our visitors to enjoy and businesses to trade. The following measures have been put in place at the Norfolk Christmas Fayre to ensure a safe event. Please ensure you support these measures and consider any additional measures you may wish to implement on your own tradestand.

- Please **DO NOT** attend the event if:
 - You, or anyone you have been in contact with, are displaying any symptoms of Coronavirus, required to isolate for any reason, or waiting for test results - <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>
 - You have arrived into England within the last 14 days from any country NOT listed within the current England travel corridor - <https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors>

Measures we are putting in place

- One-way systems throughout the event
- Increased cleaning regime
- Spacious event site with wide walkways to encourage social distancing
- Signage throughout event site relating to hygiene and social distancing
- Advance ticket sales supporting NHS Track and Trace and staggered entry times
- Space around tradestands to allow social distancing between traders
- Hand sanitiser stations throughout the event
- Detailed messaging on the event website and in advance to ticket holders
- We are continually monitoring Government guidance and will advise traders of any relevant updates

Things you should consider

- Try to minimise the number of staff you have working on your tradestand
- We have designed the event site specifically to promote social distancing. Please stay within your tradestand space and give space between you and visitors so they are able to approach your tradestand safely – we recommend standing towards the back of your tradestand space
- We promote contactless transactions across the site – please be prepared to take card payments where possible and consider other ways in which you can trade in a contactless manner.
- Food and drink samples may take place but must follow all standard hygiene procedures and use single use, disposable containers.
- Any food on display which is available for purchase must be protected by a sneeze guard.
- Consider the use of 'display' items so that the product the customer takes away has not been touched by other visitors.
- Please supply hand sanitiser for your tradestand which may be available for use by members of the public.
- Please ensure your team regularly clean/sanitise their hands – the recommendation is to sanitise your hands every 20 minutes. You should also consider the use of additional PPE such as disposable gloves.
- Regular cleaning will take place throughout the venue, but our team will not clean your tradestand or merchandise. Tradestands will therefore be required to complete their own regular cleaning of their tradestand.

Risk Assessment Form

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

Please sign and return the form to holly.whitaker@rnaa.org.uk by 16 November 2020

We also require proof of your **public liability** insurance. Please ensure we have a copy that shows you are covered for the duration of the event (therefore including the period of set up and clear down)

Tradestand 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

COVID-19 ASSESSMENT		
Hazard	Persons at Risk	Actions to Minimise Risk

Risk Assessment Information

Current health & safety regulations require you to prepare a risk assessment for your tradestand at the Norfolk Christmas Fayre to cover the periods from your initial arrival on site to your final departure.

Using the following guidelines, please consider what risks there are to those building / dismantling / operating tradestands or catering facilities, and to members of the public during the event. You should outline the steps you propose to take to minimise these risks overleaf, then **sign and return the form to holly.whitaker@rnaa.org.uk by 16 November 2020**. You must also ensure you detail additional measures you will put into place in response to the Coronavirus pandemic.

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

You are liable for the health & safety of your staff while on your tradestand 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</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 Fumes Heat Lifting 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>