



## Moira Canal Festival 2019

<b>Moira Canal Festival,</b> Moira Furnace, Furnace Lane, Moira, Derbyshire, DE12 6AT <b>18-19 May 2019</b>		<b>Charity Stall Booking Form</b>	
Moira Canal Festival is held annually at the Moira Furnace, on the restored length of the Ashby Canal, near Ashby de la Zouch, North West Leicestershire. This family event aims to raise awareness of, and funds for, the restoration, extension and maintenance of the Ashby Canal. There will be water-based events and stalls, exhibits and entertainment.  The site is available for setting up from 7.30 am on Saturday and Sunday, or on Friday by prior arrangement. Open to the public from 10.00 am to 5.30 pm.  The booking fee includes standard external 3m wide x 3m deep, vehicle parking in designated car park, plus a link to your website or social media page on our website.			
<b>Personal Details:</b>		<b>Charity Name</b> .....	
Surname.....  First name..... Title.....		To prevent unnecessary competition, please indicate the nature of ALL the goods or services you are offering:	
Address..... ..... .....		Tools <input type="checkbox"/> Toys <input type="checkbox"/> Jewellery <input type="checkbox"/> Cards <input type="checkbox"/> Woodworking <input type="checkbox"/> Clothes/Accessories <input type="checkbox"/> Pet products <input type="checkbox"/> Glass <input type="checkbox"/> Books, etc <input type="checkbox"/> Collectibles <input type="checkbox"/> Plants <input type="checkbox"/> Household items <input type="checkbox"/> Paintings/Art <input type="checkbox"/>	Stand/Exhibition <input type="checkbox"/> State type:..... ..... Sweets <input type="checkbox"/> State type:..... ..... Local food produce <input type="checkbox"/> State type:..... ..... Other <input type="checkbox"/> State type:..... .....
Postcode.....			
Telephone numbers (including std code):  Daytime.....  Evening.....			
Mobile.....			
E-Mail.....			
Vehicle registration (essential).....			

Website.....		
Facebook.....		
Number of people working on your stall:	Public Liability Insurance Company.....	
Adults..... Children.....	Insurance Certificate number.....	
On-site vehicles, unless a specific and essential part of the stand are <u>not</u> allowed. Provide details here: .....		
Basic camping is available off-site. Please indicate whether you wish to camp 		
Will you be demonstrating a craft, or have interesting exhibits on show? If so, special rates may be available. Please contact us <u>before</u> returning this form.		
<b>BOOKING PAYMENT</b>		
Standard 3m pitch @ £35 £_____ Cheque enclosed for £_____ payable to Moira Canal Festival		
<b>All entries and payments must be received by 30<sup>th</sup> April 2019</b> , with cheques made payable to 'Moira Canal Festival'. All applications will be acknowledged by email.		
<b>PLEASE NOTE:</b>		
<ul style="list-style-type: none"> <li>• Most pitches are on grass.</li> <li>• The complete stand structure must be confined within the area booked. If you arrive on the day and have not booked sufficient space in advance, you will be required to reduce your stand down to the space booked.</li> <li>• Generators are discouraged, but if essential, must be fully silenced and in acoustic enclosures. You will be asked to switch off noisy generators.</li> <li>• On-site vehicles, unless a specific and necessary part of the stand are not allowed.</li> <li>• All vehicles must be removed from site by 9.45 am. Vehicles will not be permitted on site after this time unless agreed and booked in advance and any fee paid.</li> </ul>		
In making this entry, I agree to abide by the conditions of entry overleaf. Signed..... Date..... <b>UNSIGNED &amp; INCOMPLETE FORMS WILL NOT BE ACCEPTED</b>	<b>Please return your completed form to:</b>	
	Trade Manager, Moira Canal Festival, 41 Piccadilly, Kingsbury Tamworth, Staffordshire, B78 2ER. Email: moiracanal@mail.com Tel. 07599 855 244	
<b>IMPORTANT – PLEASE READ, COMPLETE, SIGN AND RETURN THE CONDITIONS OF ENTRY AND RISK ASSESSMENT OVERLEAF (if you have your own risk assessment, please forward that)</b>		

### Conditions of Entry

1. All information given on this form should be complete and correct at the time the entry is submitted. You should advise any changes to the Organisers, in writing, as soon as possible. This entry covers the named trader only and no transfers can be permitted without the Organisers' written agreement.
2. The **Moira Canal Festival Committee** ('the Organisers) reserve the right to refuse any entry without giving any reason.
3. You confirm that you will hold Public Liability Insurance to a minimum amount of £1,000,000 for at least the period that you are trading at the Festival.
4. You agree to abide by all relevant bye-laws and licensing requirements of the relevant local authorities whilst you are trading at the Festival. This includes ensuring you have the correct insurance and certification in order to trade safely and legally.
5. You agree not to leave any litter, or cause pollution to the waterway, the towing path, the Festival Site or the surrounding area. This includes not discharging any toilets into the waterway and not leaving excrement from pets on the towing path or surrounding area.
6. You agree not to store any equipment on the towing path, and not to cause any obstruction to other users of the festival site. You also agree to not cause a nuisance to local residents and other people nearby, whether by excessive noise or any other activity.
7. You agree not to store in your stand any article of a flammable or explosive character (for example, fireworks) other than fuel and lubricants, as allowed for in order to run your trade stand. Please ensure you carry sufficient fire extinguishers. This is for everyone's safety in the unlikely event of a fire.
8. You agree to comply with the directions of the Organisers, including from the Trade Manager and their team, and with any Health and Safety and similarly applicable regulations. The decision of the Organisers as to the allocation of trade stands and other arrangements is final. The Organisers reserve the right to move any trade stand from any pitch at any time before, during or after the Festival, and to pitch trade stands in any appropriate design or arrangement. **You agree not to change the pitch designated to you without the agreement of the Trade Manager and Site Manager.**
9. You accept that you are responsible for the conduct of all members of the trade stand team (i.e. those people that this entry covers), including any children and pets at all times and in all places.
10. The Organisers will not be held responsible for any loss or damage, other than that to which the Organisers are legally liable as a result of their negligence. You should ensure that you have adequate insurance to cover any accidents or other losses. The Organisers will not be liable for any default due to any act of God, war, fire, flood, drought, tempest or other event beyond the reasonable control of the Organisers. You must ensure that all trade stalls are secure to withstand strong winds (including gusts) by using weights for anchorage
11. **DATA PROTECTION:** All information provided by you will be stored in accordance with current legislation. A copy of this information can be made available to you on request. The Organisers promise not to sell your details to anyone else. We may send you information about membership and/or current waterways campaigns from time to time, including from the hosts of this event. If you do **not** wish to receive this information, please tick here. ➤

I agree to abide by the conditions of entry above.

Signed.....

Date.....

Charity NAME:.....

**UNSIGNED & INCOMPLETE FORMS WILL NOT BE ACCEPTED**

## Moira Canal Festival - STALL RISK ASSESSMENT

Regular stall holders may have a prepared risk assessment list and it will be ok to submit that. For others it is really just a matter of taking a hard look at what is going to happen at your stall, visualising what people are going to be exposed to, and then list everything that could possibly go wrong to cause an accident or be hazardous. To complete the form put a capital 'X' in an empty grey box to indicate the likely severity of each risk. If your stall presents some risks that are not covered, please add them, and the details in the blank rows. If you have rated something 'A' or 'B' you need to take some action to reduce the risk or keep a very close watch for problems on the day. Print 2 copies and return 1 of them with your Public Liability Insurance Statement, and keep one copy as your checklist.

**KEY: 'A' = Strong Risk**

**'B' = Medium Risk**

**'C' = Low Risk**

RISK	DETAIL	A	B	C	RISK CONTROL	BY WHOM
Stall erecting and dismantling	People passing by could be injured by items being unloaded				Ensure that the surrounding area is clear of all people before commencing work and nominate one person to take charge of all movements on your space. The same person should be skills in erecting your stall and diligent in making sure it is correctly performed.	Supervisor  All staff
	Injury to passers-by caused by assembly space storage					
	Injury to passers-by caused by unskilled staff and handlers					
	Injury caused by intruders straying into the assemble space					
Moving vehicles round the site	Vehicle/trailer could hit a passer-by				The driver should follow any instructions given to him by the organisers and should clarify the reasons if he/she is unsure about anything in these instructions. Very close attention should be paid at all times to the position of people and obstacles.	Drivers
	Vehicle could hit an object whilst pulling a trailer round a bend					
	Vehicle/trailer could get stuck in soft ground					
	Vehicle/trailer could reverse into an object					
Stall structure and instability, during usage	Frame lifting off the ground in strong winds				Strong winds or people leaning on the stall often weaken its stability and any resulting instability can cause a serious accident if a strong gust of wind blows into the front. Even if the stall is provided it should be checked for stability and storm guys fitted if very windy.	All staff
	Frame connectors breaking or becoming dislodged					
	Fabric becoming detached from the frame					
	Pegs or guys that can be tripped over					
Stand erecting. 'For Sale' items or	People in the vicinity being injured whilst stand is being erected				The items in your stall may be multiple items for sale, or a static information display. Where there are multiple items the display must be stable and withstand	All staff

exhibits instability	Unskilled staff could erect an unstable stand				being jostled, bumped or knocked about without collapsing or falling over. There should be nothing that clothes can get caught up on.
	Clothing could snag on displayed items and dislodge them				
	Display boards can easily collapse or fall over				
	Items on display may fall over and cause pain, injury or stains				

RISK	DETAIL	A	B	C	RISK CONTROL	BY WHOM
High voltage electricity shock or cables hazards in your stall	Cables can be tripped over				If it has been agreed that you can use electricity all feeds must be RCD protected and no member of the public should be able to touch any of the cable, cable outlets or terminals. You should make sure the cables are all in good condition and can carry the required loads. Staff must know where the safety switches are located.	Supervisor All staff
	Cables outer sheathing may be damaged					
	Cables and terminals or outlets can easily be touched					
	The cables may not easily carry the necessary current					
Obstructions in your stall	Gangway too narrow for easy passage or blocked with rubbish				The public must be able to proceed easily and gangways must be a minimum width of 1 meter. They must be unobstructed with nothing hanging down that heads can bang against. Ensure the stand is checked for anything suspicious at regular intervals.	Supervisor All staff
	There are fixtures or items that could prevent easy access					
	Items of risk might not be marked, secured or supervised					
	There are fixtures or items that heads could knock on					
Unsafe matting in your stall	Matting along the gangways could be tripped over				Make sure it is sealed down at the ends and that footings are flush with the surface of the matting.	Supervisor
	The matting fixings could be tripped over					
Not enough supervisory/sales staff to keep open	If a staff member uses the toilet, I will be short staffed				Make sure you will have sufficient staff available to keep your stall operating if some are occasionally absent.	Supervisor
	If a staff member is absent, I will be short staffed					
	If I am short staffed, there will be security or safety problems					
Heating units for food and drink	If heating units are knocked they can move or fall over				Make sure the locations of all hot surfaces are well out of the reach of the public and that all heating units are standing on firm surfaces and cannot be knocked over.	Supervisor

	Heating units, hot food, hot drinks, within reach of the public					
	Containers will easily convey heat					
Risk of fire or overcrowding causing a danger to self or others	Staff don't know how to operate fire extinguishers				Provide suitable extinguishers for your staff and make sure the staff know where they are located. Ask staff not to smoke while on duty and to keep a lookout for fire and smoke on the stall.	Supervisor All staff
	Some staff are careless smokers					
	Staff have the ability to control the public numbers in the stall					
Poisoning and bacterial infections	Poisonous items and fluids can be touched by the public				Make sure nothing that is poisonous can be touched by the public and labels are applied for the safety of staff. Caterers should follow all the best professional procedures to ensure that food cannot be contaminated with anything.	Supervisor All staff
	Food ingredients and products are from unsafe sources					
	Catering staff are not suitably conscientious or qualified					
Games of skill using projectiles	Football and other projectiles can stray from the stall site				Make sure that good fencing or netting is fitted round your site space, and for footballs, etc. Also over the top. It must not be possible for any projectiles to travel out of the stall area or for people to stray into it.	Supervisor All staff
	Intruders can stray onto the area of play					
	Competitors may deliberately misuse projectiles					

RISK	DETAIL	A	B	C	RISK CONTROL	BY WHOM
Rides	Ride mechanical failure causing injury				Make sure that your route is protected from people walking into the path of your ride and the route is suitable for the stability of your ride.	Supervisor All staff
	Passengers could fall off the ride					
	The ride could strike members of the public					
Stalls within marquees	Folding tables could collapse and cause injury				Make sure your tables – and any loaned to you – have sound, strong supports that will not collapse. Ensure there is nothing on your stall that may give rise to complaints from others.	Supervisor
	Your stall may emit fumes or otherwise foul the air					
Use of trailers as stalls	There are features that can be tripped over or bang heads				Make sure your trailer is in good condition and the public cannot trip over the towing system, knock their heads on raised shutters, and there is nothing that clothing will snag on or cause injury.	Supervisor All staff
	There are projections or sharp points that could cause injury					

