



## Catering Booking Form

Any queries and completed forms to: Malcolm Tresadern

15 Holmes Way

Wragby

LN8 5PS

Mobile: 07900 465352

Email: wragbyshowtradestands@gmail.com

**Sunday 6<sup>th</sup> September 2026**

**www.wragbyshow.co.uk**

Catcham's Corner, Goltho, Nr Wragby (*by kind permission of the Bourn family*)

| Trader Information       |  |              |  |
|--------------------------|--|--------------|--|
| Contact Name             |  |              |  |
| Trade Name               |  |              |  |
| Address                  |  |              |  |
|                          |  |              |  |
| Postcode                 |  |              |  |
| Mobile                   |  | FB/Instagram |  |
| Email (for receipt/pass) |  |              |  |

**You must ensure that your plot size includes vehicles, tow bars, guy ropes etc.**

*You will need to provide your own power, water, WiFi/internet.*

| Stand Requirements and Payment                                                     | Please specify |
|------------------------------------------------------------------------------------|----------------|
| Do you use LPG or a Generator?                                                     |                |
| Food £30 per metre, Drinks/Coffee £25 per metre.<br>Includes passes for 2 persons. | Metres         |
| Plot cost                                                                          | £              |
| Additional passes (£12 adults, £5 children under 16)                               | £              |
| TOTAL                                                                              | £              |

Please state what food and/or drink you are serving at the show?

**Bookings can only be accepted on receipt of the booking form & traders checklist, a risk assessment and a copy of Public Liability Insurance.**

To comply with Local Authority and Fire Service regulations, please complete the Traders Checklist on Page 3. Full terms and conditions are below, please make sure you have read them. On completion of the booking form you have accepted our T&Cs.

**Please tick to confirm that you have included the following:**

|                                                        |  |
|--------------------------------------------------------|--|
| Food Safety Certificates                               |  |
| Food Hygiene Rating                                    |  |
| Registered Authority                                   |  |
| Gas Safety Certificate (insert N/A if not appropriate) |  |
| Public Liability Certificate                           |  |
| If selling alcohol, TEN                                |  |
| H/S Risk Assessment                                    |  |
| COSHH Risk Assessment                                  |  |
| Fire Risk Assessment                                   |  |
| Food Safety Risk Assessment                            |  |
| PAT test certificate                                   |  |

**Please note that it is a condition of booking that food and drink vendors accept the food vouchers which we provide to certain officials and helpers. These can be redeemed at the end of trading at the Secretary's tent. Tick to confirm:**

**ON ACCEPTANCE OF YOUR APPLICATION YOU WILL BE SENT AN INVOICE AND A BOOKING REFERENCE WHICH MUST BE USED WHEN MAKING PAYMENT SO THAT OUR TREASURER CAN IDENTIFY THE PAYER. INVOICES AND RECEIPTS ARE NOT ISSUED UNLESS REQUESTED. PAYMENT MUST BE RECEIVED NO LATER THAN ONE CALENDAR MONTH FOLLOWING THE DATE OF BOOKING CONFIRMATION. AFTER ACCEPTANCE, IF NOT RECEIVED YOUR APPLICATION MAY BE CANCELLED WITHOUT NOTICE.**

**A COUPLE OF WEEKS PRIOR TO THE SHOW YOU WILL BE EMAILED YOUR PASSES AND PLOT NUMBERS. PLEASE BE AWARE THAT FOR HEALTH AND SAFETY REASONS NO VEHICLE MOVEMENTS ARE PERMITTED FROM 9AM UNTIL CLOSE OF TRADING FROM 5PM. THIS IS STRICTLY ENFORCED SO PLEASE ALLOW PLENTY OF TIME TO ARRIVE BEARING IN MIND THAT THE TRAFFIC WILL BE VERY HEAVY.**

# WRAGBY SHOW & COUNTRY FAYRE

## TRADERS CHECK LIST

**It is each Traders responsibility under the Regulatory Reform (Fire Safety) Order 2005 to co-operate and co-ordinate with the events Responsible Person**

Please fill out – utilise N/A column where applicable

### Electrical Supply

|                                                                                               | YES | N/A |
|-----------------------------------------------------------------------------------------------|-----|-----|
| 1. Is a portable generator to be used?                                                        |     |     |
| 2. If refuelling is required, will this be on a fire-retardant bund?                          |     |     |
| 3. Is the generator maintained by a competent person?                                         |     |     |
| 4. Are all cables, electrical leads and connectors in good repair?                            |     |     |
| 5. Has all equipment had an annual PAT? The certificate may be asked for.                     |     |     |
| 6. Are fuel containers of an approved type?                                                   |     |     |
| 7. Is the total quantity of fuel carried with in the approved limit?                          |     |     |
| 8. Will you ensure the generator and fuel containers are sited in a secure and safe position? |     |     |

### LPG

|                                                                                         | YES | N/A |
|-----------------------------------------------------------------------------------------|-----|-----|
| 1. Is all equipment used by the installation maintained by a competent person?          |     |     |
| 2. Are approved connectors in good repair?                                              |     |     |
| 3. Is there any evidence of damage to hoses/fittings?                                   |     |     |
| 4. Will you ensure the equipment and cylinder(s) are sited safely and on a sound basis? |     |     |

### Fire Extinguishers/Blankets

|                                                                                        | YES | N/A |
|----------------------------------------------------------------------------------------|-----|-----|
| 1. Has the extinguisher and fire blanket been maintained/tested by a competent person? |     |     |
| 2. What was the date of the last test?                                                 |     |     |
| 3. Is the extinguisher/blanket of the correct type for the risk/location?              |     |     |
| 4. Will you ensure the extinguisher and fire blanket are correctly sited?              |     |     |

### Staff Training

|                                                                                                    | YES | N/A |
|----------------------------------------------------------------------------------------------------|-----|-----|
| 1. Do you have an Emergency Action Plan in case of a fire happening?                               |     |     |
| 2. Are all staff aware of the plan and familiar with the actions to be taken in such an emergency? |     |     |
| 3. Do all staff know how to use the extinguishers/fire blanket?                                    |     |     |

**Signature of Responsible person completing this form;**

**Signature .....**

**Name (please print) .....**

***Please send completed form with your booking. Thank you.***



## General Terms and Conditions for Traders and Crafters

### 1. Set-up

- a) All stall holders must be on site and **ready to trade by 9am** on the day of the show. Setup times are from 8am until 6pm on the day before the show (Saturday) and from 6am on show day. Whenever possible please set up the day before as we do have overnight security and the show day will be extremely busy. *Please note that if you set up the day before you are leaving stalls/stock at your own risk.*
- b) Indoor stall holders –
  - a. may park next to the marquee to unload but MUST move vehicles to the designated parking area as soon as possible after unloading and by 9am.
  - b. your allocated selling area is your paid tabletop only, for health & safety reasons we do not allow items to be put to the sides or in front of your table.
  - c. Please do not move your table outside of the space allocated to you.
  - d. Table plans will be sent in advance of the show.
- c) THERE IS STRICTLY NO VEHICLE MOVEMENT ON THE SHOWGROUND FROM 9AM UNTIL 5PM ON SHOWDAY.
  - a. In an emergency, please consult the secretaries tent so we can escort you off the show field as safely & quickly as possible.
- d) It is a condition of booking that all stall holders comply with instructions from show officials and stewards for health & safety reasons without question.

### 2. Facilities

- a) Please be aware that there is no electrical supply or Wi-Fi on the showground.
- b) Generators are permitted but must conform to legislation. Please ensure that they are fully fuelled before the start of the show to avoid the risk associated with refuelling when hot.
  - a. Any refuelling must be done to a cold generator and over a bund as per the regulation

### 3. Booking and admittance

- a) Your booking includes admittance for 2 persons unless otherwise agreed in writing. Additional passes can be included when booking at the reduced price applicable at the time.

- b) Bookings are not confirmed until acceptance from the trade stand officer and your invoice has been paid.
- c) Payment must be received no later than one calendar month following the date of booking confirmation to guarantee your pitch. Failure to do so may mean your pitch is reallocated.
- d) Failure to provide valid proof of valid insurance or other requested documents prior to the date of the show will result in refused entry.

#### **4. Cancellation**

- a) In the event of show cancellation by the show committee, a full refund will be issued.
- b) Cancellation requests will be accepted up to 31<sup>st</sup> July, a full refund will be given providing the pitch space is re-sold by 31<sup>st</sup> August in which case no refund will be given.
- c) No refunds given to traders who fail to attend on the day of the show.

#### **5. Caterers**

- a) Food and drink vouchers are issued to show officials and volunteers. It is a condition of booking that you MUST accept these as payment. The vouchers will be redeemed at the Secretary's tent at the end of trading, from 5pm.
  - a. Vouchers will not be reimbursed after the event.
- b) Food hygiene rating must be displayed so it can be seen easily upon an inspection.
- c) Temporary event notices (TENS) must be displayed & complied to at all times.

#### **6. Refuse**

- a) All traders must remove their own rubbish at the end of the trading. Stands must be removed by no later than 12noon on the day following the show.