



**LSD PROMOTIONS  
SPECIAL EVENT CONTRACT 2019**

Please complete this form, the stall risk assessment & health and safety questionnaire in **FULL**

**\*Must be filled in**

<b>MEMBERSHIP NUMBER LSD OFFICE USE ONLY</b>	
<b>FIRST NAME*</b>	
<b>SECOND NAME*</b>	
<b>TRADING / BUSINESS NAME*</b>	
<b>ADDRESS*</b>	
<b>POST CODE*</b>	
<b>HOME / OFFICE NUMBER</b>	
<b>MOBILE NUMBER*</b>	
<b>EMAIL ADDRESS*</b>	
<b>FACEBOOK</b>	
<b>INSTAGRAM</b>	
<b>TWITTER</b>	
<b>WEBSITE</b>	
<b>3 KEYWORDS TO DESCRIBE YOUR PRODUCTS*</b>	
<b>Please provide full details of the product type you will sell from your stall.*</b>	

**IMPORTANT:**

Please attached recent photographs of your unit / products when submitting this contract.  
(We cannot accept your contract or issue you with a trader number without this).

**DOCUMENTS CHECK LIST**

<b>Public Liability Insurance*</b> <b>Required</b>	
<b>Stall / Unit Risk Assessment &amp; Health &amp; Safety Questionnaire</b> <b>Required</b>	
<b>Personal Licence Number</b> <b>If applicable</b>	
<b>Registered Local Authority for Food Hygiene</b> <b>If applicable</b>	
<b>Food Hygiene Rating Certificate</b> <b>If applicable</b>	
<b>Gas Safety Certificate</b> <b>If applicable</b>	
<b>Pat Test Certificate</b> <b>If applicable</b>	

**IMPORTANT:**

Please attached a copy of all relevant documents when submitting your contract.  
(We cannot accept your contract or issue you with a trader number without this).

## SPECIAL EVENT CONTRACT TERMS AND CONDITIONS

- **THIS CONTRACT DOES NOT COVER THE VICTORIAN CHRISTMAS EVENTS**
- **SPECIAL EVENTS ARE NON-REFUNDABLE.** Please ensure you have the availability to trade before applying.
- All applications will still be carefully vetted, and all traders will be informed whether their products are accepted or not.
- This contract does not automatically accept you to trade at all special events operated by LSD Promotions.
- Traders must still apply to any events they wish to attend via an application form available on the website, but by completing the special event contract, they will not need to re-submit any details already stored on this contract.
- Traders will not need to re-submit their insurance policy (unless this expires)
- Traders will not need to re-submit photos of their products or unit (unless these change)
- Traders will be able to apply over the phone for most events, as by signing this contract you are agreeing to abide by the LSD Promotions special event terms and conditions.
- Once your application has been accepted, full payment must be made immediately. We cannot hold applications without payment. If we cannot accept you to trade no funds will be taken or we will refund you in full.
- Pitch fees are based on 3 metre width. If you require more space than this, extra charges will incur.
- Power may be available on certain events. This is subject to an extra charge and we would require a breakdown of what you are intending to use the power for and the wattage required. Domestic appliances such as heaters, kettles, etc will over load the system and are strictly forbidden on all events operated by LSD Promotions.
- Operating power on an outdoor event can be challenging and unexpected generator issues can occur. Please be patient with our operational team if these circumstances arise.
- You will receive setting up instructions and your invoice via email in advance. This will include setting up and breakdown times. Traders who arrive late will not be permitted to trade, please ensure you arrive within the guideline times. Early breaking down is strictly prohibited.
- All our special events are outdoor, which may be subject to unpredictable inclement UK weather and if the event is cancelled as a result, there will be no refund due or compensation paid due to loss of earnings.
- Being granted a stall, regardless of the location allocated to you, will not guarantee a high level of sales. You and your staff must take responsibility for display, the quality of the goods you sell, and your attitude towards customers, the event organiser & market staff, and fellow stall holders at all times.
- Please be aware we cannot guarantee your requested location as we have to ensure we keep product duplication to a minimum throughout the market footprint.
- LSD Promotions reserves the right to close down any stall found to be selling unauthorised goods.
- Traders must comply with all health and safety regulation and legislations at all times throughout the event and follow the instruction of officials.
- Alcohol seller must abide by the LSD Promotions alcohol policy.
- Hot food traders are to ensure appropriate floor covering is under cooking equipment, failure to comply will result in cleaning charges.
- Traders must not deposit trade waste in public or council bins. Waste must be taken with you at the end of the trading day.
- Events that operate for more than 1-day, overnight security may be provided, however LSD Promotions highly recommend that traders leave nothing of high value and cannot take responsibility for any theft or damage of any trader's stock or damage or theft to own units.
- Should you feel you wish to make a complaint after an event, this should be submitted no more than 3 days after the event in writing to [admin@ldpromotions.com](mailto:admin@ldpromotions.com). Official complaints cannot be made over the phone.

<b>I fully understand and accept the terms and conditions of the special event contract.</b>	
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### GDPR (General Data Protection Regulations)

<b>I give permission to LSD Promotions to store my details securely.</b> <small>Trader details must be kept on file for at least 5 years after an event.</small>	
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<b>I give permission to LSD Promotions to add my details to the mailing list.</b>	
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<b>DATE*</b>	
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<b>SIGNATURE*</b> <b>I agree to all terms and conditions of this special event contract and agree to abide by all the terms and conditions on any special event you apply for and are accepted to trade on throughout 2019.</b>	
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## **LSD PROMOTIONS TRADER RISK ASSESSMENT 2019**

**Please read this section which may help you to fill in your Risk Assessment information.**

Please consider any risks that may be presented by your stall space at this event. There is a template on the next page which you should fill in and return to us with the specific risks identified by you in relation to your stall / unit.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected but if you have any questions, please call **01384 877336**.

Please ensure that you consider all potential risks. If you are selling any form of hot food or drink, you will also need to complete and return a Fire Risk Assessment.

The types of hazards/problems which need to be covered are all general hazards which would lead to a possible injury.

Please rate your risk using the three standards Low, Medium and High listed below

### **RISK RATINGS**

#### **LOW RISK**

No harm to property or people thus not requiring any medical treatment.

#### **MEDIUM RISK**

Could cause some damage to property or people who may then require First Aid treatment.

#### **HIGH RISK**

Could cause serious damage to property or people which could result in a doctor's medical assistance or a hospital visit.





LSD Promotions LTD

## SPECIAL EVENTS 2019

### STALLHOLDERS AND CATERERS HEALTH AND SAFETY QUESTIONNAIRE AND GUIDANCE

Please ensure you retain a copy of this document for your records and information.

COMPANY NAME:

#### HEALTH AND SAFETY CONTACT

1. Who is the person in your organisation who will be responsible for health and safety for your activities whilst on site? Please provide a contact telephone number.

*Our Events team may wish/need to liaise with this nominated person on the day should any health and safety issue or concern arise.*

#### 2. ELECTRICAL SAFETY – COMPLETE ONLY IF ELECTRICITY IS REQUIRED

Are all portable electrical appliances fully PAT tested and fit for purpose?

*All portable electrical equipment must display an in-date PAT sticker*

Is all electrical cabling free from damage and will it be visually inspected by you before connecting any electrical equipment?

*Our Events team may carry out inspections during the event and may require you to disconnect any electrical equipment which does not meet the above requirements.*

*You must ensure that all cabling is neatly stored and hazard free so as not to create any slip and trip hazards. Cable covers may be used in certain situations, but cabling should be re-routed wherever possible.*

**3. WORKING AT HEIGHT**

Are you planning to carry out any working at height activities whilst setting up your stand (s) or during the day likely to last longer than 10 minutes?

If yes, please give further details, including the safety measures you will be implementing, including the suitability of any equipment to be used (i.e. stepladders)

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**4. SUB-CONTRACTORS**

Are you engaging the services of sub-contractors?

If yes, please give further details:

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If yes, what is your process for engaging sub-contractors and ensuring health and safety compliance?

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.....  
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**4. HAZARDOUS SUBSTANCES**

Are you planning to bring any hazardous substances to the event?

If yes, please give details below

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Please confirm that these substances will be securely stored and not accessible by members of the public or other unauthorised persons.

*You may be asked for a copy of your COSHH risk assessment*

**5. HANDHELD TOOLS**

Are you using handheld tools whilst on-site?

If yes, does this display the relevant CE marking?

**HEALTH AND SAFETY RULES FOR TRADING**

**Traders must ensure that stalls do not encroach into undesignated areas**

**Avoid the build up of flammable materials by removing to designated areas at regular intervals**

**All spillages to be cleaned up immediately**

**All broken glass to be removed immediately – area should be restricted until all glass removed**

**No naked flames, mobile generators, gas bottles, fires or barbeques allowed unless specifically identified in your stallholders' contract.**

**No obstructions to be left in walkways**

**All speed limits and 'no parking areas' must be strictly adhered to**

**All accidents must be reported to the Fayre Officer and entered in to the official accident book**

**Please remove all litter and rubbish from your stall area when leaving. There will be a charge for disposal if this is left behind or if this is deposited into public bins.**

**For all other terms and conditions please refer to your stallholders' contract.**

**Signed**

**Name**

**Date**