



## GORDON CASTLE HIGHLAND GAMES

# TRADE STAND Application Form

Please complete in BLOCK CAPITALS

Company name: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Tel/Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Description of your business: \_\_\_\_\_

Social handle: \_\_\_\_\_ Website: \_\_\_\_\_

Please send any logos to [admin@gleco.co.uk](mailto:admin@gleco.co.uk) YES/NO (circle) \_\_\_\_\_

### STAND DETAILS *(all prices are inc. VAT)*

Please tick all relevant boxes, and return to the address below with payment & the relevant information listed on the attached sheet.

AREA	PRICE	TOTAL
<b>CRAFT MARQUEE</b>		
Prices for additional tent sizes and open-air spaces are available on request		
2m x 2m	£77	
3m x 2m	£99	
<b>FOOD MARQUEE</b>		
Prices for additional tent sizes and open-air spaces are available on request		
2m x 2m	£77	
3m x 2m	£99	
<b>ADDITIONAL FACILITIES</b>		
Electricity Supply per space <i>Available from 6.00pm day before</i>	£45	
Send me my trader pack	By post	By email

AREA	PRICE	TOTAL
<b>OPEN AIR SPACES</b>		
3m x 3m	£77	
4.5m x 3m	£99	
6m x 3m	£132	
Space over 6m	P.O.A	
Facing Country Sports Arena		
Facing Highland Games Arena		
<b>TENTED SPACES (WE PROVIDE TENT)</b>		
3m x 3m (inc. two free passes)	£165.00	
Larger sizes	P.O.A	



## GORDON CASTLE HIGHLAND GAMES

### **PAYMENTS** Cheque Payments to 'The GC Gordon Lennox Estate Co. Games' or Bacs Payment:

Account Name: Gordon Lennox Estate Co. Games    Sort Code: 80-06-81    Account Number: 10071267  
*Please quote Customer business as reference.*

CHEQUE ENCLOSED	<input type="checkbox"/>	BACS PAYMENT	<input type="checkbox"/>	VAT RECEIPT REQUIRED	<input type="checkbox"/>	TOTAL	<input type="text"/>
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***If you wish to pay over the phone with a debit card simply call 01343 820244.***

**RETURN BY POST: Estate Office, Gordon Castle, Fochabers IV32 7PQ**

**RETURN BY EMAIL: [admin@gleco.co.uk](mailto:admin@gleco.co.uk)**

### ***UPDATES FOR 2020 – PLEASE READ***

1. Tables and chairs will no longer be included with trade stands - please provide your own
2. Trade stands are on a first come first served basis
3. Please note that trade space size and location will be confirmed by the estate office subject to availability and satisfactory documentation.
4. Trade stands will only be confirmed once payment has been received
5. Every trade stand allows entry for two staff members. If you require further tickets please visit our website
6. We are trying to reduce waste and are now giving you the option to receive your trader pack electronically via email. Please select the electronic version if you are able to.



## GORDON CASTLE HIGHLAND GAMES

### Risk Assessment Form

In order to comply with Moray Council instructions in respect of Health and Safety and Risk Assessment Regulation this form must be completed by all applicants.

Stand holders with four or less employees have no legal requirement to make a formal risk assessment.

**Part A** must be completed by all applicants.

**Part B** must be completed by applicants with four or less employees.

**Part C** must be completed by applicants with five or more employees.

**Part D** must be completed by those intending to use electricity or/and external gas cylinders serving equipment on their stand.

<b>Part A</b> Company Name:
Address:
Name of Person Responsible:

<b>Part B</b> The company has four or less employees and I certify that we have made an appraisal of the risks involved while erecting, dismantling and operating our stand at the Gordon Castle Highland Games and Country Fair and have taken the necessary precautions to minimise any risk.
Signature of Person Responsible:

<b>Part C</b>
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## GORDON CASTLE HIGHLAND GAMES

The company has five or more employees and we have made a proper and adequate assessment of the risks involved while erecting, dismantling and operating our stand at the Gordon Castle Highland Games and Country Fair and have taken the necessary precautions to minimise any risk.

If you certify that there is no risk initial the box below.

NO RISK		
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Alternatively provide us with a copy of your full Health and Safety Risk Assessment or briefly note items of risk below. We will notify you if Moray Council decides that this should be mandatory in your case.

Hazard Risk

Persons' at risk

Control to minimise risk

Date:

Signature of Person Responsible:

### Part D

I certify that all our electrical/gas equipment and appliances in use while erecting, dismantling and operating our stand at the Gordon Castle Highland Games and Country Fair have current annual safety test certificates.

Date:

Signature of Person Responsible: