

67th CRANLEIGH SHOW - SUNDAY 4th AUGUST 2013

TRADE STAND & ADVERTISEMENT BOOKING FORM

Please return to:

The Secretary, C.S.E.A.S. Rallywood, The Green, Ockley, Dorking, Surrey, RH5 5TR

OFFICE USE ONLY:

Date received _____
 Avenue: _____
 Stand No: _____
 Receipt No: _____
 Passes Issued _____
 Delivery stk _____

EXHIBITOR's NAME.....
 (Person responsible for Exhibit)
 COMPANY NAME.....
 (and Charity number if applicable)
 ADDRESS.....

TEL/FAX NUMBER.....
 EMAIL.....

Do you require an outside site? (12m or 6m depth)		
Do you require a Craft/Shopping Tent or Farm Food Tent Site? (3 m depth only) <i>Please state which</i>		
DEPTH of site required:		metres
FRONTAGE of site required:		metres
Are you using a GENERATOR? If yes, please give length of cable:		
Does your stand/exhibit include ANIMALS? <i>If yes please state below details of animals and Name and Address of Owner/s:</i>		
	£ Before 31 st March 2013	After 31 st March 2013
COST of site: (please see Trade Stand Information)	£	£
ELECTRICITY (Craft/Shopping & Farm Food Tents only) £20.00 per appliance. <i>Please list appliances:</i>	£	
TABLE HIRE (Craft/Shopping & Farm Food Tents only) £8.00 per table	£	
ADVERTISING: (please see Trade Stand Information) Please delete as appropriate: Prize Schedule / Show Programme / Both Cover page / Inside page / full page / half page	£	
SUBTOTAL	£	
VAT @ 20%	£	
TOTAL	£	
EXTRA PASSES £11.00 (incl. VAT see condition 8)	£	
EXTRA VEHICLE PASSES £ 5.00 (incl. VAT see condition 9)	£	
C.S.E.A.S. MEMBERSHIP: (optional) Single Membership £25.00 inc. VAT Double Membership £30.00 inc. VAT	£	
TOTAL ENCLOSED:	£	

Food Traders Only: Name of local authority registered with:

In order to be accepted, a description of your exhibit MUST be supplied and will be published in our Show Catalogue. This should not exceed 30 words including address and telephone number*

I agree to abide by the Terms and Conditions of the Society (please sign)

- REMEMBER - Have you enclosed the following? Please tick:
- FULL REMITTENCE
 - A COPY OF YOUR PUBLIC LIABILITY INSURANCE
 - A COMPLETED RISK ASSESSMENT FORM (overleaf)
 - A DESCRIPTION OF YOUR EXHIBIT

*Description:

RISK ASSESSMENT FORM

Cranleigh Show – Sunday, 4th August 2013

(Charity No: 283 637)

Please complete using BLOCK CAPITALS

Company Name _____

Responsible Person _____

Signature of Responsible Person _____ Date _____

ACTIVITY (Please indicate which description most reflects the activities of your stand)

Retail Outlet

Static Display

Demonstrations

Catering Outlet

HAZARDS

Please indicate which of the following will be represented on your stand whilst at Cranleigh Showground.

Liquid Petroleum Gas (LPG)	<input type="checkbox"/>	Dry Combustables	<input type="checkbox"/>	Hot Surfaces	<input type="checkbox"/>	Use of Sharps	<input type="checkbox"/>	Working at Height	<input type="checkbox"/>	Food Preparation	<input type="checkbox"/>
Highly Flammable Liquids	<input type="checkbox"/>	Machinery	<input type="checkbox"/>	Heat & Ignition Sources	<input type="checkbox"/>	Electrical Equipment	<input type="checkbox"/>	Dangerous Overcrowding	<input type="checkbox"/>		<input type="checkbox"/>

CONTROL

Please indicate how you intend to control the fire and other hazards associated with your stand / stall.

During the build up period:

During the open period:

During the break down period:

INSURANCE

Name of Insurer & Information of Public Liability Status (i.e. what is covered)	Amount that the Insurance covers	The Policy Term i.e. the date from validity to expiry

Trade Stand owners MUST have their own insurance to participate at Cranleigh Show.

Please note that it is recommended that all inside stands have a minimum of £5million cover. All outdoor stands are required to have £2 million in cover. **Please enclose a copy of the insurance policy.**