



CRANLEIGH SHOW

SUNDAY 4th AUGUST 2013

www.cranleighshow.org.uk

TRADE STAND INFORMATION 2013

Show Secretary:-
Mrs Anna Giller
Cranleigh & South Eastern Agricultural Society
Rallywood
The Green
Ockley
Surrey
RH5 5TR

Tel: 01306 712050
Email: info@cranleighshow.org.uk

GENERAL INFORMATION

- SHOWGROUND: The Showground, Bookhurst Road, Cranleigh, Surrey, GU6 7DW
- SHOW OPEN: 08h00 – 17h30
- APPLICATIONS: Please note that **all applications must be made using the enclosed GREEN form, accompanied by a completed risk assessment together with the full remittance.**
- SITE ALLOCATION: Sites are allocated by the Society on a *first come, first served* basis. Every endeavour will be made to meet the general wishes of exhibitors with regard to position.
- SITE SIZE: Please note no portion of the exhibit, canvassing or displays may protrude outside the space taken which should be sufficient to include all the pegs, guy ropes, struts, tow bars, vehicles etc. (e.g. it is not possible to erect a 6x6m tent on a 6x6m pitch).
- PAYMENT: Cheques should be made payable to: *Cranleigh and South Eastern Agricultural Society* or *C.S.E.A.S.* BACS details are available on request.
- ADVERTISING: You can **book an advertisement** in the Prize Schedule, Programme or both on the application form, please see the charges sheet for sizes, costs and deadlines.
- CLOSING DATES: 30th June for inclusion in the Show Programme
- LIVESTOCK: If you intend to have any livestock on your stand you must supply the following information: the name and address of the owner, the type of animal, a photocopy of any relevant documentation that is required to accompany certain animals i.e. cattle passports. The document must also accompany the animal to the show, failure to do so may mean the animal is turned away. **Live animals, birds, fish etc. are not to be sold or offered as prizes.**
- NO BOOKINGS: will be accepted without a description of the goods/services offered.
- INSURANCE: **A copy of your Public Liability Insurance Certificate must be enclosed with application.** All trade stands must have their own insurance.
- FIRE PRECAUTIONS Fire precautions and specific fire risk assessments are the responsibility of the exhibitor. Any exhibitor intending to use gas cylinders on the day of the show is to notify the Society at the time of booking.
- RISK ASSESSMENT Please complete and return the enclosed Risk Assessment Form with your booking form. General Guidelines for completing the Risk Assessment Form are supplied. Further information on risk assessments can be obtained from www.hse.gov.uk.
- GENERATORS/
POWER Please specify on the booking form if your stand uses a generator. A power supply is available to exhibitors only in the Craft and Food marquees ONLY.
- EXHIBITOR'S
REFERENCES: For your own reference please make a note of the following information before returning your application:
Depth booked.....metres. Frontage booked.....metres
- REMEMBER: **No vehicle may enter the Barhatch Road entrance without a TRADE DELIVERY ONLY sticker** (including vehicles delivering refreshments). **Vehicles must leave the showground by 08h00 or park in the Trade Stand Car Park.** Vehicles may not park behind the 3 metre stands. **Vehicles cannot leave the showground before 18h00.**

67th CRANLEIGH SHOW - SUNDAY, 4th AUGUST 2013

TRADE STAND CHARGES

Minimum frontage bookable is 4 metres (on 12 metre deep stands)
3 metres (on 6 metre deep stands)

*** VAT MUST BE ADDED TO ALL FIGURES QUOTED BELOW ***

SITE	DEPTH	FRONTAGE	£ IF BOOKED BEFORE 31.03.13*	£ IF BOOKED AFTER 31.03.13
MAIN RING SITES	12 m deep	12 metres frontage	£525.00	£530.00
(Limited availability)		Additional frontage (per m)	£40.00	£42.00
AGRICULTURAL	12 m deep	4 metres frontage	£96.00	£104.00
		5 metres frontage	£120.00	£130.00
		6 metres frontage	£144.00	£156.00
		Additional frontage (per m)	£24.00	£26.00
NON AGRICULTURAL	12 m deep	4 metres frontage	£136.00	£144.00
		5 metres frontage	£170.00	£180.00
		6 metres frontage	£204.00	£216.00
		Additional frontage (per m)	£34.00	£36.00
	6 m deep	3 metres frontage	£72.00	£78.00
		4 metres frontage	£96.00	£104.00
		5 metres frontage	£120.00	£130.00
		Additional frontage (per m)	£24.00	£26.00
CRAFT/SHOPPING TENT*	3 m deep	3 metres frontage	£105.00	£111.00
<i>*includes two chairs only. Please see note 20 re. electricity provision</i>		Additional frontage (per m)	£35.00	£37.00
FARM FOOD TENT*	3 m deep	3 metres frontage	£105.00	£111.00
<i>*includes two chairs only. Please see note 20 re. electricity provision</i>		Additional frontage (per m)	£35.00	£37.00
CHARITIES AND BREED SOCIETIES	A limited number of stands are available @ 50% discount on the applicable non-agricultural rate above. Discounted stands are not available in the marquees. Please contact the Secretary prior to booking for availability.			
ADVERTISING	DEADLINES:		1 ST FEBRUARY FOR THE SCHEDULE	
			1 ST JUNE FOR SHOW PROGRAMME	
	Inside Covers or Back Cover (A5)		£150.00	
	Full Page (A5)		£125.00	
	Half Page		£70.00	

*Please note that the Applications must have been received by The Secretary before the 31st March 2013 for the discount to apply. Applications received after this date will be invoiced for the difference where applicable.

CRANLEIGH SHOW - TRADE STAND TERMS & CONDITIONS

1. The Society provides only the space for the erection of stands and exhibitors must provide their own stands, tents, hurdles, tables, chairs etc. Tentage on the showground is supplied by J M Carter Ltd, Winchester Road, Basingstoke, Hants. Tel 01256 324434.
2. SHOW CATALOGUES - A general description of the nature of the exhibit will be printed up to a maximum of 30 words including the name, address and telephone number of the exhibitor, provided that the application is made before the 15th June. Exhibitors must provide the relevant details on the booking form. **BOOKINGS WILL NOT BE ACCEPTED WITHOUT A DESCRIPTION OF THE GOODS/SERVICES.** Information from exhibitors will be stored on a computer and published on our website and in our programme. Submission of an application is irrevocable consent for this.
3. INSURANCE - a copy of your Public Liability Insurance Certificate **MUST** accompany your application. All trade stands must have their own insurance.
4. RISK ASSESSMENT – a completed Risk Assessment Form must be sent in with your application.
5. ALLOCATION OF SPACE - the final decision regarding allocation of Trade Stands will be made by the Society.
6. EXHIBITORS must not sub-let space allocated to them.
7. CHARITIES - A limited number of spaces are available to Charities at 50% discount. These discounted spaces are **not available** in the craft/shopping and food marquees. Where the Society has allocated space to recognised charities, such space may only be used for promotional purposes and the sale of items for the benefit to the charity. The Charity's registered number must be included on the booking form.
8. ENTRY PASSES - exhibitors' will be issued with **2 passes** for the first **3m** of frontage booked, thereafter at the rate of one per extra 3m booked. Extra passes may be ordered for £11.00 (incl. VAT) each.
9. **DELIVERY ONLY - Vehicle passes will be issued, one per 3m frontage booked, additional passes may be ordered at £5.00 (incl. VAT) each.** Remember to order passes for delivery drivers as **NO VEHICLES** may enter the Barhatch Road entrance without a DELIVERY ONLY pass. All vehicles must have left the Showground or be parked in the Trade Stand Car Park by 08h00 on Show Day, when the gates open to the public, and may not be removed before 18h00. **Vehicles will not be allowed access to the Showground via the Barhatch Road entrance between these times.**
10. **NO STAND MUST EXCEED THE SPACE BOOKED**, and neither it nor vehicles must trespass on adjoining trade stand plots. **Exhibitors must book sufficient space to accommodate their exhibits and vehicles adequately as there is no additional space behind the stands for parking.** Encroachment upon neighbouring stands will be penalised and invoiced, and if it is found that insufficient space has been booked, the exhibitor will be allocated another site, or if this is not practical, will be required to leave the showground. **NO VEHICLE MAY PARK ON THE 3m STANDS.**
11. REFUNDS – There will be no refund for any booking cancelled within one month of the show. For any cancellations prior to this the Society will offer a 75% refund if they are able to resell the space allocated. Any refund will not be issued until after the Show.
12. **IT IS REGRETTED THAT RAFFLES, TOMBOLAS AND SIMILAR ACTIVITIES MAY NOT BE HELD**, unless part of a national promotion. **Live animals, birds, fish etc. are not to be sold or offered as prizes.**
13. NOISE NUISANCE - exhibitors may not draw attention to their goods in such a way as to cause annoyance to other exhibitors or visitors to the show. This includes the use of microphones/amplifiers, which are not permitted. Trading by auction is also **NOT** permitted. Any legitimate complaint in this respect may lead to the exhibitor causing the nuisance being required to leave the showground. (see also note 19 regarding generators).

14. DISPLAY ACTS wishing to use radio microphones during the show are required to inform the secretary in writing, stating the frequencies to be used at least one month prior to the event. The Show organisers reserve the right to limit the number of frequencies and power should they interfere with the show's own equipment or that of the main contractors. Any organisation using the same frequency will be asked to change or to cease using the equipment.

15. REFRESHMENTS - hospitality may be provided by exhibitors to their customers and guests, but no charge may be made for these refreshments. Vehicles used in this connection must make a delivery or park and leave the showground by 08h00. They will require an Entry Pass and "Delivery Only" sticker.

16. BALLOONS - We do not allow the sale or distribution of balloons on show day in the interests of animal welfare and public safety.

17. RESTORATION OF THE SHOWGROUND - exhibitors who need to cut turf for the purposes of their exhibit must restore it to its proper condition before leaving the show. Exhibitors are also required to accept responsibility for any accident, loss or damage which may be suffered by any person, including exhibitors and their employees, helpers, guests or friends whilst on the Showground.

18. HEALTH & SAFETY and LIABILITY - The Society has taken reasonable precautions to ensure the health & safety of everyone present. For these measures to be effective, please take reasonable precautions to avoid and prevent accidents occurring and obey the instructions the Society, its Officials and Stewards. Please clear rubbish and debris regularly and after the Show, fill in holes and make good damage to the ground.

The Society, its Officers and Servants shall not be held responsible for any accident damage or loss that may occur to any exhibitor or his employee or to any animal or article while entering or leaving or during the period it is on the Showground.

The Society cannot be held responsible under any circumstances for the safe keeping of any article exhibited or brought into the Showground by an exhibitor. The sites are not secure, please make your own security arrangements. Do not leave vehicles unattended.

Trade exhibitors are required to effect with a reputable Insurance Company, Public and Product Liability Insurance cover commensurate to the nature of their business.

This schedule is issued subject to compliance with latest requirements of the Department For Environment, Food & Rural Affairs, Health & Safety Executive and Local Authority. A risk assessment should be made available for inspection on the day, if required, together with a fire assessment, and where applicable copies of the current safety and insurance certificates.

Gas bottles must not be stored or used within enclosed spaces. A suitable protective screen or netting should surround the gas bottle.

The Society shall not be held responsible in the event of Force Majeure or cancellation.

19. GENERATORS - Only limited mains electricity is available on the Showground, if power is required this may be provided by generator under the exhibitor's own arrangements. So that noise problems can be avoided, exhibitors must notify the Secretary on the application form if they need to use a generator. The Show organisers reserve the right to locate exhibitors with generators in certain rows and require that noisy generators are adequately and carefully baffled.

20. EXHIBITORS IN THE FOOD FARE AND CRAFT MARQUEES can be provided with Mains electricity. Details of the appliances requiring electricity must be included on the booking form. **Exhibitors will be required to have a valid Flash Test Certificate for each electrical item used. The Cranleigh and South Eastern Agricultural Society also recommends that individual exhibitors have a circuit breaker.**

21. EXHIBITORS SELLING FOOD must include the name of the Local Authority with whom they are registered on the booking form. Exhibitors should be aware of their responsibilities under the Food Safety

Act 1990. Copies of your hazard analysis procedures should be available on request as should food hygiene certificates.

22. EXHIBITORS SELLING ALCOHOL will have to arrange their own Temporary Event Notice with Waverley Borough Council and a copy must be displayed on their stand.

23. FIRE EXTINGUISHERS - Exhibitors must have an appropriate number and type of extinguisher and other fire appliances on their stand, all MUST be in working order.

24. HEALTH AND SAFETY REGULATIONS requires that the Cranleigh and South Eastern Agricultural Society has a safety policy and a copy can be obtained either before or on Show Day from the Show organisers. The Environmental Health Officer will be present on the showground.

RISK ASSESSMENT GUIDELINES

Guidelines for Trade Stand Exhibitors.

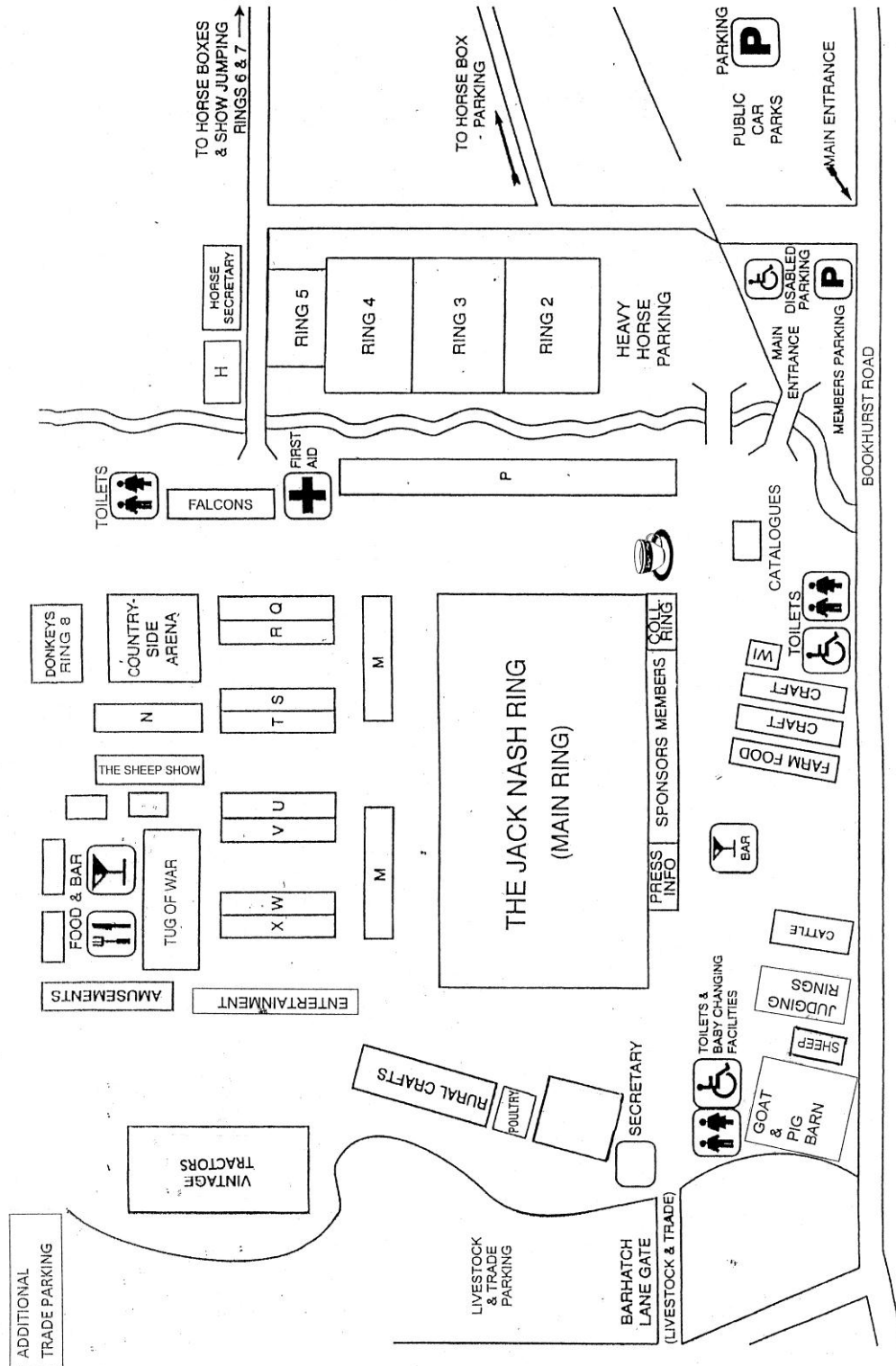
Further information on risk assessments can be obtained from www.hse.gov.uk.

To be returned with the application form.

Using the guidelines shown below please consider what risk there is to those building up trade stands around you and to members of the public visiting your stand during the Show. Outline the steps you propose to take to minimise that risk in the table overleaf. Please copy this page if more space is required.

Hazard	Who might be harmed	Is more control needed to control the risk?
Look for hazards which you could reasonably expect to result in significant harm under the conditions in your workplace. Use the following examples as a guide	There is no need to list individuals by name – just think about groups of people doing similar work or show may be affected e.g. the following:	For the hazards listed, do the precautions already taken....
Slipping/tripping hazards Chemicals (e.g. battery acid) Moving parts of machinery (e.g. blades) Work at height (e.g. from mezzanine floors) Pressure systems Vehicles (e.g. Fork-lift trucks) Electricity Dust (e.g. from grinding) Fumes (e.g. vehicle engines) Manual handling Noise Livestock on stands Lifting operation	Office staff Maintenance personnel Contractors People sharing your work place Cleaners Operators Members of the Public Pay particular attention to: <ul style="list-style-type: none">• Staff with disabilities• Visitors• Inexperienced staff• Lone workers may be more vulnerable	<ul style="list-style-type: none">• Meet the standards set by a legal requirement?• Comply with a recognised industry standard?• Represent good practice?• Reduce risk as far as reasonably practicable Have you provided: <ul style="list-style-type: none">• Adequate information, instruction or training?• Adequate systems or procedures? If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place. Where the risk is not adequately controlled, indicate what more you need to do on the Risk Assessment Form.
Fire Hazards e.g. combustible material (rubbish, flammable substances, LPG etc) and ignition sources (flames, smoking etc).	As above	Means of escape Fire detection and alarms. Fire fighting equipment/extinguishers Fire evacuation plan. Ensure the fuel tank of any vehicle left on stand is as empty as possible

PROVISIONAL SHOWGROUND LAYOUT



- Row M = Main Ring Sites (Limited availability)
- Row P = 12 m depth only stands
- Rows Q-X = 6 m depth only stands
- Row H – 6m & 12m depth stands available
- Craft/Farm Food Marquees – 3m depth only