

Dear Trade Stand Applicant,

64th CRANLEIGH SHOW – SUNDAY 1st AUGUST 2010
The Showground, Bookhurst Road, Cranleigh, Surrey.

Please find enclosed details about sites, booking conditions, charges and an application form. Please note that **all applications must be made on this form, accompanied by a completed risk assessment together with the full remittance** and returned to the Society at Oakapple Cottage, Stane Street, Ockley, Dorking RH5 5ST. Cheques should be made payable to: Cranleigh and South Eastern Agricultural Society or C.S.E.A.S.

You can **book an advertisement** in the Prize Schedule, Programme or both on the same form, please see the charges sheet for sizes, costs and deadlines.

CLOSING DATES: 30th June for inclusion in the Show Programme
EARLY BOOKING SECURES PRIME SITES!

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 now 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.

NO BOOKINGS: 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.

RISK ASSESSMENT Please complete and return the enclosed Risk Assessment Form with your booking form.

GENERATORS/
POWER Please specify on the booking form if your stand uses a generator. A power supply is available to exhibitors in the Craft and Food marquees.

EXHIBITOR'S
REFERENCES: For your own reference please make a note of the following information:
Depth booked.....metres. Frontage booked.....metres
Pass allocation: Entry..... Delivery:.....
Extra passes ordered:..... Delivery:.....

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 8.30am or park in the Trade Stand Car Park. Vehicles may not park behind the 3 metre stands. Vehicles cannot leave the showground before 6.00pm

SOCIETY
MEMBERSHIP We invite exhibitors to subscribe to the Cranleigh and South Eastern Agricultural Society in order to enjoy the benefits of membership, which include: free admission by ticket to the showground, use of the Members' car park, admission to the Members' refreshment marquee, right to purchase guest badges and an extensive programme of other events. If you would like to join please include your subscription with your remittance, details are on the booking form.

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TRADE STAND & ADVERTISEMENT BOOKING FORM

Please return your form with your remittance to: C.S.E.A.S.
Oakapple Cottage, Stane Street, Ockley, Dorking, Surrey, RH5 5ST

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

PLEASE TYPE OR PRINT CLEARLY

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

TEL/FAX NUMBER.....

Does your stand/exhibit include any animals? Yes/No
 If yes please state on reverse details of animal and Name and Address of Owner

Are you using a generator? Yes/No If so, length of cable:

Please enclose a copy of your Public Liability Insurance Certificate and Risk Assessment.

DEPTH & FRONTAGE REQUIRED metres deepmetres Frontage

COST OF SITE	(see attached sheet)	£ _____
TABLE	(£6.50 each - in craft and food marquees only)	£ _____
ELECTRICITY	(Farm Fare and Crafts add £12.00 per appliance) (see condition 20)	£ _____

List of appliances:.....

ADVERTISING (delete as appropriate)	Prize Schedule/Show Catalogue/Both over page/Inside full page/half page	£ _____
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Subtotal £ _____

PLUS VAT @ 17.5% £ _____

EXTRA PASSES	£10.00 (incl. VAT see condition 8)	£ _____
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EXTRA VEHICLE PASSES	£ 5.00 (incl. VAT see condition 9)	£ _____
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C.S.E.A.S. MEMBERSHIP:	Single Membership £25.00 inc. VAT	£ _____
	Double Membership £30.00 inc. VAT	£ _____

TOTAL £ _____

Food Traders Only: Name of local authority registered with:
 Data Protection Act 1998: CSEAS will only keep your details on file so that booking information, tickets and passes can be sent to you.

In order to be accepted, we ask that you supply a description of your exhibit overleaf for publication in our Show Programme. 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) :.....

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 PROGRAMMES - 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 30th June. Exhibitors must provide the relevant details on the booking form. **BOOKINGS WILL NOT BE ACCEPTED WITHOUT A DESCRIPTION OF THE GOODS/SERVICES.**
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 £10.00 (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 8.30am on Show Day, when the gates open to the public, and may not be removed before 6.00pm. **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.
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 8.30am. 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. RESPONSIBILITY FOR ACCIDENT OR LOSS - The Cranleigh and South Eastern Agricultural Society does not accept responsibility for any accident, loss or damage which may be suffered by any exhibitor, their employees, helpers, guests or friends whilst on the showground.
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.
22. EXHIBITORS SELLING ALCOHOL will have to arrange their own Temporary Event Notice with Waverley Borough Council.
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 FORM

Cranleigh Show – Sunday, 1st August 2010

(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		<input type="checkbox"/>							
Static Display		<input type="checkbox"/>							
Demonstrations		<input type="checkbox"/>							
Catering Outlet		<input type="checkbox"/>							
HAZARDS									
Please indicate which of the following will be represented on your stand whilst at Cranleigh Showground.									
Liquid Petroleum Gas (LPG)		Dry Combustables		Hot Surfaces		Use of Sharps		Working at Height	Food Preparation
Highly Flammable Liquids		Machinery		Heat & Ignition Sources		Electrical Equipment		Dangerous Overcrowding	
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.**

RISK ASSESSMENT GUIDELINES

Guidelines for Trade Stand Exhibitors, all of whom must complete the form overleaf.

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 <p>Have you provided:</p> <ul style="list-style-type: none"> • Adequate information, instruction or training? • Adequate systems or procedures? <p>If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place.</p> <p>Where the risk is not adequately controlled, indicate what more you need to do on the Risk Assessment Form.</p>
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