



THE CRANLEIGH SHOW

EST. 1946

For Office Use Only:	Date:	Paid	Signed	Receipt	RA Completed
Ave/Pitch:					

OUTSIDE TRADE STAND BOOKING FORM

(Closing date for inclusion in the Show Programme, 1st May 2020)

Trading Name:		Contact Name: Mr/Mrs/Miss/Ms	
Address:			
Postcode:			
Telephone:		Mobile:	
*Email: <i>*must be provided for receipt of application</i>		Website:	
Facebook:		Twitter:	
Description of exhibit for Show Programme (FREE – MAX. 30 words)			

Trade Stand Requirements

(Enter the size of site required below – see page 2 for the Schedule of Costs & pitch sizes available).

PITCH REQUIRED	FRONTAGE Metres	DEPTH Metres	£
*Additional Admission wristband(s) @ discounted rate of £12.00 each. *Pls see page 4 for allocation.		Number of additional wristbands required:	£
*Additional vehicle pass(es) @ rate of £5.00 each. *Pls see page 4 for allocation.		Number of additional vehicle passes required:	£
GRAND TOTAL (All prices are inclusive of VAT) Please complete the TRADE STAND BOOKING PAYMENT FORM on PAGE 5			GRAND TOTAL £
Do you have any livestock on your stand? If Yes, please give details:			
Will you be using a generator on your stand?			

OUTSIDE TRADE STANDS – SCHEDULE OF COSTS 2020

All prices are inclusive of VAT @ 20%

Size of Site		Standard Pitch		Agricultural Pitch		Show Passes allocation	Vehicle Labels allocation
Depth	Frontage	If payment received by 31 st December 2019	If payment received after 31 st December 2019	If payment received by 31 st December 2019*	If payment received after 31 st December 2019		
6	X 3	£84	£93			2	1
6	X 4	£112	£124			2	1
6	X 5	£140	£155			2	1
6	X 6	£168	£186			3	2
6	X 7	£196	£217			3	2
6	X 8	£224	£248			3	2
6	X 9	£252	£279			4	3
6	X 10	£280	£310			4	3
Additional per m		£28	£31				
12	X 4	£156	£172	£112	£124	2	1
12	X 5	£195	£215	£140	£155	2	1
12	X 6	£234	£258	£168	£186	3	2
12	X 7	£273	£301	£196	£217	3	2
12	X 8	£312	£344	£224	£248	3	2
12	X 9	£351	£387	£252	£279	4	3
12	X 10	£390	£430	£280	£310	4	3
12	X 11	£429	£473	£308	£341	4	3
12	X 12	£468	£516	£336	£384	5	4
Additional per m		£39	£43	£28	£31		

The minimum size of all outside stands is 6m x 3m for 6m depth pitches and 12m x 4m for 12m depth pitches. There is no maximum frontage for 6m or 12m depth frontage.

Agricultural Pitch rates are available to agricultural dealerships, agricultural machinery providers, agricultural service providers and agricultural specialists only.

All prices are **inclusive of VAT**. VAT registration number: 358 7056 25

***EARLY BIRD DISCOUNT:** In order to receive the Early Bird Discount, FULL payment must be received by the Society before 31st December 2019.

Please note: We are a registered charity (Charity No. 1007948) and therefore unable to provide a discount on the above schedule of costs for trade stands.



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TRADE STAND SIGNED DECLARATION

ALL APPLICATIONS ARE FOR CONSIDERATION AND **WILL NOT** BE ACCEPTED FOR REVIEW WITHOUT A SIGNATURE AND FULL PAYMENT

By signing this application, you agree to having read the Exhibitor Terms & Conditions 2020 (available at www.cranleighshow.co.uk and agree to abide by them.

By signing this application, you have read and understood the Important Information to Note on Page 4 (overleaf).

Communications Policy

By Signing below, you agree that Cranleigh & South Eastern Agricultural Society may use any personal contact information you provide in order to contact you in the future about The Cranleigh Show, show news and related events. For a copy of our Privacy Policy, please visit www.cranleighshow.co.uk

Signature: Date:

CLOSING DATE for all applications 20th June 2020

(Early Bird Discount closing date – 31st December 2019– Full payment **MUST** be included)

All applications **MUST** include:

- Completed Booking Form (page 1)
- Completed and Signed Booking Declaration (Page 3)
- Completed Trade Stand Booking Payment Form (page 5)
- Completed and signed Health & Safety Questionnaire 2020 (pages 7 & 8).

Please return the application to the Show Office either via post or email to info@cranleighshow.org.uk

Sponsorship and Advertising Opportunities are available to view on our website, or please contact the Show Secretary for more details.

Return to: CSEAS, PO BOX 977, HORHSAM, WEST SUSSEX, RH12 9QG

Telephone: 01483 267771 Email: info@cranleighshow.org.uk

www.cranleighshow.co.uk

IMPORTANT INFORMATION TO NOTE

FOR FULL EXHIBITOR TERMS & CONDITIONS, PLEASE SEE OUR WEBSITE (CRANLEIGHSHOW.CO.UK).

By applying for a stand, you agree to having read the Exhibitor Terms & Conditions 2020 and agree to abide by them.

- SITE ALLOCATION:** Sites are allocated by the Society on a **first come, first served basis** and at the discretion of the Secretary. Every endeavour will be made to meet the general wishes of exhibitors with regard to position at the time of booking however we will NOT be able to move your position once it has been allocated.
- 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 the Payment Form. Credit/Debit Card details may also be supplied on the postal Booking Form.
- 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.**
- DESCRIPTION:** No bookings will be accepted without a description of the goods/services offered.
- INSURANCE:** The Exhibitor must fully insure the Exhibit (including stock if any) at the trade stand/exhibition area at the Showground and the Exhibitor's fixtures and fittings. The Exhibitor must take out adequate third-party insurance in respect of the Exhibitor's use and possession of the trade stand/exhibition area. **It is a requirement that all Exhibitors have their own insurance. If the Exhibitor fails to do this, he/she will not be allowed to participate in the Show nor will be entitled to a refund.** Evidence of insurance must be available on the Showground throughout the duration of setup, show day and the break down period.
- 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.
- H&S QUESTIONNAIRE:** All applications must include the completed Health & Safety Questionnaire with their application. Further information on risk assessments can be obtained from www.hse.gov.uk.
- GENERATORS:** Please specify on the booking form if your stand uses a POWER generator. A power supply is available to exhibitors only in the Shopping and Farm Food marquees ONLY. NO PETROL ARE GENERATORS PERMITTED ON SITE.
- REFUNDS:** **Where the Exhibitor withdraws from the Show or cancels their reserved trade stand, the Exhibitor's monies shall be fully forfeited. The Society reserves the right to re-let the trade stand without refund to the Exhibitor.**
- REFRESHMENTS:** Hospitality may be provided by exhibitors to their customers and guests, but no charge may be made for these refreshments. Please see Exhibitor Terms & Conditions re. the use of BBQ's and firepits.
- SELLING OF ALCOHOL:** 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.
- BALLOONS:** We do not allow the sale or distribution of balloons on show day in the interests of animal welfare and public safety.

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Cranleigh Show 2020 Exhibitor Health & Safety Assessment Questionnaire

This form is part of your application and therefore must be fully completed and returned with the rest of your application to the Show Office. Where evidence is requested (i.e. Public Liability Insurance), this must be available for inspection at all times whilst on the show site. **It is your responsibility** to ensure that suitable and sufficient risk assessments are carried out to cover your operations and activities at our Show. You are also required to consider the risk of fire within your stand / structure. Failure to comply with reasonable health and safety precautions may result in you being removed from the site.

Company Name:	
Name of Onsite Manager:	
Emergency on-site Telephone Number:	
Please provide a description of the product(s) on display and / or activities taking place: Please include the intended size and structure of your stand/unit:	

Insurance

Do you hold Public Liability Insurance to cover your attendance at the Show? <small>(Evidence of this insurance MUST be available during the Show)</small>		Yes	No
Name of Insurer:	Amount of Cover (£):	The Policy Term: (Date from- Exp. Date)	

Risk Assessment

Have you completed a full and thorough risk assessment covering your stand / structure set up, break down and the operations you intend to undertake? This must include (but not limited to): Vehicle movements, erection of marquee / stand, work at height (including the use of ladders), use of machinery, manual handling, slips, trips and falls, hazardous substances, adverse weather conditions etc. (Evidence of this assessment must be available during the Show) Visit www.hse.gov.uk if you require a Risk Assessment Template. Random checks will be made.	Yes	No

General

Do you intend to dig, excavate or, pin into the ground to such a depth that you may come into contact with underground services such as cables or pipework? If yes, please contact the Show Office for advice of procedures.	Yes	No
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Catering

If you are providing catering (food / drinks), are you registered with your local authority?	Yes	No	N/A
Name of Authority Registered with:			
Do you hold a Food Hygiene Rating?	Yes	No	N/A
	Rating Held		
Will you be selling alcohol? If so, have you obtained a TEN's licence from the relevant Authority? <small>(Evidence of this must be available during the Show)</small>	Yes	No	N/A

Please turn over.../

Fire Assessment			
Are the structures, roofing, walls and fittings of your stand / unit flame retardant?	Yes	No	N/A
Will exits be maintained and kept unobstructed at all times?	Yes	No	N/A
Do you have an adequate number of fire extinguishers / fire blankets available for easy use?	Yes	No	N/A
Has your firefighting equipment been tested in the last 12 months?	Yes	No	N/A
Have your staff been made aware of what to do should an incident occur? Do they know how to raise the alarm, evacuate the stand / unit and operate the firefighting equipment supplied?	Yes	No	N/A
Have you identified all ignition sources and ensured they are kept away from combustible / flammable materials?	Yes	No	N/A
Do you have sufficient refuse bins and ensure all refuse is kept away from your stand/ unit?	Yes	No	N/A
Have any portable appliances been PAT tested by a qualified person in the last 12 months?	Yes	No	N/A
Are you aware that PETROL generators are NOT permitted on site?	Yes	No	N/A
Do you intend to use a diesel generator on site?	Yes	No	N/A
Are you aware that you must not stock certain items such as: fireworks, garden flares, candles, tea lights etc.?	Yes	No	N/A
If staff are sleeping within the stand / unit is a working smoke detector fitted and, are exit routes maintained throughout the evening / night?	Yes	No	N/A
Are you aware that open fire, naked flames are not allowed on the showgrounds (without prior permission from Show management)?	Yes	No	N/A
If you have answered 'No' to any of the questions above, please provide details of the actions taken to avoid any dangerous situations arising:			
Will you be using LPG gas within the confines of your stand/unit? If 'yes', please answer the following questions	Yes	No	N/A
Do you have an inspection / gas safety certificates for the appliances / pipework and are all hose connections made with "crimped" fastenings? (Evidence of this must be available during the Show)	Yes	No	N/A
Are the cylinders kept outside, secured in the upright position out of the reach of the general public?	Yes	No	N/A
Are appliances fixed securely on a firm non-combustible heat insulating base and surrounded by shields of similar material on three sides?	Yes	No	N/A
Are the cylinders located away from entrances, emergency exits and circulation areas?	Yes	No	N/A
Are the gas cylinders readily accessible to enable easy isolation in case of an emergency?	Yes	No	N/A
Do you ensure that all gas supplies are isolated at the cylinder, as well as the appliance when the apparatus is not in use?	Yes	No	N/A
Do you ensure that only those cylinders in use are kept at your unit/stall? (<i>spare should be kept to a minimum and in line with any specific conditions for the event</i>)	Yes	No	N/A
Is a member of staff, appropriately trained in the safe use of LPG, present in the unit/stall at all times?	Yes	No	N/A

DECLARATION: I / we hereby confirm that we will take all due care and diligence with regards to the health, safety and fire risks on our stand / unit and, will have all requested documentation (see above) available for inspection whilst at the Show and, have informed all onsite staff (including any appointed contractors) of this assessment.

Date Completed:	
Stand/unit Responsible person:	
Signature:	