

Dear Trade Exhibitor,

I have pleasure in enclosing the Trade Stand Schedule information pack for the 2013 Cheshire County Show. Please note the below points which are made with a view to improving your experience of the show.

Vehicle movements. Due to an unacceptable increase in traffic on the showground on show days in 2012, exhibitors are respectfully reminded that vehicles, unless forming part of the exhibit must be removed from the showground by **9am on Show days**. These vehicles must be removed to the appropriate parking areas as indicated on the enclosed map. **No vehicles** will be admitted to the Showground between **9.00am and 6.00pm** on Show days.

Early Departures – Traders are respectfully reminded that they must stay in position until the show closes on the second day. Early departure may jeopardise your ability to attend the following years show.

Public Liability Insurance – We will now be collecting information on your Public Liability Insurance. Please ensure you complete this section on the Risk Assessment Form. Unfortunately, we will not be able to accept and process applications without this important information being obtained.

Security – continues to be enhanced at the show, both pre, post and on show days. Please ensure you check arrival times which can be found on this folder. The golden rule is **'No vehicle pass, No Entry'**! To prevent delays entering the showground, please ensure your vehicle pass is clearly on display in your vehicle/s. The Society does not accept any responsibility for lost or forgotten vehicle or exhibitor passes.

Vehicle passes – Trade Stands are allocated two complimentary vehicle passes with the booking. Please ensure you order enough vehicle passes for the build up and breakdown of the show (**contractors etc**). Vehicle passes purchased upon arrival to the showground will be charged at **£10 per pass**.

Staff or volunteers 'manning' your stand on show days should park in the public car parks and therefore do not require a vehicle pass.

Please help us to ensure you gain unhindered access to the showground whilst maintaining a secure site.

The show team here at 'The Cheshire' look forward to receiving your booking and seeing you at the 2013 Show. If you require any further information or wish to discuss space availability or sponsorship opportunities, please do not hesitate to contact the Show Office.

Wishing you a successful 2013 show season.

Yours sincerely

Nigel Evans
Executive Director



www.cheshirecountyshow.org.uk

Cheshire Agricultural Society

Clay House Farm
Flittogate Lane
Tabley
Knutsford
Cheshire
WA16 0HJ

Telephone:
01565 650200

Fax:
01565 650540

Email:
info@cheshirecountyshow.org.uk

President:
Mr John Platt OBE DL HonDsc FRAGS

Chairman
Mr Tony Garnett DL ARAGS

Patron:
Sir William Bromley Davenport KCVO

Patroness
Mrs Edwina Oldham

Executive Director
Mr Nigel Evans

Registered Charity No. 215531
VAT Registration No. 310 1531 30



Food Hall & Cheese Marquee Application

(See enclosed guidance notes)

Please complete in full
and in **black ink** using **block capitals**

Trading Name:

Address

.....

.....

Post Code Tel: (Code & No.)

e-mail

Contact Name.....

For Office Use only:

Stand No:

No of plots allocated:

Ticket allocation:

Vehicle Pass:

Class Type:

Risk Assessment:

Food Registration Form

Processed by:

Use of LPG? (Delete as appropriate) **Yes** **No**

Want to book the same plot/s as last year? - Applications **must** be received by **25th January 2013**

Plot - Hire Charge	No of plots	Please indicate S = Single D = Double	£	P
FOOD HAL 3m Frontage x 3m Deep @ £270 per plot <i>Price includes a 6ft trestle table for each space booked</i>				
CHEESE MARQUEE 3m Frontage x 3m Deep @ £270 per plot <i>Price includes a 6ft trestle table for each space booked</i>				
A Premium of £170 should be added if selling ready consumable food products of any description. Numbers are strictly limited for the above and will be allocated at the discretion of the Society				

Important Notes:

Portable Generators of any kind are not permitted on the Showground.

All exhibitors must use Showground power supply only.

Please ensure you book your power with your application using the enclosed booking form.

Temporary Event Notice (TEN): Traders selling alcohol will need to acquire a TEN Licence from Cheshire East Council. Contact the licensing department via 0300 123 5015. A copy of this Temporary Event Notice **MUST** be brought with you on show days and available for inspection by Cheshire East Council and/or the Chief Steward of the Food Halls.

Please complete the booking summary overleaf.

Please return completed Application Form, payment and other relevant forms to:

Cheshire Agricultural Society
Clay House Farm
Flittogate Lane, Tabley
Knutsford, Cheshire
WA16 0HJ



Payment Methods

***Full payment must accompany all applications.**

***Cheques to be made payable to:**

Cheshire Agricultural Society.

***Post dated cheques and applications will be returned, which will cause delay in allocating your plot/s.**

BACS payment which must

quote ref: your trade stand name

can be made to:

Cheshire Agricultural Society
NatWest Bank
Sort code: 55 61 31
Acc No: 24424544

Credit card payments can be made by telephone: 01565 650200.

New exhibitors to the Show must include a photograph of their stand or goods with the application forms. Failure to do so may result in a delay in allocating your plot/s

To be included by all exhibitors

Brief description of goods or services sold or promoted (**maximum 15 words**)

.....

.....

.....

Please note: due to copy deadlines of the show programme, applications received after April 6th 2013, will not be included in the Show Programme trade stand listings. Trade Stand applications are still **accepted** after this date.

Trade Stand Competition - Please tick box if you wish to be entered ☐

Declaration - I have read and agree to abide by the Show Rules and Regulations for Trade Stands

Signed

Print name

Date

Booking Summary	£	p
Plot/s Hire Charge Transfer total from overleaf		
Furniture Hire Transfer total from separate form		
Electricity Supply Transfer total from separate form		
Banner Placement Transfer total from separate form		
Trade Stand Membership Payable by all exhibitors Includes 1 member and 1 members guest badge.	£35	00
SUB-TOTAL		
(VAT NO: 310 1531 30) VAT @ 20%		
Additional Exhibitor Tickets Transfer total from separate form		
Additional Vehicle Passes Transfer total from separate form		
GRAND TOTAL		

Please retain a copy of this form for your own records



The Roberts Bakery Food Hall & Cheese Marquee

Traders Booking Notes

Trade Stands booking plots within The Roberts Bakery Food Hall and Cheese Marquee should note the following:

- A premium of **£160** will be paid by any traders selling hot or cold 'take away' type food stuffs e.g. sausage baps, pies, pasties, sandwiches, ice-creams, hot & cold drinks etc. This premium does not apply to suppliers of free samples.
- 'Take-away' type food & drink traders will be limited to a maximum of 25% of the capacity of the traders in the food hall. Allocation of this space will be at the discretion of the Chief Steward representing Cheshire Agricultural Society.
- Traders using cooking equipment will need to provide a written statement of the type of equipment being used and an appropriate risk assessment. Appropriate fire fighting equipment e.g. fire blankets etc, should also be provided by traders using cooking equipment.
- Traders selling alcohol will need to acquire a Temporary Event Notice from Cheshire East Council contact the licensing department via 0300 123 5015. A copy of this Temporary Event Notice **MUST** be brought with you on show days and available for inspection by Cheshire East Council and/or the Chief Steward of the Food Halls.
- Traders must not use any PA equipment of any description to promote their products.

The Cheshire Agricultural Society does not accept any responsibility for any non-compliance to current, appropriate legislation and will support any enforcement action resulting from such non-compliance.

Nigel Evans
Executive Director



Food Trader Registration Form

Please complete details below and return this form with your Trade Stand Booking pack.

You are respectively reminded that your food stall should comply with environmental health hygiene standards e.g. sneeze guards in place etc.

Any action taken for non-compliance by the local EHO will be supported by Cheshire Agricultural Society.

Name:

Company:

Address :

.....

.....

Post Code:

Tel:

Mobile.....

Email:

I confirm that the above business is registered with the below Local Authority:

Local Authority

.....

Signed by:



Trade Stand Application

Guidance Notes

Guidance notes are provided to assist you with the completion of the enclosed Trade Stand Application schedule. However, should you require any further assistance please do not hesitate to contact a member of staff at this office who will be happy to help you with your application.

- Complete the application forms in black ink using block capitals.
- Ensure you include a reliable contact telephone number.
- Indicate if you will be using LPG.
- To book the same plots as 2012, we must receive applications by **25th January 2013**. Plots will be allocated on a first come first served basis after this date.
- Take care when booking your plot/s, indicating clearly your preferred area and how many plots you require and if Single or Double Plots e.g. 1 S (Single) or 1 D (Double)
- When matching a marquee etc to your plot, ensure the marquee etc will fit within your plot. Please find below a metric conversion table for your assistance:

Metres	Feet
1.8m	6ft
2.4m	8ft
3m	10ft
6m	20ft
10m	32ft
12m	39ft
15m	49ft

- **All exhibitors must complete the enclosed Risk Assessment Forms in full.** The Cheshire Agricultural Society does not take any responsibility for incorrectly completed Risk Assessment Forms or any enforcement resulting from such actions.
- If you are selling alcohol or providing entertainment, you must obtain a Temporary Event Notice from East Cheshire Council – Telephone the Licensing Section on **0300 123 5015** for further details.
The Cheshire Agricultural Society does not take any responsibility for exhibitors not obtaining a Temporary Event Notice and any enforcement resulting from such actions.
- Should you wish to take part in the free to enter Trade Stand competition, please tick the box on the Trade Stand booking form.
- Ensure you purchase additional exhibitor tickets and vehicle passes as required with your application.
Staff and volunteers to your stand should park in the public car parks and therefore do not require a vehicle pass.

Remember to include vehicle passes for contractors attending the showground on your behalf as these will charged at £10 each if they arrive without them to the showground.

- Ensure you transfer all payment details to the Booking Summary form. **Remember to add VAT on to your payment.**
- Please include payment in full with your application. Post-dated cheques will be returned, which will result in a delay when allocating your plot/s.



Trade Stand Application Check List

To ensure that we can provide you with a high standard of customer service, please complete and return the below check list as appropriate, before posting your application.

Please keep a copy of all paper work for your reference.

	Have you completed and enclosed the following: (✓where applicable)	✓
1.	Risk Assessment Forms? (This is a statutory requirement). Remember to include your Public Liability Insurance details	
2.	Food Hall & Cheese Marquee Application?	
3.	Food Trader Registration Form?	
4.	A Photograph of your Trade Stand?	
5.	Electricity Supply Booking Form?	
6.	Furniture Hire Booking Form?	
7.	Additional Exhibitor Tickets and Vehicle Pass Form? <i>Remember to include Contractor Vehicle pass requirements.</i>	
8.	Banner Advertising Booking Form?	
9.	Sponsorship Package Form?	
10.	Show Programme Advertising – Remember to send separately with payment to Cheshire Life Magazine?	
11.	<p>Payment? Remember to add VAT onto your payment.</p> <p>Cheques payable to: Cheshire Agricultural Society <i>Post-dated Cheques are not accepted and will be returned with your application, which will result in a delay in allocating your Trade Stand Plot/s.</i></p> <p>BACS payment which must quote ref: your trade stand name can be made to: Cheshire Agricultural Society - NatWest Bank Sort code: 55 61 31 Acc No: 24424544</p> <p>Credit card payments can be made by telephone: 01565 650200</p>	

Please keep a copy of all your paper work for reference



RISK ASSESSMENT

Guidelines for Trade Stand Exhibitors, all of whom **MUST** complete the form overleaf and return with application.

Using the guidelines shown below please consider what risk there is to those building up Trade Stands and to members of the public 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 (Please use as a guide to complete hazard column overleaf)	
Look only for hazards which you could reasonably expect to result in significant harm under the conditions in your workplace. Use these examples as a guide.	<ul style="list-style-type: none"> • 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 stand • Lifting operation
Fire Hazard	Combustible materials (rubbish, flammable substances, LPG etc) and ignition sources (flames, smoking etc)

Who Might be Harmed? (Please use as a guide to complete persons at risk column overleaf)	
There is no need to list individuals by name – just think about groups of people doing similar work or who may be affected, e.g.	<ul style="list-style-type: none"> • Office staff • Maintenance personnel • Contractors • People sharing your work place • Operators • Cleaners • Members of the public <p style="text-align: center;">Pay particular attention to :</p> <ul style="list-style-type: none"> • Staff with disabilities • Visitors • Inexperienced Staff • Lone workers – they may be more vulnerable

Is more needed to control the risk? (Please use as a guide to complete controls to minimise risk column overleaf)	
<p style="text-align: center;">For the hazards listed, do the precautions already taken:-</p> <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 style="text-align: center;">Have you provided:-</p> <ul style="list-style-type: none"> • Adequate information, instruction or training? • Adequate systems or procedures? • In case of fire, a means of escape • Fire detection and alarms • Fire fighting equipment • Fire evacuation plan <p>If the answer to the above is yes, 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 (the 'action list').</p>	

Public Liability Insurance Details

Failure to supply this information may result in your application being delayed and or rejected.

Public Liability Insurance Details	
Insurer Name:	Branch:
Policy Number:	Expiry Date:

RISK ASSESSMENT FORM

Please complete using BLOCK CAPITALS

Company Name:	
Address:	
Responsible Person:	
Date Assessment Undertaken	
Signature of Assessor:	

Hazard See examples overleaf under “hazard”	Persons at Risk See examples overleaf under “who might be harmed”	Controls to minimise risk See examples overleaf under “is more needed to control the risk”

*FIRE RISK ASSESSMENT

* Liquefied Petroleum Gas (LPG) on site. Yes/No (Delete as appropriate)		

*** Must be completed**



Application for Electricity Supply to Trade Stands

Office Use Only

Plot No/s:

Date sent to EP:

Processed by:

Trading Name:

Address:

.....

.....

Post Code: Tel: (Code & No.)

Contact Name:

To assist you with your application, we have indicated some typical electrical load examples below:

	KW	WATTS	AMPS		KW	WATTS	AMPS
Tea Urn	3	3000	13	Cash Till	0.5	500	2
Kettle	3	3000	13	Halogen Flood	0.5	500	2
Coffee Maker	3	3000	13	Track Light	0.5	500	2
Fridge	3	1500	13	Large Spotlight	0.5	500	2

If your requirements are not shown or if you are unsure of your needs, please contact
Scott Bullett at Event Power on **01784 481378**.

Outside Plots	Charge £	£	P
Single 13 amp Socket 0 – 3 KW	150.00		
16 amp Cee – Form Socket 0 – 4 KW	160.00		
Twin 13 amp Socket 0 – 6 KW	185.00		
32 amp Cee – Form Socket 0 – 8 KW	198.00		
63 amp Cee – Form Socket 0 – 15 KW	320.00		
Craft/Shoppers Mews	Charge £		
Single 13 amp Socket 0 – 3 KW	70.00		
Twin 13 amp Socket 0 – 6 KW	80.00		
Roberts Bakery Food Hall	Charge £		
Single 13 amp Socket 0 – 3 KW	105.00		
16 amp Cee – Form Socket 0 – 4 KW	119.00		
Twin 13 amp Socket 0 – 6 KW	122.00		
32 amp Cee – Form Socket 0 – 8 KW	150.00		
Total to be transferred to the Booking Summary on the Trade Stand Application Form			
<i>Add VAT at the standard rate if being sent separately to the main application</i>			
<i>Total including VAT if being sent separately to the main application</i>			

(VAT Reg No. 310 1531 30)

Please Refer to The General Terms and Conditions on the reverse of the back copy of this form.

Please attach a list of appliances to be used

General Terms and Conditions

For the supply of a temporary electrical supply

1. The supply is derived from a generator(s) providing 230 volts single phase 50 Hz
2. Distribution is of a temporary nature.
3. Sizing of cables and distribution equipment is based on the power requirement stated on the Electricity booking form submitted by each potential consumer. For this reason once each application has been accepted no additional load shall be permitted on the installation without prior consent of the contractors and only when additional capacity is available.
4. Internal wiring of each stand is not included in the connection charge. Our engineers are able to undertake these works on request this will be subject to a separate cost and invoice.
5. Stand holders undertaking their own internal wiring shall be responsible for conforming to the IEE regulations BS 7671: 1992 and Special Locations, Guidance Note 7, Section 12. All relevant Health and Safety requirements. Electrical test and completion certification must be issued to our engineers prior to energising the supply. The installation shall be confined to the stand/stall space where each supply is terminated.
6. There shall be no interference with the electrical installation once connected to each stand, only company engineers will be authorised access to the installation.
7. Every effort will be made to provide an uninterrupted power supply. However, no liability will be accepted for consequential loss or damage due to power failure.
8. Completion of an Electricity supply booking form does not bind the company to offer a supply. A repayment will be made if it is not possible to provide a supply.
9. Generators should be operational from **10.30 am** on the **day before** the Show to the close of the Show. Every effort will be made to ensure Trade Stands have Electricity available from this time.
10. Failure to comply with the above conditions may, at the contractor's discretion, cause the supply to be withdrawn.
11. **Payment for the supply of power will be required with the electricity supply booking form. Bookings for electricity supply should be sent with the Trade Stand application form, if this is not possible they should at least be with the Show Office by the 30th April. Bookings received after this date may incur extra charges.**



Furniture Hire Booking Form

Office Use Only

Plot No

Processed by:

Trading Name:

Address:

.....

.....

Post Code: Tel: (Code & No.)

Contact Name:

PLEASE NOTE

1. All hired furniture **MUST** be ordered through the Cheshire Agricultural Society.
2. All bookings **MUST** be made through the Show Office. Orders will only be accepted if accompanied by the correct payment in **FULL**

Furniture Order	Number	£	P
Tables - 4' Round @ £9.25 each			
Tables - 3' Round @ £7.75 each			
Trestle Table – 2' 6" x 2' 3" @ £6.75 each			
Trestle Table - 6' x 2'3" @ £8.75 each			
Chairs – Samsonite Folding @ £3.80 each			
Chairs - White Patio @ £4.20 each			
Tables - White Patio @ £9.25 each			
Tables – 2ft Round Aluminium @ £10.75 each			
Chairs – Aluminium @ £4.70 each			
High 'Poser' Table @ £18.50 each			
High 'Poser' Stool @ £8.25 each			
Total to be transferred to the Booking Summary on the Trade Stand Application Form			
Add VAT at the standard rate if being sent separately to the main application			
(VAT Reg No. 310 1531 30) Total including VAT if being sent separately to the main application			



Exhibitor Tickets & Vehicle Passes

Complimentary 1 day Exhibitor Tickets – Allocation will be as follows:

- Outside Plots – 2, 1 day Tickets for each £125.00 (excl. VAT) spent on Trade Space
- Exhibitors in the Craft/Shoppers Mews/Food Hall/Cheese Marquees receive 4, 1 day Tickets per plot.

Vehicle Passes will be issued as follows:

- 2 Vehicle Passes per booking. These also admit the Vehicle to the Showground on Show Days prior to **8.30 am**. After which, vehicles will be directed to the public car parks.
- Vehicle Passes should **only be used** for the building of, or supply to, your trade stand. **Staff or volunteers should park in the public car parks on show days.**
- Unless the vehicle forms part of the exhibit it must be removed to the trade stand exhibitor parking areas before **8.30 am**.

Please Note: Vehicle Passes are **NOW** required on **pre and post Show Days.**

Vehicle Passes do **NOT** admit Driver or Occupants to the Show.

Vehicle Passes must be **CLEARLY** displayed.

Staff or volunteers should park in the public car parks on Show days and as such do not require a vehicle pass.

Additional Vehicles passes are available to purchase up to a maximum of 6 per exhibitor. *Remember to include vehicle passes for contractors attending the showground on your behalf.*

Additional Vehicle Passes purchased upon arrival at the showground will be charged at **£10** per pass.

Additional Tickets/Vehicle passes:

- If you wish to purchase additional tickets/vehicle passes please complete and return this form with the appropriate remittance.
- Please ensure that you purchase sufficient extra tickets for **ALL** attending on your behalf, or as your guests, e.g. staff and customers etc.

Name of Exhibitor

Trading Name.

Address

.....

Post Code: Tel No:

VAT Reg. No. 310 1531 30	Reg. Charity No.215531	Quantity	£	p
One-day Exhibitor Ticket		@ £12.00 each		
Additional Vehicle passes		@ £5.00 each		
Total to be transferred to the Booking Summary on the Trade Stand Application Form				
<i>Total to be paid if this form is being sent in addition to the Trade Stand Application</i>				



Banner Advertising

An eye-catching way of advertising your Company at the Show
is by displaying a banner in one of the many rings.

Trading Name:

Address:

.....

.....

Post Code: Tel: (Code & No.)

Contact Name:

ORDER FORM

	Cost per Banner	No.	£	p
Main Ring Fencing Banner to be 10ft x 3ft maximum	£180.00			
Showground Road Fence Banner to be 10ft x 3ft maximum	£150.00			
Cattle/Horse Ring Fencing Banner to be 10ft x 3ft maximum	£130.00			
Total to be transferred to the Booking Summary on the Trade Stand Application Form				
<i>Add VAT at the standard rate if being sent separately to the main application</i>				
<i>Total including VAT if being sent separately to the main application</i>				

VAT Reg. No. 310 1531 30

Banners should be delivered to the **Show Office** at Clay House Farm, in the week preceding the show (or by arrangement at other times). Banners should be collected by the advertiser at the close of the Show. The Society does not accept any responsibility for loss or damage to banners.



Sponsorship Package

Cheshire County Show is the largest and longest established two-day, 'show case' event of its kind in the North West and is enjoyed by over 80,000 visitors each year. It is a prestigious, high profile event attracting wide media coverage including radio and television.

The Show is organised by the charity, Cheshire Agricultural Society and is constructed and successfully delivered by a small team of staff and a vast army of dedicated volunteers.

Given the tremendous success of the Cheshire Show and the large audience that it attracts from within the County and beyond, the Show is seen to be an attractive sponsorship opportunity which can deliver high quality PR benefits and demonstrate the sponsors commitment to Corporate Social Responsibility.

Sponsorship is also a great way to highlight and enhance your presence at the Show to the thousands of visitors attending this prestigious event. This can be done through banner placement and appropriate PA system announcements.

Sponsorship can range from complete sections of the show e.g. Food Hall, Main Ring, Cattle, Horse, and Game Fair etc, to Class sponsorship within the many sections of the Show.

Sponsorship can and will be tailored to your needs and budgets. It also brings with it a bespoke benefits and privileges package to you, the sponsor.

If you would like further information of the sponsorship packages, please fill in and return the form below and we will forward more details to you shortly.

**Should you prefer an informal chat about sponsorship, please call
Nigel Evans, Executive Director on 01565 650200.**

.....

I am interested in Cheshire Show Sponsorship please contact me to discuss further details to:

Contact Name

Company Name

Address

.....

.....

.....

Tel no.

Email



Cheshire Agricultural Society
Clay House Farm
Flittogate Lane
Tabley
Knutsford
Cheshire WA16 0HJ

Location of The Showground

The County Showground
Flittogate Lane, Tabley, Knutsford,
Cheshire, WA16 0HJ
Tel: 01565 650200 Fax: 01565 650540
Email: info@cheshirecountyshow.org.uk
www.cheshirecountyshow.org.uk



Registered Charity No. 215531



Trade Stand Competition

Cheshire County Show wishes to encourage and reward trade stand exhibitors that present their respective businesses in an attractive user friendly way, to the many thousands of visitors attending the show.

The Cheshire County Show operates a very popular trade stand competition each year for all categories of trade stands.

1st, 2nd, 3rd & Highly Commended will be awarded at the discretion of the judges in each section. In addition to the prestigious trophies awarded, 1st prize winners in each category will receive a 10% discount voucher to be used for their 2013 booking. The overall Championship Trade stand will also receive a further 15% (25% overall) discount voucher to be used in 2013.

Judging of the various categories as below takes place on the first morning of the show, with the overall Champion being judged in the afternoon of the first day.

Judges will consider: Overall Appearance - Layout - Information and Effort

Champion Trade Stand

(Judged from the winners of Classes T1 to T8)

Judge: Mrs Edwina Oldham

The Winner will receive the 22nd Cheshire Regiment Trophy

Class T1 - Best Agricultural Machinery or Dairy Equipment Stand

Judge: Mr Robert Ford – Cheshire NFU Chairman

The Winner will receive the Marquess of Cholmondeley Silver Challenge Cup

2nd Prize - Cheshire Agricultural Society Shield

Class T2 - Best Agricultural Stand Other Than Machinery or Dairy Equipment. To include stands in the Sainsbury's Agri-Centre

Judge: Mr Richard Clayton

The Winner will receive John Hughes Trophy

2nd Prize - Cheshire Agricultural Society Shield

Class T3 - Best Non Agricultural Stand of 10m Frontage or More

Judge: Mr Paul Hooper – Secretary – Association of Show and Agricultural Organisations (ASAO)

The Winner will receive Associated Tyres Trophy

Class T4 - Best Non Agricultural Stand of Less than 10m Frontage

Judge: Cllr Mike Jones - Leader of Cheshire West and Chester Council

The Winner will receive Cheshire Agricultural Society Trophy

Class T5 - Best Stand for Motor Vehicles

Judge: Cllr Michael Jones - Leader of Cheshire East Council

The Winner will receive Lombard North Central Trophy

Class T6 - Most Attractive Stand in The Craft Marquee

Judge: Mrs Kathleen Benn MBE

The Winner will receive Cheshire Agricultural Society Trophy

Class T7 - Most Attractive Stand in The Shoppers Mews

Judge: Rev Verena Breed

The Winner will receive National Westminster Bank Trophy

Class T8 - Most Attractive Stand in The Food Halls and Cheese Marquees

Judge: Mr & Mrs J Timpson

The Winner will receive Cheshire Agricultural Society Trophy



To enter your Trade Stand, simply tick the appropriate box on the Trade Stand Application Form.

Good luck!

Nigel Evans
Executive Director

* Discount voucher applies to plot hire charge only and not any other additional items
e.g. marquee/furniture hire, electricity, tickets etc.

Cheshire Agricultural Society, Clay House Farm, Flittogate Lane, Tabley, Knutsford, Cheshire WA16 0HJ

TERMS AND CONDITIONS OF BOOKINGTRADE STAND SPACE

- 1. APPLICATION:** Exhibitors must complete the Trade Stand Form and forward it to the Show Office together with the appropriate payment. Every Exhibitor shall be deemed to have read and understood these Terms and Conditions.
- 2. EXHIBITORS RESPONSIBILITIES:** The Society will not be responsible in any way for any article, plant, machinery or object of any kind exhibited on the Showground. The Exhibitor shall assume full responsibility therefore, including liability for all claims arising out of the exhibition, handling or housing of such exhibits and the conduct of the Stand generally. The Exhibitor shall indemnify the Society against all claims, damages or expenses whatsoever in any way arising out of the presence of the Exhibitor or his exhibits on the Showground. Acceptance of the foregoing provisions shall be a Condition of Entry. Exhibitors **MUST** take out COMPREHENSIVE INSURANCE FOR PUBLIC LIABILITY, PRODUCTS LIABILITY & ALL OTHER RISKS, INCLUDING FIRE & LOSS OF BUSINESS not only as regards their own property, BUT ALSO AGAINST ANY THIRD PARTY CLAIMS. Any exhibitor employing people **MUST** have EMPLOYER'S LIABILITY INSURANCE to satisfy Health & Safety requirements.
- 3. EXHIBITORS VEHICLES:** All exhibitors vehicles, unless forming part of the exhibit must be removed from the Showground by 9am on Show days. These vehicles must be removed to the appropriate parking areas. No vehicles will be admitted to the Showground between 9.00am and 6.00pm on Show days. No vehicle either delivering or collecting goods on the Showground shall be driven at speeds in excess of 15 mph.
- 4. SUB-LETTING OR SPLITTING STANDS:** Exhibitors are not to sub-let any portion of the space allotted to them. Any exhibitor dividing the stand will be requested to leave the Showground and will forfeit all fees paid.
- 5. CANCELLATION OF SPACE:** All persons who have booked and paid for stands and subsequently cancel the booking or fail to exhibit shall forfeit all fees and charges paid. The Society reserves the right to re-let such space.
- 6. ALLOCATION OF EXHIBITOR TICKETS:** Exhibitors will be allocated two single day tickets for each £125 spent on Trade Space. Exhibitors in the Craft/Shoppers Mews, Food Hall, Flower and Cheese Marquees will be allocated four single day tickets. Vehicle passes – Trade Stands are allocated two complimentary vehicle passes with the booking, unless stated different elsewhere. Please ensure you order enough vehicle passes for the build up to the show (contractors etc). Vehicle passes purchased upon arrival to the showground will be charged at £10 per pass.

Staff or volunteers ‘manning’ your stand on show days should park in the public car parks.

Under no circumstances will refunds be made to trade exhibitors or their staff/volunteers that arrive at the entrance without exhibitor tickets and have to pay to gain admission to the Show at the full rate. The Society can not be held responsible for lost or forgotten exhibitor tickets.

7. SITE PREPARATION & COMPLETION: Outside Trade Stand holders may begin preparation of their site on the Thursday prior to the Show. Traders taking space in any of the Showground Marquees may begin preparation of their stands on the Sunday prior to the Show. The staging of all stands must be completed by 8.00 pm on the evening before the Show. **ALL EXHIBITORS SHOULD BRING THEIR TRADE STAND PERMITS** to the Show and produce them on demand by any Show Official.

8. TURF & GRASS CUTTING: No turf shall be lifted by exhibitors except with the express permission of an official of the show. The cost of reinstating and making good must be defrayed by the exhibitor. Exhibitors are responsible for the cutting of grass on their stand.

9. DISMANTLING OF STANDS: Removal of stands may not commence before 6.00 pm on the final day of the Show and all exhibition material is to be removed within 72 hours thereafter. **ALL EXHIBITORS MUST LEAVE THE SITE CLEAN AND TIDY.** Exhibitor's vehicles arriving to remove stands will **NOT BE ADMITTED** to the Showground before 6.00 pm

10. ALLOCATION OF SPACE: The application and allocation of sites, including the positioning of Trade Stands, will be entirely at the discretion of the Society, although every endeavour will be made to meet any request by an Exhibitor regarding the position of their site or stand. The Society does not offer exclusivity for any product or service; accordingly, the Society does not undertake to limit the number of stands selling similar or identical products or services. Furthermore, the Society does not guarantee a minimum separation between stands selling similar products or services. Each exhibitor shall be strictly confined to the space allotted and paid for (this includes any vehicle that is required to be part of the stand). Any exhibitor moving from the space allotted will be requested to leave the Showground and will forfeit all fees paid. In order to conform to the Showground Plan, the Directors Committee reserves the right to adjust the frontage and the depth of any stand applications while retaining the same area in square metres.

11. MARQUEES: A limited range of marquees is available for hire from the Society's approved Contractor and can be hired through the Society. Unless otherwise stated Marquees will be sited centrally at the rear of the plot. If this is not the wish of the Trade Stand Holder, written instructions or diagram of requirements should be submitted when booking the Marquee.

The Marquee contractor reserves the right to dismantle the Marquees immediately after the Show unless arrangements to the contrary have been made prior to the Show. Unless using a frame marquee **PLEASE MAKE ALLOWANCE FOR MARQUEE GUY ROPES** when making your stand space booking.

12. ELECTRICITY: Exhibitors requiring electricity should order this at the time of booking their Stand. An electricity booking form is enclosed. Exhibitor Generators of any description are NOT Allowed on the showground.

13. LITTER: Exhibitors are required to have their Stands and the portions of the avenues immediately adjoining their stands, cleaned up each evening during the Show by 7.00 pm and the litter and refuse stacked ready for collection by the Society's contractors. Caterers and exhibitors providing meals and light refreshment must provide their own bins for waste food. Refuse sacks will be available from the Contractor on request.

14. FOOD & CATERING: No exhibitor other than the Society's appointed caterers and stands in the Food Hall will be allowed to sell food or drinks for consumption on the Showground. Exhibitors are at liberty to make such arrangements regarding hospitality catering on their own stands as they may wish but are reminded that they must conform to Food Hygiene Regulations. Exhibitors should ensure that they purchase enough tickets to cover catering staff, as these will not be provided by the Society.

15. ALCOHOLIC DRINKS: Exhibitors are responsible to ensure that no alcoholic liquor is obtained from their stand by children or young persons. Exhibitors selling alcohol must obtain their own licences and must be able to produce them on request.

16. CHEAP JACKS, HAWKERS, CANVASSERS & GAMES OF CHANCE: No Cheap Jacks, Hawkers or 'mock' auctioneers shall be allowed to rent space and in the interest of all stand holders and the general public, exhibitors of miscellaneous articles for sale **MUST** state full particulars on the stand application form. The sale of goods by shouting or other annoying behaviour is forbidden, as is canvassing of the general public in the avenues or car parks by issuing promotional leaflets, collecting monies, personal data or market research information.

17. PA EQUIPMENT & RADIO COMMUNICATION EQUIPMENT: The use of PA and Radio Communication equipment **MUST** be authorised by the Directors Committee. The use of Radio Microphones interferes with public address systems used by the Society for important announcements and information at the Show and they may only be used if spare 'frequencies' are agreed with the Society prior to the Show. Infringement of this rule will result in the removal of the offending exhibit from the ground.

18. CHARITIES: The collection of donations, sale of raffle tickets etc. is allowed only within the confines of the space booked by the particular charity concerned and must **NOT** be conducted within the walkways, roadways or car parks. The Registered Charity Number must be shown on the booking form and any raffle must have the necessary permissions from authorities governing such activities.

19. LIVESTOCK ON STANDS: The Society must be notified in writing of any livestock brought into the Showground for exhibition on a stand. All livestock subject to movement control or disease free certification must be accompanied by appropriate documentation from the relevant authorities and it is the responsibility of the Exhibitor to obtain such documentation. The same guidelines, regulations and health schemes apply to animals housed on trade stands as to all other livestock at the Show. Also normal good husbandry practice should be observed to ensure the comfort and well being of all animals housed on stands. Where livestock are exhibited, stand holders will be responsible for providing **HAND WASHING FACILITIES OR APPROVED WIPES OR GELS** and should advise the public to wash their hands after touching livestock.

20. MACHINERY IN MOTION: Regulations applicable to machinery in motion, engines etc. a) only smokeless fuel will be permitted. b) All exhibits containing moving parts must be fitted with guards to comply with Standard Safety Regulations governing the particular exhibit. c) All shafting, belts, gearing or anything which might be dangerous to the public must be fitted with adequate guards. All tractors or power units fitted with implements or attachments, if working, must be effectively protected. d) While the Society reserves to itself the right of excluding any petroleum or spirit it may deem unsafe it in no way relieves the Exhibitor from responsibility in the event of an accident or fire. Exhibitors must conform to the Regulations relating to the transport of petroleum and the precautions to be taken against fire. e) Exhibitors of chainsaws may only give working demonstrations if special permission in writing is given by the Executive Director. Such demonstrations must have adequate barriers to keep the public at a safe distance (at least 2 metres). Tracked Vehicles: Vehicles on tracks or spud wheels will not be allowed to move about the Showground but must be brought in on trailers or other pneumatic-tyred vehicles and unloaded direct on to the Exhibitors Stands.

21. FIRE SAFETY: a) **ALL EXHIBITORS ARE REQUIRED** to supply **A SUITABLE FIRE EXTINGUISHER/S** in the interests of fire precautions. b) All stands using bottle gas are required to have the installation checked by a qualified fitter to ensure that the apparatus is safely installed. Exhibitors must comply with the Health & Safety Executive Guidance Note CS8 (Small scale storage & display of LPG at retail premises). The Society reserves the right of inspection by one of its Officials or a representative of the Civilian Fire Service of all marquees, stands and occupied areas, to ensure maximum safety against fire. Any decision made by the Society on the matters must be accepted as final. The Officials shall have the full authority to order the use of any appliance(s) or equipment to be discontinued immediately if in their opinion this constitutes a danger. c) Exhibitors will realise that these precautions are necessary in the interest both of themselves and the general public. d) Exhibitors must **INSURE AGAINST FIRE**, not only as regards their own property, but against **THIRD PARTY CLAIMS**.

22. DISCLAIMER OF LIABILITY: The Show, its' Officers or Servants shall not be responsible for any accident, damage or loss, however caused, that may occur to any exhibitor, or his servant, or to any article, animal or property brought into the Showground, or while entering or leaving the Showground. Each exhibitor shall be solely responsible for any loss, injury or damage that may be done to or occasioned by, or arising from any machinery, or other article, or any animal, or property exhibited by him, and it is a condition of entry that each exhibitor shall indemnify and hold harmless the Show, the Society, its' Officers or Servants, from and against all actions, suits, expenses and claims on account of such damage, injury or loss.

23. RIGHT OF REFUSAL OR REMOVAL: The Society, through their Executive Director (or Honorary Director) shall have full and free right to refuse to accept any entry, to cancel any entry after being made and accepted, to refuse admission to the Showground of any proposed exhibit and/or to remove, or order to be removed, at the risk and expense of the owner thereof any exhibit which has been admitted to the Showground. There shall be no obligation upon the Society or Show Committee to make or offer any explanation or reason for any such action and the Society or Show Committee shall not incur any liability or responsibility in this matter.

24. THE SOCIETY RESERVES THE RIGHT to stop and search all vehicles entering or leaving the Showground.

25. POSTPONEMENT OR ABANDONMENT: Exhibitors shall not have any claim against the Society or any member of the Society in respect of any loss or damage whatsoever consequent upon the Show or any part of it failing (for whatever reason) to be held or having to be abandoned.

26. SAFETY CODE: The Society's separate document "Code of Practice for Health & Safety" forms part of these regulations. This will be sent out to all those booking stand space.

27. COMPLIANCE. All Trade Stand exhibitors must be compliant with all current legislation and regulation relating to their business and the exhibiting of their business.



Frequently Asked Questions

Q: When and at what time can I come to the Showground to set up my Trade Stand?

A: Exhibitor access to the showground is via Gate 7, Pickmere Lane only and at the following times:

Sunday	17th June	10.00am	- 9.00pm
Monday	18h June	7.00am	- 10.00pm
Tuesday	19th June	7.00am	- 8.00am

Arrivals outside of these times will be refused entry to the showground, but may be parked in a holding area at the discretion of showground security.

All exhibitors, **including contractors**, must display vehicle passes in the build up and breakdown of the show and have exhibitor tickets to gain entry to the showground on show days. Failure to do so will result in refusal of entry into the showground.

Q: What are the Security arrangements on the showground?

A: The Society provides a Security Patrol and static guards from 7am on the Sunday morning before the show until 7am on Friday after the show. Exhibitors are responsible for the security of their own stand. As such, the Society cannot be held responsible for any loss or damage to stock or property of individual trade stands.

The Society reserves the right to stop and search all vehicles entering or leaving the showground.

Q: Can I park my vehicle/s on my Trade Stand plot?

A: Vehicles can be parked on most outdoor Trade Stand plots, but must not encroach on neighbouring plots or avenues. Indoor trade stand areas have designated trade stand parking. Parking in any other area of the showground is strictly forbidden. Vehicles may be clamped and a release fee will apply.

Q: Do my staff or volunteers need vehicle passes to work on my stand?

A: No, staff or volunteers should park in the public car parks, which are situated close to trade stand exhibitor car parks anyway. But remember that staff and volunteers will need exhibitor tickets to gain entry into the showground through the pay points.

Q: How long do I have to remove my stand after the show?

A: Ideally you should have your stand off the showground by Thursday evening after the show, but no later than the Friday evening. The Society cannot be held responsible for any stands left unattended at anytime.