



The Rutland County Show
Sunday June 2nd 2019

Larder Information Pack

Show Information
Dates & Deadlines
Tradestand Specifications
Terms & Conditions
Health & Safety and Legal Requirements
Larder Application Form
Risk Assessment Form

www.rutlandcountyshow.com

Why exhibit at the Rutland Show?

The Rutland County Show is one of the oldest agricultural shows in the country and combines a wealth of traditional attractions and rural education alongside our prestigious livestock and equine classes as well as being a wonderful family day out with great shopping. There are many reasons to trade with us.

In 2015 the annual Halifax Rural Areas Survey saw Rutland named as the best rural place to live in Britain and residents were rated as having some of the the highest standards of living in rural Britain, thus having higher spending power.

- Weekly earnings are above the national average.
- 12.5% higher AB demographic in Rutland than the national average.

Key Benefits of exhibiting with us include:

- Access to the 12,000-15,000 visitors who attend the Rutland County Show from all walks of life.
- Advertise your presence in the county and generates sales leads.
- Tradestands are located in the heart of the show in wide avenues for a great shopping experience.
- A company listing in the Show Guide.
- Opportunity for additional exposure through sponsorship and advertising.
- A full colour flier is delivered to 18,000 homes in the area
- Dedicated exhibitor parking area and full camping facilities available.

Typical Layout of Trade Area



Important Dates 2019

Wednesday 1st May Closing Date for Trade Stand Applications

Wednesday 15th May If you are selling alcohol send a copy of your TEN licence to the office by today

Thursday 30th May Access from 12 noon to 5pm

Friday 31st May Access from 8am to 5pm

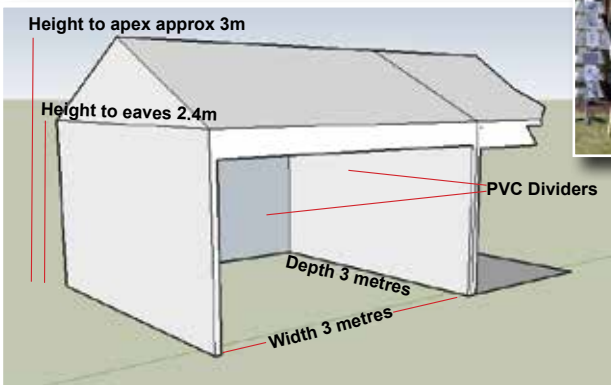
Saturday 1st June Access from 6am to 6pm

Sunday 2nd June Show Day. Access to site for stand set up is from 6am to 7.30am

Please note admittance to the site outside these times will be refused unless agreed with the show office in advance

Trade Stands

We offer two types of trade stand:



Covered Stands

Pre-built aluminium framed structure in 3m x 3m modules set in rows. The stand has PVC fabric side partitions, back wall, roof and front sheets. Flooring and banner rails can be purchased as extras. **Not available in the Larder.**

Open Stands

Book the space you require and bring your own gazebo. Pitches available in a variety of sizes from 3x3m to 20x20m.



Use of Stand Space

- Charitable or other institutions wishing to make appeals for collections or contributions to their funds must first obtain permission from the Show Office.
- Political or propaganda trade stands are not permitted. Political activity such as canvassing or handing out literature will not be tolerated.
- The Show Organisers reserve the right to decline any trader it views to be selling items they deem to be unacceptable or offensive and will request any such items be removed from sale.
- The sale of the following are strictly prohibited at the Show: fireworks, garden flares, Chinese lanterns, firearms, knives, catapults and any product that could be a nuisance or annoyance to others
- Any misrepresentation in description of goods sold in the application process in order to gain admittance will result in the exhibitor or their goods being removed from the Showground without a refund or compensation.
- Exhibitors must comply with all relevant Trading Standards legislation - safety, fair trading and quality. Trading Standards representatives do attend the show. We will encourage the consumer to forward any complaints to the Trading Standards Office.

Stand Information

- Applications close 1st May 2019. Payment, risk assessments and a copy of your Public Liability insurance must be sent with the application form. The number of trade stands available at the Rutland Show is limited, and we reserve the right to close applications early if we are full before the published closing date. Payment must be made in full in advance.
- Applicants should be aware that the Society reserves the right to refuse any application, without giving any reason and reserves the right to determine the area and position of sites.
- Traders who send a representative to set up their stand must ensure they have all the necessary information, documentation and passes required or they will be refused entry.
- Traders are responsible for ALL litter in the vicinity of their stand. All trade waste must be removed by the trader before and after the show and under no circumstances must it be put in bins provided for show visitors. A charge of £100 will be invoiced directly to the stand holders if the Society has to remove any trade waste **including cable ties** after show breakdown.
- Traders should be aware that, whilst the showground generally has good network coverage, 3G/4G is not guaranteed on site and therefore we recommend that you check coverage beforehand. Wi-Fi is not currently available on site.
- Traders must avoid damaging underground drainage channels (verti-drains) by ensuring tent pegs are no longer than 250mm. If in any doubt regarding positioning of marquees/gazebos contact the site manager.
- Traders' staff MUST park in the FREE public car park if they need to exit the ground before 5.30pm
- On show day entrance to the trade area will be closed at 7.30am prompt so please allow time to enter the showground. The entrance is shared by public/livestock so do allow time for queuing. After 7.30am you will be required to park in the public car park and transport your goods by hand to your stand.
- Stands must remain open until 5.30pm. No vehicles will be allowed to access the showground before 5.30pm from the trade stand car park to commence clearing stand. Access from the public car park to commence clearing the stand will not be permitted until 6.30pm. Traders must be off-site by 7.30pm on Sunday 2nd June unless they have booked camping however they may return on Monday 3rd June from 7am to 5pm to clear the site. Pitches must be completely cleared by Monday 3rd June 5pm.
- It is the exhibitors responsibility to ensure that any construction of marquees or any other structure complies with the regulations stated in 2015 Construction (Design and Management) rules. Marquees must be off site by 5pm Monday.
- An agricultural discount is given to traders where a minimum of 75% of their business is within the agricultural industry.
- No trader shall sub-let or re-let any of the space allotted to them without written permission from the show office.
- The show will be open from 8.30am to 5.30pm. Admittance to the site outside these times will be refused unless agreed by prior arrangement.
- Exhibition space will be clearly marked out on the ground. Your stand MUST fit into the area you have booked and marked out by us, including any vehicle guy-ropes and trailer draw-bars. Exhibitors must not arrange goods or signs that create an obstruction to other exhibitors or the free flow of visitors.
- Any space allotted which is not occupied by 8am on show day shall be considered not required and the Society has the right to re-allocate the space.
- A professional approach regarding product pricing, presentation and selling manner is required from all Exhibitors. All items over the value of £15 (except food) should be accompanied by a receipt.

Health & Safety

- All traders must provide a Risk Assessment under the Health & Safety at Work Act. A template is available at the back of this pack. The Risk Assessment document will be checked by our H&S team. Applications will be rejected if the Risk Assessment is considered inadequate.
- All exhibitors must carry Public Liability Insurance to a minimum of £5M
- Exhibitors are responsible for the security of their stand and stock and all claims arising from this.
- Any exhibitor behaving in a threatening or intimidating manner towards showground staff, other traders or the general public will be asked to leave site and not allowed to trade with the Rutland County Show in the future.
- Electricity MUST be pre-booked at extra cost. Personal generators are not allowed on the show ground.
- Equipment brought to the site by an Exhibitor is the sole responsibility of the Exhibitor and must meet all current regulations including PAT tested electrical goods. Non-compliance will provoke possible exclusion from the site.
- Trade stands, where the public can walk within the trade stand, must be kept tidy and safe and the operators must obey any advice given by the show organisers and their associates.
- Trade stands that operate rides must do so within Health and Safety Regulations. All equipment must be well maintained and copies of insurance, risk assessments and electrical testing must be shown.
- All vehicles must be driven in an appropriate manner around the show ground. If a trade stand vehicle is parked on the showground there must be a member of that staff available at all times, who is capable of driving that vehicle responsibly, in case of evacuation.
- Trade stand holders, contractors working or delivering on site for a trade stand must not obstruct entrances, exits, roads with unattended vehicles.
- Fire Extinguishers are positioned by all generators. Exhibitors must conform to precautions against fire and provide a fire risk assessment if necessary.
- There will be continuous night security patrols during the Show weekend. However, it is the responsibility of exhibitors, or their agents, to safeguard their property. The Society does not accept any responsibility whatsoever for any losses.
- The show organisers accept no responsibility for any damage to vehicles or trade stands by the actions of others.
- Vehicle movement restrictions do not apply to emergency vehicles or vehicles displaying official badges.
- No exhibitor will be allowed to place his exhibits, boards or placards beyond the limits of the space allotted. Advertising banner space on the Rings or around the grounds may be booked through the show office.

The following points will be checked before and during the Show by our Health & Safety Team:

- Erection and dismantling of marquee and structures
- Transportation of goods
- Electrical Supply and Connections
- Working at height including using appropriate ladders and PPE
- Migrant workers
- Fire Risk Assessment if applicable

Best Trade Stand Competition

On show day every tradestand is entered into one of the following categories:

Best Small or Medium Stand - for stands sizes up to and including 7 meters squared

Best Large Stand - for stands 10 meters squared and above

The independent judges will be judging on the following criteria:

1. Attractiveness of stand
2. Clarity and Presentation of message
3. Welcome and customer service
4. Would it entice you to buy? (if appropriate)
5. Does it help to educate the public? (if appropriate)

The prize presentations are made throughout the day by the judges.

Livestock on Trade Stands

- If livestock (including poultry) forms any part of the exhibit, prior agreement must be granted and full details must be given on the application form. Exhibitors must ensure that they comply with all current DEFRA regulations as well as those of the Show. Please contact the Show Office for further information. The Show Office must be sent/ given the relevant movement order and other applicable documentation. Any exhibitor (and their staff) with livestock on their stand must provide hand washing facilities. All animals and their pens must be kept in a clean condition and standards maintained for the duration of the Show. The holding number of the Showground is 15/167/8000-01
- Llamas and Alpacas are not permitted at the Show.

Food & Drink

- The Food Hygiene (England) Regulations 2006 and associated legislation make it an offence for anyone to sell, process or offer food which is harmful to health. They also place the obligation on businesses to ensure food is prepared and sold in a hygienic way.
- Any exhibitor handling food items must be registered with their local authority for Food & Hygiene regulations.
- If you are selling alcohol, a copy of your TEN licence must be sent to the show office by May 15th 2019.
- Applicants should be aware that the Society reserves the right to refuse any application, without giving any reason and reserves the right to determine the area and position of sites.
- Caterers and those supplying food and drink must provide adequate bins in the vicinity of their stand.

Hospitality

- Exhibitors are permitted to supply small scale hospitality free of charge to the public, however this is strictly limited to drinks and finger foods. Your intent to provide hospitality must be noted on your application form and we reserve the right to refuse this.

Site Services

- Water is available at various points around the Showground. A charge will be made for stands requiring water for filling spas, pools, ponds etc.
- The Society does not hire furniture to tradestands. Exhibitors must organise their own tables, chairs etc.
- Grass Cutting is available with at least 2 days notice at a charge of £50. Contact the office to book.
- Electricity must be pre-booked on the application form.
- Camping on the showground is available on Saturday 1st and Sunday 2nd June for a small charge. Toilets and showers are provided for campers (closed between 7am and 6pm on show day) Book your camping using the application form. Please note you will be charged double on the day if you do not book camping in advance.

Vehicles

- **THERE IS A MAXIMUM SPEED LIMIT OF 10MPH ON THE SHOWGROUND AT ALL TIMES**
- Vehicles are not permitted to be parked on stands under 7x7m in size.
- For stands 7 x7m and above, unless your vehicle is part of your stand display it should be parked in the tradestand car park before 8am on show day.
- All vehicles must display their trade stand pass with contact details on. Any trade stand vehicle not parked in the appropriate place after 8.00am will be removed.
- The Society reserves the right to restrict vehicle movement in adverse weather conditions.
- Vehicles re-entering the Showground for the removal of stands from the trade stand car park will not be allowed to do so until 5.30pm after the public has departed from the show.
- Vehicles parked in the public car park will not be allowed back onto the showground until 6.30pm for clearing.

Cancellations

- If an exhibitor withdraws from the show or cancels the space booked, all fees paid shall be forfeited whether the site is relet or not.
- The Society will not be held responsible if, for any reason, the Show in any particular year or years is cancelled, or the period of its advertised duration curtailed. In this instance the Society shall retain all fees.
- The Society will not be liable for any loss or damage whether caused by the negligence of the Society, its servants or agents or in any other way whatsoever.

Office Use Only

Date	
Inv. No	
Payment	
R-Slip No.	
PLI	
Risk As	
Hygiene	

Office Use Only



The Larder Application Form

(Artisan hot and cold food & drink. Max.size 6m x 3m)

Completing this form does not constitute acceptance of your application. Confirmation of your booking will be sent by the Show Office.

Business Name

Your Registered Local Authority

Address

Address for tickets/correspondence if different

Contact name

Tel:

Website (for showguide)

email

Please give a brief description (25 words maximum) of what you sell.

This will be included in the Show Guide on the day and in the Show Directory on our website, provided the application is recieved before the closing date.

I would like to recieve further information by email regarding future shows and other events at The Rutland Showground. Your details will never be passed on to third parties.

Bookings will not be accepted without a completed Application Form, Risk Assessment, a copy of your Public Liability Insurance Certicate covering the Show Date and Food Hygiene/HACCP Certificates and payment in full.

With this completed application I have included the following:

Payment
or BACs date

Risk Assessment
Forms

Public Liability Insurance
Certificate

Hygiene
Certificates

I understand I need to hold a TEN licence for this event, if I am selling alcohol. A copy must be sent to the office by May 17th.

I have read and agree to the Terms & Conditions included in this pack

Signed

Date

CLOSING DATE FOR APPLICATIONS

Stands with Food Consumed on the Day - 1st March 2019

All other Larder Stands - 1st May 2019

The Larder Application Form (Food & Drink)



Please select the type and size of stand you require.

Open Stand - Take-home food & drink only (not consumed on the day)

3m x 3m	Includes 1 vehicle, 2 passes	£ 104(+VAT) =£125	£ <input type="text"/>
6m x 3m	Includes 1 vehicle, 2 passes	£142 (+VAT) =£170	£ <input type="text"/>

Open Stand - Food consumed on the day

3m x 3m	Includes 1 vehicle, 2 passes	£166.7(+VAT) =£200	£ <input type="text"/>
6m x 3m	Includes 1 vehicle, 2 passes	£250 (+VAT) =£300	£ <input type="text"/>

Extras, please state quantity required

Electricity(<i>up to 16 amp</i>) <i>suitable for kettles, tills, fridges etc.</i>	£60(+VAT) = £72	£ <input type="text"/>
Electricity(<i>up to 32 amp</i>) <i>suitable for larger catering equipment</i>	£83.33 (+VAT)= £100	£ <input type="text"/>
Electricity - above 32 amp.....	<i>Please contact the office</i>	
Discounted Additional Staff Tickets.. £6.67(+ VAT) =£8.00 each <i>Up to 5 per stand booking</i>	No. <input type="text"/>	£ <input type="text"/>

Camping overnight (includes sleeping in your vehicle/stand)

For security, a wristband **must be purchased in advance** for everyone staying on site overnight regardless of whether you make use of our facilities or not . Camping is only available on your stand if you have booked sufficient space to accommodate this, otherwise you must camp in the trade stand car-park (or members' car park if arriving after 8pm) A shower block is available for use (closed from 7am to 6pm on show day). Arrival for camping on site is before 8pm on Saturday 1st June and departure is by 10am on Monday 3rd June.

Camping Saturday 1st June.....	£5 inc. VAT pppn	No. <input type="text"/>	£ <input type="text"/>
Camping Sunday 2nd June.....	£5 inc VAT pppn	No. <input type="text"/>	£ <input type="text"/>

A £10 pppn fee will be charged and collected by Security on the day if you do not have a wristband

PAYMENT INFORMATION

- Cheques payable to: RUTLAND AGRICULTURAL SOCIETY
- BACS: HSBC
Sort Code 40-28-20 Account No. 03806847 Reference: Your Company Name

Please return your completed form to:

The Show Office
The Rutland Showground
Showground Way
Oakham
Rutland LE15 7TW

secretary@rutlandcountyshow.com

Telephone 01572 757110 Mob. 07568 181616

Registered Charity No. 241028 VAT No. 155 9614 83

TOTALS

Stand	£ <input type="text"/>
Extras	£ <input type="text"/>
Camping	£ <input type="text"/>

GRAND TOTAL inc. VAT

£

Health & Safety Risk Assessment Form

All exhibitors must complete a Risk Assessment Form and provide a Public Liability Insurance Certificate

Company Name & Address	
Name of person completing this Risk Assessment	
Telephone No.	
Authorised Signature & Date	

Hazard Description	Persons At Risk	Severity	Probability	Control Measures to Minimise Risk

Hazard Severity Rating	
LOW	Remote possibility of harm
MEDIUM	Some injury, not too serious
HIGH	Serious injury or damage

Hazard Probability Rating	
LOW	Unlikely to happen
MEDIUM	Likely to occur at some time
HIGH	Very likely to occur

Hazard Description What is a hazard?	Look for hazards that you could reasonably expect to result in harm under the conditions of your workplace	<ul style="list-style-type: none"> Slipping/Tripping hazards Poor lighting Moving machinery Working at heights Pressure systems Fire eg: flammable materials 	<ul style="list-style-type: none"> Vehicles moving eg: forklifts Electricity Fumes eg: vehicle engines Manual Handling-lifting & carrying Noise Livestock
Persons at Risk Who might be harmed?	Think about the groups of people who may be affected	<ul style="list-style-type: none"> Visitors & members of the public All Staff including office staff Maintenance personnel 	<ul style="list-style-type: none"> Operators Cleaners Lone workers Contractors
Control Measures Is more needed to control the risk?	List the precautions already taken	<ul style="list-style-type: none"> Do they meet all legal requirements? Do they comply with industry standards? Do they represent good practice? 	<ul style="list-style-type: none"> Do they reduce risks as far is reasonably practicable? Have you provided adequate information and training? Have you provided adequate systems & procedures?