



**The Rutland County  
Show**  
Sunday June 2nd 2019



## **Community Area Information Pack**

**Show Information  
Terms & Conditions  
Health & Safety and Legal Requirements  
Community Area Application Form  
Risk Assessment Form**

**[www.rutlandcountyshow.com](http://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

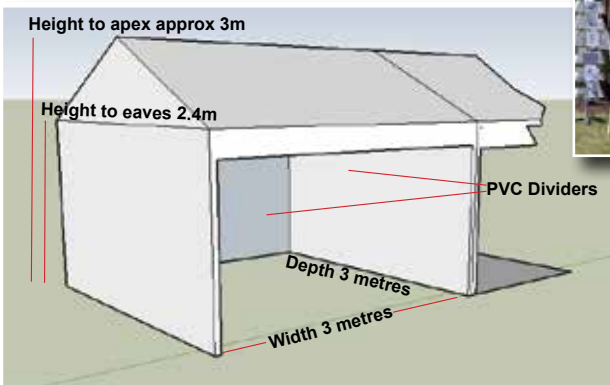
**Saturday 1st June** Access from 6am to 6pm

**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.

## Office Use Only

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



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## Community Stand Application Form

Business Name

Address

Address for correspondence/tickets etc.

Charity No. if applicable

Contact name

Tel:

Website

email

Please give a brief description (25 words maximum) of what you do. This will be included in the Show Guide on the day and in the Show Directory on our website, subject to us receiving your form by 1st May.

Do you intend to supply hospitality catering for the public?

**YES/NO**

If YES, please give details:

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

The

### PAYMENT INFORMATION

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

**Bookings will not be accepted without a completed Application Form, Risk Assessment, a copy of your Public Liability Insurance Certificate, covering the Show Date and Payment in full.**

With this completed application I have included the following:

Payment  
or BACs date

Risk Assessment  
(Template, if req. see  
attached)

Public Liability Insurance  
Certificate (£5m+)

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

Signed

Date

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

**CLOSING DATE FOR APPLICATIONS WEDNESDAY 1st MAY 2019**

APPLICATIONS RECEIVED AFTER THE CLOSING DATE INCUR 10% ADMIN CHARGE ON ENTIRE BOOKING PRICE

# Community Stand Application Form



Please select the type and size of stand you require.

## Criteria for **PAID** Community Stand

£75 flat fee including VAT (+ extras if required)  
Open space in the Community Area of the show

Size required

- A Rutland or locally based Club, Society, Trust or Association
- Members' pay to be part of your Club, Society, Trust or Association
- You are selling subscriptions, memberships, lessons, sessions or any goods or services etc.
- You must offer an educational element to your stand

Set up Day (Sat/Sun)

## Criteria for **FREE** Community Stand

Free of Charge (+ extras if required)  
Open space in the Community Area of the show

Size required

- A Rutland or locally based Club, Society, Trust or Association or Agricultural Group and/or you are an essential community service.
- Members' of your group are largely volunteers and/or work in the community
- You are not selling subscriptions, memberships, lessons, sessions or any goods or services etc.
- You must offer an educational element to your stand

Set up Day (Sat/Sun)

**The Society reserves the right to refuse any application without explanation**

## Extras, please state quantity required

Electricity(up to 16 amp) suitable for kettles, tills, fridges etc.	£60 (+VAT) =£72	£	<input type="text"/>
Electricity(up to 32 amp) suitable for larger catering equipment	£83.33 (+VAT)=£100	£	<input type="text"/>
Discounted Additional Staff Tickets Up to 5 per stand booking	£6.66 (+ VAT) =£8.00 each	No.	<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 3rd June and departure is by 10am on Monday 5th June.

Camping Saturday 3rd June.....	£5 inc VAT pppn	No.	<input type="text"/>	£	<input type="text"/>
Camping Sunday 4th 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**

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**

£

  
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### 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

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