



Cumberland Agricultural Society
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Cumberland Show
Saturday 15th June 2019
East Park

The Cumberland Show is an annual county event promoting agriculture and rural life. It is to be held on Saturday 15th June 2019 at East Park, Brisco, CA4 0RB.

The Society is looking forward to build upon the 2018 Show and continue to develop the Show's features and activities to ensure an excellent value family day out, displaying the best of rural Cumbria alongside a great entertainment schedule.

The Cumberland Show is an excellent opportunity to promote your business, sell your products and services to existing and new customers from across the region, and to network with other businesses from the area. Trade space will be allocated in an area that is best suited to your business and the customers you wish to attract. Your location will be advised to you prior to the Show. If you wish to discuss your Stand space allocation we can arrange for the Society's trade stand representative to contact you.

New for 2019, we now offer specific trade pitch sizes which can be chosen from the table provided.

There are also covered spaces within the Country Living Arcade. Please contact us for details regarding this option.

I enclose a trade application form that should be returned, together with a risk assessment and evidence of public and employer liability cover, as soon as possible to ensure your space is reserved. The supporting documentation is essential to the booking procedure and is mandatory for our insurance and licensing purposes. Please ensure you are accurate about space requested, allowing for all equipment, vehicles and surrounding space.

A 20% discount is available on the trade stand fee if booking and full payment is received prior to 31st December 2018, and a 10% discount if received prior to 31st January 2019.

The Cumberland Agricultural Society is very appreciative of sponsorship support received, enabling the Show to improve and develop as it has over recent years. The Show presents opportunities to promote an organisation, and support local rural life through sponsorship of different aspects of the Show. The Cumberland Agricultural Society values the support of sponsors, and hopes you may offer sponsorship for 2019. On your application are details of sponsorship opportunities available. Any package can be tailored to the needs of your organisation to achieve the benefits you require. Advertising opportunities are also available – *new for 2019 is the opportunity to advertise in the Show Schedule.*

I look forward to receiving your application and seeing you at the Show.

Yours faithfully,

Jill Dunglinson
Show Secretary



Cumberland Agricultural Society

The Cumberland Show

**Trade Stand
Application Form**

Saturday 15th June 2019

East Park

Trade Exhibitor Booking Conditions

Reservations

Reservation for Trade Stand space at the Cumberland Show cannot be made without completion and signature of the Society's booking form, which must be **returned to the secretary with payment, risk assessment and insurance documentation prior to 26th April 2019**. Where space in a particular trading area type is already fully booked the application will not be accepted, but will be placed on a waiting list for a possible vacancy caused by cancellation.

Payment

Payment of the Trade Stand fee should be enclosed with the booking form and must be made in full prior to the closing date of 26th April. A reservation for Stand space to the value of £250 or more can be made with payment of a deposit of £125, but the balance is due prior to the 26th April. No reminders will be sent. Payment balances not received by 26th April will have the reservation cancelled. The space will be offered to another applicant and any deposit will not be refunded.

A 20% discount on the Stand fee (not passes/tickets) is available if booking and full payment is received prior to 31st December 2018. A 10% discount on Stand fee (not passes/tickets) if booking and full payment is made prior to 31st January 2019.

Insurance

It is compulsory for Trade Exhibitors of all types and size to hold public liability insurance cover, together with an appropriate insurance policy for operating their business at the Cumberland Show. There is no insurance cover for Trade Exhibitors provided by the Society. **A copy of proof of public and employer liability cover must be sent with the booking form** ('Employers Liability' certificate alone is not acceptable).

Health and Safety

It is compulsory for Trade Exhibitors to have a health and safety policy in place and an up to date risk assessment appropriate to operating their business at the Cumberland Show. This is a requirement of the local authority and of the Society's insurers. **It is essential to provide a current risk assessment with the booking form**. Risk assessments must include all aspects of setting up, operating and dismantling a Trade Stand, and as a minimum legal requirement must include action in case of fire within the Stand. A reservation is not accepted without a copy of the risk assessment. Risk assessments, and health and safety policy documents should also be available on the Stand on Show Day. A standard risk assessment can be supplied by the Society to the Stand holder for signing to confirm that the procedures will be adopted by the Stand holder at the Show.

Cancellation

Should it become necessary to cancel the Cumberland Show, Trade Exhibitors with reserved space will be offered the option to receive a refund of any payments made, subject to a small administration fee of 5%, or to donate their fee.

Should a Trade Exhibitor with reserved space cancel their booking later than 26th April there will be no refund of payments made, unless under exceptional circumstances and as agreed with the Chairman of the Society.

Entrance Passes

A Trade Exhibitor with Stand space reserved, and with full payment made, will receive a number of trade passes for entry to the Show. These will be allocated according to the Stand size booked, with the minimum being 2 passes. The trade passes are intended for staff and other people involved with your Stand to gain access to the Showground. Further passes or tickets for guests can be purchased in advance as required at the advance purchase prices if payment is made prior to the Show.

Electricity

All electrical requirements must be met by the Stand holder with the use of silent generators (70 dBA or less) that meet health and safety requirements, and have a current certificate of safety. You will be asked to leave should your generator not meet our sound and safety standards.

Marquees

Stand holders must supply their own marquee where required. This must be erected by a suitably competent person to meet safety standards and who must be on site to monitor safety.

Timetable

Once a trade space reservation has been accepted by the Society the exhibitor will receive further details about the facilities at the Showground. In May a trade pack, containing stand location, map, passes and full Show rules and safety requirements will be sent to all Trade Exhibitors where full payment has been made. Stand set up can commence from Wednesday 12th June.

Payment is due with your application.

If NOT received in FULL by 26th April along with ALL necessary documentation your reservation will be cancelled.

Trade Packs will be posted approximately 3 weeks before Show Day.

Your Contact Details

Business Name:..... **Contact Name:**.....

Address:.....

Postcode:.....

Tel No. **Mobile No.**

Email:.....

Your Business/Stand Activity:.....

Trade Stand Reservation Form

Applications Close 26th April 2019

Please chose a Stand Size from the table below.

*Area to include guy ropes, railings, vehicle / trailer unit space, surrounding space etc.
Vehicles are only allowed on a Stand where necessary to operation.*

		Depth						
		M	5	6	10	15	20	30
Frontage	3	125.00	125.00	125.00	X	X	X	X
	5	125.00	125.00	125.00	X	X	X	X
	6	125.00	125.00	150.00	X	X	X	X
	8	125.00	125.00	200.00	X	X	X	X
	9	125.00	135.00	225.00	X	X	X	X
	10	125.00	150.00	250.00	375.00	500.00	X	X
	12	X	180.00	300.00	450.00	600.00	X	X
	14	X	210.00	350.00	525.00	700.00	X	X
	15	X	225.00	375.00	562.50	750.00	1125.00	1500.00
	16	X	X	400.00	600.00	800.00	1200.00	1600.00
18	X	X	450.00	675.00	900.00	1350.00	1800.00	
20	X	X	500.00	750.00	1000.00	1500.00	2000.00	

Stand Size:
Please enter size from table.

Frontage: **Depth:**

Trade Stand Fee £.....

There is no VAT on trade stand fees

Personnel Passes:

Trade passes are allocated according to Stand size.

2 passes / £125 value of Stand, i.e. £125 Stand Fee = 2 passes, £250 Stand Fee = 4 passes (up to a max. of 15 passes)

Extra Trade Passes (max. 10) - **£8 each** (incl. vat) No. £.....

Show Entry Tickets - **£11 each** (incl. vat) No. £.....

Trade Stand & Passes Fee: £.....

I/We agree to comply with the rules, safety requirements and conditions of the Cumberland Agricultural Society.

I/We enclose (please tick) **Risk Assessment** **Copy of Public and Employee Liability Cover**

Applications cannot be processed without this information.

Please take a copy of the Booking Conditions for your records.

Signed:..... **Date:**.....

The Cumberland Agricultural Society reserves the right to refuse any applications. Exhibitors will be notified when their applications have been accepted and the reservation fee will be refunded to those who have been unsuccessful.

Advertising Opportunities

Schedule Advert - **NEW for 2019**

- Schedules available free of charge from outlets and online, and posted to exhibitors.
- Contains programme of events & class listings for Cattle, Sheep, Horses & Home Industries.
- 3000 copies printed.

		Amt	VAT	Total
B&W Full Page (121x179mm)	£100			
B&W Half Page (121x90mm)	£50			
B&W Quarter Page (59x90mm)	£30			
Colour Full Page (121x179mm)	£150			
8ft X 3ft Banner	£55 / banner			

Banner Advertising

- Around the Main Ring.
- To be delivered to the secretary at the Showground from Wednesday 12th June.

All advertising subject to VAT

Advertising Fee:

Please email your advertisement copy to secretary@cumberlandshow.co.uk by **31st January 2019**

Sponsorship Opportunities

I / We wish to

Discuss Sponsorship Packages

Please arrange for someone to contact me.

(please tick box)

Discuss Sponsorship of a Show Day Activity or Resource

Please arrange for someone to contact me.

(please tick box)

	No. of Classes	Details of Specific Class / Section	Amt	VAT	Total
Livestock Class - £50 / Class <i>Name against Class in Schedule & Programme</i>					
Horse Class - £50 / Class <i>Name against Class in Schedule & Programme</i>					
Home Industries Class £10 / Adult, £20 / Floral, £11 / Junior <i>Name against Class in Schedule & Programme</i>					

	No. of Rings	Details of Specific Horse Ring / Section	Amt	VAT	Total
Horse Ring - £200 / Ring <i>Banner & Entry Ticket with Members Privileges</i>					

Prize / Prize Money Donation <i>Please provide details of which Show Section</i>				NA	
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All sponsorship subject to VAT

Sponsorship Fee:

Sponsors registered before 31.01.19 will appear in the Schedule & Programme.
Sponsors registered before 26.04.19 will appear only in the Programme.

Payment may be made by cheque or BACS

Cheques payable to **Cumberland Agricultural Society**

BACS Details - Sort Code: **40-16-22** Acct No. **20262471**

Trade Stand & Passes Fee £.....

Advertising Fee £.....

Sponsorship Fee £.....

Total Fee £.....

Please return to:

Cumberland Agricultural Society, Dalmar House, Barras Lane Estate, Dalston, Carlisle, CA5 7NY

01228 812601 - secretary@cumberlandshow.co.uk - www.cumberlandshow.co.uk

Closing Date: 26th April 2019

Information for Trade Stands

Stand Location

We do not have reservable plots within the Showground. Site allocation is according to bookings received and actual size required. Sections of the trade stand area are allocated to particular business types. Site locations are commenced in January and finalised in May, and will be advised to you then with a plan of the Showground. It is possible to arrange a discussion of your site location before this with the trade stand manager. Please contact the secretary to request this. Your plot on the Showground will be marked out before your arrival and a trade stand steward will guide you to your location.

Stand Size

The plot marked out for your Stand will be the size you requested and paid for. Please ensure that requested size is adequate to contain everything you wish to have on your Stand, including vehicles and business products. You will be asked to move if you are encroaching on space allocated to other Stands.

Setting Up

When you are advised of your Stand location you will receive setting up times. You can **set up from Wednesday 12th June onwards**. Stewards will be on the Showground to direct you to your location.

For safety reasons it is necessary to have everything placed on your Stand space by 8am on Show Day.

There will be strictly no vehicle movement following this until 5:30pm.

Vehicles will not be able to leave the Showground until 5:30pm on Show Day.

Please ensure all **staff and contractors** are aware of these safety requirements to avoid problems on the day (should the weather be inclement an earlier time for leaving may be advised to you where possible).

Marquees

You may wish to hire a marquee or other stand equipment. Society marquees are hired from the following businesses, which will be delivering to the Showground and may be able to supply your needs.

- James Fletcher Marquees 01388 527658

Electrics

All electricity in the trade stand areas is by generator. A local electrician can supply a generator for your Stand or arrange for you to share a generator with another Stand holder.

Please contact: **AW Blake Ltd. Tel: 016974 73707 or Email: awb@awblake.co.uk**

Please note that you are responsible for the safety of all generators and electrical appliances brought on to the Showground. They should meet the requirements of the outdoor electrical regulations and should have a certificate of safety. Our safety officer will undertake checks on this documentation amongst stand holders on the day of the Show. **Generators must be of the 'silent' or 'super silent' type of no more than 70dBA.**

Water

Water is available on the Showground. On arrival the trade stand steward will be able to show you the nearest water supply.

Stand Staff

You will receive an allocation of trade stand passes, according to your Stand size, and if you ordered extra on your booking form. These are for your staff and any persons involved with your Stand to gain entry to the Showground on Show Day. Please ensure these are given out as necessary, or people will be required to pay on arrival. This will be strictly applied. Please contact the secretary to discuss any requirements for extra passes, or to purchase entry tickets.

Important Notice to All Trade Exhibitors

The Society intends to provide a safe and healthy Show for all concerned and requires that Trade Exhibitors fully comply with their responsibilities.

In addition, Trade Exhibitors are required to provide the Society with the following documents:

- A Risk Assessment covering all their activities on the Showground (see note below)
- Certificates of Public Liability insurance and, where appropriate, Employers' Liability insurance (copies are sufficient but they must confirm cover to be in force for the duration of your presence on the Showground)

In addition, compliance is required with the Rules of the Society and all relevant HSE Guidelines, Codes of Practice and Guidance Notes. Specifically:

- 1 Machinery or equipment must only be operated by a person over the age of 16 years who is fully experienced in its use and wearing the correct protective equipment.
- 2 All operating machinery must be properly guarded and exhibited in accordance with HSE SIM 1/2001/04. The use of pedestrian controlled grass-cutting equipment is permitted strictly within the area of your Stand. The use of any other equipment must be authorised by the Society's Safety Officer prior to use. The towing of vehicles or equipment by any means other than a fixed and rigid drawer bar must also be pre-authorised and supervised by at least one person other than the driver of the vehicle.
- 3 The use of ATVs, motorcycles or other similar vehicles is prohibited unless authorised by the Safety Officer. If authority is granted, the correct protective equipment and headgear must be worn.
- 4 In relation to LPG, compliance with Guidance CS4 and C of P 7 is required. Only quantities of LPG sufficient for use at the Show must be brought on to the field.
- 5 Chemicals and substances which may be hazardous must be displayed only by means of empty and clean containers.
- 6 Exhibitors must provide adequate fire extinguishing appliances suitable for their Stand and activities.
- 7 All portable generators must be protected by a 2m earthing rod or integral earthing device and also a Residual Current Device set at no more than 30MA sensitivity. All connections should comply with IEE wiring regulations, trailing cables should be buried or covered using cable protectors and sockets must be glanded.
- 8 The use of inflatable play equipment is only allowed with prior permission and full compliance with HSE Information Sheet 7. Care must be taken to fully secure inflatables against bad weather.
- 9 The use or keeping of livestock on Trade Stands is not permitted unless prior consent is obtained from the Society. In the event of permission being granted, full compliance with rules and regulations relating to Livestock Exhibitors is required (a copy will be provided upon request) along with full compliance with appropriate regulations issued by DEFRA current at the time of the Show.
- 10 All lifting work must be carried out in accordance with LOLER.
- 11 The Society reserves the right to inspect Exhibitor's Stands and any machinery or equipment brought on to the Showfield at any time.
- 12 Intoxicating liquor may not be sold without prior permission. The Exhibitor shall be responsible for obtaining such license/temporary events notice as may be needed for sale or supply of intoxicating liquor, Performing Rights Society or otherwise and for the observance of the same. Copies of all permissions must be lodged with the Secretary 7 days prior to the Show.

Under Construction (Design and Management) (CDM) there is a regulation for trade stands which will have temporary structures on their pitch (including marquees and cabin style structures), supplied and erected by a contractor or owned by yourselves. Build work contracted by trade stands directly with their appointed contractors is the responsibility of those individuals. A copy of the Construction Phase Plan documentation completed by your marquee provider is required for the Society to view prior to the Show. For more information visit www.hse.gov.uk or please contact your supplier in the first instance.

Note relating to Risk Assessments

All Trade Exhibitors must submit a copy of their own Risk Assessment in advance of the Show otherwise entry to the field will not be allowed. The assessment must cover all the activities being carried out on the Exhibitor's Stand for the full duration of their presence on the field, i.e. to include setting up and dismantling as well as Show Day activity. If this is not possible you must sign and return a copy of the enclosed Generic Risk Assessment which has been prepared by the Society. Please note that if you use this document it is entirely your responsibility to ensure it is adequate for your needs and covers all your activities. The Society will not accept any responsibility for errors, omissions or inaccuracies within the assessment.

Major Emergency

The Society has an Emergency Plan. In the unlikely event of a major emergency the plan requires you to return to your Stand and listen carefully to instructions via the Public Address systems or from Emergency Service Providers or authorised Society Officers.

Privacy Policy

The Cumberland Agricultural Society is committed to protecting the privacy of persons interacting with the Society. For more information regarding this please visit www.cumberlandshow.co.uk/content/privacy-statement