



Westmorland County Agricultural Show 2019

Thursday 12 September 2019

Trade Stand Information

Westmorland County Agricultural Society Ltd
Lane Farm, Crooklands
Milnthorpe, Cumbria
LA7 7NH

Tel: 015395 67804 Fax: 015395 67011
Email: manager@westmorland.org.uk
Web: www.westmorlandshow.co.uk

Trade Stand Competition

Prizes to be awarded in the following categories:

- Overall Best Trade Stand
- Large Agricultural Stand
- Small Agricultural Stand
- Large Non-Agricultural Stand
- Small Non-Agricultural Stand

Judging is to be carried out by independent judges, based on the following criteria:

1. Attraction of stand
2. Originality of design
3. Clarity and presentation of message
4. Welcome, staff representation and customer service

PRIZES: **THE DUKE OF EDINBURGH CUP** (GPTS169) – Presented by Mr & Mrs S Procter, recognising 27 years as Showfield Director, for the Champion Trade Stand
WESTMORLAND COUNTY AGRICULTURAL SOCIETY ROSETTES are awarded to the first 3 places in all classes and to the overall Champion

All trade stands will automatically be entered for these special awards

Congratulations to the 2018 Trade Stand Winners

Overall Best Stand – Bay Search & Rescue
Best Large Agricultural – NW Auctions Ltd
Best Small Agricultural – Westmorland Vet Centre
Best Large Non-Agricultural – Bay Search & Rescue
Best Small Non-Agricultural – The Marton Arms

Westmorland County Show

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Fees & Charges – Trade Exhibition Stands

- 1 **TRADE EXHIBITION STANDS** are available in 7.5metre, 9metre, 12metre & 15metre depths and are charged at 1.5metre intervals for frontages (minimum 4.5metres) see site plan for details. For depths in excess of 15metre please contact the office. **All prices are exclusive of VAT.**
- (A) **7.5 metre deep stands**
First 4.5 metres = £142.00
Extra 1.5 metres or part thereof £21.50
Price to include 3 Exhibitor Passes and 2 Vehicle Passes
- (B) **9 metre deep stands**
First 4.5 metres = £163.00
Extra 1.5 metres or part thereof £25.00
Price to include 4 Exhibitor Passes and 2 Vehicle Passes
- (C) **12 metre deep stands**
First 4.5 metres = £190.00
Extra 1.5 metres or part thereof £29.50
Price to include for 5 Exhibitor Passes and 3 Vehicle Passes
- (D) **15 metre deep stands**
First 4.5 metres = £220.00
Extra 1.5 metres or part thereof £32.50
Price to include for 7 Exhibitor Passes and 5 Vehicle Passes
- 2 **EXHIBITOR PASSES** - (see rule 4 for details of included allocation) Additional passes available @ £10.50 each, supplied as wristbands unless advised to the contrary. All tickets/passes are non-refundable and no refunds or replacements will be given in respect of any lost, forgotten or unused admission passes.
- 3 **ELECTRICITY** – per socket, including consumption, plus VAT: 13amp £98.00, 16amp £105.00, 32amp £125.00. Any request for variations of electrical demand must be made on application and will be brought to the attention of the Society's electrician. Costs will be advised separately.
- 4 **WATER** – Mains water is available on site. No charge is made for reasonable consumption from the standpipes. If, however, a direct connection is required to a particular stand, prior notification is needed so that the Society's authorised plumber can advise on costs for connection.
- 5 **BANNER ADVERTISING** – Opportunities are available for the display of banners in all the rings (maximum size 3' deep x 10' length). Availability is limited. Costs (+ vat) are: Main Ring £70.00, Light Horse Rings £50.00, other areas by arrangement. Banner positions will be allocated entirely at the discretion of the Society and will be erected by the Showfield Director. Any unauthorised banners will be removed and destroyed. Additional fees may be charged for banners larger than the maximum size above.
- 6 **SHOW CATALOGUE** – 3,000 copies, 230+ pages, with full colour cover.
- | | | |
|--------------------------|---|---------|
| Full colour back cover | = | £280.00 |
| Full colour inside back | = | £218.00 |
| Full page colour | = | £169.00 |
| Half page colour | = | £112.00 |
| Full page black/white | = | £130.00 |
| Half page black/white | = | £ 99.00 |
| Quarter page black/white | = | £ 65.00 |
- Please note: **all** copy to be supplied no later than 5 August 2019
- 7 **SHOW GUIDE** – 4,000 copies printed in full colour. Advertising rates available from our media partner. The Westmorland Gazette are also publishing a Show Supplement prior to the Show. Visitor surveys indicate that the Gazette was one of the best sources of advertising.

Westmorland County Agricultural Show
Trade Stands
2019 Price Guide
(minimum frontage 4.5 metres)

FOR 7.5 METRE DEEP STANDS

Metres	(Feet)	NET	VAT	Total Cost
4.50	14.76	142.00	28.40	£ 170.40
6.00	19.68	163.50	32.70	£ 196.20
7.50	24.60	185.00	37.00	£ 222.00
9.00	29.52	206.50	41.30	£ 247.80
10.50	34.44	228.00	45.60	£ 273.60
12.00	39.36	249.50	49.90	£ 299.40
13.50	44.28	271.00	54.20	£ 325.20
15.00	49.20	292.50	58.50	£ 351.00
16.50	54.12	314.00	62.80	£ 376.80
18.00	59.04	335.50	67.10	£ 402.60
19.50	63.96	357.00	71.40	£ 428.40
21.00	68.88	378.50	75.70	£ 454.20
22.50	73.80	400.00	80.00	£ 480.00
24.00	78.72	421.50	84.30	£ 505.80
25.50	83.64	443.00	88.60	£ 531.60
27.00	88.56	464.50	92.90	£ 557.40
28.50	93.48	486.00	97.20	£ 583.20
30.00	98.40	507.50	101.50	£ 609.00
31.50	103.32	529.00	105.80	£ 634.80
33.00	108.24	550.50	110.10	£ 660.60
34.50	113.16	572.00	114.40	£ 686.40
36.00	118.08	593.50	118.70	£ 712.20
37.50	123.00	615.00	123.00	£ 738.00
39.00	127.92	636.50	127.30	£ 763.80
40.50	132.84	658.00	131.60	£ 789.60
42.00	137.76	679.50	135.90	£ 815.40
43.50	142.68	701.00	140.20	£ 841.20
45.00	147.60	722.50	144.50	£ 867.00

FOR 9.0 METRE DEEP STANDS

Metres	(Feet)	NET	VAT	Total Cost
4.50	14.76	163.00	32.60	£ 195.60
6.00	19.68	188.00	37.60	£ 225.60
7.50	24.60	213.00	42.60	£ 255.60
9.00	29.52	238.00	47.60	£ 285.60
10.50	34.44	263.00	52.60	£ 315.60
12.00	39.36	288.00	57.60	£ 345.60
13.50	44.28	313.00	62.60	£ 375.60
15.00	49.20	338.00	67.60	£ 405.60
16.50	54.12	363.00	72.60	£ 435.60
18.00	59.04	388.00	77.60	£ 465.60
19.50	63.96	413.00	82.60	£ 495.60
21.00	68.88	438.00	87.60	£ 525.60
22.50	73.80	463.00	92.60	£ 555.60
24.00	78.72	488.00	97.60	£ 585.60
25.50	83.64	513.00	102.60	£ 615.60
27.00	88.56	538.00	107.60	£ 645.60
28.50	93.48	563.00	112.60	£ 675.60
30.00	98.40	588.00	117.60	£ 705.60
31.50	103.32	613.00	122.60	£ 735.60
33.00	108.24	638.00	127.60	£ 765.60
34.50	113.16	663.00	132.60	£ 795.60
36.00	118.08	688.00	137.60	£ 825.60
37.50	123.00	713.00	142.60	£ 855.60
39.00	127.92	738.00	147.60	£ 885.60
40.50	132.84	763.00	152.60	£ 915.60
42.00	137.76	788.00	157.60	£ 945.60
43.50	142.68	813.00	162.60	£ 975.60
45.00	147.60	838.00	167.60	£ 1,005.60

FOR 12.0 METRE DEEP STANDS

Metres	(Feet)	NET	VAT	Total Cost
4.50	14.76	190.00	38.00	£ 228.00
6.00	19.68	219.50	43.90	£ 263.40
7.50	24.60	249.00	49.80	£ 298.80
9.00	29.52	278.50	55.70	£ 334.20
10.50	34.44	308.00	61.60	£ 369.60
12.00	39.36	337.50	67.50	£ 405.00
13.50	44.28	367.00	73.40	£ 440.40
15.00	49.20	396.50	79.30	£ 475.80
16.50	54.12	426.00	85.20	£ 511.20
18.00	59.04	455.50	91.10	£ 546.60
19.50	63.96	485.00	97.00	£ 582.00
21.00	68.88	514.50	102.90	£ 617.40
22.50	73.80	544.00	108.80	£ 652.80
24.00	78.72	573.50	114.70	£ 688.20
25.50	83.64	603.00	120.60	£ 723.60
27.00	88.56	632.50	126.50	£ 759.00
28.50	93.48	662.00	132.40	£ 794.40
30.00	98.40	691.50	138.30	£ 829.80
31.50	103.32	721.00	144.20	£ 865.20
33.00	108.24	750.50	150.10	£ 900.60
34.50	113.16	780.00	156.00	£ 936.00
36.00	118.08	809.50	161.90	£ 971.40
37.50	123.00	839.00	167.80	£ 1,006.80
39.00	127.92	868.50	173.70	£ 1,042.20
40.50	132.84	898.00	179.60	£ 1,077.60
42.00	137.76	927.50	185.50	£ 1,113.00
43.50	142.68	957.00	191.40	£ 1,148.40
45.00	147.60	986.50	197.30	£ 1,183.80

FOR 15.0 METRE DEEP STANDS

Metres	(Feet)	NET	VAT	Total Cost
4.50	14.76	220.00	44.00	£ 264.00
6.00	19.68	252.50	50.50	£ 303.00
7.50	24.60	285.00	57.00	£ 342.00
9.00	29.52	317.50	63.50	£ 381.00
10.50	34.44	350.00	70.00	£ 420.00
12.00	39.36	382.50	76.50	£ 459.00
13.50	44.28	415.00	83.00	£ 498.00
15.00	49.20	447.50	89.50	£ 537.00
16.50	54.12	480.00	96.00	£ 576.00
18.00	59.04	512.50	102.50	£ 615.00
19.50	63.96	545.00	109.00	£ 654.00
21.00	68.88	577.50	115.50	£ 693.00
22.50	73.80	610.00	122.00	£ 732.00
24.00	78.72	642.50	128.50	£ 771.00
25.50	83.64	675.00	135.00	£ 810.00
27.00	88.56	707.50	141.50	£ 849.00
28.50	93.48	740.00	148.00	£ 888.00
30.00	98.40	772.50	154.50	£ 927.00
31.50	103.32	805.00	161.00	£ 966.00
33.00	108.24	837.50	167.50	£ 1,005.00
34.50	113.16	870.00	174.00	£ 1,044.00
36.00	118.08	902.50	180.50	£ 1,083.00
37.50	123.00	935.00	187.00	£ 1,122.00
39.00	127.92	967.50	193.50	£ 1,161.00
40.50	132.84	1000.00	200.00	£ 1,200.00
42.00	137.76	1032.50	206.50	£ 1,239.00
43.50	142.68	1065.00	213.00	£ 1,278.00
45.00	147.60	1097.50	219.50	£ 1,317.00

See Site Plan for Layout of Trade Stand Areas

WESTMORLAND COUNTY SHOW

RULES & REGULATIONS – TRADE STANDS, EXHIBITORS ETC

1. APPLICATION FOR SPACE

All applications shall be submitted on the appropriate entry form and entries submitted in any other way will not be acceptable. The application form and the Risk and Fire Risk Assessment Forms must be signed by the Exhibitor, or his/her representative, and the signature on the forms shall be deemed to be the acceptance by the Exhibitor of these rules and regulations and his/her agreement to be bound thereby.

2. OBSERVANCE OF REGULATIONS

All Exhibitors, their contractors and employees, while on the Showground, shall be subject to the rules and regulations of the Society, as interpreted by the Society, and the stewards and officials appointed by them.

3. VEHICLE REGULATIONS

- (a) Exhibitors using large mobile units should arrange to have these in position not later than 10.00am on Wednesday 11 September.
- (b) Vehicle passes will be issued to enable vehicles to enter the Showground on Show Day up to 8.00am. All vehicles should be clear of the public areas by 8.00am.
- (c) Any vehicles remaining on the Showground after 8.00am must form an integral part of an exhibit. **This rule will be strictly enforced and any unauthorised vehicle found on the Showground between 8.00am – 6.00pm is liable to be towed away without further warning. The Society will accept no liability or responsibility for any damage caused.**
- (d) At the end of the Show, large units, including articulated vehicles, will not be allowed onto the Showground before 6.30pm.

4. EXHIBITOR PASSES

These will be issued on the following scale:

7.5 metre deep stands	=	3 exhibitor passes, 2 trade stand vehicle passes (for access to the Showground)
9.0 metre deep stands	=	4 exhibitor passes, 2 trade stand vehicle passes (for access to the Showground)
12.0 metre deep stands	=	5 exhibitor passes, 3 trade stand vehicle passes (for access to the Showground)
15.0 metre deep stands	=	7 exhibitor passes, 5 trade stand vehicle passes (for access to the Showground)

Further tickets in addition to those provided, will be charged at the reduced rate of £10.50.

A charge of £2 (plus VAT) will be made for each additional vehicle pass requested from Monday 9 September 2019.

5. TRADING STANDARDS

The stewards and officials shall have power to remove from the Showground, any Exhibitor or itinerant vendor whose articles are not in accordance with the description given on the application form or the standards that shall be determined by the stewards and officials.

6. WITHDRAWAL OR CANCELLATION OF SPACE RESERVED

Where an exhibitor withdraws from the show or cancels the space reserved for him/her for any reason, all fees due shall be forfeited and the Society reserves the right to re-let the space.

Exhibitors are reminded that they MUST pay their site fees at least 8 weeks before the show (i.e. before 18 July 2019); otherwise this will be regarded as withdrawal/cancellation on their part and the site re-let.

7. ALLOCATION OF SITES

The allocation of sites and positioning of trade stand space will be entirely at the discretion of the Society, although every endeavour will be made to meet any request made by an Exhibitor regarding the position of his/her stand.

- (a) Exhibitors booking open space must apply and pay for sufficient space for all stays and guy ropes required for any building, tent or caravan and any vehicle necessarily forming part of the site or needed in connection therewith to be erected on the space.
- (b) Boundaries of sites will be marked and in no circumstances will Exhibitors be allowed to occupy a larger space than that allocated to them. All activity must be contained within the limits of his own stand.
- (c) The Exhibitor will be allocated a site by the Society and it will be a condition of the Society's acceptance of Exhibitor application for a site that the Exhibitor will take and accept the site allocated irrespective of its condition.
- (d) The Exhibitor will be responsible for all damage to the site by him/her, his/her servants or agents, and hereby undertakes to make good any such damage.

8. ELECTRICAL CONNECTIONS

- (a) All applications for electricity must be made in advance via the Show Office. Requests for supply/amended supply received after 8 September cannot be guaranteed and may incur additional charges.
- (b) Exhibitors who have paid for electrical connections will be contacted on arrival at the Showground by the Society's qualified electrician.
- (c) Unless alternative arrangements have been made, power to the stand will be as booked ie 13/16/32amps controlled by a 30mA RCCB. Any variation to this supply will be charged at cost.
- (d) All connections to the exhibitor's stand will be checked and controlled via a RCCB circuit breaker rated at 30mA, in accordance with current Health and Safety guidelines. It is the Exhibitor's responsibility to ensure that his/her equipment complies with all current electrical regulations & will work on a RCCB circuit breaker prior to arrival at the Show.
- (e) Power to the stand will be available from 4pm Wednesday to 6pm Thursday. Any requirement outside of these times **must** be arranged in advance and may be subject to additional charges.

Please note: no generators will be allowed on site.

9. **TIMES OF OPENING**

All trade stands **must** be open and manned throughout the time the Show is open to the public, i.e. 8.00am to 5.30pm.

10. **FIRE PROTECTION**

- (a) It will be the responsibility of each Exhibitor to ensure that adequate fire precautions are provided, particularly in the case where any heating or other similar appliance is used.
- (b) The Society reserves the right to make further rules and regulations in respect of fire precautions, if and when necessary.
- (c) The Fire Risk Assessment Form provided with the application for entry to the Show **MUST** be completed and signed by the exhibitor.

11. **PROHIBITED ITEMS**

The sale, display or promotion of "Chinese Lanterns" and helium balloons will not be permitted from any trade stand, on Health & Safety and Animal Welfare grounds.

12. **COLLECTIONS AND APPEALS**

Charitable or other institutions wishing to make appeals for contributions to their funds, including raffles and tombolas, must first obtain permission from the Secretary of the Society. For those given permission, relevant licences must be in place from South Lakeland District Council.

13. **NOISE**

Exhibitors must not use any loudspeaker apparatus, noisy engines or any other offensive practices to cause annoyance to adjoining exhibitors. Prior permission is required should it be intended that increased sound of any sort is to be included as part of your display. Spitting is expressly forbidden.

14. **PHOTOGRAPHS**

It shall be a condition of entry to the Showground and car parks, that no person shall ply for trade as a snapshot photographer or solicit trade with visitors to the Show in any other capacity deemed by the Society's officers to cause annoyance.

15. **RESPONSIBILITY OF EXHIBITORS**

The Exhibitor will indemnify the Society in respect of all actions causes claims losses proceedings or costs incurred claimed or arising out of the use by the Exhibitor of the Showground or by his/her agents contractors employees licensees or other persons being present at his/her request or with his/her concurrence for the purposes of the Show and the Exhibitor shall similarly be liable for all plant equipment vehicles stands articles animals livestock goods or other things of whatever kind or nature brought on to the Showground for whatever purposes and the Exhibitor shall be liable similarly for any matter arising out of the exhibition handling or housing of such exhibits and the conduct of the exhibitor's stand generally. Acceptance of this foregoing provision and the foregoing provisions generally shall be a condition precedent of entry.

16. **NON-COMPLIANCE WITH REGULATIONS**

The stewards and/or officials shall have power (whether exercised unreasonably or not) to order the removal forthwith of any plant machinery vehicle equipment goods or any other thing of whatever kind or nature either static or vehicular exhibited or brought on to the Showground for whatever purposes or to order the stand of any Exhibitor to be closed forthwith if such Exhibitor does not or has not complied with any of these rules or regulations or the direction of the stewards and/or officials or any other requirement properly to be observed by any Exhibitor his/her employees contractors licensees or other persons being present at his/her request or with his/her concurrence for the purposes of the Show such requirements to include those of the General Law the Byelaws or any other requirements and the stewards and/or officials shall have in any circumstances the right to expel forthwith any exhibitor or any other persons associated with him/her who has in any way infringed the rules and regulations including the immediately foregoing provisions.

16. **H S E REGULATIONS / TEN'S / LICENCES**

Exhibitors are reminded to ensure they are fully conversant with and comply with all current Health and Safety regulations, including CDM, particularly with respect to equipment and public safety. The Risk Assessment Form provided with the application for entry to the Show **MUST** be completed and signed by the exhibitor. Intoxicating liquor may not be sold without prior permission. The Exhibitor shall be responsible for obtaining such licence/temporary events notice as may be needed for the 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 WCAS 7 days prior to the Show.

17. **CANCELLATION OF SHOW**

The Society reserves the right to cancel at any time and for any reason the Westmorland County Show held annually by the Society, subject to the Society's Chief Executive giving at least 24 hours notice of cancellation to the Exhibitor or Trade Stand Holder except in the case of the cancellation being due to fire, flooding, civil commotion, Act of God or riot, in which case notice given verbally or otherwise, by the Society's Chief Executive shall be deemed sufficient. If the Society decides to cancel the Show, the Exhibitor or Trade Stand Holder will be repaid his/her entry fee, less a handling charge, and the Society will not be responsible for any financial, trading or other loss of whatever kind incurred by the Exhibitor or Trade Stand Holder.

18. **VACATING SHOWGROUND**

Exhibitors must clear their sites by 4pm on the day following the Show. The Society will not be held responsible for any damage caused to items moved after this time.

EXHIBITORS WILL BE HELD RESPONSIBLE FOR ALL FIRE AND ACCIDENTAL DAMAGE CAUSED BY THEM, THEIR SERVANTS OR AGENTS, AND THEREFORE EXHIBITORS SHOULD INSURE NOT ONLY AS REGARDS THEIR OWN PROPERTY, BUT ALSO AGAINST THIRD PARTY CLAIMS, FOR BOTH FIRE AND ACCIDENTAL DAMAGE.

Westmorland County Agricultural Society Ltd

Chief Executive: *Christine Knipe FRAGS*

Lane Farm, Crooklands, Milnthorpe, Cumbria LA7 7NH

Telephone 015395 67804 Fax 015395 67011

Web: www.westmorlandshow.co.uk

Email: manager@westmorland.org.uk

FOR OFFICE USE ONLY

Received (date)
Invoice Number
Size of stand	Frontage
	Depth
Electricity	Yes / No
Passes	Allocation
	W / T
	Extra
Advert Size: Colour / B&W
Banner Space	Qty
STAND NUMBER

Application for Trade Stand Exhibition Space Westmorland County Show – 12 September 2019

Company Name:

Contact Name:

Address:

..... Postcode.....

Email: Phone Number:

Description of Stand/Content: Please state **exact** nature of business or exhibition (not more than 25 words):

.....

.....

NOTE – Unless otherwise instructed, the name, address and telephone number of the exhibitor and the description of the stand may be used in the Society's Catalogue and/or Show Guide for use by the general public.

Trade Stand – Ground Space (outdoor) required

Frontage: metres Depth: 7.5m 9m 12m 15m £

See site plan for applicable rows and then tick depth required

Electricity (tick as required) – 13 amp 16 amp 32 amp £

Exhibitor Passes – (See rule 4 for details of included allocation) @ £10.50 each £

Supplied as wristbands unless requested otherwise Paper Tickets (tick)

Show Catalogue

Please reserve £

(Size and type of advert)

Banner Space Quantity £

Membership £

TOTAL: £+vat

I/we apply for trade stand exhibition space as detailed above in accordance with the Society's Conditions, which I/we have seen and accept. I/we understand that, should the application be successful, an invoice for same will be sent shortly which must be paid in full at least eight weeks before Show Day (i.e. before 18 July, 2019.) **I also enclose the completed Risk Assessment forms.**

Signed: Date:

CLOSING DATE FOR TRADE STANDS – 10 JUNE 2019

Please note that applications will not be considered unless accompanied by the completed RISK ASSESSMENT FORMS



Westmorland County Agricultural Show 2019

All Trade Stand Exhibitors are required to complete the form overleaf.
Using the guidelines shown below please consider what risks there are to those building up Trade Stands and to members of the public during the show. Outline the steps you propose to take to minimise those risks in the table overleaf. Please copy this page if more space is required.
If in your opinion there are no risks please print **NO RISKS** and return the form.

Hazard	Who Might be harmed	Is more needed to control the risk
<p>Look only for hazards which you could reasonably expect to result in significant harm under the conditions in your workplace. Use the following examples as a guide.</p>	<p>There is no need to list individuals by name – just think about groups of people doing similar work of who may be affected, e.g.</p>	<p>For the hazards listed, do the precautions already taken</p>
<p>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. from vehicle engines) Manual handling Noise Livestock on stand Lifting operation</p>	<p>Office Staff Maintenance Personnel Contractors People sharing your work place Operators Cleaners Members of the public</p> <p>Pay particular attention to:- Staff with disabilities Visitors Inexperienced staff Lone workers – they may be more vulnerable.</p>	<ul style="list-style-type: none"> * Meet the standards set by a legal requirement? * Comply with a recognised industry standard? * Represent good practice? * Represent risk as far as reasonably practicable? <p>Have you provided:</p> <ul style="list-style-type: none"> * Adequate information, instruction or training? * Adequate systems or procedures? <p>If so, 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'aciton list').</p>
<p>Fire hazard e.g. combustibile materials (rubbish, flammable substances, LPG etc) and ignition sources (flames, smoking etc)</p>	<p>As above.</p>	<ul style="list-style-type: none"> * Means of escape; fire detection and alarms. Fire fighting equipment and fire evacuation plan.

WESTMORLAND COUNTY SHOW 2019 - RISK ASSESSMENT FORM

Please complete in BLOCK CAPITALS (Please photocopy more sheets if you need to)

Company Name:			
Address:			
Responsible Person:	Print Name:	Authorised Signatory:	
Personnel on Stand Overnight:	Yes / No	Date Assessment Undertaken:	
Hospitality Provided on stand:	Yes / No	If Yes, hospitality to be provided: Eg hot or cold drinks, hot/cold food etc	
Products to be exhibited:			

Public Liability Insurance	Insurance Company:	Policy No:
	Sum Insured: £	Expiry Date:

HAZARD	HAZARD SEVERITY RATING*	HAZARD PROBABILITY RATING**	PERSONS AT RISK	CONTROLS TO MINIMISE RISK

***Hazard Severity Rating:** **1 – Negligible** (remote possibility of harm) **2 – Marginal** (slight injury, minor first aid) **3 – Slightly dangerous** (some injury, not too serious) **4 – Dangerous** (serious injury or damage) **5 – Very dangerous** (could cause death or widespread injuries)

****Hazard Probability Rating:** **1 – Improbable** (unlikely to happen) **2 – Remote** (may occur at some time) **3 – Possible** (likely to occur at some time) **4 – Probably** (very likely to occur) **5 – Very probable** (very likely to occur soon)



Westmorland County Show

Fire Risk Assessment Form

Name of Organisation

Operational Activity (please indicate which description most reflects the activities of your stand)

Retail Outlet		Static Display		Demonstrations		Catering Outlet	
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Hazards associated with above activity:
 please tick the following if the hazards will form part of your stand during the Westmorland County Show

LPG		Dry Combustibles		Hot Surfaces		Food Prep.		Heat & Ignition Sources	
Highly Flammable		Electrical Equipment		Machinery		Dangerous Overcrowding			

Signature of responsible person (must be authorised company signatory)

.....

Responsibilities: Who will be responsible for Fire Safety Management within your exhibit?

Name:	Telephone No.
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Fire Plan/Raising the Alarm – do you have an Emergency Evacuation Procedure with an appropriate means of raising the alarm, i.e. shouting, claxon.

Yes		No	
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Are all staff aware of this procedure and how to raise the alarm?

Yes		No	
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Fire Extinguishers – are there sufficient extinguishers of the right type available and identified with a sign stating 'Fire Point'? Are all staff aware of the types of extinguishers available and their operating instructions?

Yes		No	
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Signage – is the "No Smoking" sign in a prominent position within your exhibit?

Yes		No	
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Any temporary structure (i.e. marquee) over 6.5m in length or depth must have an alternative fire exit with the appropriate Fire Exit sign prominently displayed overhead.

Fire Exit Routes – Will all Fire Exit routes be clear of obstruction internally and externally at all times?

Yes		No	
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This is a requirement for compliance with Fire Safety regulations and the nominated member of staff to oversee Fire Safety must ensure Fire Exits ARE kept clear of obstructive items at all times.

Overcrowding – Are you aware of the maximum number of people considered safe in your temporary structure?

Yes		No	
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Combustible Materials/Flammable Substances/Hazardous Materials – Are combustible materials kept to an absolute minimum and where combustible materials are retained are they appropriately stored away from sources of ignition?

Yes		No	
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We wish you a Happy and Safe time at the Westmorland County Show

For your information the Safety Officer and Mr Paul Duckett, Showfield Director, are available during Show week. They can be contacted via the Show office on 015395 67804.



Westmorland County Agricultural Society Ltd

Chief Executive: *Christine Knipe FRAgS*

Lane Farm, Crooklands, Milnthorpe, Cumbria LA7 7NH

Telephone 015395 67804 Fax 015395 67011

Web: www.westmorlandshow.co.uk

Email: manager@westmorland.org.uk

MEMBERSHIP APPLICATION FORM

I/we hereby apply to become a Member of the Westmorland County Agricultural Society Limited and I agree, if this application is accepted, to be bound by the Memorandum and Articles of Association and the Rules, By-laws and Regulations of the Society for the time being. The stated particulars are correct.

Signature: _____	Date: _____
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Mr/ Mrs/Miss or other title	
Forename(s)	
Surname	
Address	
Post Code	
Telephone No. (inc dialling code)	
Date of Birth (for Junior Membership only)	

MEMBERSHIP CATEGORY APPLIED FOR <input type="checkbox"/> Junior Member - £15 (age 16-30) <input type="checkbox"/> Member - £27.50 <input type="checkbox"/> Vice President - £55	INITIAL PAYMENT BY <input type="checkbox"/> Direct Debit (form completed) <input type="checkbox"/> Cheque <input type="checkbox"/> Invoice (trade stand application only) <input type="checkbox"/> Debit/Credit Card Credit Card No: Issue No. Valid From: _____ Expires: Security No: <input type="checkbox"/> Card registered to address above
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Subscriptions are due at the time of application and subsequently on the 1st April each year

Please send completed Membership Form and Direct Debit Form to:

Westmorland County Agricultural Society Limited,
Lane Farm, Crooklands,
Milnthorpe, Cumbria LA7 7NH

Westmorland County Show

Thursday 12 September 2019

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For more details please contact the Show Office