



Westmorland County Agricultural Society Ltd

Chief Executive: Angela Cornthwaite

Lane Farm, Crooklands, Milnthorpe, Cumbria LA7 7NH

Telephone 015395 67804

Web: www.westmorlandshow.co.uk
Email: tradestands@westmorland.org.uk

Date as Postmark or email

Dear Exhibitor

Westmorland County Show – Wednesday 11 & Thursday 12 September 2024

Craft & Shopping Marquees

This year's show will be held on Weds 11th and Thurs 12th September and our opportunities for indoor craft and shopping space are outlined below

"Crafts from Cumbria" Marquee

We remain committed to supporting and promoting Cumbria's wide range of wonderful artisan craft businesses and fully understand the importance that an event such as ours means, particularly to regular exhibitors. Applications are invited from craftspeople from within Cumbria and the Society's area (55 miles radius of Lane Farm). To maintain the integrity and quality of the marquee, products must be either wholly produced or substantially manufactured and finished within Cumbria or the Society's area.

"Westmorland Crafts" Marquee

Applications are invited from craftspeople who are either not eligible for space within *Crafts from Cumbria* or prefer to trade in a smaller, more intimate (although equally busy) environment.

"Lakeland Shopping" Marquee

Ideal for exhibitors who are selling or promoting their goods and services but do not have their own outdoor stand facilities.

Stand Space -	bays of 10' frontage x 8' depth; 1 x trestle table (6'); 1 x chair. Additional tables £5, chairs £2 (plus VAT)
Fees -	£104 (plus VAT) per stand space
Electric -	£35 (plus VAT) No generators permitted on site.
Passes -	2 x exhibitor wristbands, 1 x vehicle pass. Additional passes £12.

If this opportunity is of interest, please complete and return the application form for the relevant marquee as soon as possible. The Society reserves the right to accept applications at our discretion to ensure a good mix of crafts and exhibitors within each marquee.

Please **do not** send any money with your application; should your application be accepted; an invoice and confirmation of booking will be sent shortly. Full payment must be made before 19 July 2024. Nearer the time, details of your stand position and passes etc will be sent out. Please note these are only sent out if exhibitors have paid in full. As part of the Trade Stand competitions, there will also be a category for the best stand within the craft and shopping marquees.

Should you require further information please email tradestands@westmorland.org.uk or ring the office on the above number.

Yours sincerely

Jackie Holmes

Chief Trade Stand Steward



Westmorland County Agricultural Show 2024

Wednesday 11 & Thursday 12 September 2024

Crafts from Cumbria Westmorland Craft Marquee Lakeland Shopping Marquee Information

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WESTMORLAND COUNTY SHOW 2024

RULES & REGULATIONS – Craft & Shopping Marquees

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) Vehicle passes are issued to enable vehicles to enter the Showground on Show Days up to 8.00am. All vehicles should be clear of the public areas by 8.00am.
- (b) No vehicles may be parked on site. **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.**

4. EXHIBITOR PASSES

Each single stand includes 2 exhibitor wristbands and 1 trade stand vehicle pass (access to Showground only). Exhibitor passes are valid for both days, but are non-transferable. Further wristbands in addition to those provided, will be charged at the reduced rate of £12 and must be purchased in advance. A charge of £2 (plus VAT) will be made for each additional vehicle pass requested from Friday 6 September 2024.

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 them for any reason within 4 weeks of the show all fees due shall be forfeited and the Society reserves the right to re-let the space. Cancellation 4-8 weeks prior to the show will incur a cancellation charge of 50% of the stand fee. If, when you cancel your stand space has not been paid for you are still liable for the charge and will be invoiced accordingly

Exhibitors are reminded that they MUST pay their site fees at least 8 weeks before the show (i.e. before 19 July 2024); otherwise this may be regarded as withdrawal/cancellation on their part and the site re-let.

7. ALLOCATION OF SITES

The allocation and positioning of your trading 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 their stand.

- (a) Individual spaces will be marked with your name 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 your own stand and you must not encroach on other traders' space to access any part of your stand
- (b) 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.
- (c) The Exhibitor will be responsible for all damage to the site by them, their servants or agents, and hereby undertakes to make good any such damage.

8. ELECTRICAL CONNECTIONS – PLEASE NOTE NO GENERATORS ARE ALLOWED ON SITE

- (a) All requests for electricity must be made in advance with your application and any requests received after 2 September cannot be guaranteed.
- (b) 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.
- (c) Power to the stand will be available from 3pm Tuesday to 6pm Thursday.
- (d) The charge for electric is to provide a supply to your stand- traders are responsible for supplying any adaptors or extension leads required

9. TIMES OF OPENING

All trade stands **must** be open and manned throughout the time the Show is open to the public, i.e. 8am –6pm 11 & 12 September.

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.

January 2024



Lane Farm
Crooklands
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Cumbria LA7 7NH
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FOR OFFICE USE ONLY

Received (date)
Invoice Number
Size of stand: Front
Depth
Electricity Required Yes / No
Tickets Allocation
Extra
Advert Size:
Furniture
STAND NUMBER

Westmorland County Show

Application for "Crafts from Cumbria" Wednesday 11 & Thursday 12 September 2024

Company Name:

Contact Name:

Address:

Postcode:

Email: Telephone Number:

Please give description of your craft and the items you make. (This may be included in the Show Catalogue):

NOTE – Unless otherwise instructed, the name, address and telephone number of the exhibitor and the description of the stand may be used in the Show catalogue for use by the general public.

Craft Stand –

Frontage: Depth: £

Electricity Per 13 amp socket (@ £35 + vat) £

Extra Tickets Quantity (@ £12 each) £

Trestle Tables (addn) Quantity (@ £5 + vat) £

Chairs (addn) Quantity (@ £2 + vat) £

TOTAL: £

I am interested in Advertising, promotion and sponsorship opportunities - please tick or ☐
Email sponsorship@westmorland.org.uk

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 19 July, 2024). **I also enclose the completed Risk Assessment forms.**

Signed:

Date:

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



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Received (date)
Invoice Number
Size of stand: Front
Depth
Electricity Required Yes / No
Tickets Allocation
Extra
Advert Size:
Furniture
STAND NUMBER

Westmorland County Show

Application for "Westmorland Crafts" Wednesday 11 & Thursday 12 September 2024

Company Name:

Contact:

Address:

Postcode:

Email: Telephone Number:

Please give description of your craft and the items you make. (This may be included in the Show Catalogue):

NOTE – Unless otherwise instructed, the name, address and telephone number of the exhibitor and the description of the stand may be used in the Show catalogue for use by the general public.

Craft Stand –

Frontage: Depth: £

Electricity Per 13 amp socket (@ £35 + vat) £

Extra Tickets Quantity (@ £12 each) £

Trestle Tables (addn) Quantity (@ £5 + vat) £

Chairs (addn) Quantity (@ £2 + vat) £

TOTAL: £

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Signed:

Date:

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Received (date)
Invoice Number
Size of stand: Front
Depth
Electricity Required Yes / No
Tickets Allocation
Extra
Advert Size:
Furniture
STAND NUMBER

Westmorland County Show

**Application for "Lakeland Shopping" Pavilion
Wednesday 11 & Thursday 12 September 2024**

Company Name:

Contact:

Address:

Postcode:

Email: Telephone Number:

Type of Stand/Content: Please give exact nature of business or exhibition, max 25 words
(this may be included in the Show Catalogue):

NOTE – Unless otherwise instructed, the name, address and telephone number of the exhibitor and the description of the stand may be used in the Show catalogue for use by the general public.

Stand

Frontage: Depth: £

Electricity Per 13 amp socket (@ £35 + vat) £

Extra Tickets Quantity (@ £12 each) £

Trestle Tables (addn) Quantity (@ £5 + vat) £

Chairs (addn) Quantity (@ £2 + vat) £

TOTAL: £

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Email sponsorship@westmorland.org.uk

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Signed:

Date:

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



Westmorland County Agricultural Show 2024

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
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.	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.	For the hazards listed, do the precautions already taken
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	Office Staff Maintenance Personnel Contractors People sharing your work place Operators Cleaners Members of the public Pay particular attention to:- Staff with disabilities Visitors Inexperienced staff Lone workers – they may be more vulnerable.	* Meet the standards set by a legal requirement? * Comply with a recognised industry standard? * Represent good practice? * Represent risk as far as reasonably practicable? Have you provided: * Adequate information, instruction or training? * Adequate systems or procedures? If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place. Where the risk is not adequately controlled, indicate what more you need to do (the 'action list').
Fire hazard e.g. combustible materials (rubbish, flammable substances, LPG etc) and ignition sources (flames, smoking etc)	As above.	* Means of escape; fire detection and alarms. Fire fighting equipment and fire evacuation plan.

WESTMORLAND COUNTY SHOW 2024

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:	
Date Assessment undertaken:			
Location of Stand on Showground:	CRAFTS FROM CUMBRIA		
Products to be exhibited:	Stand Number (will be completed when known)		

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 2024

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)

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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	
-----	--	----	--

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

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Craft Stand Competition

Prizes to be awarded in the following categories:

- **Best Craft Stand**
- **Best Rural Craft Exhibition/Demonstration**

Judging is to be carried out by independent judges and is 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

Stands in all craft and shopping marquees will automatically be entered for these special awards and will be judged on 11 September

Congratulations to the 2023 Craft Stand Winners

**Best Craft Stand – Glazed Expressions
(Runner up – J Maries)**

**Best Rural Craft Exhibition/Demonstration – Jack Holden
(Runner up – Mr D Garstang)**