



Lane Farm, Crooklands, Milnthorpe, Cumbria LA7 7NH
Telephone 015395 67804
Web: www.westmorlandshow.co.uk
Email: tradestands@westmorland.org.uk

Country Fest

A Feast for All Senses

Now in its 16th year Country Fest will again be held at the Westmorland County Showground, Crooklands on Saturday 1 and Sunday 2 June 2024.

We are looking forward to celebrating rural life and returning with all the elements of the true family event giving a real taste of the countryside, along with some new additions.

- Main Arena Attractions
- Smile Factor10 Kite Displays
- Band Stand – wide variety of live music and dancing displays
- Floral Design Competitions
- WI Marquee
- Vintage Revival Marquee
- RBST Young Shepherd Event and sheep showing classes
- Sew Crafty - Handicraft classes & workshops
- Discover Farming – livestock, information & *Meet the Farmer*
- Pet's Corner – handle and feed the animals,
- Children's activities – circus workshop; Treasure trail; seaside area; ride on tractors
- Arena Demonstrations
- Egg Show
- Rabbit Show
- Ferret Show and Racing
- Dog Shows - Companion Dog Show (Saturday) & Terrier Show (Sunday)
- Terrier Racing
- Vintage Vehicles , Motorcycles and Tractors
- and lots more besides

If you would like to be considered for space in one of the designated areas, please complete the attached application along with the risk assessment forms and return to the above address. Please **do not** send money with your application. An invoice will be issued to successful applicants, which will be by way of acknowledgement of your booking and reserves exhibition space at Country Fest. Limited banner advertising is also available around the event area – please contact sponsorship@westmorland.org.uk to discuss advertising and sponsorship opportunities

Should you have any queries please do not hesitate to contact us on tradestands@westmorland.org.uk or 015395 67804.



Craft Zone

For individuals and companies wishing to sell craft products. This area will be in a large marquee. Stands in the marquee will be in bays of 10' frontage x 8' depth. **Each bay will be immediately adjacent to its neighbour with no gap between so please allow space within your pitch to access the rear of your stand** Patrolling overnight security will be provided Friday 31st May and Saturday 1 June.

The cost includes stand space for both days, listing on Country Fest website, 2 weekend exhibitor wristbands (additional wristbands available at £10) and 1 vehicle pass for exhibitor vehicle parking area. Electricity (no generators permitted) available at additional cost of £35 + vat per 13amp connection.

Size: In bays of 10' frontage x 8' depth.
Type: Housed in traditional marquee with grass surface.
Cost: £100 + vat basic plot. Additional charges apply for larger bays.

Shopping Zone

Housed in a section of the Craft marquee this area is ideal for exhibitors who are selling or promoting their goods and services but do not have their own exhibition unit or marquee. Stands in the marquee will be in bays of 10' frontage x 8' depth. **Each bay will be immediately adjacent to its neighbour with no gap between so please allow space within your pitch to access the rear of your stand** Patrolling overnight security will be provided Friday 31st May and Saturday 1 June.

The cost includes stand space for both days, listing on Country Fest website, 2 weekend exhibitor wristbands (additional wristbands available at £10) and 1 vehicle pass for exhibitor vehicle parking area. Electricity (no generators permitted) available at additional cost of £35 + vat per 13amp connection.

Size: In bays of 10' frontage x 8' depth.
Type: Housed in traditional marquee with grass surface.
Cost: £100 + vat basic bay. Additional charges apply for larger bays.

Countryside Area

Housed in a marquee, incorporating Schools Growing Challenges, Floral Art Class exhibits, Plant Stalls etc Patrolling overnight security will be provided Friday 31st May and Saturday 1 June.

The cost includes stand space for both days, listing on Country Fest website, 2 weekend exhibitor wristbands (additional wristbands available at £10) and 1 vehicle pass for exhibitor vehicle parking area. Electricity (no generators permitted) available at additional cost of £35 + vat per 13amp connection.

Size: 10' frontage x 8' depth
Type: Housed in traditional marquee with grass surface.
Cost: £100 + vat. Basic 10' x 8' bay – larger spaces available. Please contact the office on tradestands@westmorland.org.uk or 01539567804

Banners / A Boards/Advertising/Sponsorship

Please contact sponsorship@westmorland.org.uk for further information on banners, boards, advertising and sponsorship opportunities

Zone Classification and Trade Stand Rates

Food Zone

The Food Zone is for the sale/promotion of food and drink for consumption, primarily, off the Showground. The sale of food for direct consumption is **not** permitted inside the Food Zone Marquee(s); however, traders are encouraged to make samples available.

The Food Zone will be housed in a marquee and wherever possible, traders' areas will be separated using a shell scheme. All stands must conform to EHO rules and regulations. Intoxicating liquor may not be offered without prior permission. Country Fest will be responsible for obtaining such Temporary Events Notices as are required. Patrolling overnight security will be provided Friday 31st May and Saturday 1st June.

The cost includes stand space for both days, listing on Country Fest website, 2 weekend exhibitor wristbands (additional wristbands available at £10) and 1 vehicle pass for exhibitor vehicle parking area. Electricity (no generators permitted) available at additional cost of £35+ vat per 13amp connection.

Size: In bays of 10' frontage x 6'6" depth (limited double spaces available).

Type: Housed in traditional marquee with grass surface.

Cost: £175 + vat (single stand) ** Early Bird £145 + vat when booked by 21 March

Early Bird
£145 + vat

Food Courts

The Food Courts are for the sale of food and drink for direct consumption on the Showground. Individual stands will be grouped as appropriate to offer as wide a range of food as possible for the consumer. Seating, including covered areas, will be available throughout the Showground. All stands must conform to EHO rules and regulations. Intoxicating liquor may not be offered without prior permission. Exhibitors are responsible for their own cover. Patrolling overnight security will be provided Friday 31st May and Saturday 1st June.

Please contact the office for a Catering Application pack.

Open Ground

For individuals and companies wishing to trade from their own dedicated space. Exhibitors responsible for supplying own cover. Patrolling overnight security will be provided Friday 31st May and Saturday 1st June. Intoxicating liquor may not be offered without prior permission and traders are responsible for securing their own Temporary Events Licence

The cost includes stand space for both days, listing on Country Fest website, 2 weekend exhibitor wristbands (additional wristbands available at £10) and 1 vehicle pass for exhibitor vehicle parking area. Electricity (no generators permitted) available at additional cost of £55 + vat per 13amp connection.

Size: Any frontage as requested (minimum 4.5m), various depths available (minimum 7.5m).

Type: Open ground with grass surface. Exhibitors to supply own cover.

Cost: Minimum stand 4.5m x 7.5m £142 + vat. Cost for additional space variable as agreed.

For further information please contact the office - 015395 67804 or email trandestands@westmorland.org.uk



Lane Farm
Crooklands
Milnthorpe
Cumbria LA7 7NH
T: 015395 67804
W: www.westmorlandshow.co.uk
E: tradestands@westmorland.org.uk

FOR OFFICE USE ONLY

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

**Application for Exhibition Space
Country Fest – 1 & 2 June 2024**

Company Name:

Contact:

Address:

Postcode:

Email: Telephone Number:

Description / Content of Stand: Please state **exact** nature of business or exhibition:

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

Please refer to the classification guide & tick the relevant box

FOOD ZONE Single: ☐ Double: ☐

OPEN GROUND ☐ **COUNTRYSIDE MARQUEE** ☐

CRAFT & SHOPPING MARQUEE- CRAFT SECTION - ☐ **SHOPPING SECTION** ☐

Frontage: Depth: £

Electricity per 13 amp socket £

Exhibitor passes (see rule 4 for details of included allocation) @ £10 each qty £

Trestle Tables (6') @ £5.00 + vat each qty £

TOTAL: £

I/we apply for trade stand space at Country Fest 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 issued which must be paid in full by 1 May 2024. **I also enclose the completed Risk Assessment forms. By signing this form you also agree to abide by the Rules and Regulations for Country Fest. Please ensure you have read these prior to signing.**

Closing date for Trade Stands -Friday 12 April 2024

Signed:

Date:

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

Country Fest

RULES & REGULATIONS – TRADE STANDS, EXHIBITORS ETC

1. APPLICATION FOR SPACE

All applications shall be submitted on the appropriate form and entries received 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. In applying for space the Exhibitor is expected to attend for the duration of Country Fest ie Saturday 10.00am - 5.00pm and Sunday 10.00am - 4.00pm.

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 will be issued to enable vehicles to enter the Showground on Country Fest Days up to 9.00am. All vehicles should be clear of the public areas by 9.30am.

(b) Any vehicles remaining on the Showground after 9.30am must form an integral part of an exhibit.

(c) Vehicles will not be permitted to move until the Showground is closed to the public (Saturday 5pm; Sunday 4pm at the earliest) and or until permission is given by the Chief Steward.

(d) The Society will accept no liability or responsibility for any damage caused to exhibitors' vehicles.

4. EXHIBITOR PASSES

Wristbands will be allocated to exhibitors as listed in the zone classification summary. Additional wristbands available at £10 each provided they are purchased in advance. All exhibitor wristbands are non-transferrable and non-refundable; no refunds or replacements will be given in respect of any lost, forgotten or unused passes.

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 event or cancels the space reserved for any reason within 4 weeks of the event all fees due shall be forfeited and the Society reserves the right to re-let the space. Cancellation 4-8 weeks prior to the event will incur a 50% charge. If your pitch has not been paid for by the cancellation date you will be invoiced accordingly for cancellation fees.

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 endeavor 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. Unless previously arranged, the use of A Boards and banners is restricted to within an Exhibitors allocated area.

(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 and any late requests cannot be guaranteed.

(b) Unless alternative arrangements have been made, the power to the stand will be 13 amps controlled by a 30mA RCCB. Any variation to this supply will be charged at cost.

(c) 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 responsibility of the Exhibitor to ensure that his/her equipment complies with all current electrical regulations and will work on a RCCB circuit breaker prior to attendance at the event.

(d) Power to the stand will be available from 4pm Friday to 5pm Sunday.

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 event is open to the public, i.e. Saturday 10.00am to 5.00pm and Sunday 10.00am to 4.00pm.

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 Country Fest **MUST** be completed and signed by the exhibitor.

11. **COLLECTIONS AND APPEALS**

Charitable or other institutions wishing to make appeals for contributions to their funds must first obtain permission from the Chief Executive.

12. **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.

13. **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.

14. **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 event 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. **HSE / EHO / FSA REGULATIONS**

Exhibitors are reminded to ensure they are fully conversant with and comply with all current Health and Safety regulations, particularly with respect to equipment and public safety. The Risk Assessment Form provided with the application for entry to Country Fest **MUST** be completed and signed by the exhibitor. All exhibitors selling or providing food **MUST** adhere to current regulations including the Food Information Regulations 2014.

17. **CANCELLATION OF EVENT**

The Society reserves the right to cancel at any time and for any reason Country Fest, subject to the Society's Secretary 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 Secretary shall be deemed sufficient. If the Society decides to cancel the Event, the Exhibitor or Trade Stand Holder will be repaid his/her entry fee, less a small 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 SHOWFIELD**

Exhibitors must clear their sites by 4pm on the day following Country Fest. 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.

December 2023

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 event. 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.

COUNTRY FEST 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:		Stand Number (will be completed when known)	
Products to be exhibited:			
Public Liability Insurance		Insurance Company:	Policy No:
		Sum Insured: £	Expiry Date:
Food Zone		Registered Authority:	Food Hygiene Rating:

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)

Country Fest 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	
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.	
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.
-------	---------------

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

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

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

Yes		No	
-----	--	----	--

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

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

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

We wish you a Happy and Safe time at Country Fest

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