



# 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](http://www.westmorlandshow.co.uk)

Email: [manager@westmorland.org.uk](mailto:manager@westmorland.org.uk)

Date as Postmark

Dear Sir or Madam

## Westmorland County Show – Thursday 12 September 2019

### “Lakeland Shopping” Pavilion

We have pleasure in attaching details of space within the *Lakeland Shopping Pavilion*, along with an application form etc for the Westmorland County Show on Thursday 12 September 2019.

The *Lakeland Pavilion* is ideal for exhibitors who are selling or promoting their goods and services but do not have their own exhibition unit or marquee. The stands will be in bays of 10' frontage x 8' depth. Please note that each bay will be immediately adjacent to its neighbour with no gap between. Each stand is available for £87.00 inclusive of 2 exhibitor admission passes, 1 trade stand vehicle pass, together with a trestle table (6') and a chair. Additional trestle tables and chairs are available at £5.00 and £2.00 respectively. All charges are plus vat. Electricity is available at a cost of £50 + vat per 13 amp socket. Additional exhibitor admission passes are available at a reduced rate of £10.50 per ticket when purchased in advance. Exhibitors are listed in the Show Catalogue and Show Guide, giving further promotion of your business.

Should this opportunity be of interest, we do recommend the application form is returned as soon as possible as space is limited in this very popular marquee which is situated in a prime location. The Society reserves the right to accept applications at our discretion to ensure a good mix of exhibitors within the marquees.

**No vehicles may be parked on site.** All vehicles, after unloading, must be placed in the Trade Stand Vehicle or public parking areas. No overnight camping will be allowed on the trade stand field, however, arrangements can be made for anyone wishing to camp nearby but you must contact the office for details. **No generators** will be allowed on site.

Please **do not** send any money with your application; should your application be accepted, we will raise an invoice and send it to you shortly. The invoice is by way of acknowledgement of your booking and reserves space in the Lakeland Pavilion at the Show. Nearer the time details of your stand position, tickets and vehicle passes etc will be sent. As part of the Trade Stand competitions, there will also be category for the best stand within the craft marquees.

Please note full payment of your invoice must be made at least eight weeks before Show Day, i.e. before 18 July 2019, otherwise your reserved space may be re-let.

Should you require further information, or wish to discuss any aspect of the Show or this exciting area, please do not hesitate to contact the office.

Yours sincerely

**Christine Knipe**



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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 Show morning

## **Congratulations to the 2018 Craft Stand Winners**

Best Craft Stand – Dressing Up Box Photography  
(Runner up – Herdwick Limited)

Best Rural Craft Exhibition/Demonstration – Willowpool Designs  
(Runner up – Sam Ansell)



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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	.....
<b>STAND NUMBER</b>	.....

## Westmorland County Show

### Application for "Lakeland Shopping" Pavilion Thursday 12 September 2019

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 £ .....

**Extra Tickets** – @ £10.50 each £ .....

**Trestle Tables** (addn) Quantity (6') ..... (@ £5.00 + vat) £ .....

**Chairs** (addn) Quantity ..... (@ £2.00 + vat) £ .....

**TOTAL:** £ .....

Please send further information re: advertising in Show Catalogue \_\_\_\_\_ / sponsorship \_\_\_\_\_

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: .....

**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><b>Pay particular attention to:-</b> Staff with disabilities Visitors Inexperienced staff Lone workers – they may be more vulnerable.</p>	<ul style="list-style-type: none"> <li>* Meet the standards set by a legal requirement?</li> <li>* Comply with a recognised industry standard?</li> <li>* Represent good practice?</li> <li>* Represent risk as far as reasonably practicable?</li> </ul> <p>Have you provided:</p> <ul style="list-style-type: none"> <li>* Adequate information, instruction or training?</li> <li>* Adequate systems or procedures?</li> </ul> <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 'action list').</p>
<p>Fire hazard e.g. combustible materials (rubbish, flammable substances, LPG etc) and ignition sources (flames, smoking etc)</p>	<p>As above.</p>	<ul style="list-style-type: none"> <li>* Means of escape; fire detection and alarms. Fire fighting equipment and fire evacuation plan.</li> </ul>

## WESTMORLAND COUNTY SHOW 2019 RISK ASSESSMENT FORM

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

<b>Company Name:</b>			
Address:			
Responsible Person:	Print Name:	Authorised Signatory:	
Date Assessment undertaken:			
Location of Stand on Showground:	<b>LAKELAND SHOPPING PAVILION</b>		Stand Number (will be completed when known)
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 2019

## 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	
-----	--	----	--

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	
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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 SHOW

## 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 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.

(b) 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.**

### 4. EXHIBITOR'S PASSES

Each single stand includes 2 exhibitor admission passes and 1 trade stand vehicle pass (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 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) 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.

(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 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 and any late requests 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 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 Show

Thursday 12 September 2019

## Show Catalogue Advertising Opportunities

3,000 copies 230+ pages A5 with full colour cover

Full colour back cover	= £280.00
Full colour inside back cover	= £218.00
Full colour inside	= £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



*ALL copy to be supplied no later than 5 August 2019*

## Banner Advertising



**Main Ring**  
£70.00 per banner  
**Horse Ring Banner**  
£50.00 per banner

*(maximum size 3' deep x 10' length)*



Additional opportunities are available in all livestock and equine rings; please contact the Society for further information.

*(all prices quoted plus vat)*

## Show Guide

4,000 copies printed in full colour

For more details please contact the Show Office