



THE

**SURREY**

— GAME & COUNTRY FAIR —

**Sunday 24th September 2017**  
**Loseley Park, Guildford**

**Exhibitor's manual**

# Welcome

Dear Exhibitor

Welcome to the Surrey Game and Country Fair Exhibitors Manual ('the Manual'), we hope this booklet contains all the information you require in preparation for, during and after the Fair.

Please ensure you read it before booking as there are important Terms and Conditions that relate to the booking process and also other rules and regulations that should be complied with for safety reasons, and to enable the smooth running of the event.

For those who have exhibited with us before please be advised that there are some amendments from previous years.

An early booking discount is available for bookings made before the 1st August 2017. Please be advised that all personnel attending / working at the Fair must present an admission ticket, on the day. Failure to present a ticket will result in the full admission price having to be paid. No refunds will be given in these circumstances. Please ensure you have ordered the correct amount of tickets and have distributed them to your staff before the Fair. Ticket allocations and purchase methods are in Section 4.

Please ensure you have supplied an up to date email address and that it is clearly legible as all Exhibitor information and tickets will be sent via email to the email address designated on the form.

## **Important information:**

- Exhibitor tickets will be sent by email this year.
- Please ensure you send all relevant documentation and payment with your application to secure your 2017 booking.
- Stand build will be restricted on the run up to the Fair. Dates and times of stand build can be found in Section 1, page 6.
- Access to the Site on Sunday morning will stop at 8.30am; all vehicles must leave the Site by 8.45am.
- Please note only the use of silent generators is permissible in Open Space and Farmer's market. Electricity is available at an additional cost in the Food Hall, Shopping Pavillion and Craft Marquee.
- Balloons are strictly prohibited on site.

We very much look forward to welcoming you to the Fair this year. I look forward to working with you all and please do not hesitate to contact either myself or Tracey Longhurst on 01483 890810 if you have any questions or concerns.

Yours sincerely

*Simon Barnes*

Simon Barnes  
Chief Executive  
Surrey County Agricultural Society

# Contents

<b>1.</b>	<b>Contact details and dates to remember</b>	<b>5</b>
<b>2.</b>	<b>Stand options</b>	
2.1	Open space	7
2.2	Individual marquees	7
2.3	Shopping pavilion, Craft marquee and Food hall	7
2.4	Farmers' market	8
2.5	Registered charities	8
2.6	Agricultural exhibitors	8
2.7	General information	8
<b>3.</b>	<b>Trade stand prices</b>	
3.1	Open space	10
3.2	Individual marquees	10
3.3	Shopping pavilion and Craft marquee	10
3.4	Food hall	11
3.5	Farmers' market	11
3.6	General information	11
<b>4.</b>	<b>Tickets and ticket allocation</b>	<b>12</b>
<b>5.</b>	<b>Terms and conditions</b>	
5.1	Definitions	14
5.2	Booking	14
5.3	Early booking discount	15
5.4	Encroachment	15
5.5	Payment	15
5.6	Cancellations and refunds	15
5.7	Force Majeure	16
5.8	Limitation of liability	16
5.9	Public and product liability insurance	17
5.10	Refusal and cancellation of bookings	17
5.11	Raffles, auctions, leaflets and scratch cards	17
5.12	Information	17
5.13	Protests and demonstrations	17
5.14	Exhibitors selling food	17
5.15	Fires and barbeques	17
5.16	Tradestands with live animal displays	17
5.17	Moving machines, vehicles, equipment and demonstrations	17
<b>6.</b>	<b>Services</b>	
6.1	Security	19
6.2	Water	19
6.3	Credit card machines	19
6.4	Inclement weather, ground conditions or other circumstances	19
6.5	Disabled facilities and the Disability Discrimination Act	19

<b>7.</b>	<b>Fair build up and breakdown</b>	
7.1	Build up	20
7.2	Breakdown	20
<b>8.</b>	<b>During the Fair</b>	
8.1	Opening hours	21
8.2	Stand identification, siting and maintenance	21
8.3	Rubbish and recycling	21
8.4	Goods being sold / shown	21
8.5	Noise, music and radio use	22
8.6	Responsible drinking	22
8.7	Dogs	23
8.8	Sleeping on site	23
8.9	Insurance and responsibility	23
8.10	Copyright	23
<b>9.</b>	<b>Health and safety</b>	
9.1	Health and Safety at Work 1974 and Risk assessments	24
9.2	Food safety standards	24
9.3	First aid and emergencies	24
9.4	Fire precautions – Regulatory Reform (Fire Safety) Order	24
9.5	Risk assessment	24
<b>10.</b>	<b>Advertising and PR</b>	
10.1	Fair Guide listings	26
10.2	Photographic rights	26
	<b>Exhibitor Booking Form</b>	<b>27</b>
	<b>Advertising Booking Form</b>	<b>31</b>
	<b>Risk Assessment and Vehicle Information Form</b>	<b>33</b>
	<b>Fire Risk Assessment</b>	<b>35</b>

# 1. Contact details and dates to remember

Contact details	
<p><b>Fair organisers</b></p> <p>Tracey Longhurst Events and Education Manager E: tradestands@surreycountyshow.co.uk</p>	<p>Surrey County Agricultural Society 8 Birtley Courtyard Bramley Surrey GU5 0LA</p> <p>T: 01483 890810 W: surreygamecountryfair.co.uk</p>
<p><b>Tent contractors</b></p> <p>Peter Hallows Owner E: phallows@johnmcarterltd.co.uk</p>	<p>John M Carter Limited Industrial Estate Winchester Road Basingstoke Hampshire RG22 4AB</p> <p>T: 01256 324434 W: johnmcarterltd.co.uk</p>
<p><b>Card terminal providers</b></p> <p>Cristian Barnes Account Manager E: cristian.barnes@123send.net</p>	<p>123 Send Limited 120 Leman Street, London E1 8EU</p> <p>T: 0800 5423123 W: 123send.net</p>

Dates to remember (deadlines in red)	
June 2017	<p>Trade stand booking open to all Exhibitors. All applications will be processed but space will not be allocated until 21<sup>st</sup> August 2017.</p> <p>"Early booking discount" of 10% applies to all applications made in accordance with the Terms and Conditions prior to <b>1<sup>st</sup> August 2017.</b></p>
<b>21<sup>st</sup> July 2017</b>	<p>Closing date for returning 2016 Exhibitors to indicate they wish to rebook their previous trade stand space (location subject to Site layout changes). Space will only be held provided payment is made and all documentation is received by this date.</p>

24 <sup>th</sup> July 2017	Unallocated trade stand spaces will be open to new applications and previous year's traders although previous location not guaranteed after this date.
<b>1<sup>st</sup> August 2017</b>	10% Early booking discount closes.
<b>18<sup>th</sup> August 2017</b>	No refunds will be available from this date onwards. Cancellations prior to this date will be refunded at 50% of payment sum.
<b>18<sup>th</sup> August 2017</b>	Deadline for Fair Guide entries.
<b>18<sup>th</sup> August 2017</b>	Closing date for all Trade Stand applications. All payments must have been made in full together with provision of all relevant documentation.
<b>1<sup>st</sup> September 2017</b>	Closing date for the request of additional services. Additional Exhibitor tickets will be available for purchase up to and including the day of the Fair.
8 <sup>th</sup> September 2017	Exhibitors information and tickets will be sent by email.
22 <sup>nd</sup> - 25 <sup>th</sup> September 2017	Fair Office moves to Loseley Park.
23 <sup>rd</sup> - 24 <sup>th</sup> September 2017	<b>Set up times:</b> Friday 22 <sup>nd</sup> September 09:00 – 17:00 Saturday 23 <sup>rd</sup> September 07:00 – 12:00 Sunday 24 <sup>th</sup> September 06:30 – 08:45 (No entry past 08:30 on Fair day).
24 <sup>th</sup> September 2017	Surrey Game and Country Fair.
2 <sup>nd</sup> October 2017	Deadline for collection of advertising banners from the Society's office.

## 2. Stand options

All stands are available on grass.

### 2.1 Open Space

There are 3 depth choices available with a minimum of 4 metre frontage (unless booking a corner).

Exhibitors taking the Open Space option must make their own arrangements to cover their sites. Our tent contractors will be very happy to help with this if required. Please contact our tent contractors directly.

**Very important:** The whole of the stand must be within the space booked. No part (including tent ropes, tow bars, storage and re-stocking facilities) may be permitted to encroach onto or overhang the boundaries or avenues.

If an Exhibitor uses any part of the Site outside of their boundary they will incur a £100 fine (+ VAT), payable at the Fair and must pay for the additional space used as the Society sees fit.

### 2.2 Individual marquees

Individual marquees are 3.6m deep and are available with a frontage of 3m, 6m or 9m. The units are part of a row of similar tents which are separate from each other and may be closed at night by drawing across the canvass front.

- Banner rails consist of a rail only and can be hired from our tent contractors. Exhibitors are responsible for supplying their own banners. Banner rails will house banners that are 0.6m high and will run the length of the unit.
- Please note that individual marquees do not come with space behind them for storage/parking.

Flooring is available at an additional charge and can be hired from our tent contractors directly.

### 2.3 Shopping pavilion, Craft marquee and Food hall

The height of these structures is a maximum of 2 metres at the eaves. Stands are 3m deep by 3m wide. Extra width may be requested by the metre. Please note there will be no flooring generally available but it may be ordered for individual units at extra cost direct from our Tent Contractors.

There is only natural light in the Pavilion therefore consideration should be given as to whether Exhibitors will require additional lighting. If required, electricity can be provided at an additional cost, details of which can be found on the Exhibitor Application Form.

**Note:** there is no storage space behind or around the Shopping Pavilion or Craft Marquee and vehicles must be parked in the Exhibitors car park.

#### Craft marquee

- Due to the large number of artists, photographers and jewellers that apply, photographs of the craftsman's work are required for consideration.
- All work must be the craftsman's own and they are required to man their stand in the

marquee themselves.

- We encourage craft Exhibitors and craft workers to demonstrate their crafts.

## **Food hall**

- Due to our catering franchise there will only be a limited number of stalls available on which to sell food for immediate consumption. These stalls will be subject to a 50% surcharge on their Ground Rent. This includes the sale of hot and cold food, ice creams, beverages and alcohol for immediate consumption.
- Preference will be given to local producers who are selling their own produce.
- One end of the Food Hall will be occupied by the Food Theatre where demonstrations will take place from time to time during the day.

**Note:** One Static Vehicle Pass will be allocated to each complete 3m unit of frontage booked for Food Hall Exhibitors to enable parking behind the Food Hall.

## **2.4 Farmers' market**

The Farmers' market is open to those who sell locally grown, reared and produced food and drink.

No Exhibitor in the Farmers' Market is allowed to sell food for immediate consumption. Should any Exhibitor wish to sell food for immediate consumption they are welcome to apply for space in the Food Hall where due consideration will be given to their application.

Stand space is available on grass in 3 metre depths only and with a minimum of 3 metre frontage with additional frontage available in increments of 1 metre.

**Note:** One Static Vehicle Pass will be allocated to each complete 3m unit of frontage booked for Farmers' Market Exhibitors to enable parking behind the Farmers' Market.

## **2.5 Registered charities**

A fixed number of stands at the Fair are available at a discount for Registered charities that uphold the charitable aims of the Surrey County Agricultural Society.

Applications from new charities will be considered in the event that room becomes available.

Organisations wishing to make appeals for contributions or run competitions must seek written approval, prior to the Fair, from the Society. Exhibitors will not be permitted to make collections outside their stands nor draw undue attention to themselves.

## **2.6 Agricultural exhibitors**

Exhibits that are of an agricultural nature in their entirety may be eligible for a discount on the stand price (Open Space only). The decision of the Society and its Officers on this matter will be final and disputes will not be entered into. Please contact the Society for more details.

## **2.7 General information**

**All Exhibitors selling alcohol will be required to apply for their own TEN and have a personal licence.**



All tradestands are subject to renumbering every year. Exhibitor information, including trade space number will be issued as set out in Section 1 (providing all paperwork and payments have been completed).

If an Exhibitor does not want to be placed adjoining any other particular Exhibitor, this must be clearly stated in writing on the Exhibitor Application Form.

Should an Exhibitor need to prepare any advertising etc. prior to receiving their tickets please contact the Society to confirm the tradestand number.

The Surrey County Agricultural Society reserves the right to reposition tradestands at any time before or during the Fair, should it be necessary. If this happens the Exhibitor will be advised.

Fair Management have the power to remove from the Site any Exhibitor whose products are not in accordance with the description given on the booking form or whose behaviour is deemed unacceptable.

## 3. Trade stand prices

### 3.1 Outdoor space

All prices shown are **inclusive** of VAT.

Depth (m)	6m	9m	18m
Rate per m frontage (£)	33.00	42.00	60.00
Corner plot (additional cost)	95.00	107.00	120.00

Frontage	Depth		
	6m	9m	18m
4	132.00	n/a	n/a
5	165.00	210.00	n/a
6	198.00	252.00	n/a
7	231.00	294.00	n/a
8	264.00	336.00	480.00
9	297.00	378.00	540.00
10	330.00	420.00	600.00
11	363.00	462.00	660.00
12	396.00	504.00	720.00

**Please note that you must book a space that accommodates your marquee and your vehicle. If you have parked behind or adjacent to your stand and not booked enough space you will be fined £100.**

### 3.2 Individual marquees

Marquees are 3.6m deep.

Frontage	Cost £
3m bay	305.00
6m bay	610.00
9m bay	915.00

### 3.3 Shopping pavillion and Craft marquee

All plots are 3m deep.

Frontage	Cost £	Corner (additional cost)
3m	212.00	63.00
4m	282.00	63.00
5m	353.00	63.00
6m	423.00	63.00

### 3.4 Food hall

All plots are 3m deep.

Frontage	Cost £	Corner (additional cost)
3m	219.00	63.00
4m	292.00	63.00
5m	365.00	63.00
6m	438.00	63.00

### 3.5 Farmers' market

Frontage	Cost £
3m	42.00
4m	54.00
5m	67.00
6m	79.00

### 3.6 General information

All prices shown are inclusive of VAT.

- Any corner pitches must have **at least** the same frontage as depth (i.e. 6 x 6, 9 x 9, 18 x 18). They can, of course, be wider.
- A 50% surcharge will apply to Exhibitors selling food for immediate consumption.
- Early booking discount of 10% available (see Section 1 for deadline date).

**Tickets and passes will not be issued until all outstanding payments have been made and all required paperwork has been submitted.**

## 4. Tickets and ticket allocation

The following tickets and passes will be allocated to Exhibitors.

Ticket / pass name	Reason for use
<b>Set up pass</b>	<ul style="list-style-type: none"> <li>● <b>Must be displayed in all vehicles during build up and breakdown (including Fair day).</b></li> <li>● Required for entry to the Site for build up or break down of the Fair.</li> <li>● Allows you access to the Site at the times when the Fair is closed, plus free parking in the Exhibitors' car park.</li> <li>● Can be used more than once.</li> <li>● Free of charge.</li> <li>● Should be ordered on the Exhibitor Booking Form.</li> </ul>
<b>Static vehicle pass</b>	<ul style="list-style-type: none"> <li>● <b>Must be completed and displayed in all vehicles during Fair day.</b></li> <li>● Required for vehicles remaining on the Site for the duration of the Fair.</li> <li>● Only available for Exhibitors in Open space, Food hall and Farmers' market.</li> <li>● Should be ordered on the Exhibitor Booking Form.</li> <li>● Additional Static vehicle passes may be purchased using the Exhibitor Booking Form at the rate of £5.00 (inc. VAT).</li> <li>● All Open space Exhibitors must ensure their vehicles displaying a Static vehicle pass are parked on their pre-booked Trade Space.</li> <li>● All Food hall and Farmers' market Exhibitors must park their vehicles behind the Food hall and Farmers' market respectively.</li> </ul>
<b>Admission ticket</b>	<ul style="list-style-type: none"> <li>● <b>One entrance ticket is needed per person on Fair day.</b></li> <li>● Every person working on or visiting your stand at your behest will require a ticket to enter the Site on Fair day.</li> <li>● Additional entrance tickets to your allocation may be purchased at the advanced rate via the following methods: <ul style="list-style-type: none"> <li>- On your Exhibitor Booking Form,</li> <li>- Telephoning the Society's Office.</li> </ul> </li> <li>● Tickets purchased on the day will be at the full admission price.</li> <li>● We regret that tickets are not refundable including in the event of lost or forgotten tickets.</li> </ul>

**All personnel attending and working at the Fair must present an admission ticket. Failure to present the correct ticket at the Site entrance will result in the full admission price having to be paid. No refunds will be given in these circumstances. Please ensure you have ordered the correct amount of tickets and have distributed them to your staff before the Fair.**

The following number of tickets and vehicle passes will be given within the price of the stand. All extra tickets must be purchased in advance. Tickets purchased at the gate on the day will be charged at full price.

<p><b>Open space</b></p>	<ul style="list-style-type: none"> <li>• Up to 4m frontage two admission tickets allocated.</li> <li>• One admission ticket for each additional two metres of frontage that you have ordered.</li> <li>• If your stand has more than one side only the frontage will be considered, not depth of stand.</li> <li>• Static vehicle passes will be issued by requesting them on your application form. Please note that the all vehicles must fit onto your stand. 1 for stands of 6m frontage or less, 2 for stands of 7m to 12m frontage and 3 for stands of 13m frontage+. Separate arrangements are available for Agricultural or Automotive stands booking 18m deep space. Please call the Society Office for more details.</li> </ul>
<p><b>Individual marquees, Shopping pavillion and Craft marquee</b></p>	<ul style="list-style-type: none"> <li>• A standard allocation of two admission tickets and one Set up pass will be given for each 3m frontage booked.</li> </ul>
<p><b>Food hall and Farmers' market</b></p>	<ul style="list-style-type: none"> <li>• A standard allocation of two admission tickets, one Set up pass and one Static vehicle pass will be given for each 3m frontage booked.</li> </ul>

# 5. Terms and conditions

Terms & Conditions (the "Terms") of the Surrey County Agricultural Society (the "Society") for the Surrey Game and Country Fair 2017 (the "Fair").

## 5.1 Definitions:

"Exhibitor" means the person or organisation applying to exhibit at the Surrey Game and Country Fair, including their contractors and employees

"Society" means the Surrey County Agricultural Society and in these terms and conditions shall be deemed to include Officials

"Officials" means the Society's employees or appointed stewards or contractors acting on behalf of the Society

"Society's Office" means the premises located at 8 Birtley Courtyard, Bramley, Surrey GU5 0LA

"Site" means land designated by the Society at Loseley Park, Compton, Surrey

"Fair" means Surrey Game and Country Fair

"Trade Space" means the space requested by the Exhibitor on the Exhibitor Booking Form

## 5.2 Booking

5.2.1 By submitting the Society's Exhibitor Booking Form the Exhibitor offers to hire the Trade Space and such of the goods and to purchase such of the services (the "Services") as are specified in the Exhibitor Booking Form.

5.2.2 The Trade Space specified by the Exhibitor in the Exhibitor Booking Form constitutes a request by the Exhibitor for that Trade Space but is subject to availability. The Society shall be entitled to substitute an alternative Trade Space to the Exhibitor.

5.2.3 A booking shall arise upon the Society receiving the Exhibitor Booking Form (a "Booking").

5.2.4 If a corner Trade Space has been requested by the Exhibitor but is not available, the Society may substitute the Trade Space and will refund the amount of any additional sums paid by the Exhibitor.

5.2.5 All Exhibitors, while on Site, shall be subject to the Terms and Conditions of the Society, as interpreted by the Society's Officials. Exhibitors shall be answerable for the conduct of their contractors and employees.

5.2.6 Officials have the power to order the removal of any article from the Site or to close the stand of any Exhibitor who does not conform to the Regulations of the Society or the directions of the Officials and if necessary, to expel such Exhibitor or his/her representatives from the Site.

5.2.7 The Society provides:

- (i) the Trade Space on the Friday and Saturday immediately prior to the Fair for setting up (the exact times for set up are set out in Section 1) and from 6.30am on Fair day until 4pm on the Monday immediately following the Fair; and
- (ii) the other goods and services as specified in the Exhibitor Booking Form for the day of the Fair only.

- (iii) The invoice will provide summary details of the Trade Space and any other goods and Services, as specified on the Exhibitor Booking Form, that have been booked together with the cost thereof (the "Payment Sum").
- (iv) No Exhibitor shall move to any site other than that allocated to him/her without the prior express agreement of the Society.
- (v) Exhibitors who set up on the wrong space will be instructed to move the stand at no charge to the Society.
- (vi) The Society will not be responsible for any loss or damage from any error in the allotment of the space on the Fair ground or from any encroachment by an Exhibitor on the space allotted to another.

### **5.3 Early booking discount**

5.3.1 Exhibitor Booking Forms received on or before the closing date for early booking discounts in Section 1 will receive a discount of 10% of the Trade Space only as specified in the Exhibitor Booking Form ("Early Booking Discount"). After this date the stand space will be charged at the full, undiscounted rate as set out in the Exhibitor Booking Form.

5.3.2 If the Exhibitor fails to make payment on or before the due date then, without limiting any other right or remedy available to the Exhibitor, the Society may terminate the contract with the Exhibitor.

### **5.4 Encroachment**

5.4.1 An Exhibitor which, in the view of the Society, is occupying Trade Space in excess of that listed in its Exhibitor Booking Form will be liable to pay a sum to the Society for the additional space that is occupied at a rate to be determined by the Society at its absolute discretion.

5.4.2 Any fines imposed by the Society under the terms of the Manual shall be due to the Society and shall be paid no later than 28 days after the last day of the Fair.

### **5.5 Payment**

5.5.1 Payment Sums and any other payments payable to the Society can be made by cheque to 'Surrey County Agricultural Society' or by debit or credit card (please note there is a 3% surcharge on credit card transactions) or by BACS.

5.5.2 The Society's account details are:

Account Name: Surrey County Agricultural Society  
NatWest Bank PLC, Godalming Branch, Godalming.  
Account Number: 72889381  
Sort Code: 60-09-04

5.5.3 No variation to these Terms shall be binding unless agreed between the Society and the Exhibitor.

### **5.6 Cancellations and refunds**

5.6.1 The Society reserves the right to terminate a Booking for any reason at any time before the date of the Fair by written notice ("Termination Notice").

5.6.2 Once a booking has been received, refunds will only be made as set out in Schedule 1 in line with detailed timings below.

- (i) Cancellation by 17:00 on stipulated date in Section 1 = **50% of the total fee will be refunded**

- (ii) Cancellation by 17:01 from stipulated date in Section 1 onwards = **no refund.**

## **5.7 Force Majeure**

5.7.1 Neither the Society nor any of its employees, agents, consultants or sub-contractors, shall be considered in breach of its obligations to provide any Services referred to in the Exhibitor Booking Form or the Manual under these Terms ("Obligations") or under any liability whatsoever to the Exhibitor for non-performance, part performance, defective performance or delay in the performance of any Services supplied or to be supplied or work carried out or to be carried out by the Society, its employees, agents, consultants or subcontractors hereunder which is directly or indirectly caused by or as a result of any circumstances beyond its reasonable control (each a "Force Majeure Event"), including but not limited to any of the following:

- (i) Adverse weather conditions;
- (ii) Failure of utility service, including but not limited to electric power, gas or water;
- (iii) Acts, restrictions, regulations, bye-laws, prohibitions or measures of any kind on the part of any governmental, parliamentary or local authority;
- (iv) Acts of God, including but not limited to fire, flood, earthquake, windstorm or other natural disaster;
- (v) Acts of terrorism, civil disturbances, national emergency or riots;
- (vi) War, threat of or preparation for war; or
- (vii) Fire or explosion. A Force Majeure Event shall have the effect of suspending any of the Services provided by the Society to the Exhibitor and/or terminating all or part of the Fair and suspending and/or terminating the Society's Obligations.

## **5.8 Limitation of liability**

5.8.1 The following provisions set out the Society's entire liability (including any liability for the acts and omissions of its employees, agents, consultants and sub-contractors) to the Exhibitor in respect of: any breach of its contractual obligations arising under these Terms or the Manual; or any representation statement or tortious act or omission including negligence (but excluding any of the same made fraudulently) arising under or in connection with these Terms or the Manual.

5.8.2 Any act or omission on the part of the Society falling within clause 5.8.1 above shall for the purposes of this clause 5.8 be known as an 'Event of Default'.

5.8.3 The Society does not exclude liability to the Exhibitor for death or injury resulting from its own or that of its employees', agents' or sub-contractors' negligence.

5.8.4 Subject to the limit set out in clause 5.8.5 below the Society shall accept liability to the Exhibitor in respect of damage to the tangible property of the Exhibitor resulting from the negligence of the Society or its employees, agents, consultants and sub-contractors.

5.8.5 Subject to the provisions of clause 5.8.3 above the Society's entire liability in respect of any Event of Default shall be limited to damages of an amount equal to the Payment Sum.

5.8.6 Subject to clause 5.8.3 above the Society shall not be liable to the Exhibitor in respect of any Event of Default for the loss of profits, business, goodwill or any type of special indirect or consequential loss (including damage to the Exhibitor's reputation and goodwill and loss or damage suffered by the Exhibitor as a result of an action brought by a third party) even if such loss was reasonably foreseeable or the Society had been advised of the possibility of the Exhibitor incurring the same. If a number of Events of Default give rise to substantially the same loss then they shall be regarded as giving rise to only one



claim under this Contract.

## **5.9 Public and product liability insurance**

Exhibitors are required to hold Public and Product Liability insurance cover commensurate to the nature of their activity or business and to have undertaken a risk assessment appropriate to the Fair.

## **5.10 Refusal and cancellation of bookings**

The Society reserves the right to refuse, or cancel any booking as it thinks fit.

## **5.11 Raffles, auctions, leaflets, scratch cards**

5.11.1 No auctions or mock auctions are allowed without the written consent of the Society. It is expected that all goods for sale should be on open display.

5.11.2 Raffle tickets, scratch cards and leaflets may only be distributed/sold with the express written consent of the Society and strictly within the trade stand space confines.

5.11.3 Under no circumstances will the Society allow trading, leafleting or collections outside the area of the trade stand nor the distribution of leaflets in any part of the Fair ground, including car parks and approach roads.

## **5.12 Information**

Information will be stored electronically and may be published on our website and in the Fair Guide. Submission of an Exhibitor Application Form is consent for this.

## **5.13 Protests and demonstrations**

Protests, demonstrations, deputations and delegations are strictly prohibited and Exhibitors must confirm their activities to their stand area only.

## **5.14 Exhibitors selling food**

Only Exhibitors in the Food hall and Farmers' market are permitted to sell or give away food or drink or provide tastings or samples for consumption on the day, unless expressly agreed in advance with the Society.

## **5.15 Fires and barbeques**

5.15.1 No Exhibitor may light a fire or barbeque for any purpose whatsoever unless he has the authority of the Society to do so. All authorised fires and barbeques must be put out at the time of closing of the Site.

5.15.2 The use of LPG cylinders is not permitted.

## **5.16 Trade stands with live animal displays**

5.16.1 Details of animals to be exhibited on trade stand together with name, address and telephone number of the person responsible for same during the Fair must be sent to the Fair organiser at the time of application.

5.16.2 If livestock of any description are to form part of an exhibition, it is the responsibility of the Exhibitor to obtain any necessary movement orders from the appropriate authority, and to comply with any regulations that may be in force at the time of departure to or at the Fair. It is an offence to bring livestock to the Fair when restrictions

are in force.

### **5.17 Moving machines, vehicles, equipment, demonstrations**

5.17.1 Moving machines may be demonstrated with prior written consent from the Society subject to same causing no interference or annoyance to neighbouring stands.

5.17.2 Demonstrating vehicles is strictly forbidden in the Avenues during the Fair.

5.17.3 Exhibitors' vehicles are only allowed on the Site if they have the requisite passes. Vehicles are only allowed to move on the Site during the permitted times. Only vehicles with Static Vehicle Passes are allowed to remain on the Site outside the permitted times and under no circumstances can they be moved outside these times.

# 6. Services

## 6.1 Security

6.1.1 No responsibility can be accepted by the Society for any losses at any time. It is advised that if an Exhibitor is particularly concerned, they employ their own security personnel and these must be made known to the Fair Office. No Fair staff will be permitted to carry out security duties for Exhibitors. Exhibitors who set up on the Saturday but who are not remaining on site overnight must give the name and contact number of the person who will be responsible for the stand when not manned on the Exhibitor Booking Form. Any Exhibitor discovering losses or alleged theft from their stands must report this immediately to a Steward and follow this up with a written report to the Fair Office.

6.1.2 Exhibitors are advised not to leave any portable items on display overnight on their stands and to secure the front of their stands.

## 6.2 Water

Water and stand pipes are available at Loseley Park.

## 6.3 Credit card machines.

The hire of Bluetooth IP (internet) credit card machines that connect to a dedicated internet network for Exhibitors can be arranged through our Card Terminal Supplier whose contact details can be found in Section 1.

## 6.4 Inclement weather, ground conditions or other circumstances

Exhibitors must ensure that they have made adequate suitable preparation to allow for adverse weather conditions at the Fair. If for any reason assistance in moving Exhibitors' vehicles or property is required and provided by the Society, in applying for a trade stand, Exhibitors shall agree to indemnify the Society, their agents and employees and any other person who may assist them against any claims in respect of damage to vehicles or property arising from the assistance. Please do not drive over neighbouring tradestand space. The Society reserves the right to restrict or refuse vehicle access to the Site at any time to protect the ground.

## 6.5 Disabled facilities and Disability Discrimination Act (2005) ('the Act')

If you or a member of your staff are disabled you will be able to park in the Disabled Car Park upon production of your blue "disabled" sticker. The Disabled Car Parks are located at the front of the main car park. Mobility scooters are available. They should be booked well advance of the Fair to ensure availability. Telephone Event Mobility on: 01386 725 391.

If any particular requirements are needed please let the Fair Office know. The Society has taken care to provide facilities for disabled visitors as far as they are able to.

Exhibitors must make adequate provision to ensure that any areas for which they are responsible comply with the correct requirements of the Act.

# 7. Fair build up and break down

## 7.1 Fair build up

The Site will be accessible for build up as stated in section 1. Please note that no vehicles will be admitted to the Site under any circumstances after 8.30am on Fair day. Only vehicles displaying the correct vehicle pass will be permitted access to the Site. All vehicles (including stock vehicles) other than those that form part of a trade stand display should be removed from the Site and parked in the Exhibitors Car Park by 8.45 am on Fair day. During build up, to ease traffic congestion, exhibitors are requested to remove vehicles, once unloaded to the designated car park **before 8.45am.**

## 7.2 Fair breakdown

7.2.1 No part of a stand may be closed or dismantled until 5pm on Fair day. Exhibitors should remain at their sites until the order is given to depart. No vehicle movement on to the Site is allowed until Officials have given notification. All vehicles on the Site must adhere to the 10mph maximum speed limit. All loads must be properly secured at all times.

7.2.2 Please be aware that handheld mobile phones should not be used when driving on site.

7.2.3 All vehicles must at all times be driven by a properly licensed and fully insured driver.

# 8. During the Fair

## 8.1 Opening hours

The Fair is open 9am - 5pm on Fair day. Exhibitors must be open at all times during these hours. Vehicle movement is not allowed on the Site until all public have left.

## 8.2 Stand identification, siting and maintenance

8.2.1 All sites will be clearly numbered by the Society. Marking pegs must not be removed, disturbed or obscured by Exhibitors.

8.2.2 All Exhibitors must provide a clear sign bearing the name of the firm or organisation as listed in the Fair Guide.

8.2.3 Exhibitors must not occupy any space on the Site other than that booked by themselves. Encroaching on other Exhibitors Trade Space is strictly forbidden. If a marquee or tent is too big for the space booked the Exhibitor will be expected to change it or take it down. Adopting what appears to be a vacant site may result in removal from the Site.

8.2.4 Sub-letting or re-letting of space is expressly forbidden and may result in the Trade Space being closed down and refused in subsequent years.

8.2.5 Unless another surface is booked, all Open Space stands are located on a grass surface. If using your own marquee or gazebo, it is the responsibility of the Exhibitor to ensure they are adequately anchored to withstand high winds and adverse weather.

8.2.6 No mechanical digging (including demonstrating mechanical equipment) will be allowed. Demonstration of chainsaws, use of generators (other than silent generators) or other noisy equipment is prohibited. Please beware of underground cables. It is the Exhibitors duty to check for buried cables before penetrating the ground. The Society are able to advise on the approximate location of cables. No post holes shall be bored or dug by an Exhibitor without prior authority from the Fair Manager. Any damage to the underground or other services on the Site caused by authorised diggings will result in an Exhibitor being liable for any and all repair charges.

8.2.7 In the event of wet conditions and/or soft ground the Society asks that heavy vehicles are sited on roadways to prevent them from becoming stuck and damaging the ground. Please note that in the event of damage occurring, reinstatement is the responsibility of the Exhibitor.

## 8.3 Rubbish and recycling

Waste containers will be sited around the Site and will be emptied as and when necessary. Exhibitors are required to maintain and leave their stand spaces and surrounding area in a clean, tidy and hygienic condition at all times. Waste material must not be stored at the rear of a stand. Please be aware of the fire risk when storing waste. Recycling bins are available across the Site.

Failure to leave a stand clear of any rubbish will result in a minimum fine of £100 + VAT.

## 8.4 Goods being sold / shown

8.4.1 Exhibitors are instructed that under no circumstances may they offer a service or sell goods other than those described on their Exhibitor Booking Form. The holding of auctions is prohibited as is the selling of goods other than from approved Trade Space.

8.4.2 Organisations wishing to make appeals for contributions or run competitions must seek prior written approval from the Society. Exhibitors will not be permitted to make collections outside of their stands or draw attention to themselves with undue noise.

8.4.3 Only new or unregistered vehicles may be exhibited for sale. If an Exhibitor wishes to exhibit or sell used vehicles please apply to the Society for permission.

8.4.4 The Society reserves the right to order any Exhibitor to remove its equipment from the Site if the Exhibitor or their stand is not of a type or standard considered acceptable.

8.4.5 All items sold, with the exception of food, over the value of £15 should be accompanied with a receipt bearing the trading address and telephone number of the Exhibitor.

8.4.6 The Society does not grant exclusivity to any company or organisation for the marketing or selling of goods or services at the Fair.

8.4.7 The sale of firearms that are not licensed (eg ball bearing guns etc) is strictly forbidden. The display of knives for sale (including knife blanks) must be in a locked display cabinet unless protected in a pre-sealed pack at the time of manufacture. Any trade stand displaying or selling knives must do so in accordance with the current legislation and must ensure that an age verification system is in force. All employees must be trained and aware of the system. Suitable age restriction signage must be clearly on display.

8.4.8 In the interests of animal health and the environment, the Society prohibits balloons from the Site and therefore these must not be sold or given out to the general public.

8.4.9 If an Exhibitor is planning to include chlorine in filling pools or spas, at close of Fair a neutralising agent must be added before the water is released. A record of the amount of chlorine placed in each pool / spa is required to be retained for inspection by the relevant authorities. This is to comply with the Environmental Protection Act to avoid pollution of the water course and drainage system

## **8.5 Noise, music and radio use**

8.5.1 The use of amplifiers, megaphones or other noisy equipment is prohibited. The Society reserves the right to require any person or persons to leave the Site who, in its absolute discretion, it considers is/are creating unnecessary noise, nuisance or disturbance.

8.5.2 Exhibitors wishing to play copyright music on their stand by means of TV, video, slide/tape presentation, record/tape player or even live are reminded that it is necessary to obtain a licence from the Performing Rights Society.

8.5.3 Where audio equipment is used or live music is played as part of an exhibition, permission must first be obtained from the Society.

8.5.4 If Exhibitors are using radio communications they must inform the Society of the frequencies they are using at least one month in advance of the Fair. They may be required to change frequency if they conflict with that being used by the Society.

## **8.6 Responsible drinking**

The Fair attracts visitors of all ages and works hard to uphold the full licensing objectives – the prevention of crime and disorder, public safety, the prevention of public nuisance and the protection of children from harm. All exhibitors must follow the following golden rules of

responsible drinking:

- Respect the over 18 rule applied at the bars on the Site (please ask customer for valid proof of age if unsure)
- Purchasing / supplying alcoholic drinks by/to anyone under the age of 18 is illegal.
- Anyone who appears to be intoxicated must not be served or given alcohol and may be asked to leave the Site.

## **8.7 Dogs**

Dogs are welcome on the Site. Please ensure that you clear up after your dog. Dogs must be kept on a lead on the Site at all times.

## **8.8 Sleeping on site**

Caravans may be parked in the Exhibitor's Car Park. Please note there are no electrical hook ups and no showers available.

All Exhibitors are reminded that if they intend to sleep overnight within or behind their Trade Space, they are required to complete the relevant section on the Exhibitor Booking Form, so that the relevant authorities can be notified in the event of an emergency. As with all sleeping accommodation, a working battery smoke detector must be installed. The Fair security contractor will be made aware of those sleeping overnight on the Site.

## **8.9 Insurance and responsibility**

Exhibitors must have appropriate liability insurances in place (public, product, employer). The minimum cover should be £5 million and should cover the Exhibitor's stand or display and any additional equipment under their control. If food is sold there should be specific insurance to cover against food poisoning for the same amount.

**A copy of insurance certificates should be attached to your booking form. Entrance tickets and vehicle passes will not be issued until all relevant documents have been received.**

The Society does not have insurance covering cancellation of the Fair. We recommend that Exhibitors consider taking out their own insurance to cover such an eventuality. Exhibitors shall not have any claim against the Surrey Game and Country Fair, or any member of the Surrey County Agricultural Society in respect of any loss or damage whatsoever consequent upon the Fair or any part of its failing (for whatever reason) to be held or having to be abandoned. It is the responsibility of the Exhibitor to ensure that his servants or agents are aware of all the conditions and regulations regarding their Trade Space.

## **8.10 Copyright**

The Society has no copyright responsibility in respect of any Exhibitor. Exhibitors are reminded that third party copyrights should not be infringed. Proper dispensation must be obtained and any royalties due paid prior to the use of materials. Should any copyright dispute arise then the Society will not be liable for any resulting loss or damages sustained by any Exhibitor.

# 9. Health and safety

## 9.1 Health and Safety at Work 1974

Any Exhibitor or contractor must comply with all relevant legal requirements associated with their business. Those not complying with the relevant legal requirement will be liable for prosecution. Exhibitors and contractors are reminded that it is now a requirement for them to have completed a Risk Assessment to identify any significant risks which may be associated with their operation, including Fire Safety risks, and the enforcing authorities may require these in writing at any time. Risk Assessment forms are included in the Exhibitor Booking Form.

**A completed and signed Risk Assessment and Fire Risk Assessment should be returned with your Exhibitor Booking Form. Entrance tickets and vehicle passes will not be issued until copies have been received.**

The Society reserves the right to close down, immediately, any area identified by the Health and Safety Officer as unsafe or not meeting acceptable standards of safety for a period to be decided also by the Health and Safety Officer

## 9.2 Food safety standards

Exhibitors must comply in full with Food Safety and Health and Safety legislation and food handlers should be trained to a level commensurate with their food handling responsibilities. At least **one** person on the exhibit should have received (and be able to prove/justify if needed) a satisfactory level of food hygiene training. Photo-copies of certificates will be accepted.

## 9.3 First aid and emergencies

First Aid is provided adjacent to the Fair Office. In the case of an emergency alert a Steward or a security officer. As a last resort contact the Fair Office. The Steward will call for assistance via the radio should it be required. Exhibitors should identify the location of the First Aid tent, Fair Office and security staff prior to the commencement of the Fair.

## 9.4 Fire Precautions - Regulatory Reform (Fire Safety) Order (2005)

**Applications will not be accepted without a completed fire risk assessment.**

Exhibitors must have the appropriate arrangements in place to mitigate any potential risk, including having a fire extinguisher available if deemed appropriate in their Fire Risk Assessment.

Smoking should not be allowed on the stand and visible signage must be provided to this effect (see below). Where appropriate, at each entrance to the Trade Space 'No Smoking' signs must be displayed. The signs must have the "no smoking" symbol and the wording "These are no smoking premises. It is an offence to smoke or knowingly permit smoking in these premises".

This will be organised by the Society for the Food Hall, Shopping Pavillion and Craft Marquee.

## 9.5 Risk assessment

The Management of Health and Safety at Work Regulations 1999 require all employees and self-employed persons to assess the risks to workers and any others who may be affected either directly or indirectly by their undertaking.



**Applications cannot be accepted without a completed risk assessment. Risk assessments with N/A across the form are not acceptable.**

The below example should help you to complete your risk assessment: **HAZARD PERSONS AT RISK**

Hazard	Person at risk	Controls to minimise 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 guideline:</p>	<p>There is no need to list individuals by name – just think about groups of people doing similar work or who might be affected:</p>	<p>For the hazards listed, do the precautions already taken:</p>
<p>Slipping / tripping hazards, chemicals (i.e. battery acid), moving parts of machinery (e.g. blades), work at height (e.g. set-up / take-down structures/awnings/stands etc), pressure systems, vehicles (e.g. fork lifts, cars on stands), electricity dust fumes, manual handling - unloading and loading of stock, noise, livestock on stand, lifting operations.</p>	<p>Office staff, maintenance personnel, contractors, operators, cleaners and members of the public.</p> <p>Pay particular attention to: People with disabilities, visitors, inexperienced staff and lone workers.</p>	<p>Meet the standards set by a legal requirement?</p> <p>Comply with recognised industry standards?</p> <p>Represent good practice?</p> <p>Reduce risk as far as possible?</p> <p>Have you provided: Adequate information, instruction and training?</p> <p>Adequate systems or procedures?</p> <p>If so, then the risks are adequately controlled but you need to indicate the precautions you have in place.</p>
<p>Fire hazards, eg: Combustable materials (rubbish, flammable substances, LPG etc), ignition sources (flames, electrical, smoking etc).</p>	<p>As above.</p>	<p>Means of escape, fire detection and alarms, fire fighting equipment and fire evacuation plan.</p>

# 10. Publicity and PR

Exhibitors may only erect banners, flags, hoardings, posters and other advertising material within their own area. Exhibitors should note that advertising elsewhere is reserved exclusively for the Society and that any items placed elsewhere will be removed. On-site advertising opportunities are available, contact the Fair Office for costs and conditions.

## 10.1 Fair guide listings and advertising

10.1.1 Please complete the Exhibitor Booking Form for your free catalogue entries in both the alphabetical list and, if required, one or two classified entries. Fair Guide entries need to be supplied to the Fair Office by the date set out in Section 1. Those entries received after this date will not be included in the Fair Guide.

10.1.2 If you would like to take a more substantial advertisement in the Fair Guide, please complete the Advertising Application Form.

## 10.2 Photographic rights

Exhibitors give permission for any photographic and/or film or TV footage taken of persons or exhibits taking part in any of the Society's events to be used and published in any media whatsoever for editorial purposes, press information or advertising by or on behalf of the Society and/or official sponsors of the Society

## 10.3 Advertising around the Site

10.3.1 Banner advertising: Advertising space for banners is available around the perimeter of the Main arena and the two smaller arenas. Banners must be delivered to the Society office by 5pm on Monday 18th September.

10.3.2 Any unauthorised banners on display will be removed.

10.3.3 After the Fair banners will be taken down and may be collected from the Society's Office before the date set out in Section 1. The Society will not be responsible for any banners that are not collected from the Society office within 60 days of the Fair.

## 10.4 Sponsorship

The society has a comprehensive range of sponsorship packages for both the Ploughing Match, for this Game and Country Fair and for the Surrey County Show held on the late May Bank Holiday Monday each year.

Not only does sponsorship help the Society further its charitable objectives but also can help you widen your reach to the very large number of people who come to our events. For further information, go to our website or contact our office directly.

## The Surrey Game and Country Fair Exhibitor Booking Form

### Sunday 24th September 2017, Loseley Park, Guildford

Date received	Amount received	Payment method	Invoice/receipt no.	Invoice/receipt date	Personal licence/TEN	Risk assessment	Insurance	Stand no.
Name and address of firm or organisation <b>for inclusion in the Fair guide</b>					Name and address for correspondence (if different)			
Company:					Company:			
Address:					Address:			
Postcode:					Postcode:			
Contact name:					Contact name:			
Tel. no:					Tel. no.			
Email:					Email:			
Web:					Web:			
<b>On-site contact and tel. no.:</b>								
<b>A maximum of 30 words describing your exhibit, for publication in the Fair guide:</b>								
<b>Merchandise or service to be displayed</b> (exhibitors are reminded that under no circumstances can they offer a service or sell goods other than those described here):								

Trade space	Avenue requested	Depth requested	Frontage requested	Amount (inc. VAT)
<b>1. Open space</b>		6, 9, 18m only		£
<b>2. Individual marquee</b>		3.6m	3, 6, 9m only	£
<b>3. Shopping pavillion</b>		3m		£
<b>4. Craft marquee</b>		3m		£
<b>5. Food hall</b>		3m		£
<b>6. Farmers' market</b>		3m		£
<b>Corner surcharge (see Sec. 3)</b>				£
<b>Selling food for immediate consumption (50% of ground rent)</b>				£
<b>Early booking discount (see sec. 1)</b>				£
<b>Trade space total cost (inc. VAT)</b>				<b>£</b>

<b>Electricity (Shopping pavillion, Craft marquee and Food hall only)</b>	<b>Amps</b>	<b>Connection type</b>	<b>Price per socket</b>	<b>No. required</b>	<b>Cost</b>
0 - 2 KW	8	Single socket	£60.00		£
0 - 3 KW	13	Single socket	£72.00		£
0 - 8 KW	32	Twin socket/ CEE form	£84.00		£

<b>Tickets and passes</b>	<b>No. allocated (see sec. 4)</b>	<b>Additional required</b>	<b>Cost per additional item</b>	<b>Total amount</b>
Exhibitor admission tickets			£7.00	£
Set up passes			-	£
Static vehicle passes			£5.00	£

<b>Total amount due</b>	<b>£</b>
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<b>Additional information</b>	<b>Yes</b>
I would like a similar position to last year's stand (the Society will do what it can to accommodate a preferred site but cannot guarantee it).	
I/we will be sleeping on my stand overnight. I have a working battery smoke detector.	
I confirm that I have all relevant liability insurances (public, product, employer) and that copies are attached.	
I confirm I have completed and included a Risk Assessment and Fire Risk Assessment with this application (copies attached).	
I am selling alcohol and have a personal licence and have applied for a TEN (copies attached).	
I understand that the Society may pass my details to companies and organisations directly related to the running or promotion of the Fair.	
Please send me Sponsorship options.	

## Payment

	<p><b>Cheque:</b> I enclose a cheque made payable to the Surrey County Agricultural Society (SCAS) for the payment sum. SCAS, 8 Birtley Courtyard, Bramley, Surrey, GU5 0LA.</p>
	<p><b>BACS:</b> If you wish to pay by BACS please enclose confirmation of payment with your booking form. This should include date of payment, the reference (your trading name), the amount paid and confirmation of the account details into which the payment was made.</p> <p>Account name: Surrey County Agricultural Society  Sort code: 60 09 04  Account no.: 72889381</p>
	<p><b>Credit /debit card:</b> Please debit my credit / debit card account by the total amount. <b>Please note that credit cards attract an additional charge of 3% of the total amount.</b></p> <p>Card no. _____</p> <p>Valid from: _____ Expires: _____ Security code: _____</p> <p>Name on the card: _____ Signed: _____</p>

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Position in company: \_\_\_\_\_

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# The Surrey Game and Country Fair

## Sunday 24th September 2017, Loseley Park, Guildford

### Advertising booking form

Company name			
Contact name		Position	
Address			
		Postcode	
Telephone no.			
Email			

I / we would like to take the following advertisement in the Surrey Game and Country Fair guide. Please circle. **Please note that prices includes VAT.**

	Back page	Inside front cover	Inside back cover	Full page	Half page	Arena banner
Trader rate	£150	£120	£100	£100	£50	£75
Standard rate	£200	£175	£150	£150	£75	£100

#### Artwork specification

High resolution, full colour, print ready PDF.

Full page 180mm high x 118mm wide.

Full page with bleed 210mm x 148mm + 3mm bleed all round.

Half page 89mm high x 118mm wide.

Banner 800mm high x 3 - 5 metre wide.

All adverts must be received by August 25th. **Late artwork will not be accepted.**

	<p><b>Cheque:</b> I enclose a cheque made payable to the Surrey County Agricultural Society (SCAS) for the payment sum. SCAS, 8 Birtley Courtyard, Bramley, Surrey, GU5 0LA.</p>
	<p><b>BACS:</b> If you wish to pay by BACS please enclose confirmation of payment with your booking form. This should include date of payment, the reference (your trading name), the amount paid and confirmation of the account details into which the payment was made.</p> <p>Account name: Surrey County Agricultural Society Sort code: 60 09 04 Account no.: 72889381</p>
	<p><b>Credit /debit card:</b> Please debit my credit / debit card account by the total amount. <b>Please note that credit cards attract an additional charge of 3% of the total amount.</b></p> <p>Card no. _____</p> <p>Valid from: _____ Expires: _____ Security code (3 digits on the back): _____</p> <p>Name on the card: _____ Signed: _____</p>

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# Risk assessment and vehicle information form

**All trade stands must complete this risk assessment form or submit their own.**

Exhibitor name	Name of assessor
Signature of assessor	Date of assessment

Please return this form to Surrey County Agricultural Society, 8 Birtley Courtyard, Bramley, Surrey, GU5 0LA or email to [tradestands@surreycountyshow.co.uk](mailto:tradestands@surreycountyshow.co.uk)

**Exhibitors serving food:** please ensure that your relevant FSA documentation is with you on the day of the event. This must be made available if requested by the Tradestand Steward.

<b>Vehicle information (please complete to obtain your static vehicle pass)</b>				
Vehicle registration no.	Vehicle make and model	Colour	Driver's name	Driver's telephone no.

<b>Hazard</b>	<b>Persons at risk</b>	<b>Control to minimise risk</b>

If, in your opinion, there is no apparent risk then please state 'No risk' under the hazard column. Section 9.5 of the Exhibitor manual provides some guidance on how to complete the table. Please continue overleaf if required.

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# Fire Risk Assessment Exhibitors

Name of company exhibiting

Contact no. on site

Location on site (if known)

In order to comply with relevant fire safety legislation you MUST complete a Fire Risk Assessment of your stand. The Risk Assessment needs to identify the fire hazards and persons at risk and you must endeavour to remove or reduce these risks and protect people from fire.

Failure to comply with this requirement will result in you being removed from the Site. You must be able to answer YES to the following questions.

This signed and completed form must be maintained and available for inspection by the Fire and Resuce Service / Event organiser / Council Officers at all times.

This form is considered to be suitable for most standard exhibitor stands, but you may use another method if preferred.

1	Are adequate exits provided for the numbers of persons within the stand? Are your staff and customers able to evacuate easily if the normal exit is blocked?	Yes	No
2	Where necessary, are there sufficient directional signs indicating the appropriate escape route and do they comply with current regulations?	Yes	No
3	Are the exits maintained available, unobstructed and unlocked at all times the stand is in use?	Yes	No
4	If the normal lighting failed would the occupants be able to make a safe exit?	Yes	No
5	Do you have an adequate number of fire extinguishers / fire blankets available in prominent positions and easily available for use?	Yes	No
6	Has the fire-fighting equipment been tested within the last 12 months? <i>Please note that a certificate of compliance will normally be required.</i>	Yes	No
7	Have your staff been instructed on how to operate the fire-fighting equipment provided?	Yes	No
8	Have your staff been made aware of what to do should an incident occur, how to raise the alarm, evacuate the stand and the exit locations.	Yes	No

9	Have you identified combustible materials that could promote fire spread beyond the point of ignition such as paper, cardboard, bottled LPG etc and reduced the risk of them being involved in an incident?	Yes	No
10	Have you identified all ignition sources and ensured that they are kept away from all flammable materials?	Yes	No
11	Are the structure, roofing, walls and fittings of your stall or unit flame retardent? <i>Please note that certificates of compliance will normally be required.</i>	Yes	No
12	If any staff sleep in the stall is there a working smoke detector and a clear exit route at night? <i>Please note that persons should not be allowed to sleep within a high risk area.</i>	Yes	No
13	Are you aware that you must not stock or sell certain items, i.e. fireworks or garden flares.	Yes	No
14	Do you have sufficient bins for refuse? Is all refuse kept away from your stand?	Yes	No
15	Are you aware that petrol generators are not permitted on site?	Yes	No

If the answer to any of the above questions is '**NO**', please detail the actions you have taken to remedy the situation.

Exhibitor

Responsible person

Signature

Date

Print name

Postition in company

Company

Please note that this documentation does not preclude you from possible prosecution or removal from the site by the organisers should a subsequent inspection reveal unsatisfactory standards.