



THE
SURREY
— COUNTY SHOW —

Bank Holiday Monday 29th May 2017

Stoke Park, Guildford

Exhibitor's manual

Welcome to the Surrey County Show

The Surrey County Show is an annual one day family celebration of everything agricultural and is held on the Spring Bank Holiday Monday at the popular and well located site of Stoke Park in Guildford.

The show has been established for over 60 years and has become the largest and most prestigious one day County Show in the country. It has earned a reputation for being a successful trading opportunity with many businesses returning year after year.

The show is always an action packed family day out with top class showjumping, livestock and equine competitions, Grand Arena entertainment and activities for the whole family. We have a reputation for providing a wealth of quality food, drink and shopping opportunities for our visitors and are therefore very aware of the importance of our trade stand exhibitors to the success of the show. We are committed to doing all we can to support you and ensure you have a successful and rewarding day. We will always welcome your feedback and we continually strive to improve and promote our show year on year.

Our media campaign is already being planned to ensure the 2017 Surrey County Show is at the forefront of people's minds – and in their diaries! Radio, print and online media will be targeted, and our social media activity will become increasingly busy as show day approaches.

Benefits of exhibiting at the Surrey County Show include:

- A full day of trading with 30,000+ visitors
 - Free exhibitor parking
 - A listing within our show guide (an enhanced listing is also available)
- An allocated number of free admission tickets with additional tickets at a heavily discounted rate
- A dedicated show team ready and willing to offer support and guidance, on the run up to and during the show.

We hope that you find this manual useful, but if you do have any queries, please call the show team on **01483 890810** or email us at **tradestands@surreycountyshow.co.uk**

Tradestand options

Booking your stand and planning your presence at the Surrey County Show couldn't be easier. There are a variety of options to suit your business and your budget and our experienced team are on hand to guide you through every step of the process.

Open space

Open space consists of outside grass pitch areas marked with painted white lines facing onto grass avenues. Sizes start at 4 metres frontage and can be ordered in increments of 1 metre.

Depths are 6 metre, 9 metre and 18 metre only depending on location. Corner pitches are extremely popular and are available at an additional cost, are extremely popular and strictly on a first come, first served basis.



Craft and shopping marquees

Two separate marquees with space available in 3 metre x 3 metre bays. Early booking is advisable. Space can be ordered in increments of 1 metre (minimum 3 metre). The marquees have a maximum height of 2.4 metres to the eaves; therefore, every portion of your exhibit must fit within your allocated bay. Corner pitches are available at an additional cost and are strictly on a first come, first served basis.

Please note that the craft marquee will be for hand crafted products such as jewellery and artwork. The shopping marquee is for general items.



Food hall

The food hall is one of the main features of the show. It is under cover and consists of 3 metre x 3 metre bays. Early booking is advisable. The marquee has a maximum height of 2.4 metres to the eaves; therefore every portion of your exhibit must fit within your allocated bay. Space can be ordered in increments of 1 metre (minimum 3 metre). Corner pitches are available at an additional cost and are strictly on a first come, first served basis.



Shedding

Shedding consists of a 3 metre frontage x 3.6 metre depth aluminium framed tent with PVC walls and a pull across curtain. These are an excellent option if you wish to minimise your set up time and cannot supply your own marquee. Space can be ordered in increments of 3 metres to a maximum of 9 metres. Corners are available at an additional cost.



Surrey farmers' market

The Surrey Farmers' Market area showcases locally grown, reared and produced food and drink. Contact the Society to check availability on 01483 890810. Space is available on grass in 3 metre depth only and with a minimum of 3 metre frontage with additional frontage available in 1 metre increments.

The extras

Electricity and water

Electricity supplies consist either of a CEE form or a twin or single switched socket outlet. Each stand will be fused at the Kw rate paid for on the entry form and therefore exhibitors are requested to book sufficient loading. The electricity supply will be connected on the morning of the show. Please see note 4.3 of the

Trade stand application requirements regarding the use of generators.

Water stand pipes are available around the show ground. For specific water requirements please contact the show team on 01483 890810.

Furniture and decoration

Tentage, furniture, covered units, banner frames for shedding bays and flooring can be hired from J M Carter Ltd, Winchester Road, Basingstoke, RG22 4AB. Telephone 01256 324434 or email info@jmcarterltd.co.uk

Floral decoration and landscaping is available from Hanging Garden Ltd, Wildmoor Lane, Sherfield-on-Loddon, Basingstoke, Hampshire, RG27 0JD. Telephone 01256 880647.

Trade membership

Trade membership is £30 (inc VAT) and entitles exhibitors to an enhanced entry in the show guide, a post show listing on the Surrey County Show web site and an additional ticket for the Show.

Advertising

There are various options to advertise in the show guide and around the show ground. Please see page 7.

Sponsorship

There are also opportunities to become a sponsor of the show. Please contact Simon Barnes on 01483 890810.

Credit card machines

123Hire can arrange the hire of a Bluetooth IP (internet) credit card machine that connects to a dedicated internet network for exhibitors. The cost will be £93.60 (inc VAT) per terminal (excluding carriage). Please contact Cristianbarnes@123send.net for more details. There is also a charge for connectivity to the on-site internet network - please refer directly to NCI Systems for more details – Richard Jones, 01932 260500, richardj@nci.co.uk Please note that a power point is also required for the card machine. Please contact the Surrey County Show office.

Newcomers special rate

The Society is keen to help new start-ups in the county and to that end we will give a 50% reduction on trade stand space. This will apply to start-ups in the previous calendar year to the show, so for the 2017 show it will apply to any business starting up in 2016.

Allocation of the newcomers rate and location of the stands will be at the Show organisers discretion. Space is limited to the first ten applications. Further space may be made available.

Preference will be given to rural businesses but non rural businesses will be considered on merit.

If you would like to take up this offer or discuss the requirements more fully please contact the Show office on 01483 890810 or tradestands@surreycountyshow.co.uk.

Booking and payment

It's simple! Booking forms are available from the show team. We can either email or post you a copy. Simply complete and return to us by post or by email.

Payment

Application forms must be returned by Monday 17th April 2017 with payment by either credit card, cheque or by BACS payment. Please ensure that you state your business name on a BACS payment.

Our bank details for BACS payment are as follows:

Account name: Surrey County Agricultural Society.

Sort code: 60-09-04.

Account number: 72889381

If you would prefer an invoice, please indicate this on your form. Payment must be made within 28 days of the invoice date or by the due date, Friday 28th April, whichever falls earlier, or the tradestand space will be released.

Please make cheques payable to SCAS.

A 3% charge will be made for the use of credit cards. There is no charge for using debit cards.

Please note that all the prices in this manual include VAT at the current rate of 20% and may be subject to change.

Late booking

Late bookings can only be accepted with a credit card or by BACS payment, and only if there is available space.

Cancellation

A full refund less a £50.00 administration charge will apply to stands cancelled prior to Friday 28th April 2017. After this date no refund will be given.

If you need assistance in booking your trade stand or would like to discuss the options available to you, please call the Show team on 01483 890810 or email tradestands@surreycountyshow.co.uk

Enjoy an early booking bonus!

To receive a 10% discount on your ground rent only we must receive your completed forms and receive payment by Tuesday 17th January 2017.

Do you qualify for the Agricultural exhibitor rate?

The Society may offer a discretionary discount if you are exhibiting farm machinery, agricultural feeds or associated products. Please call the Society on 01483 890810 if you think you may be eligible.

Contact details and deadline dates

Rebecca Hill, Events Manager

tradestands@surreycountyshow.co.uk

Surrey County Agricultural Society

8 Birtley Courtyard

Bramley

Surrey, GU5 0LA

01483 890810

www.surreycountyshow.co.uk

Deadline dates	
Tuesday 17th January 2017	Early booking (10%) discount deadline.
Monday 17th April 2017	Closing date for all trade stand applications including all supporting documentation.
Friday 21st April 2017	Advertising artwork deadline.
Friday 28th April 2017	Full payment received.
Friday 28th April 2017	Any applications received after this date will be subject to a 20% surcharge if space is available.
Friday 12th May 2017	Closing date for additional services (other than tickets which will be available up to the day of the Show).
Monday 29th May 2017	Show day.

Checklist	Tick
Application form and payment completed and returned by 17th April 2017.	
Risk assessment, fire risk assessment and insurance certificate sent.	
Temporary Event Notice (TENS) (if selling or providing alcoholic drink for immediate consumption or providing live entertainment).	
Food handling certificate and details of the Local Authority you are registered with (if selling food or drink for immediate consumption).	
Public liability, product liability and employers liability insurance documents (whichever apply).	
Advertising booking form.	
Important - new exhibitors Supporting evidence of business including previous shows, images of trade stand or details products and services offered. New applications will not be accepted without this information.	

Advertising in the Show Guide

The Surrey County Show is the biggest one day agricultural show in the country, with around 30,000 visitors, over 500 competitors, 300 trade stands and an action packed day of fun and entertainment for the whole family.

The Show guide offers a fantastic advertising opportunity to reach a high number of potential customers, both at the show and afterwards too. Exhibitors at the show qualify for a discounted rate – see below.

We offer various advertising options, all in full colour, and all on a first come first served basis. We will aim to place your advert in the most suitable position to promote your product or service. You can choose from:

All prices include VAT.

Full page	£360.00	Exhibitor special rate	£240.00
Half page	£180.00	Exhibitor special rate	£90.00
Quarter page	£90.00	Exhibitor special rate	£60.00
Inside front cover	£420.00	Exhibitor special rate	£360.00
Outside back cover	£600.00	Exhibitor special rate	£480.00
Inside back cover	£420.00	Exhibitor special rate	£360.00
E-ticket (limited to four)	£240.00	Exhibitor special rate	£180.00

There are also opportunities to place banners in the Grand arena and the outside rings, also at a discounted rate. Please call the Show team for more details.

IMPORTANT! Artwork sizes - incorrect sizes will not be accepted.	
Full page	180mm high x 118mm wide
Half page	89mm high x 118mm wide
Quarter page	89mm high x 59mm wide

If you require a full page bleeding off the page the artwork needs to be 210mm high and 148mm wide plus 5mm on each side.

Acceptable formats include high resolution, print ready PDF, EPS, TIF or JPEG.

If you are unable to provide finished artwork there will be a charge for advert creation.

Artwork deadline: Friday 21st April 2017. **LATE ARTWORK WILL NOT BE ACCEPTED.**

Tradestand size and pricing

Open space *(ideal for large spaces, large exhibits and for those with their own marquee)*

6 metres depth @ £40.80 per metre frontage - all prices include VAT		No. of tickets
4 metre frontage	£163.20	2
5 metre frontage	£204.00	3
6 metre frontage	£244.80	3
7 metre frontage	£285.60	4
8 metre frontage	£326.40	4
Up to any frontage required		
Corner plot - additional charge	£118.80	

9 metres depth @ £45.60 per metre frontage - all prices include VAT		No. of tickets
4 metre frontage	£182.40	2
5 metre frontage	£228.00	3
6 metre frontage	£273.60	4
7 metre frontage	£319.20	5
8 metre frontage	£364.80	6
Up to any frontage required		
Corner plot - additional charge	£144.00	

18 metres depth @ £62.40 per metre frontage - all prices include VAT		No. of tickets
6 metre frontage	£374.40	4
7 metre frontage	£436.80	5
8 metre frontage	£499.20	6
Up to any frontage required		
Corner plot - additional charge	£234.00	

Craft and shopping marquees *(please see note on page 3)*

3 metre depth @ £72.00 per metre frontage - all prices include VAT		No. of tickets
3 metre frontage	£216.00	2
4 metre frontage	£288.00	2
5 metre frontage	£360.00	3
6 metre frontage	£432.00	4
Corner plot - additional charge	£102.00	

Food hall *(undercover and ideal for artisan food and drink)*

3 metre depth @ £72.00 per metre frontage - all prices include VAT		No. of tickets
3 metre frontage	£216.00	2
4 metre frontage	£288.00	2
5 metre frontage	£360.00	3
6 metre frontage	£432.00	4
Corner plot - additional charge	£102.00	

Shedding *(ideal if you don't have your own marquee and also provides an element of privacy)*

3.6 metre depth @ £384.00 per marquee - all prices include VAT		No. of tickets
One shedding bay (3 metres frontage)	£384.00	3
Two shedding bays (6 metres frontage)	£768.00	5
Three shedding bays (9 metres frontage)	£1152.00	7
Corner bay - additional charge	£102.00	

Farmers' market *(for locally produced food and drink and produce)*

3 metre depth @ £18.00 per metre frontage - all prices include VAT		No. of tickets
3 metre frontage	£54.00	2
4 metre frontage	£72.00	2
5 metre frontage	£90.00	3

Electrical requirements *(call the Show team if you are unsure of your requirements)*

KW	Amps	Connection type	£ (includes VAT)
Outside 0 - 3	13	Singel socket (fridge/kettle/till)	109.20
Outside 0 - 4	16	Twin socket/cee form	180.00
Outside 0 - 8	32	Twin socket/cee form	274.80
Outside 0 - 15	63	Direct/cee form	360.00
Inside 0 - 3	13	Single socket	105.60
Inside 0 - 8	32	Twin socket/cee form	129.60

Trade stand application requirements

All traders must read and fully abide with the Rules, Regulations, Terms and Conditions. The receipt by this Society of a completed application will be taken as agreement to comply with the Society's Trade Stand Application Requirements and the Society's Rules, Regulations, Terms and Conditions.

1. General

- 1.1 For the purposes of this manual the term "office" or "Society's office" means the Society's office at Birtley Courtyard, or from Friday 12th May to Monday 29th May to the temporary show office at Stoke Park.
- 1.2 All applications to exhibit at the show must be submitted on the appropriate forms provided by the Society and received by the closing date.
- 1.3 Traders must provide their own display boards, tables and chairs (see provision of extras).
- 1.4 Any exhibitors selling food or drink for immediate consumption must declare this on their application and will be subject to approval and a 50% surcharge on the standard price.
- 1.5 Exhibitors selling food or drink for immediate consumption must provide appropriate food handling certificates. A copy of these certificates must be provided to the Society and a copy should be available on the stand for inspection throughout show day.
- 1.6 Exhibitors providing, selling or supplying alcoholic drinks must provide an appropriate TENS licence and personal alcohol licence. A copy of these licences must be provided to the Society and a copy should be available on the stand for inspection throughout show day.
- 1.7 Four types of trade stand space are available in varying sizes set out below.

1.7.1 Outdoor space

1.7.1.1 The space booked must allow for the full size of any structure or vehicle including guy ropes, pegs, stays and tow hitches etc. Encroaching outside the space allocated is not permissible.

1.7.2 Shedding bays

1.7.3 Indoor space

1.7.3.1 Also known as the craft and shopping marquees.

1.7.3.2 It is advisable to consider stand lighting requirements in this marquee.

1.7.3.3 The craft and shopping marquees will be separate to the food hall.

1.7.4 The food hall

1.7.4.1 Space within the food hall is for the sale and promotion of food and drink and associated items only.

1.7.4.2 It is advisable to consider stand lighting requirements in this marquee.

1.7.4.3 Exhibitors must provide suitable flooring where appropriate.

1.7.4.4 One end of the food hall will be occupied by a food theatre where demonstrations will take place throughout the day.

1.7.5 The Surrey farmers' market

2. Insurance

- 2.1 Exhibitors are required to hold Public and Product Liability and Employers Liability insurance cover commensurate to the nature of their activity or business. The policy number shall be noted on the application form and a copy of the insurance certificates shall be provided to the Society by 28th April 2017 and should be available on the stand throughout their presence on the show ground.

3. Risk assessments

- 3.1 Exhibitors are required to undertake risk assessments to include setting up, breakdown and operation during the show. A separate Fire Risk assessment is also required where there is any element of fire risk. Risk assessment proformas may be obtained from the Society on request. A copy of the risk assessments shall be provided to the Society by 28th April 2017 and should be available for inspection on the stand throughout their presence on the show ground.

4. Electrical requirements

- 4.1 Electricity supplies consist of either CEE form or a twin or single switched socket outlet. Each stand

will be fused at the Kw rate paid for on the entry form. The electricity supply will be connected on the morning of the show unless alternative arrangements are made with the Society.

- 4.2 Electricity supply needs to be pre-booked by 28th April 2017.
- 4.3 Generators are not permitted unless agreed by the Show organiser. Generators that will be permitted are required to form an integral part of a stand and therefore will not be visible and not cause annoyance to neighbouring exhibitors.
- 4.4 Only silent generators will be permitted on the Show ground.
- 4.5 Petrol for use in generators must be limited to no more than 2-gallon capacity containers. Petrol containers must not be kept in marquees; they must be securely locked in vehicles out of direct sunlight. Generators must not be refuelled whilst the engine is running.

5. Use of LPG or other gas cylinders

- 5.1 The use of LPG or other gas cylinders on the show ground is not permitted except by prior agreement with the Society and the receipt by the society of an appropriate Risk Assessment.
- 5.2 The use of LPG on site must be in compliance with HSE guidance, and must be kept in the open air. Joints in pipe work between cylinders and appliances must be checked for leaks before use. Pipe work and cylinders must be adequately protected against damage.
- 5.3 All storage of LPG cylinders must be in suitable and secure compounds as detailed in the Health and Safety Executive guidance note C54.
- 5.4 Cylinders in use must at all times be secured against any movements that could lead to the disconnection of or leakage from connecting hoses.
- 5.5 Gas appliances must have been examined and tested by a competent person and labelled to indicate the examiners name and the date of examination.

6. Water requirements

- 6.1 Water stand pipes are available. Please indicate specific water requirement on your booking form or contact the office if you are unsure.

7. Security

- 7.1 Security services are on site with regular patrols being carried out from the Friday before the Show, overnight and during the day.
- 7.2 Notwithstanding the provision of security this site cannot be made secure and traders must ensure that their stands are secure. Any items left on site are left at their own risk.

8. Admission tickets and vehicle passes

- 8.1 Admission tickets will be issued for use by traders. Under no circumstances will any individual be allowed entry into the Fair without an admission ticket.
- 8.2 No refunds will be given if tickets are lost or forgotten. No ticket - no entry.
- 8.3 All traders will be allocated admission tickets depending on the size of their stand. Please see application forms and trade stand rates for details.
- 8.4 Traders must ensure they have the correct number of tickets required to run their trade stand including all staff and contractors. Additional admission tickets can be purchased when booking trade stand space.

9. Caravans

- 9.1 Caravans and camper vans may be parked in the trade stand space. Special arrangement may be made with the office for overnight spots on the show ground and in any event these should all be removed to the trade stand car park by 7.30am of the morning of the show. Limited showering facilities are available at the Nightingale Road entrance. There is no sewage disposal facility. If a caravan needs to remain on the stand the exhibitor must request a Static vehicle pass. Please complete the booking form as appropriate.
- 9.2 Caravans not displaying the correct pass will not be allowed access to the Show ground.

10. Trade stand setting up and breakdown

- 10.1 Traders are welcome and, indeed, encouraged to set up their trade stand on the days before the show, Saturday 27th and Sunday 28th May.

- 10.2 Traders vehicles will be able to access the Showground up to 7.30am on the day of the show to set up and supply their stand. Each and every vehicle will be required to show a vehicle pass:
 - 10.2.1 A Static Vehicle Pass will be issued on request for each vehicle which is required to remain on the showground during the day.
 - 10.2.2 Exhibitors Vehicle Pass. The driver of the vehicle must pay a £50 cash deposit at the entrance for which he will be given a receipt. This amount will be returned at the exit gate as you leave the showground before 7.45am.
 - 10.2.3 The driver and each occupant of every vehicle entering the showground must have individual admission tickets or must pay on entrance.
- 10.3 Vehicles or caravans not used as an integral part of your trade stand must park in either the public car park or the exhibitors' car park both of which are free of charge.
- 10.4 All vehicles with static car passes must be parked up by 7.45am and all other vehicles must be off site by 7.45am. Vehicles on site without the requisite passes, parked in incorrect positions or on the park but parked incorrectly outside the security fence line may be removed by Show staff.
- 10.5 The public are allowed onto the Showground at 8.00am. Exhibitors must have their Stands ready for business by 8.00am on Show day and must continue to be available for business until closure at 6.00pm. Vehicles will not be permitted on to the showground or move around on the showground before 6pm and this may be later at the discretion of the Society if circumstances require.
- 10.6 Stands must not be dismantled before 6.00pm on the Show day and clearance must be completed by noon the following day, Tuesday 30th May.
- 10.7 Exhibitors with wide or heavy loads must notify the society at least one week before arrival.

11. Advertising

- 11.1 Banner advertising: Advertising space for banners is available around the perimeter of the Grand arena and the two smaller arenas. Banners must be delivered to the Society office on Stoke Park by 5.00pm on Monday 22nd May.
- 11.2 Any unauthorised banners on display will be removed.
- 11.3 After the show banners will be taken down and may be collected from the Society office at Birtley courtyard from Wednesday 31st May. The Society will not be responsible for any banners that are not collected from the Society office within 60 days of the Show.
- 11.4 Show guide advertising. Advertising space is available in the show guide. All artwork must be received by Friday 21st April and late artwork will not be accepted. For all enquiries, please contact the Society office on 01483 890810 or complete the advertising booking form.

12. Excavations

- 12.1 Any excavation or breaking of ground must be approved by the Society beforehand and fully restored within one week of the close of the show.

13. Clearing up and tidying up after the show

- 13.1 Exhibitors are responsible for the removal of any material resulting from the construction and dismantling or use of their stand.
- 13.2 Exhibitors are responsible for ensuring that the site of their stand is left tidy and clear of all materials, rubbish and rubbish bags.
- 13.3 The Society will make a charge against any exhibitor if the Society has to undertake any reinstatement work, removal of materials or rubbish left by the Exhibitor as a result of their use of the stand and space provided.

Terms and conditions

- 1. For the purposes of these rules and regulations the term "trader" and "exhibitor" mean the same thing. The "Society" means the Surrey County Agricultural Society. "Officials" mean the Society's employees or appointed stewards or contractors acting on behalf of the Society. The use of the words "Society", "Show organiser" or "Show staff" in these rules and regulations mean the same thing.

2. All traders, their contractors and employees, while on the show ground, shall be subject to the Rules and Regulations of the Society, as interpreted by the Society's Officials. Traders shall be answerable for the conduct of their contractors and employees.
3. Officials have the power to order the removal of any article from the show ground, or to close the stand of any trader who does not conform to the regulations of the Society or the directions of the Officials, and if necessary to expel such Trader or his/her representatives from the Show ground.
4. All fines, fees and charges shall be recoverable by the Society and until payment is made persons owing them shall be debarred from exhibiting at future Shows by the Society.

Liability

5. The Society shall not be held responsible for any accident, damage or loss that may occur to any trader or his employee or to any animal or article while entering or leaving or during the period it is on the show ground.
6. The Society shall not be held responsible for the safe keeping of any article exhibited or brought on to the show ground by a trader. Traders may make independent arrangements for the security of their stands but all such arrangements must be notified to and agreed in writing by the Society.
7. Traders 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 show.

Trade stand rules

8. Full payment must be made by the due date. Notwithstanding when payment is due applications for trade stand space will not be processed until full payment is received.
9. The Society reserves the right to refuse or cancel any booking.
10. The Show organiser whose decision will be final will arrange the site location of the trade stand. However, the Society will endeavour to meet all reasonable requests made by the trader with regards to stand position.
11. Cancellation of trade stands - no refunds will be made to stands holders who cancel after the due date. Stands who cancel prior to the due date will receive a full refund less £50.00 administration charge. The Society reserves the right to re-let the space.
12. Traders booking space only. This space must be sufficient for all stays, guy ropes, tow bars and hitches required for any marquee/tent or caravan to be erected on the space. Boundaries of sites will be marked, and in no circumstances, will Traders be allowed to occupy a larger space than that allocated to them.
13. No Trader shall sub-let any portion of space allotted to him/her without the prior express agreement of the Society.
14. No Trader may move to any site other than that allocated to him/her without the prior agreement of the Society.
15. Trade Stand location numbers will be provided prior to the Show. Traders who set up on the wrong stand will be instructed to remove the stand at no charge to the Society.
16. No Trader will be allowed to excavate in any part of his stand without the express permission of the Society. The Society will not be held responsible for damage caused to sites by a third party during the Show period, and will not undertake to make good such damage.
17. The Society will not be responsible for any loss or damage from any error in the allotment of the space in the Showground, or from any encroachment by one exhibitor on the space allotted to another.

18. If a Trader does not wish to be placed adjoining any other particular Trader, this must be clearly stated in writing at the time of making the application.
19. Each Trader must display his name and address on a board placed in a prominent position on the trade stand.
20. 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.
21. All trade stands and associated equipment, materials and rubbish must be removed and the site cleared by 4.00pm on Tuesday 30th May 2017. Stands who do not comply will be fined, and may not be permitted to attend the show the following year.
22. All trade stands must have the appropriate fire extinguisher or other fire appliance.
23. Information will be stored electronically and may be published on our web site and in the Show guide. Submission of an application is consent for this.

Food and drink

23. Traders must be aware of their responsibilities under the Food Safety Act 1990 and the General Food Regulations 2004. A copy of the traders Food Hygiene certificate and hazard analysis procedure must be available on request. Caterers providing high risk foods must have at least one person trained in food hygiene. Traders are reminded to provide suitable flooring. You will need to notify us on your trade form which Local Authority you are registered with.
24. Traders selling alcoholic drinks will require a TENS and will need their personal licence available for inspection.

Trade stands with live animal displays

25. Details of animals to be exhibited on trade stand together with name, address and telephone number of the person responsible for same during the Show must be sent to the Show organiser at the time of application.
26. 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 Show.
27. It is an offence to bring livestock to the Show when restrictions are in force.

Balloons, cap guns, explosive devices, etc

28. Selling or donating of inflated or deflated balloons is strictly by agreement with the organiser.
29. The Society will not permit balloon races to be organised from the Showground or car parks.
30. Cap guns, explosive devices, crossbows and long bladed knives (machetes) etc., the sale of such items and alike is strictly forbidden.

Raffle tickets and leaflets

31. Raffle tickets, scratch cards and leaflets may only be distributed/sold with prior written consent from the Society and strictly within the trade stand space confines. Under no circumstances will the Society allow the external trading of such items or the distribution of leaflets in any area owned or supervised by the Society, including car parks and approach roads.

Moving machines, vehicles, equipment, demonstrations

31. Moving machines may be demonstrated with prior written consent from the Society subject to same causing no interference or annoyance to neighbouring stands.
32. Demonstrating vehicles is strictly forbidden in the Avenues during the Show.
33. The riding of motorcycles, cycles, motor trikes, farm bikes etc. on the Show ground and car parks is

strictly forbidden.

34. Any steam or pressure vessels or lifting appliances used/demonstrated must have been examined and tested by a competent person and labelled to indicate the examiners name and date of examination.

Noise, music and radio use

35. Exhibitors are not allowed to shout or call attention to their stand or use any equipment that may cause annoyance to other exhibitors.
36. Exhibitors wishing to play copyright music on their stand by means of TV, video, slide/tape presentation, record/tape player or live, are reminded that it is necessary to obtain a licence from the Performing Rights Society.
37. Where audio equipment is used or live music is played as part of an exhibition, permission must first be obtained from the Show organiser.
38. The Show organiser has the power to prohibit the use of radios, and other sound reproduction devices that in their opinion creates a level of noise that is unacceptable to visitors or other exhibitors. Under no circumstances may any trader use the same frequency as the Society.

Catering on stands

39. Exhibitors may make such arrangements regarding catering on their own stands as they wish, provided that no exhibitor may sell any foodstuffs or beverages on his/her stand.
40. Exhibitors are reminded that they must conform to the requirements of the current Food Hygiene Regulations. No exhibitor may light a fire or barbecue for any purpose whatsoever unless he has the authority of the Society to do so. All authorised fires and barbecues must be put out at the time of closing the Show ground.

Health and safety at work act 1974

41. Special attention is directed to the safety requirements outlined in the regulations governing the allocation of space for machinery and other stands. The ruling of the Steward on the safety of any exhibition or part of an exhibitor shall be immediate and final. Consent to the working of an exhibit shall not relieve any exhibitor of liability as laid down in the regulation. The Society holds exhibitors wholly responsible for the observance of statutory regulations governing the safety of equipment and machinery exhibited by them.
42. Machines and appliances are accepted on the understanding that they are capable of complying with Health and Safety at Work etc Act 1974 and the regulations that come under it.
43. The Society's Safety Stewards will visit stands and may advise on aspects of Health and Safety.
44. Trade Stand exhibitors should display only new, empty containers of pesticides and other substances hazardous to health. Plant or Machinery must only be operated after ensuring adequate precautions are taken to protect the operator and bystanders. Guards must be fitted, mobile machinery fenced off, static exhibits properly erected, propped, stacked; hydraulic systems locked off, or otherwise made safe.
45. All temporary structures, information boards, fences, gates, flagpoles, grandstands, viewing platforms, etc are to be safe for their intended purpose and comply with the latest and relevant codes of practice. Exhibitors must give regard to the stability of their exhibits and ensure that they cannot under reasonable circumstances be knocked over. Petroleum products storage must be in accordance with standards laid down by the fire prevention department of the local fire brigade.

Behaviour

46. Protests, demonstrations, deputations and delegations are strictly prohibited.
47. Exhibitors must confine their activities to their stand area only. They are not permitted to use or stand in the thoroughfares to draw attention to their stand or make sales.

Tradestand competition and 2016 award winners

All trade stands will be automatically entered into the Surrey County Agricultural Society trade stand competition and be judged unless otherwise requested.

Class 1: The agricultural award

This is open to all stands whose business is primarily engaged with the agricultural and horticultural industry. The winner will be awarded The Society Challenge Cup.

2016 winners

- 1st Surrey Smallholders Association
- 2nd Lister Wilder
- 3rd Rural Life Centre

Class 2: The food and drink award

This is open to all stands whose business is primarily engaged with the food and drink industry.

2016 winners

- 1st Mr and Mrs Olive UK
- 2nd International Seafoods
- 3rd Ildiko's Chocolate

Class 3: The major exhibitor award

This is open to all major exhibitions at the show. The winner will be awarded the WM Perpetual Challenge Cup.

2016 winners

- 1st Surrey Fire & Rescue
- 2nd Merrist Wood College
- 3rd Vintage Funfair

Class 4: The general tradestand award

This is open to all stands not covered in classes 1 to 3.

2016 winners

- 1st University of Surrey
- 2nd Normandy Garage
- 3rd Sandown Mercedes-Benz

A commemorative shield and prize card will be awarded to the winner of each class. Second and third prize winners will be awarded a prize card.

Judging will commence at 9am.

Forthcoming events

The Surrey Farm, Food and Drink Festival
To be confirmed.

The Surrey Game and Country Fair
Sunday 24th September 2017

The Surrey County Show
Spring Bank Holiday Monday May 28th 2018



About the Surrey County Agricultural Society

The Surrey County Show is run by the Surrey County Agricultural Society, a charity committed to promoting and encouraging all aspects of farming in Surrey. The income from our events directly helps the Society invest for the future and helps us achieve our objectives. To find out more visit www.surreycountyshow.co.uk

Follow us on Facebook and Twittter @SurreyShow

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