



Application for Trade Stand Space

(See enclosed guidance notes and check list)

Please complete in full
and in **black ink** using **block capitals**

Trading Name:

Address

Post Code Tel: (Code & No.)

e-mail

Contact Name

20th & 21st June 2023

Use of LPG? (Type YES or NO)

For Office Use only:

Stand No:

No of plots allocated:

Ticket allocation:

Vehicle Pass:

T/S Comp:

GDPR:

Risk Assessment:

Processed by:

Outside Plot - Hire Charge <i>The showground is a green field site. Hire charge covers both days</i>			No of plots	Please indicate S = Single D = Double	£	P
Agricultural Traders: Rows D1 D2	10m Frontage x 15m Deep	@ £270 per plot				
D1, D2 non-Agricultural	10m Frontage x 15m Deep	@ £470 per plot				
Agricultural Traders: Row D3	10m Frontage x 20m Deep	@ £600 per plot				
Agricultural Traders: Row D4	10m Frontage x 10m Deep	@ £240 per plot				
Agricultural Traders: Row D5	10m Frontage x 10m Deep	@ £250 per plot				
Agricultural Traders: Row D6	6m Frontage x 10m Deep	@ £260 per plot				
D4 non-Agricultural	10m Frontage x 10m Deep	@ £420 per plot				
	20m Frontage DOUBLE PLOT	@ £590 per plot				
Agricultural Traders: Row D7	10m Frontage x 10m Deep	@ £270 per plot				
Agricultural Traders: Row D8	10m Frontage x 15m Deep	@ £300 per plot				
Rows C6	6m Frontage x 10m Deep	@ £410 per plot				
	12m Frontage DOUBLE PLOT	@ £600 per plot				
Rows C1, C2, C3, C4, C5	6m Frontage x 10m Deep	@ £470 per plot				
	12m Frontage DOUBLE PLOT	@ £660 per plot				
Rows B1, B2	6m Frontage x 12m Deep	@ £490 per plot				
	12m Frontage DOUBLE PLOT	@ £680 per plot				
CORNER PLOT SURCHARGE - subject to availability						
		@ £205 per plot				
Countryside Live Area, E1 & F1						
		@ £235 per plot				
Plots- includes 3m x 3m mini-span marquee						
Shoppers Marquee						
		@ £250 per Plot				
Plots – include a 3m x 3m space within the Marquee.						
A 6ft table will be available, please type YES if the table is required.						
Play Zone – Plots, cost and availability by request/invitation only						

Please complete Booking summary overleaf

THIS FORM IS FOR DIGITAL USE AND EMAIL SUBMISSION

If you require a print out form, you can download one at www.royalcheshireshow.org/trade-stands/

Please note: Under advice, Portable Generators of any kind are not permitted on the Showground.

All exhibitors must use Showground electricity supply only. See enclosed booking form.

Please return completed Application Form and other relevant forms to:
info@royalcheshireshow.org

Please send cheques to:

Cheshire Agricultural Society CIO
Clay House Farm
Flittogate Lane, Tabley
Knutsford, Cheshire
WA16 0HJ



***Full payment must accompany all applications.**

***Cheques to be made payable to:**

Cheshire Agricultural Society CIO.

***Post-dated cheques and applications will be returned, which will cause delay in allocating your plot/s.**

BACS payment to be made after CONFIRMATION

quote ref: your trade stand name
can be made to:

Cheshire Agricultural Society CIO
NatWest Bank
Sort code: 55 61 31
Acc No: 70575932

Booking Summary	£	p
Plot/s Hire Charge <small>Transfer total from overleaf</small>		
Furniture Hire <small>Transfer total from separate form</small>		
Electricity Supply <small>Transfer total from separate form</small>		
Grass Cutting <small>Transfer total from separate form</small>		
Water Supply <small>Transfer total from separate form</small>		
Banner Placement <small>Transfer total from separate form</small>		
SUB-TOTAL		
(VAT NO: 310 1531 30) VAT @ current rate		
Additional Exhibitor Tickets <small>Transfer total from separate form</small>		
Additional Vehicle Passes <small>Transfer total from separate form</small>		
GRAND TOTAL		

Credit card payments can be made by telephone: 01565 650200.

Please indicate your method of payment (Please type CHEQUE, BACS or CREDIT CARD):

ALL exhibitors to the Show MUST include a photograph of their stand or goods with the application forms. Failure to do so may result in a delay in allocating your plot/s

To be completed by all exhibitors

The following details will be printed in the programme. Please note the description should have a (maximum 10 words)

Description

Contact details

Please note: due to copy deadlines of the show programme, applications received after April 3rd 2023, will not be included in the Show Programme trade stand listings. Trade Stand applications are still **accepted after this date.**

Trade Stand Competition - Please type yes if you wish to be entered:

Applications received after June 5th will not be entered.

Declaration - I have read and agree to abide by the Show Rules and Regulations for Trade Stands and I agree to sign this form electronically.

Signed

Print name

Date

Please retain a copy of this form for your own records

Cheshire Agricultural Society Data Protection Policy

The General Data Protection Regulation (GDPR) came into force on 25 May 2018. The Cheshire Agricultural Society is committed to protecting your data. This brief policy sets out the basis on which any personal data that you provide to us, or that we may receive from others about you, will be processed. Data may be held electronically or in paper format and will only be held for a reasonable length of time.

The Cheshire Agricultural Society recognises its position as both controller and processor of your data with regards to the Royal Cheshire County Show. The Society will only use your data and share your data when it has a legitimate reason to do so. You may provide data to us when joining the Cheshire Agricultural Society, booking a trade stand or entering a competition held at the Royal Cheshire County Show. Examples of bodies we may need to share your data with include, but are not limited to; caterers who need to be aware of special dietary requirements; Breed Societies to verify entries; external contractors such as marquee and electricity suppliers; and for safety purposes your emergency contact details may be shared with relevant bodies.

The Cheshire Agricultural Society recognises that you have rights surrounding the data we hold. Individuals may contact the Society's Data Protection Officer (DPO) and exercise your rights to; be informed about the data we hold; have access to the data we hold; have your data rectified; be forgotten and so forth. Should you make a data request The Society will endeavour to respond within the statutory period.

The Cheshire Agricultural Society undertake to keep your data safe and will notify you and the Information Commissioners Office (ICO) should it become aware of any data breach, within the legal time limit of 72 hours. If you are not satisfied at any time with the actions of The Cheshire Agricultural Society you have the right to contact the ICO at ico.org.uk or via their helpline on 0303 123 1113.

Please fill in the consent form below to confirm that you have read the details above and are aware that The Cheshire Agricultural Society hold and will use your data in line with the instructions below.

Name	
Company Name (if applicable)	
Address	
Phone Number	
Email Address	
I am aware that the Cheshire Agricultural Society may need to legitimately publish my details	
I am aware that during the Cheshire Show I may be photographed and images may be used at a later date for promotional purposes	
I have read the details above and I acknowledge that I am aware of the Cheshire Agricultural Society's Data Protection Policy and will contact The Society's DPO should I have any concerns.	
Signature Date.....	

Please retain a copy of this document for yourself.



Trade Stand Application

Guidance Notes

Guidance notes are provided to assist you with the completion of the enclosed Trade Stand Application schedule. However, should you require any further assistance please do not hesitate to contact a member of staff at this office who will be happy to help you with your application.

- Complete the application forms in black ink using block capitals.
- Ensure you include a reliable contact telephone number.
- Indicate if you will be using LPG.
- Take care when booking your plot/s, indicating clearly your preferred area and how many plots you require and if Single or Double Plots e.g. 1 S (Single) or 1 D (Double)
- When matching a marquee etc to your plot, ensure the marquee etc will fit within your plot. Please find below a metric conversion table for your assistance:

Metres	Feet
1.8m	6ft
2.4m	8ft
3m	10ft
6m	20ft
10m	32ft
12m	39ft
15m	49ft

- **All exhibitors must complete the enclosed Risk Assessment Forms in full.** The Cheshire Agricultural Society CIO does not take any responsibility for incorrectly completed Risk Assessment Forms or any enforcement resulting from such actions.
- If you are selling alcohol or providing entertainment, you must obtain a Temporary Event Notice from East Cheshire Council – Telephone the Licensing Section on **0300 123 5015** for further details.
The Cheshire Agricultural Society CIO does not take any responsibility for exhibitors not obtaining a Temporary Event Notice and any enforcement resulting from such actions.
- Should you wish to take part in the free to enter Trade Stand competition, please tick the box on the Trade Stand booking form.
- Ensure you purchase additional exhibitor tickets and vehicle passes as required with your application. **Staff and volunteers to your stand should park in the public car parks and therefore do not require a vehicle pass.**
Remember to include vehicle passes for contractors attending the showground on your behalf as these will be charged at £10 each if they arrive without them to the showground.
- Ensure you transfer all payment details to the Booking Summary form. **Remember to add VAT on to your payment.**
- Please include payment in full with your application. Post-dated cheques will be returned, which will result in a delay when allocating your plot/s.

Trade Stand Application Check List.

To ensure that we can provide you with a high standard of customer service, please complete and return the below check list as appropriate, before posting your application.

Please keep a copy of all paper work for your reference.

	<p style="text-align: center;">Have you completed and enclosed the following: (type YES where applicable)</p>	✓
1.	Risk Assessment Forms? (This is a statutory requirement). Remember to include your Public Liability Insurance details	
2.	<i>Trade Stand Application Form?</i>	
3.	A Photograph of your Trade Stand?	
4.	Data Protection Form?	
5.	<i>Electricity Supply Booking Form?</i>	
6.	<i>Furniture Hire Form?</i>	
7.	<i>Water Supply Form?</i>	
8.	Grass Cutting Request Form?	
9.	Additional Exhibitor Tickets and Vehicle Pass Form? <i>Remember to include Contractor Vehicle pass requirements.</i>	
10.	Banner Advertising Booking Form?	
11.	Sponsorship Package Form?	
12.	Show Programme Advertising – Remember to send separately with payment to Cheshire Life Magazine	
13.	<p>Cheques payable to: Cheshire Agricultural Society CIO <i>Post-dated Cheques are not accepted and will be returned with your application.</i></p> <p>BACS payment which must quote ref: your trade stand name can be made to:</p> <p style="text-align: center;">Cheshire Agricultural Society CIO - NatWest Bank Sort code: 55 61 31 Acc No: 70575932</p> <p>Credit card payments can be made by telephone: 01565 650200</p>	



RISK ASSESSMENT

Guidelines for Trade Stand Exhibitors, all of whom **MUST** complete the form overleaf and return with application.

Using the guidelines shown below please consider what risk there is to those building up Trade Stands and to members of the public during the Show. Outline the steps you propose to take to minimise that risk in the table overleaf. Please copy this page if more space is required.

Hazard (Please use as a guide to complete hazard column overleaf)	
Look only for hazards which you could reasonably expect to result in significant harm under the conditions in your workplace. Use these examples as a guide.	<ul style="list-style-type: none"> • Slipping/tripping hazards • Chemicals (e.g. battery acid) • Moving parts of machinery (e.g. blades) • Work at height (e.g. from mezzanine floors) • Pressure systems • Vehicles (e.g. fork-lift trucks) • Electricity • Dust (e.g. from grinding) • Fumes (e.g. vehicle engines) • Manual handling • Noise • Livestock on stand • Lifting operation
Fire Hazard	Combustible materials (rubbish, flammable substances, LPG etc) and ignition sources (flames, smoking etc)

Who Might be Harmed? (Please use as a guide to complete persons at risk column overleaf)	
There is no need to list individuals by name – just think about groups of people doing similar work or who may be affected, e.g.	<ul style="list-style-type: none"> • Office staff • Maintenance personnel • Contractors • People sharing your work place • Operators • Cleaners • Members of the public <p style="text-align: center;">Pay particular attention to :</p> <ul style="list-style-type: none"> • Staff with disabilities • Visitors • Inexperienced Staff • Lone workers – they may be more vulnerable

Is more needed to control the risk? (Please use as a guide to complete controls to minimise risk column overleaf)
<p style="text-align: center;">For the hazards listed, do the precautions already taken:-</p> <ul style="list-style-type: none"> • Meet the standards set by a legal requirement? • Represent good practice • Comply with a recognised industry standard? • Reduce risk as far as reasonably practicable? <p style="text-align: center;">Have you provided:-</p> <ul style="list-style-type: none"> • Adequate information, instruction or training? • Adequate systems or procedures? • In case of fire, a means of escape • Fire detection and alarms • Fire fighting equipment • Fire evacuation plan <p>If the answer to the above is yes, then the risks are adequately controlled, but you need to indicate the precautions you have in place. Where the risk is not adequately controlled, indicate what more you need to do (the 'action list').</p>

Public Liability Insurance Details

Failure to supply this information may result in your application being delayed and or rejected.

Public Liability Insurance Details	
Insurer Name:	Branch:
Policy Number:	Expiry Date:

RISK ASSESSMENT FORM

Please complete using BLOCK CAPITALS

Company Name:	
Address:	
Responsible Person:	
Date Assessment Undertaken	
Signature of Assessor:	

Hazard <small>See examples overleaf under "hazard"</small>	Persons at Risk <small>See examples overleaf under "who might be harmed"</small>	Controls to minimise risk <small>See examples overleaf under "is more needed to control the risk"</small>

*FIRE RISK ASSESSMENT

* Liquefied Petroleum Gas (LPG) on site. (Type YES or NO)		

*** Must be completed**



Furniture Hire Booking Form

Office Use Only
Plot No
Processed by:

Trading Name:

Address:

.....

.....

Post Code:..... Tel: (Code & No.).....

Contact Name:

PLEASE NOTE

1. All hired furniture **MUST** be ordered through the Cheshire Agricultural Society CIO.
2. All bookings **MUST** be made through the Show Office. Orders will only be accepted if accompanied by the correct payment in **FULL**

Furniture Order	Number	£	P
Tables - 4' Round @ £10.75 each			
Tables - 3' Round @ £8.75 each			
Trestle Table – 2' 6" x 2' 3" @ £7.65 each			
Trestle Table - 6' x 2'3" @ £10.00 each			
Chairs – Samsonite Folding @ £4.50 each			
Chairs - White Patio @ £4.80 each			
Tables - White Patio @ £10.75 each			
Tables – 2ft Round Aluminium @ £12.40 each			
Chairs – Aluminium @ £5.45 each			
High 'Poser' Table @ £21.20 each			
High 'Poser' Stool @ £9.45 each			
Total to be transferred to the Booking Summary on the Trade Stand Application Form			
<i>Add VAT at the standard rate if being sent separately from the main application</i>			
<small>(VAT Reg No. 310 1531 30) Total including VAT if being sent separately from the main application</small>			

EVENT POWER LIMITED

General terms and conditions of a temporary electrical supply

- 1 The Electricity supply is derived from generator(s) providing 400 / 230 volts 50 HZ Three Phase
- 2 The Electrical supply and Electrical Distribution is of a temporary nature.
- 3 Sizing of cables and distribution equipment is based upon the power requirement stated on the electricity supply booking form submitted by each potential customer. For this reason, once each application has been accepted, no additional load shall be permitted on the installation without prior consent of the contractor and only when the increase in capacity is available.
- 4 Trade Stand who have not booked and paid for power and remove power from other Trade users will be charged at the full rate applicable for reinstatement. Electricity cannot be booked on a shared basis.
- 5 Trade Stands undertaking their own internal wiring must inform the Organisers before the event and a completion certificate for this work must be produced and a copy lodged with the organiser. The Trade Stand shall be responsible for conforming to BS7671: 2008 IEE Wiring regulation 17th Edition Part 7 Special Installations or Locations 705, 711, 717. All relevant Health & Safety requirements. Electrical Test and completion certification must be issued prior to energising the supply.

The installation shall be confined to the Trade Stand where each supply is terminated.

- 6 There shall be no interference with the electrical installation once connected to each trade stand, only contractor's electrical engineers will be authorised access to the installation.
- 7 Every effort will be made to provide an uninterrupted power supply. However, no liability will be accepted by the organiser or the contractor for consequential loss or damage due to power failure.
- 8 Anti – Surge Protection. Electronic equipment, Computer equipment or Computer programmed equipment may be affected by generator voltage variations / fluctuations / spikes. Neither the organiser or the contractor will be liable for any damage to electronic or computer equipment failures / damage.
- 9 **Generators will be operational from 1200 hrs on the day before the event until close of the event on the final day.** Every effort will be made to ensure Trade Stands have electricity from this time.
- 10 Completion of electricity supply booking form does not bind the organiser or the contractor to offer a supply. A repayment will be made if it is not possible to provide electricity supply.
- 11 Equipment or appliances connected to the 13 amp socket outlets must be safe, in good condition and designed for the purpose intended. **Only 1 No suitable 13 amp rated multi way socket with a maximum of 1 metre of flexible cable shall be connected to a 13 amp socket outlet.**
- 12 **Payment for the supply of electricity will be required with the electricity supply booking form no later than the date stated on the booking form. Applications received late or without full payment will not guarantee connection of electricity and will be subject to the surcharge shown.**
- 13 **Failure to comply with the above conditions may, at the organiser's discretion, cause the supply of electricity to be withdrawn.**



Grass Cutting Request

If you require your plot/s to be mown please complete and return this form together with the appropriate remittance

Cost: Single Plot £45.00
Double Plot £55.00
(£20.00 per plot for additional plots).

Please mow my Trade Stand Plot/s:-

Trading Name:

Address:

.....

.....

Post Code: Tel: (Code & No.)

Contact Name:

Grass Cutting Costs	£	p
Total to be transferred to the Booking Summary on the Trade Stand Application Form		
<i>Add VAT at the standard rate if being sent separately to the main application</i>		
<i>Total including VAT if being sent separately to the main application</i>		

VAT Reg. No. 310 1531 30

Office use only:

Trade Stand plot number/s for supply of Grass Cutting:

Processed by:



Water Supply Request

Should you require a water supply to be connected to your plot/s please complete this form and return with your Trade Stand Application form.

Water Supply cost = £150 per plot

I request connection of a water supply to my Trade plot/s

Trading Name:

Address:

.....

.....

Post Code: Tel: (Code & No.)

Contact Name:

Note. Water connection is subject to situation of Trade Stand on the Showground. If it is not possible to connect an individual supply we will inform you and your payment will be returned.

Water supply cost	£	p
Total to be transferred to the Booking Summary on the Trade Stand Application Form		
<i>Add VAT at the standard rate if being sent separately to the main application</i>		
<i>Total including VAT if being sent separately to the main application</i>		

VAT Reg. No. 310 1531 30

Office use only:

Trade Stand plot number/s to connect to Water Supply:

Processed by:



Exhibitor Tickets & Vehicle Passes

Complimentary 1 day Exhibitor Tickets – Allocation will be as follows:

- Outside Plots – 2, 1 day Tickets for each £140.00 (excl. VAT) spent on Trade Space
- Exhibitors in the Shoppers Mews Marquee (Formerly Shoppers/ Craft Marquee) receive 4, 1 day Tickets per plot.

Vehicle Passes will be issued as follows:

- 2 Vehicle Passes per booking. These also admit the Vehicle to the Showground on Show Days prior to **8.30 am**. After which, vehicles will be directed to the public car parks.
- Vehicle Passes should **only be used** for the building of, or supply to, your trade stand. **Staff or volunteers should park in the public car parks on show days.**
- Unless the vehicle forms part of the exhibit it must be removed to the trade stand exhibitor parking areas before **8.30 am**.

Please Note: Vehicle Passes are **NOW** required on **pre and post Show Days.**

Vehicle Passes do **NOT** admit Driver or Occupants to the Show.

Vehicle Passes must be **CLEARLY** displayed.

Staff or volunteers should park in the public car parks on Show days and as such do not require a vehicle pass.

Additional Vehicles passes are available to purchase up to a maximum of 6 per exhibitor. Remember to include vehicle passes for contractors attending the showground on your behalf.

Additional Vehicle Passes purchased upon arrival at the showground will be charged at £10 per pass.

Additional Tickets/Vehicle passes:

- If you wish to purchase additional tickets/vehicle passes please complete and return this form with the appropriate remittance.
- Please ensure that you purchase sufficient extra tickets for **ALL** attending on your behalf, or as your guests, e.g. staff and customers etc.

Name of Exhibitor

Trading Name.....

Post Code: Tel No:

VAT Reg. No. 310 1531 30 Reg. Charity No. 1151672	Quantity	£	p
One-day Exhibitor Ticket @ £20.00 each			
Additional Vehicle passes @ £5.00 each			
Total to be transferred to the Booking Summary on the Trade Stand Application Form			
<i>Total to be paid if this form is being sent in addition to the Trade Stand Application</i>			



Banner Advertising

An eye-catching way of advertising your Company at the Show is by displaying a banner in one of the many rings.

Trading Name:

Address:

.....

.....

Post Code: Tel: (Code & No.)

Contact Name:

ORDER FORM

	Cost per Banner	No.	£	p
Main Ring Fencing Banner to be 10ft x 3ft maximum	£200.00			
Showground Road Fence Banner to be 10ft x 3ft maximum	£170.00			
Cattle/Horse Ring Fencing Banner to be 10ft x 3ft maximum	£150.00			
Total to be transferred to the Booking Summary on the Trade Stand Application Form				
<i>Add VAT at the standard rate if being sent separately to the main application</i>				
<i>Total including VAT if being sent separately to the main application</i>				

VAT Reg. No. 310 1531 30

Banners should be delivered to the **Show Office** at Clay House Farm, in the week preceding the show (or by arrangement at other times). Banners should be collected by the advertiser at the close of the Show. The Society does not accept any responsibility for loss or damage to banners.



Sponsorship Package

The Royal Cheshire County Show is the largest and longest established two-day, 'show case' event of its kind in the North West and is enjoyed by over 80,000 visitors each year. It is a prestigious, high profile event attracting wide media coverage including radio and television.

The Show is organised by the charity, Cheshire Agricultural Society CIO and is constructed and successfully delivered by a small team of staff and a vast army of dedicated volunteers.

Given the tremendous success of the Royal Cheshire County Show and the large audience that it attracts from within the County and beyond, the Show is seen to be an attractive sponsorship opportunity which can deliver high quality PR benefits and demonstrate the sponsors commitment to Corporate Social Responsibility.

Sponsorship is also a great way to highlight and enhance your presence at the Show to the thousands of visitors attending this prestigious event. This can be done through banner placement and appropriate PA system announcements.

Sponsorship can range from complete sections of the show e.g. Food Hall, Main Ring, Cattle, Horse, and Game Fair etc, to Class sponsorship within the many sections of the Show.

Sponsorship can and will be tailored to your needs and budgets. It also brings with it a bespoke benefits and privileges package to you, the sponsor.

If you would like further information of the sponsorship packages, please fill in and return the form below and we will forward more details to you shortly.

Should you prefer an informal chat about sponsorship, please call Rob Davenport Show Director on 01565 650200.

.....

I am interested in the Royal Cheshire County Show Sponsorship please contact me to discuss further details to:

Contact Name

Company Name.....

Address

.....

.....

.....

Tel no.

Email



Cheshire Agricultural Society CIO
Clay House Farm
Flittogate Lane
Tabley
Knutsford
Cheshire WA16 0HJ