



## Community Area Information Pack

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Terms & Conditions  
Health & Safety and Legal Requirements  
Tradestand Application Form for non-food goods  
Risk Assessment Form

[www.rutlandshowground.com](http://www.rutlandshowground.com)

## Why exhibit at the Rutland Show?

The Rutland County Show is one of the oldest agricultural shows in the country and combines a wealth of traditional attractions and rural education alongside our prestigious livestock and equine classes as well as being a wonderful family day out with great shopping. There are many reasons to trade with us.

Over recent years several national surveys have seen Rutland named as one of the the best places to live in Britain and residents were rated as having some of the the highest standards of living in rural Britain, thus having higher spending power.

- Weekly earnings are above the national average.
- 12.5% higher AB demographic in Rutland than the national average (Halifax Rural Survey 2015)

Key Benefits of exhibiting with us include:

- Access to the 10,000-15,000 visitors who attend the Rutland County Show from all walks of life.
- Advertise your presence in the county and generates sales leads.
- Tradestands are located in the heart of the show in wide avenues for a great shopping experience.
- A company listing in the Show Guide.
- Opportunity for additional exposure through sponsorship and advertising.
- A full colour flier/advert is delivered to homes in the area
- Dedicated exhibitor parking area and full camping facilities available.

## Typical Layout of Trade Area



## Important Dates 2023

**Monday 1st May** Closing Date for Trade Stand Applications

**Sunday 7th May** If you are selling alcohol send in a copy of your TEN licence by today

**Thursday 1st June** Access from 12 noon to 5pm

**Friday 2nd June** Access from 9am to 5pm

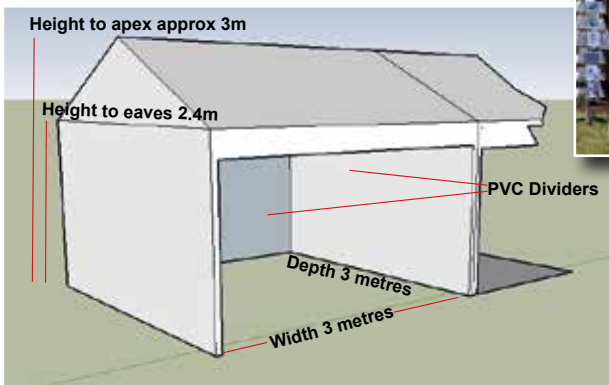
**Saturday 3rd June** Access from 8am to 6pm

**Sunday 4th June** Show Day. **Access to site for stand set up is from 6am to 8.00am. After 8.00am trade will have access to the Public Car Park only.**

Please note admittance to the site outside these times will be refused unless agreed with the show office in advance

## Trade Stands

We offer two types of trade stand:



### Covered Stands

Pre-built aluminium framed structure in 3m x 3m modules set in rows. The stand has PVC fabric side partitions, back wall, roof and front sheets. Flooring and banner rails can be purchased as extras. Not available in the Larder.

### Open Stands

Book the space you require and bring your own gazebo. Pitches available in a variety of sizes from 3x3m to 20x20m.



## Use of Stand Space

- Charitable or other institutions wishing to make appeals for collections or contributions to their funds must first obtain permission from the Show Office.
- Political or propaganda trade stands are not permitted. Political activity such as canvassing or handing out literature will not be tolerated.
- The Show Organisers reserve the right to decline any trader it views to be selling items they deem to be unacceptable or offensive and will request any such items be removed from sale.
- The sale of the following are strictly prohibited at the Show: fireworks, garden flares, Chinese lanterns, firearms, knives, catapults and any product that could be a nuisance or annoyance to others
- Any misrepresentation in description of goods sold in the application process in order to gain admittance will result in the exhibitor or their goods being removed from the Showground without a refund or compensation.
- Exhibitors must comply with all relevant Trading Standards legislation - safety, fair trading and quality. Trading Standards representatives do attend the show. We will encourage the consumer to forward any complaints to the Trading Standards Office.

## Stand Information

- Applications close 1st May 2022. Payment, risk assessments and a copy of your Public Liability insurance must be sent with the application form. The number of trade stands available at the Rutland Show is limited, and we reserve the right to close applications early if we are full before the published closing date. Payment must be made in full in advance.
- Applicants should be aware that the Society reserves the right to refuse any application, without giving any reason and reserves the right to determine the area and position of sites.
- Traders who send a representative to set up their stand must ensure they have all the necessary information, documentation and passes required or they will be refused entry.
- **Traders are responsible for ALL litter in the vicinity of their stand. All trade waste must be removed by the trader before and after the show and under no circumstances must it be put in bins provided for show visitors. A charge of £100 will be invoiced directly to the stand holders if the Society has to remove any trade waste including cable ties after show breakdown.**
- Traders should be aware that, whilst the showground generally has good network coverage, 3G/4G is not guaranteed on site and therefore we recommend that you check coverage beforehand. Wi-Fi is not currently available on site.
- **Traders must avoid damaging underground drainage channels by ensuring tent pegs are no longer than 250mm. If in any doubt regarding positioning of marquees/gazebos contact the site manager.**
- Traders' staff MUST park in the FREE public car park if they need to exit the ground before 5.30pm
- On show day entrance to the trade area will be closed at 7.30am prompt so please allow time to enter the showground. The entrance is shared by public/livestock so do allow time for queuing. After 7.30am you will be required to park in the public car park and transport your goods by hand to your stand.
- Stands must remain open until 5.30pm. No vehicles will be allowed to access the showground before 5.30pm from the trade stand car park to commence clearing stand. Traders must be off-site by 7.30pm on Sunday 4th June unless they have booked camping however they may return on Monday 5th June from 7am to 5pm to clear the site. Pitches must be completely cleared by 5pm on Monday 5th June.
- It is the exhibitors responsibility to ensure that any construction of marquees or any other structure complies with the regulations stated in 2015 Construction (Design and Management) rules. Marquees must be off site by 5pm Monday.
- No trader shall sub-let or re-let any of the space allotted to them without written permission from the show office.
- The show will be open from 8.30am to 5.30pm. Admittance to the site outside these times will be refused unless agreed by prior arrangement.
- Exhibition space will be clearly marked out on the ground. Your stand MUST fit into the area you have booked and marked out by us, including any vehicle guy-ropes and trailer draw-bars. Exhibitors must not arrange goods or signs that create an obstruction to other exhibitors or the free flow of visitors.
- Any space allotted which is not occupied by 8am on show day shall be considered not required and the Society has the right to re-allocate the space.
- A professional approach regarding product pricing, presentation and selling manner is required from all Exhibitors. All items over the value of £15 (except food) should be accompanied by a receipt.

## Health & Safety

- All traders must provide a Risk Assessment under the Health & Safety at Work Act. A template is available at the back of this pack. The Risk Assessment document will be checked by our H&S team. Applications will be rejected if the Risk Assessment is considered inadequate.
- All exhibitors must carry Public Liability Insurance to a minimum of £5M
- Exhibitors are responsible for the security of their stand and stock and all claims arising from this.
- Any exhibitor behaving in a threatening or intimidating manner towards showground staff, other traders or the general public will be asked to leave site and not allowed to trade with the Rutland County Show in the future.
- Electricity MUST be pre-booked at extra cost. Personal generators are not allowed on the show ground.
- Equipment brought to the site by an Exhibitor is the sole responsibility of the Exhibitor and must meet all current regulations including PAT tested electrical goods. Non-compliance will provoke possible exclusion from the site.
- Trade stands, where the public can walk within the trade stand, must be kept tidy and safe and the operators must obey any advice given by the show organisers and their associates.
- Trade stands that operate rides must do so within Health and Safety Regulations. All equipment must be well maintained and copies of insurance, risk assessments and electrical testing must be shown.
- All vehicles must be driven in an appropriate manner around the show ground. If a trade stand vehicle is parked on the showground there must be a member of that staff available at all times, who is capable of driving that vehicle responsibly, in case of evacuation.
- Trade stand holders, contractors working or delivering on site for a trade stand must not obstruct entrances, exits, roads with unattended vehicles.
- Fire Extinguishers are positioned by all generators. Exhibitors must conform to precautions against fire and provide a fire risk assessment if necessary.
- There will be continuous night security patrols during the Show weekend. However, it is the responsibility of exhibitors, or their agents, to safeguard their property. The Society does not accept any responsibility whatsoever for any losses.
- The show organisers accept no responsibility for any damage to vehicles or trade stands by the actions of others.
- Vehicle movement restrictions do not apply to emergency vehicles or vehicles displaying official badges.
- No exhibitor will be allowed to place his exhibits, boards or placards beyond the limits of the space allotted. Advertising banner space on the Rings or around the grounds may be booked through the show office.

### The following points will be checked before and during the Show by our Health & Safety Team:

- Erection and dismantling of marquee and structures
- Transportation of goods
- Electrical Supply and Connections
- Working at height including using appropriate ladders and PPE
- Migrant workers
- Fire Risk Assessment if applicable

## Best Trade Stand Competition

On show day every tradestand is entered into one of the following categories:

**Best Small and Medium Stand** - for stands sizes up to and including 7m<sup>2</sup>

**Best Large Stand** - for stands 10m<sup>2</sup> and above

The independent judges will be judging on the following criteria:

1. Attractiveness of stand
2. Clarity and Presentation of message
3. Welcome and customer service

The prize presentations are made throughout the day by the judges.

## Livestock on Trade Stands

- If livestock (including poultry) forms any part of the exhibit, prior agreement must be granted and full details must be given on the application form. Exhibitors must ensure that they comply with all current DEFRA regulations as well as those of the Show. Please contact the Show Office for further information. The Show Office must be sent/ given the relevant movement order and other applicable documentation. Any exhibitor (and their staff) with livestock on their stand must provide hand washing facilities. All animals and their pens must be kept in a clean condition and standards maintained for the duration of the Show. The holding number of the Showground is 15/167/8000-01
- Llamas and Alpacas are not permitted at the Show.

## Food & Drink

- The Food Hygiene (England) Regulations 2006 and associated legislation make it an offence for anyone to sell, process or offer food which is harmful to health. They also place the obligation on businesses to ensure food is prepared and sold in a hygienic way.
- Any exhibitor handling food items must be registered with their local authority for Food & Hygiene regulations.
- If you are selling alcohol, a copy of your TEN licence must be sent to the show office by May 15th 2023
- Applicants should be aware that the Society reserves the right to refuse any application, without giving any reason and reserves the right to determine the area and position of sites.
- Caterers and those supplying food and drink must provide adequate bins in the vicinity of their stand.

## Hospitality

- Exhibitors are permitted to supply small scale hospitality free of charge to the public, however this is strictly limited to drinks and finger foods. Your intent to provide hospitality must be noted on your application form and we reserve the right to refuse this.

## Site Services

- Water is available at various points around the Showground. A charge will be made for stands requiring water for filling spas, pools, ponds etc.
- The Society does not hire furniture to tradestands. Exhibitors must organise their own tables, chairs etc.
- Grass Cutting is available with at least 2 days notice at a charge of £50. Contact the office to book.
- **Electricity must be pre-booked on the application form. The price of electricity is subject to change due to the ongoing increasing cost of energy. You will be contacted if these charges change between booking your stand and show day.**
- Camping on the showground is available for a small charge. Toilets and showers are provided for campers (closed between 7am and 6pm on show day) Book your camping using the application form. Please note you will be charged double on the day if you do not book camping in advance.

## Vehicles

- **THERE IS A MAXIMUM SPEED LIMIT OF 5MPH ON THE SHOWGROUND AT ALL TIMES**
- Vehicles are not permitted to be parked on stands under 7x7m in size.
- For stands 7 x7m and above, unless your vehicle is part of your stand display it should be parked in the tradestand car park before 8am on show day.
- All vehicles must display their trade stand pass with contact details on. Any trade stand vehicle not parked in the appropriate place after 8.00am will be removed.
- The Society reserves the right to restrict vehicle movement in adverse weather conditions.
- Vehicles re-entering the Showground for the removal of stands from the trade stand car park will not be allowed to do so until after 5.30pm when the public has departed from the show.

## Cancellations

- If an exhibitor withdraws from the show or cancels the space booked, all fees paid shall be forfeited whether the site is relet or not.
- The Society will not be held responsible if, for any reason, the Show in any particular year or years is cancelled, or the period of its advertised duration curtailed. In this instance the Society shall retain all fees.
- The Society will not be liable for any loss or damage whether caused by the negligence of the Society, its servants or agents or in any other way whatsoever.
- **Should the show be cancelled due to Covid Regulations, a full refund will be applied.**



  
**The Rutland County Show**  
 Sunday 4th June 2023

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<i>Date</i>	
<i>Inv. No</i>	
<i>Payment</i>	
<i>PLI</i>	
<i>Risk As</i>	

Office Use Only

**Community Stand Application Form**  
 (Do not use this form for catering or food goods)

Business Name		
Address	Address for Correspondence	Charity No. If you are applying for one of our limited number of discounted charity stands, please contact the office to check availability.
Contact Name:		Tel No:
Website:		Email:
Would you like to be listed in the Showguide?		<input type="checkbox"/> YES <input type="checkbox"/> NO
Please give a brief description (25 words maximum) of what you sell		

Proposed set up day. Please tick.	Thurs 1st June 12-5pm		Fri 2nd June 8am-5pm		Saturday 3rd June 8am-6pm		Sunday 4th June 6am-7.30am	
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Do you intend to supply hospitality catering for your clients/public?	YES	NO
If yes, please give brief description below of your offering		
Your information is used for show purposes only. Your details will not be passed on to third parties. Would you like to receive further information by email regarding future shows and other events at The Rutland Showground?	YES	NO

**PAYMENT INFORMATION**

- Sorry cheques will not be accepted**
- Bank Transfer: Sort Code 40-28-20    Account No. 74047222    Reference: Your Company Name
- To make payment by card, see details on our invoice.
- Please tell us the exact name on the bank account that your payment is being made from, so we can match your payment with your booking

**Bookings will not be accepted without a completed Application Form, Risk Assessment, a copy of your Public Liability Insurance Certificate, covering the Show Date and Payment in full**

With this completed application I have included the following (please tick):

Payment or BACs date		Do you require an invoice before payment?		Public Liability Insurance Certificate (£5m+)		Included Risk Assessment (Template, if required available on website)	
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NB: Completing this form does not constitute acceptance of your application. Confirmation will be sent by the Show Office.

**CLOSING DATE FOR APPLICATIONS 1st MAY 2023**

APPLICATIONS RECEIVED AFTER THE CLOSING DATE INCUR 10% ADMIN CHARGE ON ENTIRE BOOKING PRICE

# Community Stand Application Form



Please select the type and size of stand you require. All prices include VAT  
**The Society reserves the right to refuse any application without explanation**

## Open Trade Stand (Space only, bring your own gazebo).

Please note that due to weight restrictions on the Showground, vehicles over 7T will require access assistance. Please contact the office.

Criteria for <b>FULL PRICE</b> Community Stand £100 Flat fee including VAT (+ extras if required) Open space in the Community Area of the show	Size Required	£
<ul style="list-style-type: none"> <li>A Rutland or locally based Club, Society, Trust or Association</li> <li>Members' pay to be part of your Club, Society, Trust or Association</li> <li>You are selling subscriptions, memberships, lessons, sessions or any goods or services etc.</li> <li>You must offer an educational element to your stand</li> </ul>		

## Open Trade Stand (Space only, bring your own gazebo)

Please note that due to weight restrictions on the Showground, vehicles over 7T will require access assistance. Please contact the office.

Criteria for <b>DISCOUNTED</b> Community Stand £25 Admin fee (+ extras if required) Open space in the Community Area of the show	Size Required	£
<ul style="list-style-type: none"> <li>A Rutland or locally based Club, Society, Trust, Association or Agricultural Group and/or you are an essential community service.</li> <li>Members' of your group are largely volunteers and/or work in the community</li> <li>You are not selling subscriptions, memberships, lessons, sessions or any goods or services etc.</li> <li>You must offer an educational element to your stand</li> </ul>		

## Extras, please state quantity required

<i>* subject to change. See Site Services in the T&amp;Cs</i>	Price inc Vat	No. Req	£
Electricity(up to 16 amp) suitable for kettles, tills, fridges etc.	£125*		
Electricity(up to 32 amp) suitable for larger catering equipment	£150*		
Discounted Additional Adult Staff Tickets ( <i>Up to 5 per stand booking</i> )	£10 each		
Discounted Additional Junior Tickets ( <i>Under 18 years Up to 5 per stand booking</i> )	£1 each		

## Camping overnight (includes sleeping in your vehicle/stand)

For security, a wristband **must be purchased in advance** for everyone staying on site overnight regardless of whether you make use of our facilities or not. Camping is only available on your stand if you have booked sufficient space to accommodate this, otherwise you must camp in the trade stand car-park (or members' car park if arriving after 6pm) A shower block is available for use (closed from 7am to 6pm on show day). Arrival for camping on site is before 6pm on Friday 3rd June and departure is by 10am on Sunday 5th June.

	Price inc Vat	No. Req	£
Camping on Friday 3rd June (per person including juniors)	£5		
Camping on Saturday 4th June (per person including juniors)	£5		

A £10 pppn fee will be charged and collected by Security on the day if you do not have a wristband

Please apply online if possible and return your completed form with scans or photos of your documents to:

**showteam@rutlandshowground.com**

**Postal Address**  
 The Show Office  
 The Rutland Showground  
 Showground Way  
 Oakham

Rutland LE15 7TW

Registered Charity No. 241028 VAT No. 155 9614 83

TOTALS	
<b>Stand</b>	
<b>Extras</b>	
<b>Camping</b>	
<b>GRAND TOTAL inc. VAT</b>	



**To comply with the law, it is essential that everyone produces a risk assessment.**  
If you have your own comprehensive Risk Assessment, you may submit it. Alternatively, this blank template is issued by The Rutland County Show and provides an easy prompt for exhibitors to fill the relevant sections themselves, giving them a meaningful risk assessment. Once filled out this will be your risk assessment and you must ensure that you and your staff work in accordance with it at all times.

## Health & Safety Risk Assessment Form

Company Name & Address		Print Name
		Authorised Signature
Activity (eg: Trader, charity stall, product demo etc)		Date

Hazard Description	Persons At Risk A,B,C or Others	Risk Rating Low/Med/High	Control Measures	Revised Risk Rating
Vehicle movement Driving on site		M/H		
Erecting/dismantling Setting up stall		M		
Structure		M		
Inclement weather		L/M		
Electricity		M/H		
Fire		M/H		
First Aid		M		
Gas		M		
Staff/Staff Welfare		L/M		

<b>Hazard Description</b>	List all potential hazards. We have given you a list of the types of hazard that are common. If your business has others to add (such as face painting, handling animals etc) please use a second sheet. For rows that do not apply, cross them out, we then know that you've considered them rather than overlooked them.		
<b>Persons at Risk</b>	<b>A</b>	<b>Members of the public</b>	Consider what you are doing and who might be hurt if things go wrong. For instance, if you are erecting your stall and members of the public are about then All (A,B,C) are at risk, whereas if you are carrying out maintenance on your own equipment and suffer an electric shock then you would enter C for those at risk.
	<b>B</b>	<b>Those working at event</b>	
	<b>C</b>	<b>Trade stand staff</b>	
	<b>D</b>	<b>Others (please list)</b>	
<b>Risk Rating</b>	You have to identify what degree of risk your activities might cause BEFORE you put any control measures in place. Eg:, if you are erecting your stall, consider who might get injured and to what degree. If you have no control measures in place and this might be Medium. However, once you have put control in place (such as preventing people going near your stall until complete) then the Revised Risk Rating will be Low. We have filled these out for you based upon experience however if you have any other hazards as described above, then you must also fill out this section.		
<b>Control Measures</b>	Use this section to describe how you will manage your operation safely. Using the example above, you would enter in this section that you stop people coming near your stall until it is safely built up. Another example is under Staff / Staff Welfare, a control measure would be that you give your staff training, you make sure they are appropriately clothed, they might be wearing suitable footwear etc. These are all control measures.		
<b>Revised Risk Rating</b>	This is the rating (Low/Med/High) once you have all you control measure in place. Eg: Driving on Site. It would be a risk rating of High if you allowed anyone to drive your vehicle however if you add in a control measure of using only qualified drivers, then the rating will drop to Low.		