

**Cumberland Show: Saturday 8<sup>th</sup> June 2024**  
**The Show Field, Warwick on Eden, Carlisle CA4 8PE**

**Trade Exhibitor Booking Conditions**

**Reservations**

All Trade Stands are grass pitches, area to include guy ropes, railings, vehicle/trailer unit space, surrounding space etc. Vehicles are only allowed on a Stand where necessary to operation (when booking pitch this must be included in the size booked). No Wi-Fi is provided to traders.

Reservation for Trade Stand space at the Cumberland Show cannot be made without completion of the book form on the following link <https://www.cumberlandshow.co.uk/content/exhibitors> **(a completed Risk Assessment & proof of Public Liability Insurance will be required to be attached to the on-line form) prior to 20<sup>th</sup> April 2024**. Where space in a particular trading area type is already fully booked the application will not be accepted but will be placed on a waiting list for a possible vacancy caused by cancellation.

**The Cumberland Agricultural Society reserves the right to refuse any applications. Exhibitors will be notified when their applications have been accepted and the reservation fee will be refunded to those who have been unsuccessful.**

**Payment**

**Payment of the Trade Stand Fee should be made when booking the Stand and must be made in full prior to the closing date of 20<sup>th</sup> April 2024.**

**Insurance**

It is compulsory for Trade Exhibitors of all types and size to hold public liability insurance cover, together with an appropriate insurance policy for operating their business at the Cumberland Show. There is no insurance cover for Trade Exhibitors provided by the Society. A copy of proof of **public and employer liability cover** must be sent with the booking form **(‘Employers Liability’ certificate alone is not acceptable)**.

**Health and Safety**

It is compulsory for Trade Exhibitors to have a health and safety policy in place and an up-to-date risk assessment appropriate to operating their business at the Cumberland Show. This is a requirement of the local authority and of the Society’s insurers. **It is essential to provide a current risk assessment with the booking form.** Risk assessments must include all aspects of setting up, operating and dismantling a Trade Stand, and as a minimum legal requirement must include action in case of fire within the Stand. A reservation is not accepted without a copy of the risk assessment. Risk assessments, and health and safety policy documents should also be available on the Stand on Show Day. A standard risk assessment can be supplied by the Society to the Stand holder for signing to confirm that the procedures will be adopted by the Stand holder at the Show.

**Note relating to Risk Assessments**

All Trade Exhibitors must submit a copy of their own Risk Assessment in advance of the Show otherwise entry to the field will not be allowed. The assessment must cover all the activities being carried out on the Exhibitor’s Stand for the full duration of their presence on the field, i.e., to include setting up and dismantling, Show Day activity. If this is not possible you must complete, sign and return a copy of the enclosed Generic Risk Assessment prepared by the Society. Please note that if you use this document, it is entirely your responsibility to ensure it is adequate for your needs and covers all your activities. The Society will not accept any responsibility for errors, omissions or inaccuracies within the assessment.

The Society intends to provide a safe and healthy Show for all concerned and requires that Trade Exhibitors fully comply with their responsibilities.

In addition, Trade Exhibitors are required to provide the Society with the following documents:

- A Risk Assessment covering all their activities on the Showground (see note below).
- Certificates of Public Liability insurance and, where appropriate, Employers' Liability insurance (copies are sufficient but they must confirm cover to be in force for the duration of your presence on the Showground)

In addition, compliance is required with the Rules of the Society and all relevant HSE Guidelines, Codes of Practice and Guidance Notes. Specifically:

- 1 Machinery or equipment must only be operated by a person over the age of 16 years who is fully experienced in its use and wearing the correct protective equipment.
- 2 All operating machinery must be properly guarded and exhibited in accordance with HSE SIM 1/2001/04. The use of pedestrian controlled grass-cutting equipment is permitted strictly within the area of your Stand. The use of any other equipment must be authorised by the Society's Safety Officer prior to use. The towing of vehicles or equipment by any means other than a fixed and rigid drawer bar must also be pre-authorised and supervised by at least one person other than the driver of the vehicle.
- 3 The use of ATVs, motorcycles or other similar vehicles is prohibited unless authorised by the Safety Officer. If authority is granted, the correct protective equipment and headgear must be worn.
- 4 In relation to LPG, compliance with Guidance CS4 and C of P 7 is required. Only quantities of LPG sufficient for use at the Show must be brought on to the field.
- 5 Chemicals and substances which may be hazardous must be displayed only by means of empty and clean containers.
- 6 Exhibitors must provide adequate fire extinguishing appliances suitable for their Stand and activities.
- 7 All portable generators must be protected by a 2m earthing rod or integral earthing device and also a Residual Current Device set at no more than 30MA sensitivity. All connections should comply with IEE wiring regulations, trailing cables should be buried or covered using cable protectors and sockets must be glanded.
- 8 The use of inflatable play equipment is only allowed with prior permission and full compliance with HSE Information Sheet 7. Care must be taken to fully secure inflatables against bad weather.
- 9 The use or keeping of livestock on Trade Stands is not permitted unless prior consent is obtained from the Society. In the event of permission being granted, full compliance with rules and regulations relating to Livestock Exhibitors is required (a copy will be provided upon request) along with full compliance with appropriate regulations issued by DEFRA current at the time of the Show.
- 10 All lifting work must be carried out in accordance with LOLER.
- 11 The Society reserves the right to inspect Exhibitor's Stands and any machinery or equipment brought on to the Showfield at any time.
- 12 Intoxicating liquor may not be sold without prior permission. The Exhibitor shall be responsible for obtaining such license/temporary events notice as may be needed for sale or supply of intoxicating liquor, Performing Rights Society or otherwise and for the observance of the same. Copies of all permissions must be lodged with the Secretary 7 days prior to the Show.
- 13 The giving away of animals (for example goldfish) for prizes or for any other reason is prohibited.

Under Construction (Design and Management) (CDM) there is a regulation for trade stands which will have temporary structures on their pitch (including marquees, cabin style structures), supplied and erected by a contractor or owned by yourselves. Build work contracted by trade stands directly with their appointed contractors is the responsibility of those individuals. A copy of the Construction Phase Plan documentation completed by your marquee provider is required for the Society to view prior to the Show. For more information visit [www.hse.gov.uk](http://www.hse.gov.uk) or contact your supplier in the first instance.

## **Major Emergency**

The Society has an Emergency Plan. In the unlikely event of a major emergency the plan requires you to return to your Stand and listen carefully to instructions via the Public Address systems or from Emergency Service Providers or authorised Society Officers.

### **Cancellation**

Should it become necessary to cancel the Cumberland Show, Trade Exhibitors with reserved space will be offered the option to receive a refund of any payments made, subject to a small administration fee of 5%, or to donate their fee.

Should a Trade Exhibitor with reserved space cancel their booking later than 20<sup>th</sup> April there will be no refund of payments made, unless under exceptional circumstances and as agreed with the Chairman of the Society.

### **Entrance Passes**

A Trade Exhibitor with Stand space reserved, and with full payment made, will receive a number of trade passes for entry to the Show. These will be allocated according to the Stand size booked, with the minimum being 2 passes. The trade passes are intended for staff and other people involved with your Stand to gain access to the Showground. Further passes or tickets for guests can be purchased in advance as required at the advance purchase prices if payment is made prior to the Show.

### **Electricity**

**All electrical requirements must be met by the Stand holder you are responsible for the safety of all generators and electrical appliances brought on to the Showground. They should meet the requirements of the outdoor electrical regulations and should have a current certificate of safety.** Our safety officer will undertake checks on this documentation amongst stand holders on the day of the Show. **Generators must be of the 'silent' or 'super silent' type of no more than 70dBA.** You will be asked to leave should your generator not meet our sound and safety standards.

All electricity in the trade stand areas is by generator. A local electrician can supply a generator for your Stand or arrange for you to share a generator with another Stand holder.

Please contact: **AW Blake Ltd. Tel: 016974 73707 or Email: [awb@awblake.co.uk](mailto:awb@awblake.co.uk)**

### **Marquees**

Stand holders must supply their own marquee where required. This must be erected by a suitably competent person to meet safety standards and who must be on site to monitor safety.

You may wish to hire a marquee or other stand equipment. Society marquees are hired from the following business, which will be delivering to the Showground and may be able to supply your needs.

Please contact: **James Fletcher Marquees: 01388 527658**

### **Timetable & Setting Up**

Once a trade space reservation has been accepted by the Society the exhibitor will receive further details about the Showground facilities. In May a trade pack, containing stand location, map, passes and full Show rules and safety requirements will be sent to all Trade Exhibitors where full payment has been made. When you are advised of your Stand location you will receive setting up times. You can set up from **Wednesday 5<sup>th</sup> June**. Stewards will be on the Showground to direct you to your location.

**For safety reasons it is necessary to have everything placed on your Stand space by 8am on Show Day.**

**There will be strictly no vehicle movement following this until 5:30pm on Show Day.**

Please ensure all **staff and contractors** are aware of these safety requirements to avoid problems on the day (should the weather be inclement an earlier time for leaving may be advised to you where possible).

### **Stand Location**

We do not have reservable plots within the Showground. Site allocation is according to bookings received and actual size required. Sections of the trade stand area are allocated to particular business types. Site locations are commenced in January and finalised in May and will be advised to you then with a plan of the Showground. It is possible to arrange a discussion of your site location before this with the trade stand manager. Please contact the secretary to request this. Your plot on the Showground will be marked out before your arrival and a trade stand steward will guide you to your location.

### **Stand Size**

The plot marked out for your Stand will be the size you requested and paid for. Please ensure that requested size is adequate to contain everything you wish to have on your Stand, including vehicles and business products. You will be asked to move if you are encroaching on space allocated to other Stands.

### **Water**

Water is available on the Showground. On arrival the trade stand steward will be able to show you the nearest water supply.

### **Stand Staff**

You will receive an allocation of trade stand passes, according to your Stand size, and if you ordered extra on your booking form. These are for your staff and any persons involved with your Stand to gain entry to the Showground on Show Day. Please ensure these are given out as necessary, or people will be required to pay on arrival. This will be strictly applied. Please contact the secretary to discuss any requirements for extra passes, or to purchase entry tickets.

### **Privacy Policy**

The Cumberland Agricultural Society is committed to protecting the privacy of persons interacting with the Society. For more information regarding this please visit [www.cumberlandshow.co.uk/content/privacy-statement](http://www.cumberlandshow.co.uk/content/privacy-statement)

***Trade Packs will be posted approximately 3 weeks before Show Day.***

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