ROYAL LANCASHIRE AGRICULTURAL SHOW

Patron

His Majesty The King

EST 1767







The Craft Marquee

Application Pack

Show dates:

June 2027:
Friday 25th
Saturday 26th
Sunday 27th

Royal Lancashire Agricultural Society Ltd
Suite 44-45, Manor Court
Salesbury Hall Road, Nr Ribchester
Lancashire PR3 3XR

www.royallancashireshow.co.uk
or call 01254 814712

Important information

Please read the following important information prior to submitting your application.

The Show opens at 9:30am and closes at 5:30pm (Sunday closing time 5:00pm).

Exhibitors Vehicles unless forming part of the exhibit, must be removed from the showground by 9:00am on show days. These vehicles must be removed to the appropriate parking areas. Significant exhibitor parking spaces are available on the main showground on a first come, first served basis. Additional spaces are available on the main car park.

Vehicles will not be admitted to the showground between 9:00am and 6:00pm on show days as there is a no vehicle movement policy in place. Vehicles will be allowed to vacate once all the visitors have left the showground.

Portable Generators of any kind are **NOT PERMITTED** on the showground. All exhibitors must use the showground electricity supply only.

Wristbands will be issued to all trade stand exhibitors and must be worn at all times throughout the show. They will be checked on entry. Ensure the correct colour is worn on each day of the show. If re-stocking the driver of the vehicle entering the showground must also wear the correct wristband or they will be refused entry.

Vehicle Passes during set-up days and show days must be displayed at all times. Health and safety is paramount.

Children are only permitted on the showgound on set up days if fully supervised by an adult. This also applies to show days.

The Showground Layout can be found on the website via the 'Exhibitor' tab.

Application Details

Please complete in full and in black ink using block capitals

Trading Name: .....

Address: .....

.....

Post Code: ..... Tel: .....

Email: ..... Contact Name: .....

Website: .....

Will you be serving food / drink on your stand? Yes / No

Have you exhibited at RLAS before? Yes / No

Please return completed application form, payment and other relevant forms to:

Royal Lancashire Agricultural Society Ltd
Suite 44-45
Manor Court
Salesbury Hall Road
Nr Ribchester
Lancashire
PR3 3XR

TEL: 01254 814712

Or email to: **suecatlowrlas2015@gmail.com**

20% DEPOSIT MUST BE MADE TO ACCOMPANY YOUR APPLICATION IN ORDER TO SECURE YOUR PLOT.

FINAL PAYMENT MUST BE PAID BY 30TH APRIL 2027.

For BACS payment:
Barclays Sort Code: **20-69-85**
Account Number: **83635112**

Cheques to be made payable to:
Royal Lancashire Agricultural Society.

DECLARATION

I/We wish to rent space at the 2027 Royal Lancashire Agricultural Show

I/We agree to abide by the regulations governing the 2027 Royal Lancashire Agricultural Show

I/We undertake to exhibit only those articles indicated on the application form

I/We undertake to remove, without question, from our stand any article or product not acceptable to show officials

Signed ..... Date .....

Print Name .....

Booking Form for The Craft Marquee

Craft Marquee - Hire Charge The Showground is a green field site. Hire charge covers 3 days. Other sizes available on request - P.O.A		Number of daily wristbands included	Number of vehicle passes included	Price before the 1st March	Please Tick ✓	Price from the the 1st March	Please Tick ✓
3m frontage x 2m deep		2	1	£180		£200	
6m frontage x 2m deep		2	1	£280		£310	
Electric Supply (13amp)	£30						
Furniture Hire Trestle Table	£10 each						
Chair	£5 each						
Subtotal							
Vat at 20%							
Grand Total							

Guidelines for Exhibitors

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 your Risk Assessment Form.

Hazard	Who might be harmed	Is more needed to control the risk
Look only for hazards which you could reasonably expect to result in significant harm under the conditions in your workplace. Use the following examples as a guide: 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	There is no need to list individuals by name – just think about groups of people doing similar work or who may be affected. Office Staff Maintenance personnel Contractors People sharing your work Operators Cleaners Members of the public Pay particular attention to: Staff with disabilities Visitors Inexperienced staff Lone workers – they may be more vulnerable	For the hazards listed, do the precautions already taken: • Meet the standards set by a legal requirement? • Comply with a recognised industry standard? • Represent good practice? • Reduce risk as far as reasonably practicable? Have you provided: • Adequate information, instruction or training? • Adequate systems or procedures? If so, 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
Fire Hazard e.g. combustible materials (rubbish, flammable substances, LPG etc.) and ignition sources (flames, smoking etc.)	As above	Means of escape fire detection and alarms. Fire fighting equipment and fire evacuation plan

Risk Assessment Form

(This is a statutory requirement)

Please complete in black ink using block capitals

Trading Name: .....

Address: .....

.....

Responsible Person: .....

Date Assessment Undertaken: .....

Signature of Assessor: .....

Hazard	Persons at Risk	Controls to Minimise Risk
Crane on site? Yes / No (Please circle)	Which day(s)?	

Fire Assessment		

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 Exhibitors 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 Societies electrical staff 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 and carry an up to date PAT certificate. Only 1 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.

Terms and Conditions

1. EXHIBITORS RESPONSIBILITIES: The Society will not be responsible in any way for any article, plant, machinery or object of any kind exhibited on the Showground. The Exhibitor shall assume full responsibility therefore, including liability for all claims arising out of the exhibition, handling or housing of such exhibits and the conduct of the stand generally. The exhibitor shall indemnify the Society against all claims, damages or expenses whatsoever in any way arising out of the presence of the exhibitor or his exhibits on the Showground. Acceptance of the foregoing provisions shall be a Condition of Entry. Exhibitors MUST take out COMPREHENSIVE INSURANCE FOR PUBLIC LIABILITY, PRODUCTS LIABILITY & ALL OTHER RISKS, INCLUDING FIRE & LOSS OF BUSINESS not only as regards their own property, BUT ALSO AGAINST ANY THIRD PARTY CLAIMS. Any exhibitor employing people MUST have EMPLOYER'S LIABILITY INSURANCE to satisfy Health & Safety requirements.

2. SUB-LETTING OR SPLITTING STANDS: Exhibitors are not to sub-let any portion of the space allotted to them. Any exhibitor dividing the stand will be requested to leave the Showground and will forfeit all fees paid.

3. CANCELLATION OF SPACE: All persons who have booked and paid for stands and subsequently cancel the booking or fail to exhibit shall forfeit all fees and charges paid. The Society reserves the right to re-let such space.

4. TURF & GRASS CUTTING: No turf shall be lifted by exhibitors except with the express permission of the Executive Director. Exhibitors MUST back fill any holes created by posts, fencing, flag poles etc. Exhibitors cutting grass on their stand MUST remove clippings immediately. A charge will be made to any exhibitor who leaves the stand in need of restoration by the Society.

5. DISMANTLING OF STANDS: Removal of stands may not commence before 6pm on the final day of the show and all exhibition material is to be removed within 24 hours thereafter. ALL EXHIBITORS MUST LEAVE THE SITE CLEAN AND TIDY. Exhibitor's vehicles arriving to remove stands will NOT BE ADMITTED to the Showground before 6pm.

6. ALLOCATION OF SPACE: The application and allocation of sites, including the positioning of Trade Stands, will be entirely at the discretion of the Society. The Society does not offer exclusivity for any product or service; accordingly, the Society does not undertake to limit the number of stands selling similar or identical products or services. The Society does not guarantee a minimum separation between stands selling similar products or services. Each exhibitor shall be strictly confined to the space allotted and paid for (this includes any vehicle that is required to be part of the stand).

7. ELECTRICITY: Exhibitor Generators of any description are NOT allowed on the Showground.

8. LITTER: Exhibitors are required to have their Stands cleaned up each evening during the Show by 7pm and the litter and refuse stacked ready for collection by the Society's contractors. Caterers and exhibitors providing meals and light refreshment must provide their own bins for waste food. Refuse sacks will be available from the Contractor on request.

9. FOOD & CATERING: No exhibitor other than the Society's appointed caterers and food traders will be allowed to sell food or drinks for consumption on the Showground. Exhibitors are at liberty to make such arrangements regarding hospitality catering on their own stands as they may wish but are reminded that they must conform to Food Hygiene Regulations. Exhibitors should ensure that they purchase enough tickets to cover catering staff, as these will not be provided by the Society.

10. ALCOHOLIC DRINKS: Exhibitors are fully responsible for ensuring that no alcoholic liquor is obtained from their stand by children or young persons. No Alcohol may be sold without written permission of the show organisers.
Exhibitors agree to operate a Challenge 25 Policy. Any person who looks under the age of 25 will not be served alcohol unless they can produce proof of age by way of the following photo ID:
•UK Driving Licence
•Valid Passport
•A recognised proof of age card accredited under the British Retail Consortium Proof of Age Standards Scheme (PASS)

Exhibitors selling alcohol agree to fully comply with all the licensing conditions as laid out in the Royal Lancashire Show Ground Premises Licence, granted 01/07/2019 by Ribble Valley Borough Council.

11. CHEAP JACKS, HAWKERS, CANVASSERS & GAMES OF CHANCE: No Cheap Jacks, Hawkers or 'mock' auctioneers shall be allowed to rent space and in the interest of all stand holders and the general public, exhibitors of miscellaneous articles for sale MUST state full particulars on the stand application form. The sale of goods by shouting or other annoying behaviour is forbidden, as is canvassing of the general public in the avenues or car parks by issuing promotional leaflets, collecting monies, personal data or market research information.

12. PA EQUIPMENT & RADIO COMMUNICATION EQUIPMENT: The use of PA and Radio Communication equipment MUST be authorised by the Directors Committee.

Terms and Conditions

13. CHARITIES: The collection of donations, sale of raffle tickets etc. is allowed only within the confines of the space booked by the particular charity concerned and must NOT be conducted within the walkways, roadways or car parks. The Registered Charity Number must be shown on the booking form and any raffle must have the necessary permissions from authorities governing such activities.

14. LIVESTOCK ON STANDS: The Society must be notified in writing of any livestock brought into the Showground for exhibition on a stand. All livestock subject to movement control or disease free certification must be accompanied by appropriate documentation from the relevant authorities and it is the responsibility of the Exhibitor to obtain such documentation. The same guidelines, regulations and health schemes apply to animals housed on trade stands as to all other livestock at the Show. Also normal good husbandry practice should be observed to ensure the comfort and well-being of all animals housed on stands. Where livestock are exhibited, stand holders will be responsible for providing HAND WASHING FACILITIES OR APPROVED WIPES OR GELS and should advise the public to wash their hands after touching livestock.

15. MACHINERY IN MOTION: Regulations applicable to machinery in motion, engines etc.
a) Only smokeless fuel will be permitted.
b) All exhibits containing moving parts must be fitted with guards to comply with Standard Safety Regulations governing the particular exhibit.
c) All shafting, belts, gearing or anything which might be dangerous to the public must be fitted with adequate guards. All tractors or power units fitted with implements or attachments, if working, must be effectively protected.
d) While the Society reserves to itself the right of excluding any petroleum or spirit it may deem unsafe it in no way relieves the Exhibitor from responsibility in the event of an accident or fire. Exhibitors must conform to the Regulations relating to the transport of petroleum and the precautions to be taken against fire.
e) Exhibitors of chainsaws may only give working demonstrations if special permission in writing is given by the Executive Director. Such demonstrations must have adequate barriers to keep the public at a safe distance.
f) Tracked Vehicles: Vehicles on tracks or spud wheels will not be allowed to move about the Showground but must be brought in on trailers or other pneumatic-tyred vehicles and unloaded direct on to the Exhibitors Stands.

16. FIRE SAFETY:
a) ALL EXHIBITORS ARE REQUIRED TO SUPPLY A SUITABLE FIRE EXTINGUISHER/S in the interests of fire precautions.
b) All stands using bottle gas are required to have the installation checked by a qualified fitter to ensure that the apparatus is safely installed. Exhibitors must comply with the Health & Safety Executive Guidance Note CS8 (small scale storage & display of LPG at retail premises). The Society reserves the right of inspection by one of its Officials or a representative of the Civilian Fire Service of all marquees, stands and occupied areas, to ensure maximum safety against fire. Any decision made by the Society on the matters must be accepted as final. The Officials shall have the full authority to order the use of any appliance(s) or equipment to be discontinued immediately if in their opinion this constitutes a danger.
c) Exhibitors must INSURE AGAINST FIRE, not only as regards their own property, but against THIRD PARTY CLAIMS.

17. DISCLAIMER OF LIABILITY: The Show, its' Officers or Servants shall not be responsible for any accident, damage or loss, however caused, that may occur to any exhibitor, or his servant, or to any article, animal or property brought into the Showground, or while entering or leaving the Showground. Each exhibitor shall be solely responsible for any loss, injury or damage that may be done to or occasioned by, or arising from any machinery, or other article, or any animal, or property exhibited by him, and it is a condition of entry that each exhibitor shall indemnify and hold harmless the Show, the Society, its' Officers or Servants, from and against all actions, suits, expenses and claims on account of such damage, injury or loss.

18. RIGHT OF REFUSAL OR REMOVAL: The Society, through their Executive Director (or Honorary Director) shall have full and free right to refuse to accept any entry, to cancel any entry after being made and accepted, to refuse admission to the Showground of any proposed exhibit and/or to remove, or order to be removed, at the risk and expense of the owner thereof any exhibit which has been admitted to the Showground. There shall be no obligation upon the Society or Show Committee to make or offer any explanation or reason for any such action and the Society or Show Committee shall not incur any liability or responsibility in this matter.

19. THE SOCIETY RESERVES THE RIGHT to stop and search all vehicles entering or leaving the Showground.

20. POSTPONEMENT OR ABANDONMENT: Exhibitors shall not have any claim against the Society or any member of the Society in respect of any loss or damage whatsoever consequent upon the Show or any part of it failing (for whatever reason) to be held or having to be abandoned.

Craft Marquee Application Check List

To ensure that we provide you with a high standard of service, please complete the checklist below, before sending your application.

Please keep a copy of all paperwork for your reference.

	Have you completed and enclosed the following: (Tick where applicable)	**Please Tick** ✓
1.	Application Form	
2.	Risk Assessment Form **(This is a statutory requirement)**	
3.	Public Liablity Certificate	
4.	Employers Liability Certificate (if applicable)	
5.	Safety hygiene certificates (if applicable)	
6.	Allergen signage/paperwork relating to any allergens present (if applicable)	
7.	Photograph of stand/goods	
8.	**Payment:** BACS payment: Barclays Sort Code: 20-69-85 Account Number: 83635112 Cheques payable to Royal Lancashire Agricultural Society or	