

EDENBRIDGE & OXTED

AGRICULTURAL SHOW

Celebrating the country way of life since 1837



Trade Stand Information, 2021 Show

We're very pleased to welcome trade stand exhibitors back to the Edenbridge & Oxted Show for 2021.

Our 2-day Show takes place at the Ardenrun Showground, near Lingfield in Surrey over the August bank holiday Sunday and Monday each year. Many thousands of visitors come to enjoy top class competition, shopping, exhibitions and attractions. We welcome over 300 trade stands from near and far, offering high quality products and services to an appreciative audience of predominantly ABC1 visitors.

After many years without major change, we have an exciting new showground layout for 2021. The new plans will allow for better flow of visitors around the site and improve safety. The changes mean that we can't guarantee that returning exhibitors can retain their previous position on the site. We will however take care to ensure that we locate our trade exhibitors with sensitivity to give the best chance of a successful event. Notification of your location will follow in due course along with your passes.

2021 prices

STAND SIZE (open grass)	General Traders	Registered Charities	Agricultural Traders
3m frontage x 9m deep	£225	£165	£120
6m frontage x 9m deep	£450	£330	£240
9m frontage x 9m deep	£675	£495	£360
12m frontage x 9m deep	£900	£660	£480
15m frontage x 9m deep	£1125	£825	£600
18m frontage x 9m deep	£1350	£990	£720
Corner location option	£210	£210	£210
Trade membership fee	£50	£50	£50

SHOPPING ARCADE 3m x 3m space in frame marquee
NEW GRAPE & GRAIN ARCADE OPTION

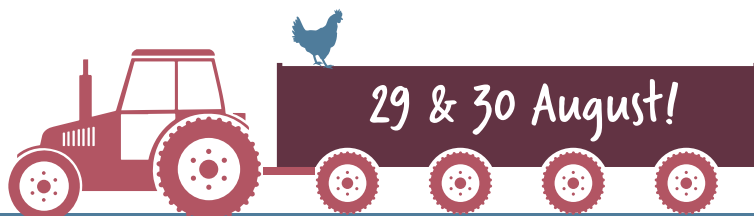
£300 (includes night sheeting)
Trade membership fee £50

FOOD HALL (selling food and drink for consumption off site)

3m frontage x 3m deep
6m frontage x 3m deep
9m frontage x 3m deep
12m frontage x 3m deep

£550
£1100
£1650
£2200

Corner location option £100
Trade membership fee £50



Traders wishing to apply to sell food for consumption ON SITE should please contact the Show Office on 01342 832307 or email showdirector@edenbridge-show.co.uk

Trade Stand Information 2021 (continued)



VEHICLES

Each vehicle will need to display a Trade Exhibitor pass. This includes any contractor delivering to your stand too.

These passes are free and sent electronically. You'll need to print it and display it in your windscreen.

Vehicle access is available from 08:00h until 19:00h Thurs 26th - Sat 28th August for trade stand set-up.

On Show days, access for unloading is available from 06:00h. Last vehicle admission is at 08:00h. All vehicles must be removed from the showground by 08:30h for public safety and parked in the Trade Exhibitors car park. There's no vehicle movement permitted on the showground between 08:30h and 18:30h.

If you want your vehicle to stay at your stand with you then you must ensure you book enough stand space to include the vehicle's full footprint!

The showground will be secured at 20:00h with no vehicle movement permitted until 06:00h.

NB: Food Hall exhibitors have a separate parking area.

Any questions?

Call us on 01342 832307 or email info@edenbridge-show.co.uk

ELECTRICAL SUPPLY



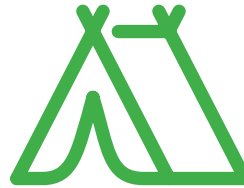
All electricity on site is supplied by our contractor, Excell Electrical.

To book your power supply with them, visit <https://order.excellelectrical.com/> and enter code EO21.

Payment must be made at the time of booking.

Generators are not permitted.

Exhibitors need to ensure that their stands are safe, that the electrical provision is adequate for the equipment they are using and that their equipment is well-maintained.



CAMPING

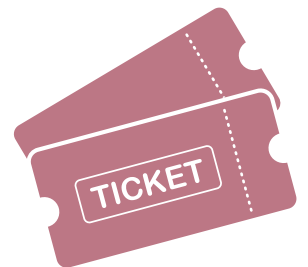
Trade exhibitors are welcome to stay overnight on site and there is no charge to do so.

Caravans and tents can be put in the Trade Exhibitor car park. Shower facilities are available on site and our Stockman's Bar will be open in the evenings.

You'll need a camping pass for each caravan or tent. Please print and display it.

PASSES

Our Trade Membership fee provides for 2 passes for each stand which give the holder access to the showground and to the Members' Enclosure.



We issue extra free passes depending on stand size:
3m frontage = 1 pass
6m frontage = 3 passes
9m frontage or over = 5 passes

Need more? Available at £18 each, per day.

Trade Stand Information 2021 (continued)

Did you know we have competitions for trade exhibitors at the Edenbridge & Oxted Show?

All trade stands are automatically entered into one of the four classes listed below.

Classes are judged on the basis of points awarded on the following scale:

1. Originality of display (50 points)
2. Advertising value (50 points)

Special notice will be taken of attractiveness, colour blending, general tidiness and layout of the stand.

Judging commences at 10am on Sunday 29th August 2021



CLASS A Trade stands occupying site of 6m frontage or less, (excluding stands in classes C and D).

PRIZE: The Ardenrun Challenge Cup

CLASS B Trade stands occupying site of more than 6m frontage, (excluding stands in classes C and D)

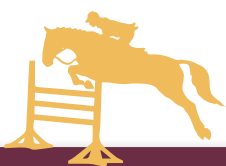
PRIZE: The Edenbridge Angling Society Challenge Cup

CLASS C Food Hall and Shopping Arcade Exhibitors

PRIZE: The Una Clements Challenge Cup

CLASS D Agricultural & Horticultural Trade Stands

PRIZE: The Manwaring Trophy



A fabulous family experience

Trade Stand Terms & Conditions 2021

1. Exhibitors must display boldly the name under which they trade.

2. Exhibitors shall accept the space allotted to them by the Edenbridge & Oxted Agricultural Show (the Show) and shall operate strictly within all boundaries. Displays must be confined within these boundaries and must not encroach in any way upon public walkways or neighbouring sites. Disputes or questions should be addressed to the Trade Stand Steward c/o the Show Management Office.

3. Trade stand spaces are on an open site and if a tent or other structure is to be erected, the space applied for must be sufficient to include all guy ropes, base plates etc. Market stalls will not be permitted.

4. No exhibitor may sub-let the whole or part of the space allotted or permit any other person to trade thereon.

5. All exhibitors who break the soil on the Showground for the purpose of their exhibit must restore it, make good and leave their site tidy. Exhibitors who generate litter must supply their own bins and rubbish bags. Please leave the rubbish tied up in bags for collection or take it away. Failure to do so may incur a surcharge to cover the Show's costs of clearing up. Exhibitors may cut the grass on their site but trimmings must be removed from the Showground.

6. Exhibitors are responsible for ensuring that business is conducted in an orderly manner and that nothing is done that would prejudice the reputation of the Show or interfere with other standholders in any way.

7. Dangerous weapons: The promotion and/or sale of offensive or dangerous weapons or toys such as guns, peashooters, laser guns/pens, knives, catapults and BB guns is strictly forbidden. Any exhibitor found displaying, promoting or selling such items will be removed from the Showground immediately without any form of refund or compensation.

8. Appeals, competitions, draws, raffles, balloons etc: these will not be allowed under any circumstances. No hawkers, itinerant traders or photographers (unless officially licensed by the Show Director).

9. For the prevention of nuisance, the demonstration of chain saws and other noisy machinery and the use of loud hailer, radios, loudspeakers and musical instruments (or any method likely to cause annoyance) is prohibited without the express permission of the Show. The Stewards and Officials of the Show shall have the power to remove from the Showground any exhibitor who trades and behaves as above, any exhibitor whose goods and activities are not as described on the application form and/or any vendor of cheapjack goods. The definition of what constitutes 'annoyance', 'nuisance', 'noisy' and 'cheapjack' shall rest entirely with Stewards and Officials of the Show.

10. Trade stand space must be paid for at the time of

application. No confirmation of booking will be made without full payment.

11. Cancellation: if an exhibitor wishes to cancel their trade stand booking, this will only be refunded if the cancellation is received in writing thirty days or more before the Show opens. A £25 deduction will be made to cover administrative costs.

12. Dogs must be kept on a lead at all times unless competing. All other animals at the Show must be properly supervised.

13. Exhibitors may provide (on their own trade stand) refreshments for their customers free of charge. Under no circumstances shall they or anyone else on their stand be allowed to sell or receive money for refreshments of any description, or for tobacco products or confectionery without written permission from the Show. Authorised vendors of food and drink must be registered under the Food Premises Regulation Registrations with their local authority and must supply details of this with their application.

14. Vehicles: Vehicle access to trade stands will be permitted only until 08:00 each day and any such vehicles must be removed from the Showground by 08:30 at the latest. No vehicle access will be granted to the Showground after 08:00. Vehicles arriving after 08:00 will have to park in the Trade Exhibitor vehicle park and goods intended for the trader's stand must be carried onto the Showground from there. Only vehicles parked within the boundaries of the exhibitor's trade stand space will be permitted to remain on the Showground after 08:30 each day and are not then to be moved until 18:30.

All Exhibitors' vehicles should be parked in the Trade Exhibitor vehicle park and must display a valid parking pass. These are free of charge and should be ordered at the time of application.

Vehicle movement on the Showground at the end of each day will not normally be permitted before 18:30, however this time may be varied earlier or later at the discretion of the Show's Health & Safety Officer. Exhibitors wishing to leave the Showground should remove their vehicles before 20:00. The Showground will be secured at that time with no further vehicle movements within the Showground until 06:00 the following day.

15. Trade stand spaces may be occupied from 09:00 on the Thursday prior to the Show and must be vacated by 13:00 on the Wednesday after the Show, after which time a daily charge may be made. If they are not occupied by 08:00 on the first day of the Show (Sunday) the space will be reallocated to another exhibit. Trade stands must be in full operation until 18:00 each day.

16. Electricity: The use of generators is totally prohibited on the Showground. If a supply of electricity is required, this must be booked directly with our electrical contractor.

Trade Stand Terms & Conditions 2021

Visit <https://order.excellelectrical.com/> and enter access code: EO21

17. Insurance: The exhibitor assumes responsibility for their stand and all items exhibited therein, and accepts liability for all claims arising out of the exhibition, handling and housing of such exhibits and the conduct of the stand generally. The exhibitor shall indemnify the Show against all claims, damages or expenses whatsoever in any way arising out of the presence of the exhibitor and their exhibits on the Showground. All exhibitors must hold a minimum of £5,000,000 public liability insurance and provide proof of this insurance cover together with a completed risk assessment form. Acceptance of this provision is a condition of entry.

18. Legal compliance: It is the responsibility of the exhibitor to ensure they are familiar with all relevant and applicable legislation for Health & Safety, fire prevention, animal health, welfare & hygiene, vehicles, plant equipment etc and to manage their compliance thereof. The Event Safety Officer may require sight of relevant documentation and conduct checks to ensure compliance. The Event Safety Officer is authorised by the Show to order an exhibitor to cease trading and may order removal of a stand from the Showground.

19. Coronavirus: The Event Safety Officer is the designated COVID-19 officer for the Show and will be assisted by the Show's stewards, security and medical staff. The Show will implement any government restrictions and best practice advice required both during the build-up and operation of the Show. These may include social distancing, signage, hand sanitising stations, provision of face masks, areas with limited access and controlled routes of flow. The exhibitor assumes responsibility for ensuring that their trade stand, exhibits and activities comply with all legal requirements and best practice COVID-19 advice as may be in place at the time of the event to protect the safety of exhibitors and public alike. Exhibitors undertake, if requested, to provide a specific risk assessment relating to such compliance and to provide any personal protective equipment, signage and consumables such as masks, screens, sanitiser etc as may be required or advised. A useful source of guidance can be found here: <https://www.eventsindustryforum.co.uk/>

20. Coronavirus: In the event that the Show is postponed or cancelled, the Show undertakes to offer trade exhibitors the option of a full refund or of carrying forward their booking and payment to the rescheduled event.

If local/regional restrictions specifically prevent an exhibitor from attending, the exhibitor may apply to the Show Office for a discretionary refund.

If the Show is permitted to proceed but with a cap on public attendance numbers, this will not provide grounds for a refund either in part or in full.

21. The Show will not be responsible for death, injury, disease or loss caused to any exhibitor or to their servant or agent or any animal, insect, bird or thing of whatever nature.

22. Data Protection (GDPR): All data provided for the purpose of exhibiting at the Edenbridge & Oxted Agricultural Show will be stored on the Show's systems and databases; this data will be retained and used to keep exhibitors informed about the event. The Show will publish information about exhibitors as indicated on the trade stand application form in the printed Show Catalogue for visitors and on the Show's website.

23. The Show may, from time to time and at its discretion, use photographs of trade stands for marketing purposes and may name and publicise the presence of exhibitors at the Show. This could include (but not be limited to) the Show's website, print, online and social media advertising, brochures, signage and presentations.

For questions or clarification, please contact the Show Office on info@edenbridge-show.co.uk or call 01342 832307.

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Registered Charity Number: 1102127