

CHERTSEY AGRICULTURAL ASSOCIATION

ANNUAL SHOW – 8th & 9th AUGUST 2026

Traders Pack

This pack has been put together to provide the required information to trade at Chertsey Show, please read through the Terms within this document for information regarding payment, arrival, setting up and dismantling. As well as expectations for health and safety so that everyone can enjoy a successful show.

Your attention is drawn to the ‘Trader Risk Assessment’ see appendix and being required to be completed and returned to the Trade Stand manager by ALL Traders along with a copy of their Public Liability Insurance.

The Chertsey Show is a 2 day show, traders are expected to exhibit on both days. The average footfall is estimated to be 5000 to 15000 visitors across the weekend depending on the weather.

Please note:

Trade stands in Rows A, B & C are charged at a **premium rate**. You must select **Premium Trade Stand Row A, B or C** when booking if you want your stand to be located around the main arena. Otherwise, a pitch located within the area selected will be allocated.

Premium spaces are limited, and we will try to meet your request.

See the Showground plan for details on where Rows are located.

Food & Beverage Marquee

The Food Marquee is intended for the sale of foodstuffs for consumption away from the Showground.

Places in the Food Marquee are limited and are allocated on a first come, first served basis.

Traders requiring power must book electricity at the time of booking, no generators are allowed within the marquee.

Food Court

There are 2 Food Court areas, these are intended for the sale of foodstuffs for consumption on the Showground.

Places in the Food Courts are limited and are allocated on a first come, first served basis.

Please contact the Trade Stand manager by email: tradestands@thechertseyshow.co.uk if you have any questions or queries.

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Contact the Trade Stand manager if you have any questions or queries.

By phone: 07852 822306 or by email: tradestands@thechertseyshow.co.uk

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1. OPEN SPACE Pitch Pricing

Note: When booking these Pitches it is NOT possible for us to provide electricity or tables, you will also need to provide your own gazebo as needed. Traders using their own generator, calor gas or propane gas MUST indicate this on the Booking form, otherwise its use on the Showground will be prohibited under Fire, Health & Safety Regulations.

When deciding on pitch size please ensure you book sufficient space for your gazebo **including** any guy lines etc, so you do **NOT** encroach on the neighboring pitches, encroachment will result in the loss of your rubbish deposit, and you may not be invited back the following year.

	4m frontage x 6m depth	6m frontage x 6m depth	Per Additional metre frontage
Premium Pitch located facing the main ring, will be either along the top or down one of the sides	£175	£275	£50
Pitch located at the back of one of the sides of the main ring, (not facing main ring but near center of showground)	£150	£250	
Pitch located by Horticulture & Livestock marquees	£125	£225	
Public Catering pitches located in Food court areas	£250	£350	
Row E 12m x 12m	£850		
If you require a depth other than 6m or 12m	Email for pricing		

There may be restrictions to the amount of frontage that can be booked, if your requirements are different in size or would be regarded as a very large Exhibitor Stand, please contact the Trade Stand Manager (tradestands@thechertseyshow.co.uk) to discuss availability and pricing.

2. COVERED SPACE Pitch Pricing

The only covered Exhibitor Pitches will be within the 'Craft', 'Shopping' and 'Food' marquee. The minimum frontage that can be booked will be 3 metres, additional frontage can be booked in one metre increments (space permitting), Depth of pitch will be 3m or 2m only. Subject to final site layout plans and ground conditions, we reserve the right to combine or split the bookings received into one or more marquee(s).

Craft/Shopping pitches	3 metres frontage x 2 metres depth Additional frontage £ 40.00 per metre	£ 125.00
Shopping pitches	3 metres frontage x 3 metres depth Additional frontage £ 40.00 per metre	£ 165.00
Food pitches	3 metres frontage x 3 metres depth Additional frontage £ 40.00 per metre	£ 165.00

There is insufficient space for erecting gazebos within the marquees, If you wish to put up a banner (not to exceed your pitch boundary) inside the Marquee or display an A Frame board outside of the marquee please contact the Trade Stand Manager (tradestands@thechertseyshow.co.uk) to discuss the Health & Safety risk limitations.

2.1. ELECTRICITY FOR COVERED PITCH SPACE

Electricity will only be made available to those who have booked this facility in advance on the booking form. Traders are required to provide us with a full list of all electrical equipment (including the wattage rating for each item) that you intend to bring and use at the Show, any equipment NOT listed or incorrectly rated will NOT be allowed to be used.

Our charge for electricity will be calculated based on the ratings you list and rounded to £50.00 per 300 watts, this being based on the current cost of diesel needed for, and maintenance costs of, our generators.

In the event of an under declaration of equipment ratings, we reserve the right to disconnect that exhibitor's supply without refund.

The generator providing the electricity is **NOT** run all the time, and will **ONLY** be run on Saturday from 8am until 7pm and on Sunday from 8am until 6pm.

Exhibitors are NOT permitted to use their own generators in the marquees due to Fire regulations.

For further information regarding provision of electricity and PAT testing requirements see [ELECTRICITY SUPPLY](#)

3. IMPORTANT DATES

20th March 2026 – Deadline for returning traders to retain 2025 pitch

30th March 2026 – Deadline for Applications to get £15 discount

1st July 2026 – Bookings received subject to £25 late booking fee

1st August – Deadline for Applications, no bookings accepted after this date

Invoices are issued on acceptance of booking, Traders paperwork including vehicle passes issued on confirmation of payment.

Contact the Trade Stand manager if you have any questions or queries.

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TERMS & CONDITIONS, INCLUDING HEALTH & SAFETY FOR ALL TRADE EXHIBITORS

These terms and conditions form an agreement between the association and the trader to trade goods and services at the Chertsey Show on the 8th & 9th August 2026 and any future pitch booking made by the trader with the association. These conditions do not affect your statutory or common law rights.

These terms and conditions, booking agreement, disputes or claims arising out of or in connection with the provision of a pitch to sell goods or services are governed by and construed in accordance with the law of England and the parties irrevocably submit to the exclusive jurisdiction of the Courts of England.

Definitions:

“agreement” is the arrangement between the “association” and the “trader” for the provision of a pitch to sell goods or services as agreed incorporating these terms and conditions.

“association” is the Chertsey Agricultural Association who are responsible for organising the Chertsey Show.

“trader” is the person, company or organisation that is booking a pitch space at the Chertsey Show.

4. PITCH BOOKING

All applications **MUST** be submitted on the appropriate booking form, submission of the completed booking form is conditional on acceptance that the trader has read, understood and agrees to the Terms and Conditions outlined in this document, to the exclusion of all other terms and conditions which the trader purports to apply.

These terms and conditions apply to **ALL** bookings, any variation will have no effect unless expressly agreed in writing by both the association and the trader.

Once the trader has completed and submitted the online booking form, please email the required relevant documents (Food Hygiene certificate if appropriate, Public Liability Insurance certificate and Risk Assessment) to the Trade Stand Manager (tradestands@thechertseyshow.co.uk) who will then check the documentation, and respond within 30 days by email to either decline or accept the booking then issue an invoice for payment accordingly.

Chertsey Agricultural Association are required to comply with current Health and Safety regulations, therefore all persons using the Showground be they Trade Stand Traders, Livestock Exhibitors, Equestrian Competitors, Craft workers, Caterers, Contractors (including their servants, employees or agents) or Committee members, Association members and Volunteers must comply with the provisions of the current Health and Safety at Work Act, and subsequent Regulations, at all times.

PLEASE ENSURE that you notify Susan the Trade Stand Manager of any special requests or requirements by email at the time of booking.

In the event of any changes occurring after you have booked, please let Susan the Trade Stand Manager know, as to do so on arrival at the Show could lead to disappointment.

4.1. PAYMENTS

On submission of the required paperwork and acceptance of the booking an invoice with payment details will be emailed for payment **within 30 days**. Bookings received from 1st July 2026 will be subject to payment within 10 days or by the Wednesday prior to the Show weekend.

In the event of any trader ***failing to make payment within 30 days or other allocated time frame*** without confirmation of alternative arrangements/agreement from the Trade Stand Manager, the ***booking will be automatically cancelled***, and the space will then become available / offered to those on the waiting list.

In certain circumstances alternative payment arrangements can be agreed with the Trade Stand Manager, however payment of the rubbish deposit will be required within 30 days or by the latest the Wednesday prior to the Show weekend as agreed.

Contact the Trade Stand manager if you have any questions or queries.

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4.2. LATE BOOKINGS

Bookings received after 1 July 2026 onwards, may be subject to a *late booking fee of £25.00*; assuming that space is still available. Payment of our invoice will be required within 10 days or by the Wednesday prior to the Show weekend, unless a prior arrangement has been agreed with the Trade Stand Manager.

NO BOOKINGS WILL BE ACCEPTED AFTER 1st AUGUST 2026, when we start marking out the showground.

4.3. CANCELLATION

If for any reason you are no longer able to attend the show please notify the Trade Stand Manager in writing (by email tradestands@thechertseyshow.co.uk) as soon as possible.

Any booking that is cancelled after payment has been made up to the 31st May will receive a 100% refund. Bookings cancelled in June will receive a 75% refund. Bookings cancelled in July will receive a 50% refund. No refunds will be made if you cancel on or after 1st August 2025.

The Association reserves the right to reject any booking application, or cancel a booking without being required to give a reason. In any case where the booking fee has been paid, it will be refunded.

4.4. ALLOCATION OF SPACE

Returning traders from 2025 will get priority to retain their pitch space as long as their booking is received before the 20th March 2025.

When booking choose a “Trade row” to be located within, pitches in rows A, B and C around the main ring are premium pitches and are charged at a premium rate.

Every effort will be made to obtain the maximum advantage for each Trader based on the selected row, block or area, without causing unfairness to others, but the final decision on space allocation will be made by the Trade Stand Manager. Provisional plans prior to allocation are available upon request, but these may be subject to alteration.

SUB-LETTING. Under no circumstances will Traders be permitted to sub-let their Trade Stand pitch, and, to do so, will result in that pitch being required to close immediately and leave the Showground without any refund of booking fee.

4.5. CHARITIES

Where the Association has allocated space to recognised registered Charities, such space may be used only for promotional purposes and the sale of items for the benefit of the Charity. The Charity’s Registered Number must be provided by email (tradestands@thechertseyshow.co.uk).

4.6. APPEALS, COMPETITIONS, RAFFLES, ETC

Traders wishing to make appeals or run competitions must first write/email (tradestands@thechertseyshow.co.uk) to obtain permission from the Association, but in any event will **NOT** be allowed to make collections outside the limit of their pitch area.

5. FORCE MAJEURE

The association shall not be liable to the trader or be deemed to be in breach of the agreement by reason of any delay in connection with holding the Show, if the delay or failure was due to any cause beyond the organisers reasonable control.

The Association reserves the right to cancel the Show in the event of an outbreak or disaster (such as a pandemic, war, national disaster or emergency, fire, strike, civil disturbance, inevitable accident or any other cause or event) that will affect livestock & members of the public either locally or nationally.

In the event that the Association cancels the Show they may at their entire discretion transfer the booking to the following Show or repay any payment amount paid by the trader or part thereof, but shall be under no obligation to transfer or repay the whole or part of such fees paid and shall be under no liability to the trader in respect of any actions, claims, losses (including consequential losses), costs, expenses whatsoever which may be brought against or suffered or incurred by the trader as the result of the happening of such events.

Contact the Trade Stand manager if you have any questions or queries.

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6. RUBBISH

All litter and other rubbish **MUST BE REMOVED TO RUBBISH BINS** available on the Showground. The Association have imposed a £25 returnable rubbish deposit, which will be included on your invoice and payable with the balance of your booking.

Provided **ALL** the rubbish is cleared from your pitch to the provided rubbish bins an email will be sent 7-14 days following the show to request bank details for the rubbish deposit refund, you may prefer to choose the option to hold over to retain your pitch for the following year.

Should you leave rubbish on your pitch, or fail to use the provided bins the association will retain the deposit towards the clear up costs. Any trader encroaching the neighboring pitch(s) or public walkways or leaving the showground before 5pm without prior consent will result in the loss of their rubbish deposit, and may not be invited back the following year.

Any issues please contact the Trade Stand Manager (tradestands@thechertseyshow.co.uk).

7. TRADE STANDS ITEMS AND SERVICES ON OFFER

ALL EXHIBITORS MUST CLEARLY DISPLAY THE NAME UNDER WHICH THEY TRADE.

Ensure **ALL** the goods or services being proposed to have within the trade space are listed on the booking form, otherwise there is a risk of **NOT** being permitted to sell those items or services not listed at the Show, this is in the interest of fairness.

In the event of a trader displaying goods or services other than those listed & agreed, the Association reserves the right to request that trader to remove the items from sale immediately.

Inflated balloons are strictly prohibited on the showground due to being under a flight path.

Goods & Services **must** comply with all relevant UK legislation, such as the Sale of Goods Act, and be fit for the intended purpose. Any items or services that are of an **illegal nature** are prohibited on the showground and you will be asked to leave without refund of fees paid.

8. CATERING

The sale of ice cream, drinks (alcoholic or soft) or other refreshments will only be allowed as agreed with selected catering units, these units will be located within designated catering areas.

Catering units are responsible for complying with Health, Safety & Hygiene regulations, and must visibly display their Food rating. Those selling alcohol are responsible for implementing their own 21/25 policy and applying for their appropriate TENS.

The association is required to provide a list of **ALL** Catering food and drink sellers attending the Show to the local Environmental Health Officer. Any traders that are found to sub let pitches and therefore not undergo the required checks will **NOT** be invited to return for future shows.

9. EXTENDING OUTSIDE OF THE AREA BOOKED

The Association requires that the trader will setup their pitch within the allocated pitch area only.

Do **NOT** extend pitches beyond the boundary of the marked pitch area, for example placing boards, other goods, clothes rails, etc. beyond the marked area into designated pedestrian walkways or exits/fire paths.

This type of encroachment onto the public walkway is unacceptable and **WILL NOT BE PERMITTED** under any circumstances due to Health & Safety. Any trader, who ignores this condition of booking, may be required to close immediately and leave the Showground without any refund of booking and rubbish fee.

10. UNDUE NOISE.

Traders may not call attention to their goods in such a way, so as to cause annoyance to other Traders or to the public visiting the Show. Any legitimate complaints in this respect may lead to the Trader causing the nuisance, being required to close their Stand and leave the Showground without any refund of booking fee.

Contact the Trade Stand manager if you have any questions or queries.

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11. RESTORATION OF SHOWGROUND

Traders that break the turf for the purpose of their Trade Stand exhibits **MUST RESTORE IT TO ITS PROPER CONDITION BEFORE LEAVING THE SHOWGROUND.**

Failure to comply may result in the Association retaining the rubbish deposit to make good the turf, and could result in the trader being blacklisted from returning to the Showground for future shows.

12. ARRIVAL AND DEPARTURE

12.1. ENTRY PASSES

Each pitch booking includes ONE VEHICLE ENTRY PASS and TWO PEDESTRIAN ENTRY PASSES these will be valid for use on both show days. Should additional vehicle or pedestrian passes be required these must be requested on the booking form, and may be subject to additional fees.

Should separate passes for different staff to use to gain entry during the Show days be required, rather than one pass for a staff member to use on both days please indicate this on the booking form, so that the correct passes can be issued.

Any vehicles without a vehicle pass will need to park in the main public car park, and will **NOT** be allowed onto the showground, or will have to pay an additional fee. Please ensure sufficient passes are requested on the booking form, so we can ensure there are enough spaces allocated.

Vehicle passes will be emailed out about three weeks prior to the Show, at the end of July.

12.2. ACCESS TIMES

Access to the Showground for All Traders will be via the Trade entry gate, which will be signposted from the road.

The Showground will be open for traders arriving during **Friday 7th August 2026 from 12 noon until 7pm, and from 7am until 8:30am Saturday morning.** No vehicles will be permitted to move on the showground after 8:30am on Saturday or Sunday morning.

Traders should have their Stands in good, professional, attractive and proper order by 9am on both Show days.

Should any trader need to access the Showground earlier, please notify the Trade Stand Manager in writing (email: tradestands@thechertseyshow.co.uk) by Thursday 6th August 2026 so that the necessary arrangements can be made.

12.3. STAND DISMANTLE

STANDS SHOULD NOT BE DISMANTLED BEFORE 5pm on the Sunday afternoon without prior consent from the Trade Stand Manager, should an emergency arise please phone 07852 822306 to contact the Trade Stand Manager.

Any trader that is found to leave prior to 5pm on Sunday **WITHOUT** consent from the Trade Stand Manager will forfeit the return of their £25 rubbish deposit due to the Health & Safety risk posed of movement on the showground before the official show closure.

12.4. VEHICLE PARKING

Parking will be free of charge. One vehicle will be permitted to park on or behind the pitch. Trade pitches with no parking space, pitches within the Marques and additional vehicles with passes will be allocated space behind the Trade Marquee(s) to park.

Please ensure the vehicle pass with correct details is displayed in the vehicle's windscreen at all times, this helps the security team on site.

After unloading please park all vehicles in the allocated car parking areas, by 8:30am on both Show days. Vehicles will **NOT** be permitted to move on the Showground between 8:30am and 5pm on both Show days.

Vehicles arriving without a vehicle pass should park in the main public car park and each person will need a pedestrian entry pass to enter the showground.

ANY Vehicles parking within the designated Fire Paths or blocking Emergency exits will be required to **MOVE**, failure to comply may result in the vehicle being moved by a telehandler or emergency services, at the traders own risk, in the event of an emergency arising.

Contact the Trade Stand manager if you have any questions or queries.

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13. HEALTH AND SAFETY, FOOD HYGIENE.

Trader's attention is drawn to the requirements of the Health and Safety at Work Act 1974 and the Food Safety Act 1990 with regard to their duties in connection with their work activities towards personnel employed on their Stands and towards members of the public.

13.1. FOOD TRADERS

Traders selling Food & Beverages must have up to date certification to at least a hygiene rating of 3 as required by Environmental Health, are required to provide a current copy of their Food Hygiene rating and inform the trade stand manager of the local authority they are registered with, this must also be clearly displayed on your stand during the show.

Enforcement Officers from the Local Authority may undertake spot checks, and, if major contraventions are found, the Trader will be asked to close their Stand and leave the Showground immediately. No refund of booking fee will be given in these circumstances, and the trader will not be allowed back the following year.

13.2. SALE OF ALCOHOL

Traders selling alcohol must have a Think 21 or 25 policy in place and are responsible for implementing this. As well as obtaining the appropriate TENS license from Runnymede council. Venue details and location on the Showground will be provided to the Trader for their application of the license.

13.3. SUPPLY OF WATER

There is a mains fed water supply on the showground, all pipes and fixtures are disinfected prior to being setup. For food traders using water for Food and beverages please ensure that it is potable before use, for example use bottled water or if using from the piped supply ensure it is boiled prior to use.

13.4. ELECTRICITY SUPPLY – inside Trade Marquees only

Traders booking pitches inside our trade marquees with electricity supply must ensure that each piece of electrical equipment being connected to the show supply has been inspected and tested by a competent person within the last 24 months (as defined within your risk assessment), and a certified PAT label affixed to it giving the date of the test.

You will not be allowed to connect equipment to the show electricity supply that doesn't have a PAT label dated within the last 24 months.

All electrical equipment should be installed and used in accordance with HSE Guidance "Maintaining portable electrical equipment safety" and be connected to the supply through an RCD of 30mA sensitivity.

Please list ALL equipment and its WATTAGE RATING that you intend to plug into the show supply on your booking form.

Any equipment NOT listed on the booking form, or OVER the requested rating will NOT be allowed to be plugged into the supply.

The cost for electricity will be calculated based on the wattage listed and is charged in 300 watt increments, please ensure you book in advance so we can ensure we have adequate provision and fuel to run the generator.

The generator will only be run Saturday from 8am until about 6pm and Sunday from 8am until 5pm.

THE GENERATORS WILL NOT BE RUN OVER NIGHT.

PLEASE NOTE - The use of electric kettles and heaters will not be permitted under any circumstances.

13.5. GAS APPLIANCES AND CYLINDERS

Any Trader intending to use gas cylinders (e.g. Calor Gas, Propane, Butane, Helium, etc.) on the Show days or overnight must notify the Trade Stand Manager on the Booking form.

All gas appliances must have been examined and tested by a competent person and labelled to indicate the examiner's name and date of inspection. The use of untested appliances on the Showground will not be permitted.

The storage, use and transport of LPG cylinders on the Showground must be in accordance with current HSE Guidance.

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13.6. STEAM, PRESSURE AND LIFTING VEHICLES AND APPLIANCES

All steam or pressure vehicles or lifting appliances must have undergone a recent inspection by a competent person and be labeled to indicate the date of inspection and the name of the person who inspected it. Steam boilers must hold a current boiler certificate and appropriate insurance.

The Trade Stand Manager must be notified no later than three weeks before the Show of all machinery that will be in motion on your stand or other live mechanical or electrical demonstrations.

All equipment must be totally guarded with adequate warning signs, and demonstrations must be supervised by a competent person at all times.

In the event of temporary electrified fencing being proposed to be erected, prior written permission will be required from the Association Hon. Secretary, and such permission will not be unreasonably withheld. However, current regulations governing the erection, control of and adequate warning signage, must be fully complied with.

Tractors, motor vehicles and other self-propelled implements must be immobilised when not in use. Machinery, plant and equipment must be adequately supported to prevent moving or tipping over, sharp edges must be protected and moving parts guarded. Hydraulic rams must be suitably propped with steel props if demonstrated in an extended position.

14. SMOKING AND VAPING

Smoking, Vaping or any other associated term is not permitted in any gazebo, tent, marquee or in close proximity to straw or other combustible material.

Under certain weather conditions, for example extreme heat, smoking and vaping may be banned across the whole showground due to the increased fire risk and the nature of the ground being dry grass.

15. GENERATORS

Should a trader wish to use a modern silent Generator to produce power whether overnight or during the day, this **MUST** be declared on the Booking Form at the time of applying for a Pitch, otherwise usage of them will not be permitted.

Traders booking pitches in the Trade Marquees cannot use their own generators as this poses a fire risk, and so must book to use the electricity supply as outlined above.

Trader's attention is drawn to the following fire safety precautions when using Generators:

- *No Hot re-fuelling*
- *Fuel to be stored in approved metal containers and a safe distance from any ignition source*
- *Small/medium size generators that are not fixed in vehicles, should be in open air, away from the tent/stall*
- *Small /Medium size generators should be bunded within a metal tray, to avoid environmental contamination of the land from oil and/or fuel.*
- *Generators appropriately fixed within vehicles should have adequate ventilation and any combustibles removed from the immediate area.*
- *Consideration should be paid to requesting traders using Diesel generators, as these use far less fuel and as a result there will be less flammable materials on-site.*

Contact the Trade Stand manager if you have any questions or queries.

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16. GAZEBOS, MARQUEES, TENTS, FLAGS AND SIGNS

The Association provides only the pitch space for the erection of Stands, Traders must provide their own Stands, Tents, Gazebos, tables etc. There are a limited number of pitches located within the Trade Marquee(s).

Any gazebo or marquee erected should comply with current Fire Regulations, and tent pegs covered to prevent tripping and injury - especially near entrances/exits. Guy lines should be placed such that they do **NOT** encroach on public walkways, fire paths or neighboring pitches.

No post holes are to be bored or any other digging or excavation to take place without prior written permission. Where permission is granted, holes must be filled as soon as possible or protected.

Flag poles and high signs must be adequately fixed to withstand wind and other stresses. Stays should be identified with streamers as and where necessary.

For those booking space inside our marquees, we regret no gazebo's can be erected and there is no space outside of the marquee for putting an advertising A Board or banner. Erection of a banner inside the marquee is permitted as long as it is within the boundary of your pitch space.

17. PUBLIC LIABILITY INSURANCE.

All Traders are required by Law to have Public Liability Insurance, you are requested to provide a copy with your booking and may be asked to show a copy upon request at the Showground.

RESPONSIBILITY FOR ACCIDENT OR LOSS

The Association does **NOT** accept responsibility for any accident, loss or other damage which may be suffered by any person, including Traders and their employees, whilst on the Showground.

18. FAIRGROUND ATTRACTIONS

The "Code of Safe Practice at Fairs" must be observed where any fairground device or passenger carrying ride is operated and suitable Public Liability Insurance **MUST** be valid for the duration of the Show.

19. RISK ASSESSMENT

ALL Traders are required to complete and provide a Risk Assessment of the risks associated for trading with their booking, an example Risk Assessment Form along with the minimum risks for the Showground can be found at the end of this document, if not supplying your own one.

Companies employing over 5 members of staff in any capacity should have a written Health and Safety Policy. You may be asked to produce these if the Local Enforcing Authority inspects your Stand.

19.1. RISK OF FIRE

FIRE PRECAUTIONS on Stands are the responsibility of the Trader, Attention is drawn to the following precautions:

- *Extinguishers provided by traders and the organisers should be within their test date*
- *Traders that are not cooking and introduce the risk of fire, through any other process, should provide a fire extinguisher which should be at least a 4.5Ltr water extinguisher*
- *Traders that are cooking, should have a 4Kg dry powder and 4Ltr of foam, as a recommended minimum.*
- *Where traders are using deep fat fryers; a flame failure device is required also the provision of a fire blanket. The best fire extinguisher for deep fat fryers is a "Class F" extinguisher*
- *Traders with generators should provide a CO₂ or 4Kg Dry powder extinguisher(min) and keep it within 5Mtrs of the Generator*
- *Extinguishers provided by traders should be suitably visible by their staff and sited for ease of use.*
- *Traders should manage their combustible/waste materials and clear them from walkways*
- *Areas around LPG cylinders should be clear of combustibles and waste products*
- *Food traders and any such trader that introduces a risk of fire through other means, as per current practice; should provide the association with a suitable fire risk assessment.*
- *Food traders within mobile catering vehicles should display a suitable fire action notice within the vehicle.*

Contact the Trade Stand manager if you have any questions or queries.

By phone: 07852 822306 or by email: tradestands@thechertseyshow.co.uk

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19.2. FIRST AID

A suitable first aid kit should be provided in accordance with the Health & Safety at work regulations 1981. Food vendors must include coloured waterproof dressings in addition to standard requirements.

19.3. WORKING AT HEIGHT

Working at height should be avoided wherever possible, if unable to avoid then the risks must be controlled. Method statements must be included in your submitted risk assessment.

Erection of temporary structures should be undertaken in a safe manner to ensure the health and safety of the erectors and others who may be affected by the undertaking.

If constructing roofs then appropriate access equipment must be provided and if necessary fall arrest systems and temporary mobile platforms must be provided in accordance with your risk assessments.

All necessary equipment for the erection of temporary structures must be provided by the Exhibitor or Contractor.

Ensure all equipment is suitable for the task and all necessary health and safety checks on the equipment are undertaken.

Exhibitors must comply with instructions provided by Association stewards or the Health & Safety advisor.

20. SECURITY

Whilst the Association will employ professional security throughout the Show, it will not be responsible under any circumstances for safe keeping of any articles exhibited or stored; this being the sole responsibility of the Trader.

Traders Pedestrian and Vehicle passes will be sent out about three weeks prior to the Show, Please display your Vehicle pass on your dashboard when entering the Showground, and throughout the duration of the Show. Traders entering the Showground on foot will require pedestrian passes, otherwise they will be charged the entrance fee which the Association will NOT be responsible for refunding.

21. SLEEPING ON SITE

For those Traders wishing to sleep or camp on the Showground, a limited amount of pitches/space will be available, and **MUST** be requested on the Booking Form at the time of applying for a Pitch. For security reasons we need to know if you will be remaining on the Showground overnight.

Please note that cooking/heating water, outside in the open, will not be allowed within the trade stand rows, due to the high risk of fire in such confined spaces.

Motor homes and Caravans will need to be parked in the allocated space either behind the limited pitches or behind the Food/Shopping marquee(s). These will **NOT** be permitted generally within the Trade Stand pitches or blocking designated fire paths, otherwise you will be required to **MOVE** them.

22. DOGS

We welcome well behaved dogs at our Show, but they **MUST** be kept on a short **lead** at all times whilst on the Showground to avoid any potential harm coming to them or others.

Any traders who do **NOT** comply with this may be asked to leave the showground, stewards reserve the right to reject any animal deemed to be unsecured or unsafe.

Please ensure you clean up after your dog.

**ALL DOGS SHOULD BE KEPT ON SHORT LEADS AND UNDER STRICT CONTROL
DUE TO LIVESTOCK & VEHICLE MOVEMENTS ON THE SHOWGROUND**

Your dog is vulnerable if left in a vehicle in high temperatures even on days considered as only slightly warm.

Please take care of your dogs.

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23. CLAIMS AND INDEMNITY

Every trader hereby accepts liability for all acts or omissions of themselves, their servants, contractors and agents and undertakes to indemnify the association and keep them indemnified against all liability in respect thereof and against all actions, suits, proceedings, claims, demands, costs and expenses whatsoever which may be taken or made against the association or incurred or become payable by it arising there from or in respect thereof, including any claims arising out of the supply by the trader of samples of any kind whatsoever whether such samples be sold or given away free and including without limitation any legal costs and expenses and any compensation costs and disbursements paid by the association on the advice of their solicitors to compromise or settle any such claims.

The association does not accept responsibility for any loss or damage from any cause whatsoever in respect of any property brought to the showground by the trader, stand holders, their servants, agents, subcontractors or any other person. The trader is required to indemnify the association in respect of any such loss or damage to any property brought to the showground whether it belongs to the trader or not.

Without limitation the trader shall indemnify the association in respect of any liability in respect of any damage to the showground arising from the use thereof by the trader, their servants or agents.

Each trader shall indemnify the organiser against any claim which may be made in respect of any alleged breach or infringement of any copyright, patent or without limitation other intellectual property right(s) by that trader during the period of their occupation of an allotted pitch space, or without limitation otherwise in connection with the show.

24. COVID-19 AND OTHER HUMAN OR ANIMAL VIRUS OUTBREAKS

Please ensure that the current government guidelines and advice, such as disinfecting vehicles, hand washing/sanitising, social distancing and wearing of face coverings, to reduce the spread of any potential virus outbreak are maintained and adhered to as required.

25. EMERGENCY EVACUATION PROCEDURES

In the event of an emergency follow the guidance and directions of the association Stewards who will assist to clear the affected area or showground to the designated safe location.

Issued by: Trade Stand Manager
Chertsey Agricultural Association
January 2026

GUIDELINES FOR COMPLETING A RISK ASSESSMENT:

As part of managing the health and safety of your activity at the Show, you must control the risks when at the Showground. To do this you need to think about what might cause harm to people and decide whether you are taking reasonable steps to prevent that harm. This is known as risk assessment and it is something you are required by law to carry out.

While the law may not require companies with fewer than five employees to write anything down, it is good practice to because the risk of doing harm still needs to be assessed.

The Risk Assessment process must be 'on-going' and 'dynamic', in other words, professional judgements and decisions regarding safety will need to be made during the activity. If control measures aren't sufficient, the activity must not proceed.

A risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control the health & safety risks whilst at the Show. You are probably already taking steps to protect your staff or volunteers, and your risk assessment will help you decide whether you have covered all you need to. Think about how accidents and ill health could happen and concentrate on real risks – those that are most likely and which will cause the most harm. Reference: Risk Assessment Management of Health and Safety at Work Regulations 1999.

IDENTIFIED HAZARD	WHO WOULD BE HARMED	PRECAUTIONS IN PLACE	FURTHER ACTION NECCERSARY
<p>Look for hazards which you could reasonably expect to result in significant harm under the conditions for your pitch and products being sold.</p> <p>Identify ALL Potential Hazards: Slipping/tripping hazards</p> <p>Chemicals (e.g. battery acid), moving parts of machinery (e.g. blades)</p> <p>Vehicles (e.g. movement & parking on site),</p> <p>Risk of fire: Electricity (e.g. generators), Combustible materials (packing boxes etc.), rubbish, flammable substances, LPG etc.) and ignition sources (flame, smoking, etc.)</p> <p>Manual handling, lifting and carrying</p> <p>Marquee erection</p> <p>Weather related risks, noise, livestock on stands</p> <p>Health & hygiene standards</p>	<p>There is no need to list individuals by name - just think about groups of people doing similar work or others who may be affected.</p> <p>Identify Who might be harmed? Staff, Volunteers, contractors</p> <p>Members of the public</p> <p>Pay particular attention to: people with disabilities people with allergies visitors to your stand inexperienced staff lone workers</p>	<p>Have you provided adequate information, systems, procedures, instruction or training?</p> <p>If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place.</p> <p>List controls already in place: For the hazards identified, list the precautions already taken (e.g. training in place, combustible material stored safely etc.)</p> <p>Do the standards set by a legal requirement comply with a recognised industry standard</p> <p>Represent good practice</p> <p>Reduce risk as far as reasonably practical</p>	<p>Is more control needed to reduce the risk? Where the risk is not adequately controlled, indicate what more you need to do.</p> <p>Identify ANY Training or preparation needed prior to the show: Are there any other measures that could be taken?</p> <p>Prevent access to the hazard</p> <p>Issue personal protective equipment</p> <p>Provide equipment (e.g. first aid box, fire extinguishers),</p> <p>Ensure staff have appropriate training, and inexperienced staff are supervised.</p>

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RISK ASSESSMENT FOR

DATE :

PREPARED BY: (PRINT NAME)

SIGNATURE:

IDENTIFIED HAZARD	WHO WOULD BE HARMED	PRECAUTIONS IN PLACE	FURTHER ACTION NECCERSARY
<p>Minimum for ALL Traders: Driving on Showground to Setup and Clear Parking on Showground</p> <p>Uneven Ground / Trip hazards</p> <p>Manual Handling and lifting</p> <p>Equipment – i.e. machines with moving parts</p> <p>Risk of Fire – Smoking, combustible material</p> <p>Traders using Gazebos: Erection of Gazebo with secure Guy lines</p> <p>Traders using Generators/Electricity: Risk of Fire – Faulty equipment, Generator and Fuel i.e. Diesel, Calor gas, propane.</p> <p>Traders selling Food: Food Hygiene & Safety regulations are adhered to, Hygiene rating of 3 or above</p>	<p>Minimum for ALL Traders: Other Trade Staff and Show volunteers</p> <p>Trip hazard for staff when carrying stock Stock falling – Members of public</p> <p>Staff</p> <p>Staff, Members of the public</p> <p>Everyone</p> <p>Traders using Gazebos: Staff, Show volunteers, Members of the public</p> <p>Traders using Generators/Electricity: Everyone</p> <p>Traders selling Food: Staff, Show volunteers, Members of Public</p>	<p>Minimum for ALL Traders: Drive below 10mph with Hazard lights flashing Park in allocated space, don't block fire paths</p> <p>Stay on main pathways, be aware of any uneven areas Ensure Tables are firm on the ground and don't wobble.</p> <p>Take appropriate precautions when lifting and carrying stock</p> <p>Ensure appropriate safety guards and signage is in place, never left unattended</p> <p>No Smoking around Marquees, Gazebos or combustible material</p> <p>Traders using Gazebos: Take appropriate precautions when setting up Gazebos so that any securing lines or pegs are marked and don't cause a trip hazard</p> <p>Traders using Generators/Electricity: Equipment has up to date PAT stickers Keep fuel away from Generator & other ignition sources, don't fill while running/hot, allow to cool down before re-fuelling.</p> <p>Traders selling Food: Ensure staff follow appropriate Food & Hygiene guidelines and are adequately trained/certified</p>	<p>Minimum for ALL Traders:</p> <p>Make a note of any specifically rough patches to avoid Ensure ALL displays, A boards and stock are within the boundary of your pitch.</p> <p>Ensure Staff are adequately trained, and inexperienced staff are supervised</p> <p>Ensure Staff are adequately trained</p> <p>Have/Know where nearest Fire point is with Fire extinguisher/Bucket of water</p> <p>Traders using Gazebos: Ensure Staff are adequately trained in putting up a Gazebo Ensure sufficient pitch space booked to avoid guy lines encroaching on neighbouring pitches or walkways. Book a 4m pitch for a 3m gazebo, or 5m pitch for a 4m gazebo.</p> <p>Traders using Generators/Electricity: Ensure Fire extinguisher/blanket is available</p> <p>Traders selling Food: Inexperienced staff are supervised</p>

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RISK ASSESSMENT FOR

DATE:

PREPARED BY: (PRINT NAME)

SIGNATURE :

IDENTIFIED HAZARD	WHO WOULD BE HARMED	PRECAUTIONS IN PLACE	FURTHER ACTION NECCERSARY
Identify ALL Potential Hazards:	Identify Who might be at risk?	List controls already in place:	Identify ANY Training or preparation needed prior to the show:

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Draft Showground Layout

Please note: Layout may be subject to alteration, any booked traders affected will be notified of changes affecting the position of their pitch.

Updated Showground layouts are available upon request, please email tradestands@thechertseyshow.co.uk

