Trade Stand Information

We have two different pitch/stall types at the West Show – Catering, and Outdoor. The information we require for each will be slightly different. This document sets out details about the pitches; we have included some important information in the Show Site Rules (see further below) and you or those assisting on your stand must always follow these rules.

Please complete the application form with as much detail as possible (stating "the same as last year" will not be acceptable), this should include the types of products you are selling or what you are raising awareness about. You will need to make sure all the information you provide on your application is correct and accurate, if it isn't, and we find there is a problem, we may need to cancel your application/pitch, without refund.

All correspondence (including our invoices) is by email so please make sure that you check your spam folders or junk mail regularly. If you haven't had confirmation that your application has been received within 5 days of completing the application form, please let us know.

We consider the pitch applications as they come in, we have some limits on the number we can accommodate in each category (eg catering, motoring) and we do not hold pitches for previous traders, so it is important that you apply as soon as possible.

Demand for our pitches is very high and sometimes we must turn traders away. We recommend you apply early to avoid disappointment, however if the website advises you that the applications for your pitch type is full you will be able to join our waitlist.

We reserve the right not to accept an application without further explanation.

You will be asked to provide a risk assessment for your pitch, this form and your contact information will be automatically shared with our Health & Safety advisors Foresight Safety Ltd so they can review this and confirm details with you. All traders will need to provide a copy of their public liability insurance document and there are also special requirements for any trader selling food products. However, please do not send us any documents when you make your application, we will tell you exactly what we need and the deadline for sending this in.

When we have received all the necessary supporting information we will send you an invoice, via email, for you to make payment.

If the documents we request aren't received by the deadline or if your invoice isn't paid by the due date your application will be cancelled immediately, and your pitch will be automatically offered to any traders on our waitlist.

You must also comply with all current Guernsey Health & Safety, Environmental health, Fire regulations & West Show site rules (see following pages for further information).

CATERING PITCHES

Catering pitches are allocated based on the pitch size you need and the type of food being sold; we need to make sure there is a variety of different food stands for our visitors. All Catering stands must stop trading by 10.45pm on both days.

Our pitch fees are based on location within the showground and the size required, please contact us directly for the price of a catering pitch.

OUTSIDE PITCHES (non-catering)

Outside pitches start from £110 for 3 x 3 metres (10 x 10 feet) pitch for the two days.

If you have a preferred location on the showground, please let us know in the additional details section of the application form. We cannot guarantee that we will be able to accommodate your request, but we will do our best.

CHARITY PITCHES

Outdoor charity pitches start from £75 for a 3m x 3m (10ft x 10ft) for the two days.

TENTS

We have a limited number of tents for hire, see table below. If you require a tent size not listed, please put your request in the additional information box and we will advise you of availability and cost.

Size of Tent	Cost
10 x 10 feet / 3 x 3 metres	£115
12 x 24 feet / 3.6 x 7.4 metres	£225

ENTRY PASSES

Free two-day entry passes with car parking are allocated to each pitch. The amount of passes that you will receive is dependent on the cost of the pitch as per the table below. Additional passes are available to purchase at the cost of £8.00 per person, if you require extra passes, please enter the number you require in the additional details box and the cost will be added to your invoice.

Cost of Pitch	No. of Passes allocated
£0 - £99	2
£100 - £299	3
£300 - £499	4
£500 - £599	5
£600 - £699	6
£700 - £799	7
£800 - £899	8
£900 - £999	9
£1000+	10

CANCELLATION POLICY

No refund will be made if a pitch is cancelled less than 4 weeks prior to the Show. If we are able to reallocate your pitch, we may be able to make a refund payment to you, but this will be at the discretion of the Committee.

ELECTRICITY USAGE

If you need electricity on your pitch you will need to let us know on the application form. You will need to give details of how much power you need and what you are using it for. Electricity is charged at a separate rate to the pitch fee. Electricity will be available from Wednesday morning; we can review requests for electricity availability from the Tuesday evening on a case-by-case basis and if we can provide this it will incur an additional charge. These requests should be made on your application form.

We install the power throughout the showground based on the requests we receive; we need to plan for the installation of cables and cannot accept last minute requests or alterations. If you need to have

electricity on your pitch you must request this with your application form. Requests for power on the show days will not be accommodated.

WATER USAGE

There are a limited number of water stations around the site, if you aren't sure where your nearest one is please ask when you arrive.

UNACCEPTABLE ITEMS

As the show is held on a nature reserve and near to the sea, the Committee has decided that certain items must not be distributed or sold on the showground. These items pose a hazard to wildlife and livestock which use the site throughout the year.

Items include balloons, plastic straws, silly string, spray cans of foam, glitter or similar items, cap guns and fun bangers. This list is not exhaustive, and you must speak to the Show Manager or email **admin@thewestshow.com** if you are unsure whether an item is acceptable.

The Committee asks that stall holders respect this and failure to do so could result in your permission to trade being withdrawn, without any refund.

Show Site Rules

ACCESS ON, TO, AND FROM THE SITE

Delivery vehicles must use Le Rocque gate only (opposite L'Eree shingle bank) unless prior arrangements are made. Except for emergency vehicles, vehicular access into the showground will be prohibited during the opening hours of the show (ie 10am – 11pm). If you need to bring a vehicle onto the showground during the opening hours you must attend the Committee tent to request permission to do so. Anyone attempting to bring a vehicle through the security gates without permission from the Show Manager will be turned away and anyone found with a vehicle on the showground without permission may have their pitch or trade table terminated immediately, without refund.

SETTING UP

All pitches and catering stands must be set up by 10.00am on the Wednesday of the Show. All non-display vehicles must be cleared from the showground by 9.45am on both show days.

You are not permitted to bring your vehicle onto the showground between 10am and 11pm on Wednesday and Thursday unless you have been given explicit permission by the Show Manager. If you need to have vehicle access to your pitch or trade table during these times you will need to attend the Committee tent before attempting to bring your vehicle onto the showground.

Should you need to restock your stand on the Thursday please ensure that this is done before 9.45am.

Stall holders will not be allowed to park on site unless it has been agreed with the Show Manager/s prior to 9.00am on the Wednesday of the Show and these vehicles must only park in designated areas as indicated by the Show Manager/s.

No vehicles are to park within 6m (18ft) of any tents which have public access (no exceptions at all). If a vehicle is left in an area which may cause a Health & Safety risk and no owner can be found, the vehicle may be towed away at the owner's expense.

CLEARING DOWN

Your stand must be cleared from the showground by 12.00pm on the Friday. The trade & craft tent (where our inside trade tables are located) is usually taken down early on the Friday morning, the inside tables can be cleared after 7.30pm on the Thursday night.

All rubbish, catering detritus (e.g. cooking oil) and left over stock must be removed and disposed of by the stall holder. We will issue an invoice for any items the Committee needs to remove from the show site, including a disposal charge where applicable. Recycling bins are available for cardboard, glass, plastic and tins – you must make sure that recyclables are disposed of correctly and not placed in general waste bins. Failure to adhere to this may affect future applications.

Any decision made by the Show Manager/s on Show days is final. Abusive or offensive language or behaviour to any Show Manager, Officer of the Society, member of the Committee or public will not be tolerated from any stall holder or member of staff of any stall. If this occurs the stall holder will be asked to leave the showground and the pitch fee in the first instance will be retained by the Society. Any appeal would need to be made in writing to the President and Committee following the end of the Show.

If you have any queries regarding the completion of the application form, about the show site, or you require further information, please email **admin@thewestshow.com**.

Thank you,
The Committee of the West United Agricultural & Horticultural Society