



THE  
**SURREY**

— GAME & COUNTRY FAIR —

**Sunday 23rd September 2018**  
**Loseley Park, Guildford**

---

# **Exhibitor manual**



# Welcome

---

Dear Exhibitor

Welcome to the Surrey Game and Country Fair Exhibitors Manual ('the Manual'), we hope this booklet contains all the information you require in preparation for, during and after the Fair.

Please ensure you read it before booking as there are important Terms and Conditions that relate to the booking process. They also contain other rules and regulations that should be complied with for safety reasons and to enable the smooth running of the event.

Prices have increased this year, however if you would like to benefit from last year's prices, you will be able to do so by paying at the time of booking.

Early Booking - Book before 31st July 2018	
Pay on Booking - 15% Discount	Pay before 31st July - 10% Discount
<b>Please note that if payment is NOT received prior to 31st July invoices will be reissued at full price</b>	
Book after 1st August 2018	
Pay on Booking - 5% Discount	Pay Later - 0% Discount

Please note that all personnel attending / working at the Fair must present an admission ticket, on the day. Failure to present a ticket will result in the full admission price having to be paid. No refunds will be given in these circumstances. Therefore, **please ensure you have ordered the correct amount of tickets and have distributed them to your staff before the Fair**. Ticket allocations and purchase methods are in Section 4.

Please ensure that the email address you have supplied is current as all Exhibitor information and tickets will be sent via email to the email address designated on the form.

## Important information:

- All applications are all being made online this year. If you Exhibited with us at the Surrey County Show you will already have an account with our online provider, Event Halo (was Apply and Pay). Please make sure that all the documentation you provided is still current.
- For those of you booking with us for the first time this year, please be aware that you will need to attach all relevant documentation to the application form when making your booking.
- As in previous years, Exhibitor tickets will only be sent by email.
- Stand build will be restricted on the run up to the Fair. Dates and times of stand build can be found in Section 1, page 5.
- Access to the Site on Sunday morning will stop at 8.30am; all vehicles must leave the Site by 8.45am.
- Please note only the use of silent generators is permissible in Open Space.
- Balloons are strictly prohibited on site.

We very much look forward to welcoming you to the Fair this year and if you have any queries, please do not hesitate to contact either myself or Lucy Boullé on 01483 890810.

Yours faithfully

Tracey Longhurst  
Acting Chief Executive  
Surrey County Agricultural Society

# Contents

---

<b>1.</b>	<b>Contact details and dates to remember</b>	<b>5</b>
<b>2.</b>	<b>Stand options</b>	<b>7</b>
<b>2.1</b>	<b>Open space</b>	<b>7</b>
<b>2.2</b>	<b>Individual marquees</b>	<b>7</b>
<b>2.3</b>	<b>Shopping/Craft marquee and Food hall</b>	<b>7</b>
<b>2.4</b>	<b>Farmers' market</b>	<b>8</b>
<b>2.5</b>	<b>Registered charities</b>	<b>8</b>
<b>2.6</b>	<b>Agricultural exhibitors</b>	<b>8</b>
<b>2.7</b>	<b>General information</b>	<b>8</b>
<b>3.</b>	<b>Trade stand prices</b>	<b>10</b>
<b>3.1</b>	<b>Outdoor space</b>	<b>10</b>
<b>3.2</b>	<b>Individual marquees</b>	<b>10</b>
<b>3.3</b>	<b>Shopping pavilion and Craft marquee</b>	<b>11</b>
<b>3.4</b>	<b>Food hall</b>	<b>11</b>
<b>3.5</b>	<b>Farmers' market</b>	<b>11</b>
<b>3.6</b>	<b>General information</b>	<b>12</b>
<b>4.</b>	<b>Tickets and ticket allocation</b>	<b>13</b>
<b>5.</b>	<b>Terms and conditions</b>	<b>15</b>
<b>5.1</b>	<b>Definitions</b>	<b>15</b>
<b>5.2</b>	<b>Booking</b>	<b>15</b>
<b>5.3</b>	<b>Early booking discount</b>	<b>16</b>
<b>5.4</b>	<b>Encroachment</b>	<b>16</b>
<b>5.5</b>	<b>Payment</b>	<b>16</b>
<b>5.6</b>	<b>Cancellations and refunds</b>	<b>16</b>
<b>5.7</b>	<b>Force Majeure</b>	<b>16</b>
<b>5.8</b>	<b>Limitation of liability</b>	<b>17</b>
<b>5.9</b>	<b>Public and product liability insurance</b>	<b>17</b>
<b>5.10</b>	<b>Risk assessments</b>	<b>17</b>
<b>5.11</b>	<b>Refusal and cancellation of bookings</b>	<b>18</b>
<b>5.12</b>	<b>Raffles, auctions, leaflets and scratch cards</b>	<b>18</b>
<b>5.13</b>	<b>Information</b>	<b>18</b>
<b>5.14</b>	<b>Protests and demonstrations</b>	<b>18</b>
<b>5.15</b>	<b>Exhibitors selling food</b>	<b>18</b>
<b>5.16</b>	<b>Fires and barbeques</b>	<b>18</b>
<b>5.17</b>	<b>Tradestands with live animal displays</b>	<b>18</b>
<b>5.18</b>	<b>Moving machines, vehicles, equipment and demonstrations</b>	<b>19</b>
<b>6.</b>	<b>Services</b>	<b>20</b>
<b>6.1</b>	<b>Security</b>	<b>20</b>
<b>6.2</b>	<b>Water</b>	<b>20</b>
<b>6.3</b>	<b>Electricity</b>	<b>20</b>

<b>6.4</b>	Inclement weather, ground conditions or other circumstances	20
<b>6.5</b>	Disabled facilities and the Disability Discrimination Act	20
<b>7.</b>	Fair build up and breakdown	21
<b>7.1</b>	Build up	21
<b>7.2</b>	Breakdown	21
<b>7.3</b>	Clearing and tidying up after the Fair	21
<b>8.</b>	During the Fair	22
<b>8.1</b>	Opening hours	22
<b>8.2</b>	Stand identification, siting and maintenance	22
<b>8.3</b>	Rubbish and recycling	22
<b>8.4</b>	Goods being sold / shown	22
<b>8.5</b>	Noise, music and radio use	23
<b>8.6</b>	Responsible drinking	23
<b>8.7</b>	Dogs	24
<b>8.8</b>	Sleeping on site	24
<b>8.9</b>	Insurance and responsibility	24
<b>8.10</b>	Copyright	24
<b>9.</b>	Health and safety	25
<b>9.1</b>	Health and Safety at Work 1974 and Risk assessments	25
<b>9.2</b>	Food safety standards	25
<b>9.3</b>	First aid and emergencies	25
<b>9.4</b>	Fire precautions – Regulatory Reform (Fire Safety) Order (2005)	25
<b>9.5</b>	Risk assessment	25
<b>10.</b>	Publicity and PR	27
<b>10.1</b>	Fair Guide listings and advertising	27
<b>10.2</b>	Photographic rights	27
<b>10.3</b>	Advertising around the site	27
<b>10.4</b>	Sponsorship	27

# 1. Contact details and dates to remember

---

## Contact details

### Fair organisers

Surrey County Agricultural Society  
8 Birtley Courtyard  
Bramley  
Surrey GU5 0LA  
T: 01483 890810  
W: [surreygamecountryfair.co.uk](http://surreygamecountryfair.co.uk)

Tracey Longhurst  
Acting Chief Executive  
E: [scas@surreycountyshow.co.uk](mailto:scas@surreycountyshow.co.uk)

Lucy Boullé  
Tradestand Manager  
E: [tradestands@surreycountyshow.co.uk](mailto:tradestands@surreycountyshow.co.uk)

Liane Jarman  
Media and Advertising Manager  
E: [liane@surreycountyshow.co.uk](mailto:liane@surreycountyshow.co.uk)

### Tent contractors

Peter Hallows  
Owner  
E: [phallows@johnmcarterltd.co.uk](mailto:phallows@johnmcarterltd.co.uk)  
John M Carter Limited  
Industrial Estate  
Winchester Road  
Basingstoke  
Hampshire  
RG22 4AB  
T: 01256 324434  
W: [johnmcarterltd.co.uk](http://johnmcarterltd.co.uk)

# 1. Contact details and dates to remember (continued)

<b>June 2018</b>	Trade stand booking open to all Exhibitors. All applications will be processed but space will not be allocated until 21st August 2018.
<b>15th July 2018</b>	Closing date for returning 2017 Exhibitors to indicate they wish to rebook their previous trade stand space (location subject to Site layout changes). <b>Space will only be held provided payment is made and all documentation is received by this date.</b>
<b>16th July 2018</b>	Unallocated trade stand spaces will be open to new applications and previous year's traders although previous location not guaranteed after this date.
<b>31st July 2018</b>	<b>Early Booking Discount</b> 15% If paid for at the time of booking <b>Please note that if payment is NOT received prior to the 31st July invoices will be reissued at full price.</b> 10% If booked and paid for before 31st July 2018
<b>17th August 2018</b>	No refunds will be available from this date onwards. Cancellations prior to this date will be refunded at 50% of payment sum.
<b>17th August 2018</b>	Deadline for Fair Guide entries.
<b>17th August 2018</b>	Closing date for all Trade Stand applications. All payments must have been made in full together with provision of all relevant documentation. <b>Any payments not received by this date will be reissued at 10% above 2018 prices.</b>
<b>31st August 2018</b>	Closing date for the request of additional services. Additional Exhibitor tickets will be available for purchase up to and including the day of the Fair.
<b>7th September 2018</b>	Exhibitors information and tickets will be sent by email.
<b>21st – 24th September 2018</b>	Fair Office moves to Loseley Park.
<b>21st – 23rd September 2018</b>	Set up times: Friday 21st September 09:00 – 17:00 Saturday 22nd September 07:00 – 12:00 Sunday 23rd September 06:30 – 08:45 (No entry past 08:30 on Fair day).
<b>23rd September 2018</b>	Surrey Game and Country Fair.
<b>3rd October 2018</b>	Deadline for collection of advertising banners from the Society's office.

## 2. Stand options

---

**All stands will be on grass.**

### 2.1 Open Space

There are 3 depth choices available with a minimum of 4 metre frontage (unless booking a corner).

Exhibitors taking the open ground space option must make their own arrangements to cover their sites. Our tent contractors will be very happy to help you with this if required. Please contact our tent contractors directly.

Very important: The whole of the stand must be within the space booked. No part (including tent ropes, tow bars, storage and re-stocking facilities) may be permitted to encroach onto or overhang the boundaries or avenues.

If an Exhibitor uses any part of the Site outside of their boundary they will incur a £100 fine (+ VAT), payable at the Fair and must pay for the additional space used as the Society sees fit.

### 2.2 Individual marquees

Individual marquees are 3.6m deep and are available with a frontage of 3m, 6m or 9m. The units are part of a row of similar tents which are separate from each other and may be closed at night by drawing across the canvass front.

- Banner rails consist of a rail only and can be hired from our tent contractors. Exhibitors are responsible for supplying their own banners. Banner rails will house banners that are 0.6m high and will run the length of the unit.
- Please note that individual marquees do not come with space behind them for storage/parking.

Flooring is available at an additional charge and can be hired from our tent contractors directly.

### 2.3 Shopping/Craft marquee and Food hall

The height of these structures is a maximum of 2 metres at the eaves. Stands are 3m deep by 3m wide. Extra width may be requested by the metre. Please note there will be no flooring generally available but it may be ordered for individual units at extra cost direct from our Tent Contractors.

There is only natural light in the Pavilion therefore consideration should be given as to whether Exhibitors will require additional lighting. If required, electricity can be provided at an additional cost details of which can be found on the Application form.

Note: there is no storage space behind or around the Shopping pavilion or Craft marquee and vehicles must be parked in the Exhibitors car park.

#### Crafts

- Due to the large number of artists, photographers and jewellers that apply, photographs of the craftsman's work are required for consideration.
- All work must be the craftsman's own and they are required to man their stand in the marquee themselves.
- We encourage craft Exhibitors and craft workers to demonstrate their crafts.

#### Food hall

- Due to our catering franchise there will only be a limited number of stalls available on which to sell food for immediate consumption. These stalls will be subject to a 50% surcharge on their Ground

## 2. Stand options (continued)

---

Rent. This includes the sale of hot and cold food, ice creams, beverages and alcohol for immediate consumption.

- Preference will be given to local producers who are selling their own produce.
- One end of the Food Hall will be occupied by the Food Theatre where demonstrations will take place from time to time during the day.

**Note:** One Static Vehicle Pass will be allocated to each complete 3m unit of frontage booked for Food Hall Exhibitors to enable parking behind the Food Hall.

### 2.4 Farmers' market

- 2.4.1 The Farmers' Market is open to those selling produce which is locally produced in Surrey or within a 25 mile radius of Loseley Park, Guildford. For certain products which are unavailable locally, a wider radius may be agreed by the Organisers as an exception to this rule.
- 2.4.2 We may also allow some forms of specialist products that cannot be produced in this country and Fair-Trade terms.
- 2.4.3 Products may only be sold by the principle producer, his/her family or an employee who is directly involved in production. Producers may not sell items on behalf of or brought from any other farm supplier.
- 2.4.4 Animals must be reared on the producer's land (or land made available to the producer) for at least 50% of the animal's life, or at least one third of its life for 'finished' cattle.
- 2.4.5 No bought-in produce or commercially made mixes are allowed and, where processed foods are to be sold, at least 30% of the ingredients or raw materials used should be sourced locally.
- 2.4.6 Any plants being sold must have been grown from seed, cuttings or potted on from plugs. Plants from plugs must not be sold on until the plant is well established. Producers must not buy in mature plants for immediate resale.
- 2.4.7 Allocation of stalls is limited to food, soft drinks or plant producers within the locality.
- 2.4.8 No Exhibitor in the Farmers' Market is allowed to sell food for immediate consumption. Should any Exhibitor wish to sell food for immediate consumption they are welcome to apply for space in the Food Hall where due consideration will be given to their booking.
- 2.4.9 Stand space is available on grass in 3 metre depths only and with a minimum of 3 metre frontage with additional frontage available in increments of 1 metre.
- 2.4.10 All Exhibitors in the Farmers' Market must be Members of the Society.

### 2.5 Registered charities

A fixed number of stands at the Fair are available at a discount for local registered charities that uphold the charitable aims of the Surrey County Agricultural Society. Applications from new charities will be considered in the event that room becomes available.

Organisations wishing to make appeals for contributions or run competitions must seek written approval, prior to the Fair, from the Office. Exhibitors will not be permitted to make collections outside their stands nor draw undue attention to themselves.

### 2.6 Agricultural exhibitors

Exhibits that are of an agricultural nature in their entirety may be eligible for a discount on the stand price (Open Space only). The decision of the Society and its Officers on this matter will be final and disputes will not be entered into. Please contact the Fair office for more details.

### 2.7 General information

***All Exhibitors selling alcohol will be required to apply for their own TEN and have a personal licence.***

All tradestands are subject to renumbering every year. Exhibitor information, including trade space



## 2. Stand options (continued)

---

number will be issued as set out in Section 1 (providing all paperwork and payments have been completed).

If you do not want to be placed adjoining any other particular Exhibitor, this must be clearly stated in writing when applying.

Should you need to prepare any advertising etc. prior to receiving your tickets please contact the Fair office to confirm your tradestand number.

The Surrey County Agricultural Society reserves the right to reposition tradestands at any time before or during the Fair, should it be necessary. If this happens the exhibitor will be advised.

Fair Management have the power to remove from the Site any Exhibitor whose products are not in accordance with the description given on the booking form or whose behaviour is deemed unacceptable.

### 3. Trade stand prices

#### 3.1 Outdoor space (ideal for larger spaces, large exhibits and for those with their own marquee).

All prices shown are inclusive of VAT.

	Prices before discount (£)		
Depth	6m	9m	18m
Rate per m frontage	34.50	46.00	63.00
Corner plot (additional cost)	99.50	112.00	126.00

Frontage	Depth		
	6m	9m	18m
4	138.00	n/a	n/a
5	172.50	230.00	n/a
6	207.00	276.00	n/a
7	241.50	322.00	n/a
8	276.00	368.00	504.00
9	310.50	414.00	567.00
10	345.00	460.00	630.00
11	379.50	506.00	693.00
12	414.00	552.00	756.00

Please note that you must book a space that accommodates your marquee and your vehicle. If you have parked behind or adjacent to your stand and not booked enough space you will be fined £100.

#### 3.2 Individual marquees (ideal if you don't have your own marquee and also provides an element of privacy).

All prices shown are inclusive of VAT.

Marquees are 3.6m deep.

NB. We have reduced the prices of the individual marquees since 2017.

Frontage	Prices before discount (£)
3m bay	250.00
6m bay	500.00
9m bay	750.00

### 3. Trade stand prices (continued)

#### 3.3 Shopping and Craft marquee (Shopping for general items and Craft for hand crafted products)

All prices shown are inclusive of VAT.

All plots are 3m deep.

Frontage	Prices before discount (£)	
		Corner (additional cost)
3m	222.00	66.00
4m	296.00	66.00
5m	370.00	66.00
6m	444.00	66.00

#### 3.4 Food hall (undercover and ideal for Artisan food and drinks)

All prices shown are inclusive of VAT.

All plots are 3m deep.

Frontage	Prices before discount (£)	
		Corner (additional cost)
3m	230.00	66.00
4m	306.00	66.00
5m	383.00	66.00
6m	460.00	66.00

#### 3.5 Farmers' market (for locally produced food, soft drinks and plants)

All prices shown are inclusive of VAT.

All plots are 3m deep.

Frontage	Prices before discount (£)
3m	44.00
4m	57.00
5m	70.35
6m	83.00

Membership of the Society is required at a cost of £45. If you Exhibited at the Surrey County Show, you will already be a Member.

## 3. Trade stand prices (continued)

---

### 3.6 General information

All prices shown are inclusive of VAT.

- Any corner pitches must have at least the same frontage as depth (i.e. 6 x 6, 9 x 9, 18 x 18). They can, of course, be wider.
- A 50% surcharge will apply to Exhibitors selling food for immediate consumption.
- Early booking discount of up to 15% available (see Section 1 for deadline date).

Tickets and passes will not be issued until all outstanding payments have been made.

## 4. Tickets and ticket allocation

The following tickets and passes will be allocated to Exhibitors.

Ticket / pass name	Reason for use
<b>Set up pass</b>	<p>Must be displayed in all vehicles during build up and breakdown (including Fair day).</p> <p>Required for entry to the Site for build up or break down of the Fair.</p> <p>Allows you access to the Site at the times when the Fair is closed, plus free parking in the Exhibitors' car park.</p> <p>Can be used more than once.</p> <p>Free of charge.</p> <p><b>Should be ordered on the Exhibitor Booking Form.</b></p>
<b>Static vehicle pass</b>	<p>Must be completed and displayed in all vehicles during Fair day.</p> <p>Required for vehicles remaining on the Site for the duration of the Fair.</p> <p>Only available for Exhibitors in Open space, Food hall and Farmers market.</p> <p>All Open space Exhibitors must ensure their vehicles displaying a Static vehicle pass are parked on their prebooked trade space.</p> <p>All Food hall and Farmers' market Exhibitors must park their vehicles behind the Food hall and Farmers' market respectively.</p> <p><b>Should be ordered on the Exhibitor Booking Form.</b></p>
<b>Admission ticket</b>	<p>One entrance ticket is needed per person on Fair day.</p> <p>Every person working on or visiting your stand will require a ticket to enter the Site on Fair day.</p> <p>Additional entrance tickets to your allocation may be purchased at the advanced rate of £7 via the following methods:</p> <ul style="list-style-type: none"> <li>- On your Exhibitor Booking Form,</li> <li>- Through Event Halo, our online booking system.</li> <li>- Telephoning the office.</li> </ul> <p>Tickets purchased on the day will be at the full admission price.</p> <p>We regret that tickets are not refundable including in the event of lost or forgotten tickets.</p>

## 4. Tickets and ticket allocation (continued)

---

The following number of tickets and vehicle passes can be allocated within the price of the stand. All extra tickets must be purchased in advance.

<b>Open space</b>	<p>Up to 4m frontage two admission tickets allocated.</p> <p>One admission ticket for each additional two metres of frontage that you have ordered.</p> <p>Only the frontage will be considered, not depth of stand.</p> <p>One Static Vehicle Pass per stand can be issued by requesting it on your application form. Please note that all vehicles must fit onto your stand. Separate arrangements are available for Agricultural or Automotive stands booking 18m deep space. Please call the office for more details.</p> <p><b>All tickets MUST be requested on the online booking form.</b></p>
<b>Individual marquees, Shopping pavilion and Craft marquee</b>	<p>A standard allocation of two admission tickets and one Set up pass will be given for each 3m frontage booked.</p> <p><b>All tickets MUST be requested on the online booking form.</b></p>
<b>Food hall and Farmers' market</b>	<p>A standard allocation of two admission tickets, one Set up pass and one Static vehicle pass will be given for each 3m frontage booked.</p> <p><b>All tickets MUST be requested on the online booking form.</b></p>

All personnel attending and working at the Fair must present an admission ticket. Failure to present the correct ticket at the Site entrance will result in the full admission price having to be paid. No refunds will be given in these circumstances. Please ensure you have ordered the correct amount of tickets and have distributed them to your staff before the Fair.

## 5. Terms and conditions

---

Terms & Conditions (the “Terms”) of the Surrey County Agricultural Society (the “Society”) for the Surrey Game and Country Fair 2017 (the “Fair”).

### 5.1 Definitions:

“Exhibitor” means the person or organisation applying to exhibit at the Surrey Game and Country Fair, including their contractors and employees.

“Society” means the Surrey County Agricultural Society and in these terms and conditions shall be deemed to include Officials.

“Officials” means the Society’s employees or appointed stewards or contractors acting on behalf of the Society.

“Society’s Office” means the premises located at 8 Birtley Courtyard, Bramley, Surrey GU5 0LA.

“Site” means land designated by the Society at Loseley Park, Compton, Surrey.

“Fair” means Surrey Game and Country Fair.

“Trade Space” means the space requested by the Exhibitor on the Exhibitor Booking Form.

### 5.2 Booking

5.2.1 By submitting the Society’s online booking form the Exhibitor offers to hire the Trade Space and such of the goods and to purchase such of the services (the “Services”) as are specified in the online booking form.

5.2.2 The Trade Space specified by the Exhibitor in the online booking form constitutes a request by the Exhibitor for that Trade Space but is subject to availability. The Society shall be entitled to substitute an alternative Trade Space to the Exhibitor.

5.2.3 A booking shall arise upon the Society receiving and accepting the online booking form (a “Booking”).

5.2.4 If a corner Trade Space has been requested by the Exhibitor but is not available, the Society may substitute the Trade Space and will refund the amount of any additional sums paid by the Exhibitor.

5.2.5 All Exhibitors, while on Site, shall be subject to the Terms and Conditions of the Society, as interpreted by the Society’s Officials. Exhibitors shall be answerable for the conduct of their contractors and employees.

5.2.6 Officials have the power to order the removal of any article from the Site or to close the stand of any Exhibitor who does not conform to the Regulations of the Society or the directions of the Officials and if necessary, to expel such Exhibitor or his/her representatives from the Site.

5.2.7 The Society provides:

(i) the Trade Space on the Friday and Saturday immediately prior to the Fair for setting up (the exact times for set up are set out in Section 1) and from 6.30am on Fair day until 4pm on the Monday immediately following the Fair; and

(ii) the other goods and services as specified in the Exhibitor Booking Form for the day of the Fair only.

(iii) The invoice will provide summary details of the Trade Space and any other goods and Services, as specified in section 3 of the Exhibitor Booking Form, that have been booked together with the cost thereof (the “Payment Sum”).

(iv) No Exhibitor shall move to any site other than that allocated to him/her without the prior

## 5. Terms and conditions (continued)

---

express agreement of the Society.

(v) Exhibitors who set up on the wrong space will be instructed to move the stand at no charge to the Society.

(vi) The Society will not be responsible for any loss or damage from any error in the allotment of the space on the Fair ground or from any encroachment by an Exhibitor on the space allotted to another.

### 5.3 Early booking discount

5.3.1 Online booking forms received on or before the closing date for early booking discounts in Section 1 may receive a discount of up to 15% of the Payment Sum. Percentage dependent on payment terms selected ("Early Booking Discount"). After this date the stand space will be charged at the full, undiscounted rate as set out in the Exhibitor Booking Form.

5.3.2 If an Exhibitor fails to make payment on or before the due date then, without limiting any other right or remedy available to the Exhibitor, the Society may either, charge the full amount of the Trade Space or terminate the contract with the Exhibitor.

5.3.3 If an Exhibitor makes an application after the closing date for bookings has passed, if there is still space available, they may be subject to a 10% surcharge for late booking.

### 5.4 Encroachment

5.4.1 An Exhibitor which, in the view of the Society, is occupying Trade Space in excess of that listed in its Exhibitor Booking Form will be liable to pay a sum to the Society for the additional space that is occupied at a rate to be determined by the Society at its absolute discretion together with a fine of £100.

5.4.2 Any fines imposed by the Society under the terms of the Manual shall be due to the Society and shall be paid no later than 28 days after the last day of the Fair.

### 5.5 Payment

5.5.1 Payment Sums and any other payments payable to the Society can be made by cheque to 'Surrey County Agricultural Society' or by debit or credit card or by BACS.

5.5.2 Our account details are:

Account Name: Surrey County Agricultural Society  
NatWest Bank PLC, Godalming Branch, Godalming.  
Account Number: 72889381  
Sort Code: 60-09-04

5.5.3 No variation to these Terms shall be binding unless agreed between the Society and the Exhibitor.

### 5.6 Cancellations and refunds

5.6.1 The Society reserves the right to terminate a Booking for any reason at any time before the date of the Fair by written notice ("Termination Notice").

5.6.2 Once a booking has been received, refunds will only be made in accordance with the Schedule in section 1 in line with detailed timings below.

- (i) Cancellation by 17:00 on stipulated date in Section 1 = 50% of the total fee will be refunded
- (ii) Cancellation by 17:01 from stipulated date in Section 1 onwards = no refund.

### 5.7 Force Majeure

5.7.1 Neither the Society nor any of its employees, agents, consultants or sub-contractors, shall be considered in breach of its obligations to provide any Services referred to in the Exhibitor Booking



## 5. Terms and conditions (continued)

---

Form or the Manual under these Terms (“Obligations”) or under any liability whatsoever to the Exhibitor for non-performance, part performance, defective performance or delay in the performance of any Services supplied or to be supplied or work carried out or to be carried out by the Society, its employees, agents, consultants or subcontractors hereunder which is directly or indirectly caused by or as a result of any circumstances beyond its reasonable control (each a “Force Majeure Event”), including but not limited to any of the following:

- (i) Adverse weather conditions;
- (ii) Failure of utility service, including but not limited to electric power, gas or water;
- (iii) Acts, restrictions, regulations, bye-laws, prohibitions or measures of any kind on the part of any governmental, parliamentary or local authority;
- (iv) Acts of God, including but not limited to fire, flood, earthquake, windstorm or other natural disaster;
- (v) Acts of terrorism, civil disturbances, national emergency or riots;
- (vi) War, threat of or preparation for war; or
- (vii) Fire or explosion.
- (viii) A Force Majeure Event shall have the effect of suspending any of the Services provided by the Society to the Exhibitor and/or terminating all or part of the Fair and suspending and/or terminating the Society’s Obligations.

### 5.8 Limitation of liability

- 5.8.1 The following provisions set out the Society’s entire liability (including any liability for the acts and omissions of its employees, agents, consultants and sub-contractors) to the Exhibitor in respect of: any breach of its contractual obligations arising under these Terms or the Manual; or any representation statement or tortious act or omission including negligence (but excluding any of the same made fraudulently) arising under or in connection with these Terms or the Manual.
- 5.8.2 Any act or omission on the part of the Society falling within clause 5.8.1 above shall for the purposes of this clause 5.8 be known as an ‘Event of Default’.
- 5.8.3 The Society does not exclude liability to the Exhibitor for death or injury resulting from its own or that of its employees’, agents’ or sub-contractors’ negligence.
- 5.8.4 Subject to the limit set out in clause 5.8.5 below the Society shall accept liability to the Exhibitor in respect of damage to the tangible property of the Exhibitor resulting from the negligence of the Society or its employees, agents, consultants and sub-contractors.
- 5.8.5 Subject to the provisions of clause 5.8.3 above the Society’s entire liability in respect of any Event of Default shall be limited to damages of an amount equal to the Payment Sum.
- 5.8.6 Subject to clause 5.8.3 above the Society shall not be liable to the Exhibitor in respect of any Event of Default for the loss of profits, business, goodwill or any type of special indirect or consequential loss (including damage to the Exhibitor’s reputation and goodwill and loss or damage suffered by the Exhibitor as a result of an action brought by a third party) even if such loss was reasonably foreseeable or the Society had been advised of the possibility of the Exhibitor incurring the same. If a number of Events of Default give rise to substantially the same loss then they shall be regarded as giving rise to only one claim under this Contract.

### 5.9 Public and product liability insurance

Exhibitors are required to hold Public and Product Liability insurance cover commensurate to the nature of their activity or business and to supply copies of the same on booking.

## 5. Terms and conditions (continued)

---

### 5.10 Risk Assessments

5.10.1 All Exhibitors are required to undertake a risk assessment appropriate to the Fair, to include setting up, breakdown and operation during the Fair. A separate fire risk assessment is also required where there is any element of fire risk.

### 5.11 Refusal and cancellation of bookings

5.11.1 The Society reserves the right to refuse, or cancel any booking as it thinks fit.

### 5.12 Raffles, auctions, leaflets, scratch cards

5.12.1 No auctions or mock auctions are allowed without the written consent of the Society. It is expected that all goods for sale should be on open display.

5.12.2 Raffle tickets, scratch cards and leaflets may only be distributed/sold with the express written consent of the Society and strictly within the trade stand space confines.

5.12.3 Under no circumstances will the Society allow trading, leafleting or collections outside the area of the trade stand nor the distribution of leaflets in any part of the Fairground, including car parks and approach roads.

### 5.13 Information

Information will be stored electronically and may be published on our website and in the Fair Guide. Submission of an online booking form is consent for this. Further information can be found in the Society's Privacy Policy located on our website.

### 5.14 Protests and demonstrations

Protests, demonstrations, deputations and delegations are strictly prohibited and Exhibitors must confirm their activities to their stand area only.

### 5.15 Exhibitors selling food

5.15.1 All Exhibitors selling food must be registered with their Local Authority and have a Food Hygiene Rating which must be displayed on their stand. Evidence of this will be requested on booking.

5.15.2 Only Exhibitors in the Food hall are permitted to sell food for immediate consumption unless expressly agreed with the Society.

5.15.3 Only Exhibitors in the Food hall and Farmers' market are permitted to give away food or drink or provide tastings or samples for consumption on the day, unless expressly agreed in advance with the Society.

5.15.4 Exhibitors selling alcoholic drinks will need to apply for their own Temporary Event Notice (TEN) and will need their personal licence available for inspection.

### 5.16 Fires and barbeques

5.16.1 No Exhibitor may light a fire or barbeque for any purpose whatsoever unless he has the authority of the Society to do so. All authorised fires and barbeques must be put out at the time of closing of the Site.

5.16.2 The use of LPG cylinders is not permitted except by prior written consent of the Society and the receipt by the Society of an appropriate risk assessment.

### 5.17 Trade stands with live animal displays

5.17.1 Details of animals to be exhibited on trade stand together with name, address and telephone number of the person responsible for same during the Fair must be sent to the Fair organiser at the time of application.

## 5. Terms and conditions (continued)

---

5.17.2 If livestock of any description are to form part of an exhibition, it is the responsibility of the Exhibitor to obtain any necessary movement orders from the appropriate authority, and to comply with any regulations that may be in force at the time of departure to or at the Fair.

5.17.3 It is an offence to bring livestock to the Fair when restrictions are in force.

### **5.18 Moving machines, vehicles, equipment, demonstrations**

5.18.1 Moving machines may be demonstrated with prior written consent from the Society subject to same causing no interference or annoyance to neighbouring stands.

5.18.2 Demonstrating vehicles is strictly forbidden in the Avenues during the Fair.

5.18.3 Exhibitors' vehicles are only allowed on the Site if they have the requisite passes. Vehicles are only allowed to move on the Site during the permitted times. Only vehicles with Static Vehicle Passes are allowed to remain on the Site outside the permitted times and under no circumstances can they be moved outside these times.

## 6. Services

---

### 6.1 Security

- 6.1.1 Security services are on site with regular patrols being carried out from the Saturday night.
- 6.1.2 No responsibility can be accepted by the Society for any losses at any time. It is advised that if an Exhibitor is particularly concerned, they employ their own security personnel and these must be made known to the Fair Office. No Fair staff will be permitted to carry out security duties for Exhibitors. Exhibitors who set up on the Saturday but who are not remaining on site overnight must give the name and contact number of the person who will be responsible for the stand when not manned on the Exhibitor Booking Form. Any Exhibitor discovering losses or alleged theft from their stands must report this immediately to a Steward and follow this up with a written report to the Fair Office.
- 6.1.3 Exhibitors are advised not to leave any portable items on display overnight on their stands and to secure the front of their stands.

### 6.2 Water

Water and stand pipes are available at Loseley Park.

### 6.3 Electricity

- 6.3.1 Electricity can be supplied at an additional cost in the **Foodhall and Shopping/Craft Marquee only** and must be requested at the time of booking. Supplies consist of either CEE Form, or a twin or single socket outlet. On each Trade Space where electricity has been requested, the stand will be fused at the Kw rate indicated and paid for on the online booking form. The electricity supply will be connected on the morning of the Fair unless alternative arrangements have been made with the Society.

Kw	Amps	Connection type	Cost (inc VAT) £
0 - 3	8	Single socket	60.00
0 - 6	13	Twin socket	72.00
0 - 8	32	CEE form	84.00

### 6.4 Inclement weather, ground conditions or other circumstances

- 6.4.1 Exhibitors must ensure that they have made adequate suitable preparation to allow for adverse weather conditions at the Fair. If for any reason assistance in moving Exhibitors' vehicles or property is required and provided by the Society, in applying for a trade stand, Exhibitors shall agree to indemnify the Society, their agents and employees and any other person who may assist them against any claims in respect of damage to vehicles or property arising from the assistance. Please do not drive over neighbouring tradestand space. The Society reserves the right to restrict or refuse vehicle access to the Site at any time to protect the ground.

### 6.5 Disabled facilities and Disability Discrimination Act (2005) ('the Act')

- 6.5.1 If you or a member of your staff are disabled you will be able to park in the Disabled Car Park upon production of your blue "disabled" sticker. The Disabled Car Parks are located at the front of the main car park. Mobility scooters are available. They should be booked well advance of the Fair to ensure availability. Telephone Event Mobility on: 01386 725 391.
- 6.5.2 If any particular requirements are needed please let the Fair Office know. The Society has taken care to provide facilities for disabled visitors as far as they are able to.
- 6.5.3 Exhibitors must make adequate provision to ensure that any areas for which they are responsible comply with the correct requirements of the Act.

## 7. Fair build up and break down

---

### 7.1 Fair build up

The Site will be accessible for build up as stated in section 1. Please note that no vehicles will be admitted to the Site under any circumstances after 8.30am on Fair day. Only vehicles displaying the correct vehicle pass will be permitted access to the Site. All vehicles (including stock vehicles) other than those that form part of a trade stand display should be removed from the Site and parked in the Exhibitors Car Park by 8.45 am on Fair day. During build up, to ease traffic congestion, exhibitors are requested to remove vehicles, once unloaded to the designated car park before 8.45am.

### 7.2 Fair breakdown

7.2.1 No part of a stand may be closed or dismantled until 5pm on Fair day. Exhibitors should remain at their sites until the order is given to depart. No vehicle movement on to the Site is allowed until Officials have given notification. All vehicles on the Site must adhere to the 10mph maximum speed limit. All loads must be properly secured at all times.

7.2.2 Please be aware that handheld mobile phones should not be used when driving on site.

7.2.3 All vehicles must at all times be driven by a properly licensed and fully insured driver.

### 7.3 Clearing and tidying up after the Fair

7.3.1 Exhibitors are responsible for the removal of any material resulting from the construction and dismantling of their stand.

7.3.2 The Society will make a charge of at least £100.00 plus VAT against any Exhibitor if the Society has to undertake any reinstatement work. This sum will increase if the reinstatement work is substantial.

## 8. During the Fair

---

### 8.1 Opening hours

The Fair is open 9am - 5pm on Fair day. Exhibitors must be open at all times during these hours. Vehicle movement is not allowed on the Site until all public have left.

### 8.2 Stand identification, siting and maintenance

8.2.1 All sites will be clearly numbered by the Society. Marking pegs must not be removed, disturbed or obscured by Exhibitors.

8.2.2 All Exhibitors must provide a clear sign bearing the name of the firm or organisation as listed in the Fair Guide.

8.2.3 Exhibitors must not occupy any space on the Site other than that booked by themselves. Encroaching on other Exhibitors Trade Space is strictly forbidden. If a marquee or tent is too big for the space booked the Exhibitor will be expected to change it or take it down. Adopting what appears to be a vacant site may result in removal from the Site.

8.2.4 Sub-letting or re-letting of space is expressly forbidden and may result in the Trade Space being closed down and refused in subsequent years.

8.2.5 Unless another surface is booked, all Open Space stands are located on a grass surface. If using your own marquee or gazebo, it is the responsibility of the Exhibitor to ensure they are adequately anchored to withstand high winds and adverse weather.

8.2.6 No mechanical digging (including demonstrating mechanical equipment) will be allowed. Demonstration of chainsaws, use of generators (other than silent generators) or other noisy equipment is prohibited. Please beware of underground cables. It is the Exhibitors duty to check for buried cables before penetrating the ground. The Society are able to advise on the approximate location of cables. No post holes shall be bored or dug by an Exhibitor without prior authority from the Fair Manager. Any damage to the underground or other services on the Site caused by authorised diggings will result in an Exhibitor being liable for any and all repair charges.

8.2.7 In the event of wet conditions and/or soft ground the Society asks that heavy vehicles are sited on roadways to prevent them from becoming stuck and damaging the ground. Please note that in the event of damage occurring, reinstatement is the responsibility of the Exhibitor.

### 8.3 Rubbish and recycling

8.3.1 Waste containers will be sited around the Site and will be emptied as and when necessary. Exhibitors are required to maintain and leave their stand spaces and surrounding area in a clean, tidy and hygienic condition at all times. Waste material must not be stored at the rear of a stand. Please be aware of the fire risk when storing waste. Recycling bins are available across the Site.

8.3.2 Failure to leave a stand clear of any rubbish will result in a minimum fine of £100 + VAT.

### 8.4 Goods being sold / shown

8.4.1 Exhibitors are instructed that under no circumstances may they offer a service or sell goods other than those described on their Exhibitor Booking Form. The holding of auctions and the selling of goods other than from approved Trade Space is strictly prohibited.

8.4.2 Organisations wishing to make appeals for contributions or run competitions must seek prior written approval from the Fair Office. Exhibitors will not be permitted to make collections outside of their stands or draw attention to themselves with undue noise.

8.4.3 Only new or unregistered vehicles may be exhibited for sale. If an Exhibitor wishes to exhibit or sell used vehicles please apply to the Society for permission.

## 8. During the Fair (continued)

---

- 8.4.4 The Society reserves the right to order any Exhibitor to remove its equipment from the Site if the Exhibitor or their stand is not of a type or standard considered acceptable.
- 8.4.5 All items sold, with the exception of food, over the value of £15 should be accompanied with a receipt bearing the trading address and telephone number of the Exhibitor.
- 8.4.6 The Society does not grant exclusivity to any company or organisation for the marketing or selling of goods or services at the Fair.
- 8.4.7 The sale of firearms that are not licensed (eg ball bearing guns etc) is strictly forbidden. The display of knives for sale (including knife blanks) must be in a locked display cabinet unless protected in a pre-sealed pack at the time of manufacture. Any trade stand displaying or selling knives must do so in accordance with the current legislation and must ensure that an age verification system is in force. All employees must be trained and aware of the system. Suitable age restriction signage must be clearly on display.
- 8.4.8 In the interests of animal health and the environment, the Society prohibits balloons from the Site and therefore these must not be sold or given out to the general public.
- 8.4.9 If an Exhibitor is planning to include chlorine in filling pools or spas, at close of Fair a neutralising agent must be added before the water is released. A record of the amount of chlorine placed in each pool / spa is required to be retained for inspection by the relevant authorities. This is to comply with the Environmental Protection Act to avoid pollution of the water course and drainage system

### 8.5 Noise, music and radio use

- 8.5.1 The use of amplifiers, megaphones or other noisy equipment is prohibited. The Society reserves the right to require any person or persons to leave the Site who, in its absolute discretion, it considers is/are creating unnecessary noise, nuisance or disturbance.
- 8.5.2 Exhibitors wishing to play copyright music on their stand by means of TV, video, slide/tape presentation, record/tape player or even live are reminded that it is necessary to obtain a licence from the Performing Rights Society.
- 8.5.3 Where audio equipment is used or live music is played as part of an exhibition, permission must first be obtained from the Society.
- 8.5.4 If Exhibitors are using radio communications they must inform the Society of the frequencies they are using at least one month in advance of the Fair. They may be required to change frequency if they conflict with that being used by the Society.

### 8.6 Responsible drinking

- 8.6.1 The Fair attracts visitors of all ages and works hard to uphold the full licensing objectives – the prevention of crime and disorder, public safety, the prevention of public nuisance and the protection of children from harm. All exhibitors must follow the following golden rules of responsible drinking:
- Respect the over 18 rule applied at the bars on the Site (please ask customer for valid proof of age if unsure)
  - Purchasing / supplying alcoholic drinks by/to anyone under the age of 18 is illegal.
  - Anyone who appears to be intoxicated must not be served or given alcohol and may be asked to leave the Site.

## 8. During the Fair (continued)

---

### 8.7 Dogs

8.7.1 Dogs are welcome on the Site. Please ensure that you clear up after your dog. Dogs must be kept on a lead on the Site at all times.

### 8.8 Sleeping on site

8.8.2 Caravans may be parked in the Exhibitor's Car Park. Please note there are no electrical hook ups and no showers available.

8.8.3 All Exhibitors are reminded that if they intend to sleep overnight within or behind their Trade Space, they are required to complete the relevant section on the Exhibitor Booking Form, so that the relevant authorities can be notified in the event of an emergency. As with all sleeping accommodation, a working battery smoke detector must be installed. The Fair security contractor will be made aware of those sleeping overnight on the Site.

### 8.9 Insurance and responsibility

8.9.1 Exhibitors must have appropriate liability insurances in place (public, product, employer). The minimum cover should be £5 million and should cover the Exhibitor's stand or display and any additional equipment under their control. If food is sold there should be specific insurance to cover against food poisoning for the same amount.

8.9.2 A copy of insurance certificates should be attached to your booking form. Entrance tickets and vehicle passes will not be issued until all relevant documents have been received.

8.9.3 The Society does not have insurance covering cancellation of the Fair. We recommend that Exhibitors consider taking out their own insurance to cover such an eventuality. Exhibitors shall not have any claim against the Surrey Game and Country Fair, or any member of the Surrey County Agricultural Society in respect of any loss or damage whatsoever consequent upon the Fair or any part of its failing (for whatever reason) to be held or having to be abandoned. It is the responsibility of the Exhibitor to ensure that his servants or agents are aware of all the conditions and regulations regarding their Trade Space.

### 8.10 Copyright

8.10.1 The Society has no copyright responsibility in respect of any Exhibitor. Exhibitors are reminded that third party copyrights should not be infringed. Proper dispensation must be obtained and any royalties due paid prior to the use of materials. Should any copyright dispute arise then the Society will not be liable for any resulting loss or damages sustained by any Exhibitor.



## 9. Health and safety

---

### 9.1 Health and Safety at Work 1974 and risk assessments

- 9.1.1 Any Exhibitor or contractor must comply with all relevant legal requirements associated with their business. Those not complying with the relevant legal requirement will be liable for prosecution. Exhibitors and contractors are reminded that it is now a requirement for them to have completed a Risk Assessment to identify any significant risks which may be associated with their operation, including Fire Safety risks, and the enforcing authorities may require these in writing at any time. Risk Assessment forms are included in the Exhibitor Booking Form.
- 9.1.2 A completed and signed Risk Assessment and Fire Risk Assessment should be returned with your Exhibitor Booking Form. Entrance tickets and vehicle passes will not be issued until copies have been received.
- 9.1.3 The Society reserves the right to close down, immediately, any area identified by the Health and Safety Officer as unsafe or not meeting acceptable standards of safety for a period to be decided also by the Health and Safety Officer

### 9.2 Food safety standards

- 9.2. Exhibitors must comply in full with Food Safety and Health and Safety legislation and food handlers should be trained to a level commensurate with their food handling responsibilities. At least one person on the exhibit should have received (and be able to prove/justify if needed) a satisfactory level of food hygiene training. Photo-copies of certificates will be accepted.

### 9.3 First aid and emergencies

- 9.3.1 First Aid is provided adjacent to the Fair Office. In the case of an emergency alert a Steward or a security officer. As a last resort contact the Fair Office. The Steward will call for assistance via the radio should it be required. Exhibitors should identify the location of the First Aid tent, Fair Office and security staff prior to the commencement of the Fair.

### 9.4 Fire Precautions - Regulatory Reform (Fire Safety) Order (2005)

- 9.4.1 Applications will not be accepted without a completed fire risk assessment. Exhibitors must have the appropriate arrangements in place to mitigate any potential risk, including having a fire extinguisher available if deemed appropriate in their Fire Risk Assessment.
- 9.4.2 Smoking should not be allowed on the stand and visible signage must be provided to this effect (see below). Where appropriate, at each entrance to the Trade Space 'No Smoking' signs must be displayed. The signs must have the "no smoking" symbol and the wording "These are no smoking premises. It is an offence to smoke or knowingly permit smoking in these premises".

This will be organised by the Society for the Food Hall, Shopping Pavillion and Craft Marquee.

### 9.5 Risk assessment

- 9.5.1 The Management of Health and Safety at Work Regulations 1999 require all employees and self-employed persons to assess the risks to workers and any others who may be affected either directly or indirectly by their undertaking.

**Applications cannot be accepted without a completed risk assessment.**

## 9. Health and safety (continued)

The below example should help you to complete your risk assessment:

Hazard	Persons at risk	Controls to minimize risk
<p>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 guideline:</p>	<p>There is no need to list individuals by name – just think about groups of people doing similar work or who might be affected:</p>	<p>For the hazards listed, do the precautions already taken: Meet the standards set by a legal requirement? Comply with recognised industry standards?</p>
<p>Slipping / tripping hazards, chemicals (i.e. battery acid), moving parts of machinery (e.g. blades), work at height (e.g. set-up / takedown structures/ awnings/ stands etc), pressure systems, vehicles (e.g. fork lifts, cars on stands), electricity dust fumes, manual handling – unloading and loading of stock, noise, livestock on stand, lifting operations.</p>	<p>Office staff, maintenance personnel, contractors, operators, cleaners and members of the public. Pay particular attention to: People with disabilities, visitors, inexperienced staff and lone workers.</p>	<p>Represent good practice? Reduce risk as far as possible? Have you provided: Adequate information, instruction and training? Adequate systems or procedures? If so, then the risks are adequately controlled but you need to indicate the precautions you have in place.</p>
<p>Fire hazards, eg: Combustable materials (rubbish, flammable substances, LPG etc), ignition sources (flames, electrical, smoking etc).</p>	<p>As above.</p>	<p>Means of escape, fire detection and alarms, fire fighting equipment and fire evacuation plan.</p>

## 10. Publicity and PR

---

Exhibitors may only erect banners, flags, hoardings, posters and other advertising material within their own area. Exhibitors should note that advertising elsewhere is reserved exclusively for the Society and that any items placed elsewhere will be removed. On-site advertising opportunities are available, contact the Fair Office for costs and conditions.

### 10.1 Fair guide listings and advertising

10.1.1 Please complete the online booking form for your free catalogue entries in both the alphabetical list and, if required, one or two classified entries. Fair Guide entries need to be supplied to the Fair Office by the date set out in Section 1. Those entries received after this date will not be included in the Fair Guide.

10.1.2 If you would like to take a more substantial advertisement in the Fair Guide, please complete the online advertising booking form.

### 10.2 Photographic rights

10.2.1 Exhibitors give permission for any photographic and/or film or TV footage taken of persons or exhibits taking part in any of the Society's events to be used and published in any media whatsoever for editorial purposes, press information or advertising by or on behalf of the Society and/or official sponsors of the Society

### 10.3 Advertising around the Site

10.3.1 Banner advertising: Advertising space for banners is available around the perimeter of the Main arena and the two smaller arenas. Banners must be delivered to the Society office by 5pm on Monday 18th September.

10.3.2 Any unauthorised banners on display will be removed.

10.3.3 After the Fair banners will be taken down and may be collected from the Society's Office before the date set out in Section 1. The Society will not be responsible for any banners that are not collected from the Society office within 60 days of the Fair.

### 10.4 Sponsorship

10.4.1 The society has a comprehensive range of sponsorship packages for both the Ploughing Match, for this Game and Country Fair and for the Surrey County Show held on the late May Bank Holiday Monday each year.

10.4.2 Not only does sponsorship help the Society further its charitable objectives but also can help you widen your reach to the very large number of people who come to our events. For further information, go to our website or contact our office directly.