



WEALD OF KENT PLOUGHING MATCH  
ASSOCIATION

2023 TRADE STAND AND ADVERTISING PACK

To take place on 16<sup>th</sup> September 2023

at Reed Court Farm, Hunton Road, Chainhurst, Tonbridge, Kent, TN12 9SX

*by kind permission of Fridays Ltd*

**PLEASE RETURN YOUR SIGNED PAPERWORK, A COPY OF YOUR RISK  
ASSESSMENT AND INSURANCE BACK TO ME VIA EMAIL OR TO THE  
ADDRESS BELOW, NOT THE SITE ADDRESS.  
IF ANY OF THE DOCUMENTS LISTED ABOVE ARE MISSING THE  
APPLICATION WILL NOT BE ACCEPTED**

**THE DEADLINE FOR APPLICATION IS 31<sup>ST</sup> MAY 2023**

Secretary  
Little Charity  
Swattenden Lane  
Cranbrook  
Kent  
TN17 3PS

07872 501951

**secretarywkpma@gmail.com** – please note new email address for 2023

[www.wkpma.co.uk](http://www.wkpma.co.uk)



The Secretary  
Little Charity  
Swattenden Lane  
Cranbrook  
Kent  
TN17 3PS  
07872 501951

Dear Trade Stand Holders/Advertisers/Exhibitor,

I am delighted to enclose details for the 2023 ploughing match which will be held at Reed Court Farm, Hunton Road, Chainhurst, Tonbridge, Kent, TN12 9SX. We very much hope that we can once again count on your support, and I would ask that you ensure the enclosed application is returned promptly to me at the address above as well as a copy retain for your own records.

Please note all applications **must be returned by 31<sup>st</sup> May 2023** and that late applications are not guaranteed inclusion. This is especially applicable to those of you who wish to advertise within our schedule/programme of events. To keep costs to a minimum you WILL NOT be chased up! Should you have any queries then please email me - [secretarywkpma@gmail.com](mailto:secretarywkpma@gmail.com)

All setting up of stands must be completed by either 6pm the previous day, which is preferable, or if you are setting up on the Saturday the gates will be opened at 6.30am but ALL trade vehicles must be moved to the appropriate parking area NO LATER than 8.30am without exception. Appropriate vehicle badges will be provided and must be displayed. Security will be provided on the Friday and Saturday evenings, but please be aware that any loss or damage to your equipment is the responsibility of the trade stand holder. Only silent generators are permitted onsite.

The Association arranges and controls the public catering so please note that it will NOT be permitted for trade stand holders to sell food and beverage to the public under any circumstances. Hospitality is however permitted.

Should you wish to invite your customers onto your stand, please note it should be made clear that your invitation DOES NOT include entrance to the match. This has caused some embarrassment on the gate in previous years and your understanding is appreciated. Tickets are available in advance from myself at a discounted rate and are non-refundable under any circumstances. I can arrange for tickets to be printed with your company logo on; please contact me separately for a quotation regarding this no later than 30<sup>th</sup> June 2023.

Please note that no-one will be permitted onto the site without a trade stand exhibitor pass or prior payment on Match Day. If your staff come onto site at any point through the day without a pass, then they will have to pay with no exceptions. You can make an application to the committee to claim back their entrance fee either on the day or within 7 days of the event.

If you are intending to bring animals onto your stand, please complete the relevant form attached – no stand will be accepted without this being completed, stands who turn up on the day will be refused entry without exception.

Finally, on behalf of the Chairman and the Committee of the Association, I should like to thank you in advance of your continued support, and I look forward to hearing from you at your earliest convenience.

Kind regards  
*Liz Miles*  
Secretary

# WEALD OF KENT PLOUGHING MATCH ASSOCIATION

To be held on 16<sup>th</sup> September 2023 at Reed Court Farm, Hunton Road, Chainhurst, Tonbridge, Kent, TN12 9SX

Company Name	_____
Address	_____ _____
Telephone Number	_____
Mobile Number	_____
Contact Name	_____
Email Address	_____

## TRADE STAND SPACE

### Ring-Side Space

This fee gives priority for a ringside stand at one of the two main rings\* plus hanging space for a banner in the ring of your choice and a full-page advertisement. £325  
All stands are 10 x 10 metres unless our records indicate that you have had a 20 metre frontage in the past.

### \*Important Note

The Committee cannot guarantee that a new applicant will have a ringside stand and their decision is final.

<u>*Main Trade Area</u>	20 x 10 metre depth	STAND SPACE ONLY	£150
	10 x 10 metre depth	STAND SPACE ONLY	£100
<u>Advertising Only</u>	Full Page (Full Colour Portrait)	148mm x 210mm	£150
	Half Page (Full Colour Landscape)	105mm x 148mm	£100

I confirm that I require the same artwork as before yes/no

Please provide camera ready artwork in colour, portrait for new full-page submissions and landscape for half page submissions. Any additional work involved in re-setting artwork shall be chargeable as appropriate

Please enclose a copy of your policy for **Public Liability Insurance**

Please note that acceptance of this application is conditional upon your agreement to abide by the Associations Policy for Health & Safety which is attached and completed **Risk Assessment Form**.

**APPLICATIONS MUST BE RETURNED NO LATER THAN 31<sup>st</sup> May 2023**  
**APPLICATIONS RETURNED WITHOUT THE APPROPRIATE PAYMENT ARE NOT GUARANTEED ACCEPTANCE**

**Please make cheques payable to WKPMA**  
**BACS payment Sort Code 60 06 18**  
**Account 59011629**

I have read and understand the Associations Rules and Regulations for Health & Safety and agree to abide by them. I understand that failure to adhere to the Associations Policy will result in exclusion or removal from the event site

Signed \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

# WKPMA RISK ASSESSMENT FORM

Please complete using BLOCK CAPITALS

Company Name: \_\_\_\_\_

Responsible Person: \_\_\_\_\_

Tele Number: \_\_\_\_\_

## General Risk Assessment (enclose additional pages if required)

Hazard/Risk	Persons at Risk	Risk Level	Controls to minimise risk
		High Medium Low	
		High Medium Low	
		High Medium Low	
		High Medium Low	
		High Medium Low	
		High Medium Low	
		High Medium Low	
		High Medium Low	
		High Medium Low	
		High Medium Low	
		High Medium Low	

Note: Exhibitors are to wear high-viz jackets during set up and take down times.  
 Raised hydraulic components must be supported by mechanical means and not rely on hydraulic pressure and a safety barrier installed to prevent access below.  
 There should not be any protrusions into aisles or walkways e.g., drawbars etc.

# STANDS WITH LIVE ANIMALS

Please complete using BLOCK CAPITALS

Company / Organisation Name: \_\_\_\_\_

Responsible Person: (this is the person on site on match day) \_\_\_\_\_

Mobile Tele Number: \_\_\_\_\_

## Specific Risk Assessment (enclose additional pages if required)

Type of Animal E.g., Cattle etc.	Detail your procedures for unloading, loading and holding the animals on your stand, contact with the public and biosecurity policy, plus anything else relevant to match day.		

Please note that whilst WKPMA Stewards are on site, they are there for guidance to your stand only and will not assist in the movement of any animals on and off stands. Animals and members of your staff that are brought onto stands are under your supervision and the responsibility of such is entirely your own, not that of the Association