



WEALD OF KENT PLOUGHING
MATCH ASSOCIATION
2019 TRADE STAND AND
ADVERTISING PACK

TO BE RETURNED TO:

Little Charity

Swattenden Lane

CRANBROOK

Kent

TN17 3PS

07872 501951

lizcoppingwkpma@hotmail.com

www.wkpma.co.uk

14th September 2019

Poplars Farm, Churn Lane, Horsmonden, Tonbridge, TN12 8HN



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



Dear Trade Stand Holders/Advertisers

I am delighted to enclose details for the 2019 ploughing match which will held at Poplars Farm, Churn Lane, Horsmonden, Tonbridge, TN12 8HN

We very much hope that we can once again count on your support, and I would ask that you ensure that the enclosed application is returned promptly to me at the address above (PLEASE RETAIN a copy for your records).

**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**

Please note that all applications **must be returned by the date indicated** 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. In an effort to keep costs to a minimum you **WILL NOT** be chased up!

Should you have any queries then please email me - lizcoppingwkpm@hotmail.com (or on my mobile 07872 501951 outside of office hours only please.)

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.

Catering – 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 that 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 slightly 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 June 2019.

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. 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. Please ensure all your staff are aware of this as there will be no exceptions.

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.

**Please return your paperwork back to me at the address above, NOT the site address!
Last year several applications went to the site which meant that not only was it delayed in reaching me, it inconvenienced our hosts!!**

Kind regards

Liz Copping
Secretary

WEALD OF KENT PLOUGHING MATCH ASSOCIATION
To be held 14th September 2019, Poplars Farm, Churn Lane, Horsmonden, Tonbridge, TN12 8HN

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

TRADE STAND SPACE

Ring-Side Space

This fee gives priority for a ring-side 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. £250
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 ring-side stand and their decision is final.

<u>*Main Trade Area</u>	20 x 10 metre depth	STAND SPACE ONLY	£120
	10 x 10 metre depth	STAND SPACE ONLY	£80

<u>Advertising Only</u>	Full Page (Full Colour Portrait)	£120
	Half Page (Full Colour Landscape)	£80

I confirm that I require the same artwork as for 2018 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 also enclose a copy of your policy for Public Liability Insurance

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

APPLICATIONS MUST BE RETURNED NO LATER THAN 31st May 2019
APPLICATIONS RETURNED WITHOUT THE APPROPRIATE PAYMENT ARE NOT
GUARANTEED ACCEPTANCE

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

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