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## 2 Useful Contacts

### 2.1 Event Organisers:

Lambeth Events Team  
Adults' and Community Services  
London Borough of Lambeth  
Blue Star House  
234-244 Stockwell Road  
London, SW9 9SP

Lambeth Events Office  
Tel: 020 7926 7085 / 7088

Email: [Countryshow@lambeth.gov.uk](mailto:Countryshow@lambeth.gov.uk)

Web: [www.lambeth.gov.uk/countryshow](http://www.lambeth.gov.uk/countryshow)

### 3. Highlights from 2009



In its 35<sup>th</sup> year the Lambeth Country Show lived up to its promise to be a fantastic day out for the whole family. Lambeth really showed off what's best about our borough and brought a taste of the country to Lambeth. The live music showcased local talent and the Village Green was back with spirit with its ever-popular acoustic music stage. As ever there was a funfair, craft markets and food from all corners of the world. The horticultural tents displayed produce from local growers and as always children were delighted by the animals from Vauxhall City Farm.

New to the Flower Show competitions was the wheel barrow competition which invited children from several Lambeth schools to take part. The main arena played host to a series of special shows and stunts with animals as the stars.

The Cultivate area was a brand new feature at the show focusing on Lambeth's cultural wealth with the aim of nurturing creativity. *Cultivate* provided a conduit for showcasing of the boroughs organisations and promoted their work.

The sun shone and the weekend was full of fun and laughter.

We also would like to congratulate the Rathbone Society for winning the prize draw of £50 high street vouchers for the exhibitor survey.

## 4 Exhibitor & Trader Check List

- This check list is for your convenience and to keep for your records.
- Please check through all of the application and order forms on the following pages and ensure that any facilities or requirements are ordered by the deadlines stated.
- All confirmed performers will be asked to provide 50 words and some high resolution pictures about their organisation which some of it will be published in the free event guide as an editorial entry (this is not an advertisement). A request for this information will be emailed to you direct in May 2010.

| <b>ORDER / APPLICATION / BOOKING FORM</b>  | <b>DEADLINE DATE</b>        | <b>√ TICK WHEN COMPLETED</b> |
|--|-----------------------------|------------------------------|
| Performer Application Forms  | 30 <sup>th</sup> April 2010 |                              |
| Stage Plan<br>(all performers must complete this form)   | 30 <sup>th</sup> April 2010 |                              |
| Performer Questionnaire<br>(all performers must complete this form)  | 30 <sup>th</sup> April 2010 |                              |
| Camping Order Forms  | 15 <sup>th</sup> May 2010   |                              |
| Car Parking Pass Order Forms   | 15 <sup>th</sup> May 2010   |                              |
| Event Pack<br>(Includes booking confirmation, parking passes and wristbands and general event information) | 2 weeks prior to the Event  |                              |

**PLEASE KEEP THIS CHECK LIST FOR YOUR RECORDS**

## 5 Performer Application Form

**Deadline: 30<sup>th</sup> April 2010**

We are currently registering interest from performers who are wishing to take part in the Lambeth Country Show this year. So if you would like to express an interest in performing at the show please complete this form and send it back to us before the deadline date.

| <b>Contact Details</b>   |  |           |  |
|--|--|-----------|--|
| First Name:  |  | Surname:  |  |
| Name of Company/<br>Organisation:  |  |           |  |
| Address:   |  | Postcode: |  |
| Tel:   |  | Mob:      |  |
| Fax:   |  | Email:    |  |
| Web:   |  |           |  |
| Please provide details of what you would like to perform at the Lambeth Country Show:            |  |           |  |
| Any special requirements:  |  |           |  |
| If possible please provide a show reel and/or photos and/or any publicity coverage of your work. |  |           |  |

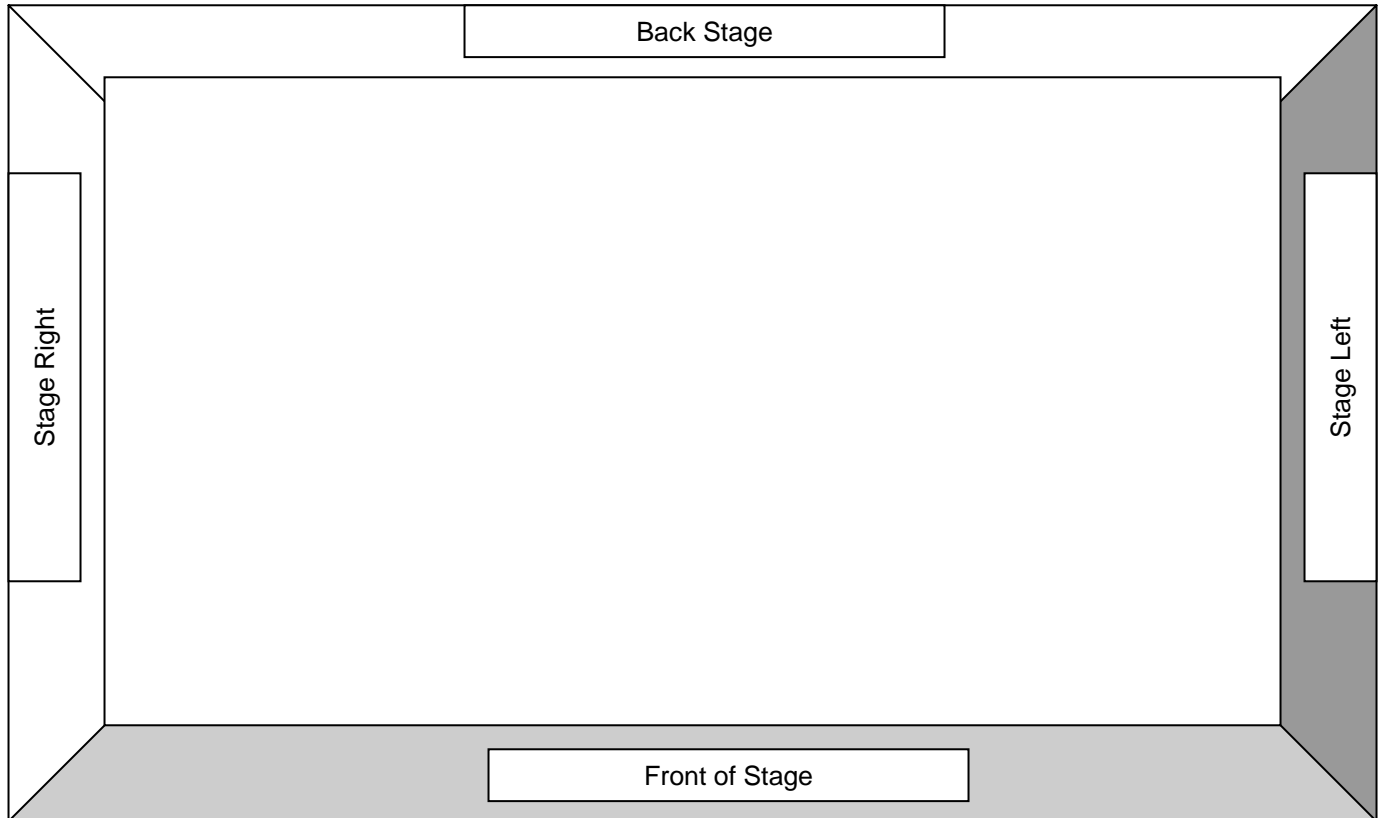
**PLEASE RETURN THIS FORM AND SUPPORTING INFORMATION BY 30<sup>th</sup> APRIL TO:**

Lambeth Country Show Events Team  
Adults' and Community Services  
London Borough of Lambeth, Blue Star House, London SW9 9SP

## 6 Stage Plan

Deadline: 30<sup>th</sup> April 2010

If you are performing on a stage please detail your stage layout on the diagram below.



**Stage and Performance area dimensions are as follows:**

**Village Green Performance Stage = 6.5m length x 5m width**

**Back stage holding area will be provided for each act.**

**All dimensions are subject to change**

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Adults' and Community Services

London Borough of Lambeth, Blue Star House, 234-244 Stockwell Road, London SW9 9SP

## 7 Performer Questionnaire

Deadline: 30<sup>th</sup> April 2010

**Please can you answer all the questions below.**

Please include as much detail as possible about your layout required for the event and send this back to us **before the deadline on the 30<sup>th</sup> April 2010.**

|   | Question  | Your Answers |
|---|---|--------------|
| 1 | How much space do you require for your performance area?  |              |
| 2 | Do you require any technical equipment for your performance?<br>I.E. Radio Microphone, PA System or a CD Player |              |
| 3 | What type and size of vehicles are you bringing to the event?   |              |
| 4 | Please provide vehicle registration details?  |              |
| 5 | Please list the number and type of animals (if any) you will be bring to the show?                              |              |
| 6 | Will you need us to provide any subsistence for your animals at the show?<br>IE: Fresh Water, Hay, Straw        |              |

|    |  |  |
|----|--|--|
| 7  | How many people will be attending the event from your organisation?<br>We will need their names too?             |  |
| 8  | How many security wristbands will you require for your staff working with you?                                   |  |
| 8  | How many parking permits will you need?  |  |
| 9  | Will you need to camp onsite and will you have a tent or caravan?  |  |
| 10 | Will you have a static display and do you provide your own structure? Can you also let us know the size of this? |  |
| 11 | Where would you like your static display to be located?  |  |
| 12 | Do you have times for your static display?<br>We already know your main performance times.                       |  |
| 13 | Can you send us a copy of your public liability insurance and a risk assessment?                                 |  |

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Adults' and Community Services

London Borough of Lambeth, Blue Star House, 234-244 Stockwell Road, London SW9 9SP

## 8 Camping Price List & Order Form Deadline: 15<sup>th</sup> May 2010

| Contact Details  |  |          |           |
|--|--|----------|-----------|
| Name of Company/<br>Trading Name:                                      |  |          |           |
| First Name:  |  | Surname: |           |
| Contact Name &<br>Mobile Telephone at<br>Showground: (if<br>different) |  |          |           |
| Address:   |  |          |           |
|  |  |          |           |
|  |  |          | Postcode: |
| Tel:   |  | Mob:     |           |
| Fax:   |  | Email:   |           |
| Web:   |  |          |           |

Overnight camping is available in a designated area of the park away from the main event area and this has to be pre-booked with the events team prior to the event. This is charged at the standard tariffs below. The campsite has security, showers and toilets facilities for the duration of the event.



**PLEASE NOTE: No sleeping is permitted in or near your stand or in any vehicles on site as this will be a breach of health and safety regulations. Under the Regulatory Reform (Fire Safety) Order 2005 it is not legal for anyone to sleep in on site car parks either in a tent or in a vehicle. Subject to terms and conditions. Anyone in breach of these conditions will be automatically removed from the site by event security.**

Any late bookings made on the days of the event will be subject to availability and also a 25% surcharge.

| Camping Type                  | Cost £ per night | Number of Nights | Total £   |
|-------------------------------|------------------|------------------|-----------|
| Tents 2-4 persons (5m x 5m)   | £8.00            |                  | £         |
| Tents 6-8 persons (10m x 10m) | £16.00           |                  | £         |
| Motor Homes & Campervans      | £16.00           |                  | £         |
|                               |                  |                  | Sub-Total |
|                               |                  |                  | £         |
|                               |                  |                  | Total     |
|                               |                  |                  | £         |

|         |       |           |       |
|---------|-------|-----------|-------|
| Signed: | Name: | Position: | Date: |
|---------|-------|-----------|-------|

**PLEASE RETURN THIS FORM AND YOUR PAYMENT BY 15<sup>TH</sup> MAY TO:**  
 Lambeth Country Show Events Team  
 Adults' and Community Services  
 London Borough of Lambeth, Blue Star House, 234-244 Stockwell Road, London SW9 9SP

# 9 Car Parking Pass Order Form

Deadline: 15<sup>th</sup> May 2010

| Contact Details  |  |                         |  |
|--|--|-------------------------|--|
| Name of Company/<br>Trading Name:                                      |  |                         |  |
| First Name:  |  | Surname:                |  |
| Contact Name &<br>Mobile Telephone at<br>Showground: (if<br>different) |  |                         |  |
| Address:   |  |                         |  |
|  |  |                         |  |
|  |  |                         |  |
|  |  | Postcode:               |  |
| Tel:   |  | Mob:                    |  |
| Fax:   |  | Email:                  |  |
| Web:   |  |                         |  |
| Type of Vehicle: e.g. Make<br>Model and Colour.                        |  | Registration<br>Number: |  |
| Type of Vehicle: e.g. Make<br>Model and Colour.                        |  | Registration<br>Number: |  |
| Type of Vehicle: e.g. Make<br>Model and Colour.                        |  | Registration<br>Number: |  |
| Type of Vehicle: e.g. Make<br>Model and Colour.                        |  | Registration<br>Number: |  |



All performers are provided with **Two** parking passes for the duration of the event. Additional car parking is subject to availability and this has to be pre-booked with the events team prior to the event. Performer Car parking passes will be sent to you before the event with your event pack.

| Car Parking                              | Unit Cost £    | Quantity | Total |
|--|----------------|----------|-------|
| Car Parking Pass                         | Free of Charge |          |       |
| Disabled Car Parking (Blue Badge Holder) | Free of Charge |          |       |
|  |                | Total    |       |

**PLEASE NOTE: All vehicles must display the car parking passes for the duration of the event in order to park in the designated car parks. Parking Passes are non transferable and Subject to terms and conditions.**

|         |       |           |       |
|---------|-------|-----------|-------|
| Signed: | Name: | Position: | Date: |
|---------|-------|-----------|-------|

**PLEASE RETURN THIS FORM AND PAYMENT BY 15<sup>th</sup> MAY TO:**

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Adults' and Community Services  
London Borough of Lambeth, Blue Star House, 234-244 Stockwell Road, London SW9 9SP

## **10 Performance Terms and Conditions**

- 10.1 Cancellation of your confirmed contract shall be as follows;**
  - 10.1.1 More than 30 days from the performance date; No fee payable to London Borough of Lambeth.**
  - 10.1.2 Between 22-30 days from the performance date; 25% of the full fee to London Borough of Lambeth.**
  - 10.1.3 Between 15-21 days from the performance date; 50% of the full fee to London Borough of Lambeth.**
  - 10.1.4 Between 8-14 days from the performance date; 75% of the full fee to London Borough of Lambeth.**
  - 10.1.5 Between 1-7 days from the performance date; the full fee will be payable to London Borough of Lambeth.**
- 10.2 The artiste/s agrees that the fee is inclusive of all agreed expenses, travelling expenses to and from the venue unless otherwise agreed in advance and detailed on the booking agreement.**
- 10.3 No fee shall be payable to the artiste/s for any day upon which this engagement shall be suspended by reason of Royal Demise, National Mourning, Fire, Epidemic, War, Strikes, lockout or by reason of order of any Licensing or Authority.**
- 10.4 The artiste/s at the time of signing this contract shall not be under any contract to a third party that might preclude him/her from fulfilling the engagement.**
- 10.5 Non fulfilment of contract will result in loss or expenses incurred to be charged to the artistes/client.**
- 10.6 All artiste/s are responsible for your own TAX & National Insurance contributions.**
- 10.7 On receipt on the signed contract we will send you a Purchase Order confirmation.**
- 10.8 Please ensure you send in an original invoice to us including the Purchase Order number on your invoice.**
- 10.9 The London Borough of Lambeth will make payment by BACS to you within 30 working days of Lambeth Country Show, as per L B Lambeth payment policy.**
- 10.10 No drink/food or alcohol to be consumed during performance and call time hours unless you have been given authorisation by members of the event team.**
- 10.11 Entertainers and their staff must provide assurances that any staff who are likely to come into contact with children have had a satisfactory Criminal Records Bureau check within the last 12 months.**