

## **The Heathfield & District Agricultural Show Society**

### **TRADE STAND SECRETARY**

#### **Purpose of Role**

To manage the trade stand section of the Heathfield Show

#### **Summary of Role**

To ensure the Heathfield Show has a good representation of trade stands that are both a source of income to the Show and also of interest to the visitors. As a member of a well established team, you must be able to communicate with the rest of the team.

#### **Reports to**

Ground Chairman and Show Secretary

#### **Duties**

- Prepare trade stand pack ready for distribution in early November
- Process applications
- Allocate sites
- Prepare invoices and receipts and be responsible for chasing payments where necessary. Prepare detailed maps of the site
- Co-ordinate the marking up of the Showground and numbering of trade stand pitches and ensuring pitches the correct sizes to those ordered. • Assist during the setting up period
- Organise the trade stand competition
- Attend Ground meetings and report on ongoing process and deal with any matters arising (4 evening meetings a year)
- Attend Council meetings as a co-opted member to report on Trade stand matters (5 evening meetings a year)
- To liaise regularly with the Show Secretary to ensure that all timelines are met and any potential issues are highlighted.

#### **Tradestand Liaison**

- Maintain database of trade stand emails and addresses in order to email and invite to take part at show again
- Preparation of trade stand packs:
- Application forms
- Regulations
- Health & Safety information
- Public Liability insurance information
- Site options
- Prices
- Ticket requirements

- Plan
- Electricity request
- Mail trade stand packs to previous trade stand holders.
- Actively seek possible new trade stand holders by visiting other Shows, contacting local businesses etc
- Order necessary stationery etc. from Show Secretary
- Check and process applications
- Chase up missing information
- Organise Trade stand stewards to help on Show day
- In conjunction with the Show Secretary organise trade stand competition judges and steward
- Deal with queries
- Process trade stand applications - any which include membership renewals copy to membership secretary
- Ensure the website has all the up to date information regarding trade stands
- Once trade stand application pack has been distributed monitor emails and telephone messages on a regular basis (until Show day) to ensure all queries are dealt with in a timely manner.
- Allocate trade stand pitch numbers
- Prepare programme information ready for the printers and send to Show Secretary
- Proof read programme
- Send out show information to exhibitors including vehicle labels and entry tickets.
- Dispatch Judges packs to judges including tickets, lunch invitations and vehicle parking badges.

#### **Pre-Show Two Weeks**

- Check, clean and refurbish the trade stand number markers and order new ones as necessary from the sign writer, acquire and paint marker pegs.
- Attend Mark Out Saturday two weeks prior to Show day.
- Supervise the laying out of the Show, trade stands, rings and tents; thereafter check and sort out any mistakes
- Mark up every pitch with stakes and pitch numbers
- Visit show ground on a regular basis during set up until Show day to meet with Trade stand holders and ensure they are able to find their correct pitches
- Be available everyday the week before the Show and in conjunction with the Show Secretary arrange cover in the Show office, all day on the Thursday and Friday and on Show day.
- Organise plans, in liaison with Show Secretary, for use around Showground.

#### **Show Day**

- Be based on the Show ground all day.
- Provide support to trade stands if necessary
- Act as focal point for any trade stand queries
- In conjunction with Trade stand stewards visit every trade stand delivering a free Show programme and ensuring all in order

#### **Post Show Wrap up**

- Attend clear-up Sunday after show day
- Organise collection of all marker pegs and numbers
- Send thank you letters to stewards and other volunteers who have helped

- Return all spare tickets, meal vouchers, car passes to Show Secretary
- Ensure all trade stands have cleared up properly after the Show and chase where necessary
- Attend Show 'wash up' to make final report on income generated and other relevant factors

#### **Show Records**

- Ensure all correspondence is from a dedicated Tradestand Secretary email address and available on file for nominated show personnel to access.

#### **Honorarium**

The position, whilst voluntary, attracts an honorarium which reflects how well the Show went for that year. In 2018 the trade stand secretary received around £4,000. Miscellaneous expenses are covered such as stationery.