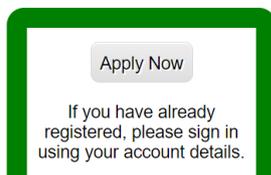


CUNNINGSBURGH SHOW TRADESTAND REQUEST STEP BY STEP GUIDE

1. Go to our trade-stand page: <https://cdas.showbiz-software.co.uk/tradestand/>
2. You need to 'Register for an online account' – Click on the 'Apply Now' button in the top right-hand side of your window, as shown below:



3. Complete the registration form noting that all **red fields** are **mandatory** (Title, First Name, Last Name, Email, Address1, Town, County, Post Code, Country, Password & Confirm Password)

Please enter your details below in order to create a User Account. Highlighted fields are mandatory.

Title

First Name

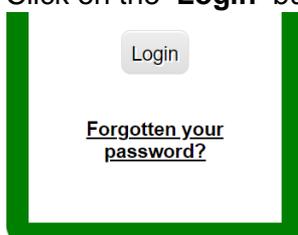
4. Click on small check box below to accept our T&C's

Please read the [Terms and Conditions](#) carefully

I confirm that I have read and agree to the terms and conditions

Register My Account

5. Click on 'Register My Account' to gain access to our website. Now you must 'Login' and complete the request a tradestand form.
6. Click on the 'Login' button on the top right of your page, as shown below:



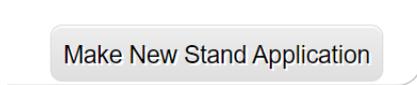
7. Enter your email address and password in the boxes on the screen as shown below and click on 'Login':

Email Address

Password

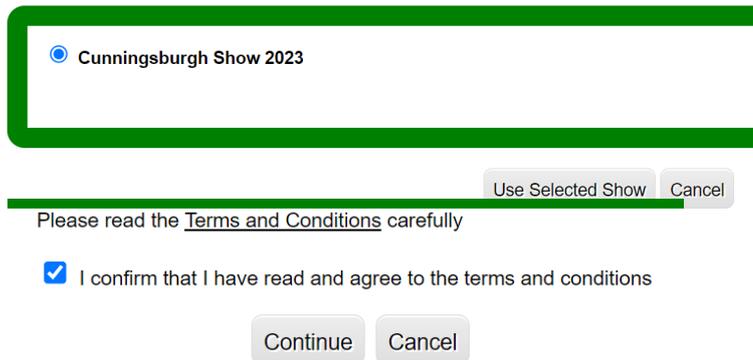
Login

- You will now see our tradestand area where you can see the stats of any previous requests, or current year applications (this is our first year using this so you should see a blank screen on your first login). Click on **'Make New Stand Application'** button as shown below:

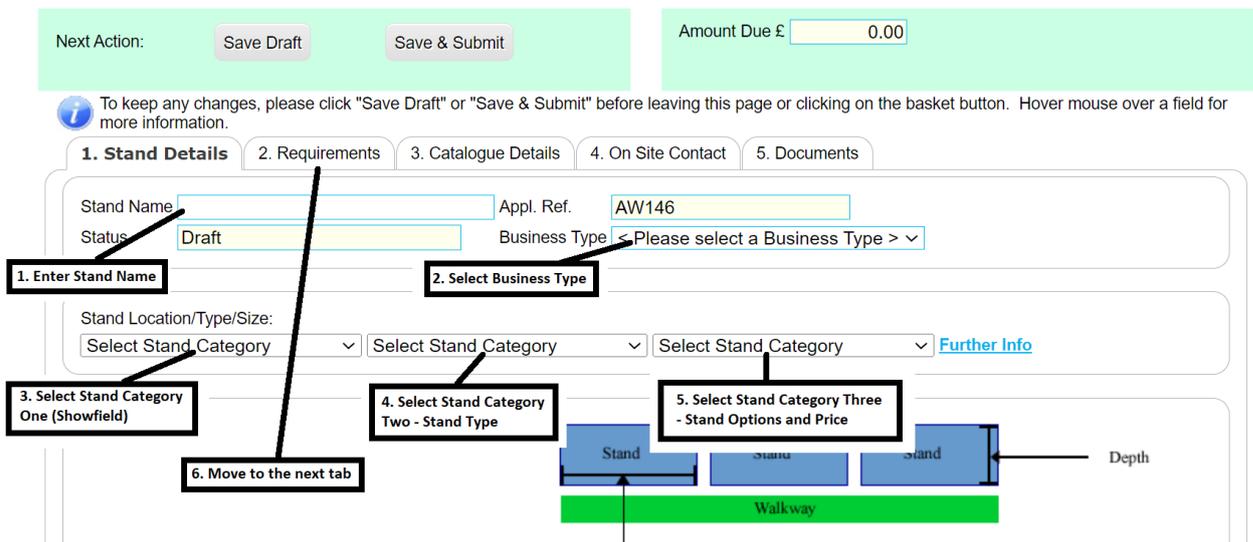


- Click the dot next to **Cunningburgh Show 2023** and click on the **'Use Selected Show'** button shown below:

- Now you need to review and accept our T&C's (If you did this as part of registration these are the same T&C's). Check the small checkbox and Click the **'Continue'** button as shown below:



- Enter in the data required below in Tab one, detailed below before moving on to the next tab.



12. Select any additional requirements you have by entering in the desired qty to each line as show below, if you do not need any extras please proceed to the next tab (tab 3 – Catalogue Details):

Next Action: Amount Due £

i To keep any changes, please click "Save Draft" or "Save & Submit" before leaving this page or clicking on the basket button. Hover mouse over a field for more information.

1. Stand Details **2. Requirements** 3. Catalogue Details 4. On Site Contact 5. Documents

Use this tab to order any additional items or services that you require to accompany your trade stand. For example extra tickets.

Further items required **2. Move to the next tab** **1. Enter any extras required (Enter in Qty per Extra)**

Extra	Further info	Price (£)	Quantity Required	
Additional Chairs	Further info	0.00	<input type="text" value="0"/>	<input type="checkbox"/>
Additional Adult Gate Admission	Further info	7.00	<input type="text" value="0"/>	<input type="checkbox"/>
Additional Child Gate Admission (Under 16)	Further info	2.00	<input type="text" value="0"/>	<input type="checkbox"/>
Catalogue Advert - 1/4 A5 Page	Further info	20.00	<input type="text" value="0"/>	<input type="checkbox"/>
Catalogue Advert - 1/2 A5 Page	Further info	35.00	<input type="text" value="1"/>	<input checked="" type="checkbox"/>
Catalogue Advert - Full A5 Page	Further info	70.00	<input type="text" value="0"/>	<input type="checkbox"/>
Electrical power - Standard Plug	Further info	5.00	<input type="text" value="1"/>	<input checked="" type="checkbox"/>
Electrical power - Custom Requirement	Further info	0.00	<input type="text" value="0"/>	<input type="checkbox"/>
Showday Catalogue Advance Purchase	Further info	4.00	<input type="text" value="0"/>	<input type="checkbox"/>

13. Confirm the ‘mandatory items in red below’ are complete and enter in a ‘Catalogue Description’ (One word minimum) before moving to the next tab, as shown below:

Next Action: Amount Due £

i To keep any changes, please click "Save Draft" or "Save & Submit" before leaving this page or clicking on the basket more information.

1. Stand Details 2. Requirements **3. Catalogue Details** 4. On Site Contact 5. Documents

Please provide details that will appear in the show Catalogue. NB. Some fields may not be displayed in the catalogue

1. Ensure all mandatory fields are populated (shown in red) **3. Move to next tab**

Use Registered Contact Details

Telephone

Mobile

Email

Fax

Web Site

Stand Holder

Address 1

Address 2

Address 3

Town

County

Post Code

Country

Catalogue Description (Max. 750 characters)

2. Enter in a Catalogue Description EG Stand Name and brief details of your stand (One Word Mandatory)

14. Enter in your 'Site contact details' (Name and Address) and move to the next tab

Next Action:

Amount Due £

To keep any changes, please click "Save Draft" or "Save & Submit" before leaving this page or clicking on the basket button.

1. Stand Details 2. Requirements 3. Catalogue Details **4. On Site Contact** 5. Documents

Please provide information about the main contact who will manage the stand on the day(s) of the show.

Name & Mobile Number of Contact During Show

1. Enter in the Name and Mobile Number of the Contact During the Show

2. Move to the next tab

15. Decide which Risk Assessment process you will follow. If you need to use our Teams form, please click on the link shown below which opens a new window. **NOTE:** You still need to submit this request on this page.

If you already have a sufficient risk assessment document, you can upload it using the 'Upload Now' button, selecting your file and waiting for it to show online. Once complete, please click the 'Save & Submit' button to complete your request.

Next Action:

Amount Due £

To keep any changes, please click "Save Draft" or "Save & Submit" before leaving this page or clicking on the basket button. Hover mouse over a field for more information.

1. Stand Details 2. Requirements 3. Catalogue Details 4. On Site Contact **5. Documents**

1. Decide which option suits you best for the Risk Assessment Form

3. To complete your application, click 'Save and Submit'

To ensure the health and safety of everybody attending the show we require all tradestands to provide a risk assessment. Please either upload your own document using the 'Upload' button below, or you can download / complete our pdf template provided [here](#) and attach that.

2a. If you use our Teams Form it will open a new window

[have access to a printer](#), please complete and submit the Microsoft Form below which will be sent to us.

[Microsoft Teams Online Tradestand Risk Assessment Form](#)

Risk assessments must cover the hazards relating to set-up, open period and take down. All event caterers must provide information on food safety management. When we receive your application, we will send you a food safety questionnaire to complete.

IMPORTANT NOTE: Once you have submitted the Risk Assessment form you **also need to submit your online tradestand request** - you should see the **Save & Submit Button** on the top left of your screen - once you click this you will get an email to confirm your request has been sent to us for review.

2b. If you have a risk assessment, upload it here.

Documents that can be uploaded now:

16. Once submitted, you will be taken automatically back to the tradestand homepage and get the confirmation message below, plus an email from our system confirming your request.

Your trade stand application has now been submitted. We will be in touch soon.

Stand Applications

Registered Contact Details

Reset My Password

17. We will be in touch in due course to advise if your application has been approved and share our invoice for your requested stand.

18. If you have any issues or queries, please email us on tradestand@cunningburghshow.com

Thank you for your support.