

Pre-event Information

Security	Any issues should be raised with the Event Management Team who will take appropriate action as required.
Fire Safety	In the Marquee there will be signage marking the fire exit points. At the Sport Pavilion, Marquee, and food stalls there will be a range of appropriate fire extinguishers with appropriate signage on use.
First Aid	First Aid cover is provided by First Aid Cover Limited who will be based in the Parish Hall.
Dress Code	All Stewards must wear appropriate clothing for the weather. Those involved in parking must wear appropriate footwear (e.g. no flip flops) and must wear a Hi-Vis Steward's tabard at all times. Committee members and designated volunteers (Gate, Info Stand, Classic Marshals, committee members) wear Green Capel Show shirts.

During Event Information

Management of Crowd Movement	Movement of the visitors is managed via crowd barriers along The Street leading to the showground. All visitors should be kept separate from vehicles at all times and separate vehicle and pedestrian access is provided.
Lost Property	Lost property should be handed in to the Information Point, adjacent to the marquee, marked by a flag.
Lost Children	A Lost Children Officer will be employed to cover the Lost Children's Area situated at the Information Point. A lost child that is found in the showground shall be handed over to the Lost Children Officer by a Steward.
Refreshments	Water will be provided to all Marshals and Stewards throughout the day. There will be dedicated catering for anyone wearing the green Capel Show Polo Shirt.

Post Event Information

Egress procedures	When leaving the public car park and showground marshals will encourage a left turn only, in order to reduce congestion in the village and to help everyone leave as quickly as possible.
--------------------------	---

Communications

All members of the classic car parking team will be provided with a radio and will be in direct contact with Lee Robinson who will be managing the site and parking.

Spare radios will be distributed as necessary to Stewards based within the recreation ground. A list of channels in use on the day will be issued with each radio.

Your mobile phone may be used for emergency messages. Please make sure it has sufficient charge and that you can hear or feel it ring.

Two megaphones will also be available in the event of a power failure or emergency situation.

Health & Safety

- Please wear appropriate clothing for the weather conditions
- Please be careful around all electrical equipment and ensure all electrical equipment is in a good state of repair before use.
- Manual handling
 - Avoid manual handling where possible.
 - Do not lift something unless you are comfortable in doing so.
 - If something appears to heavy, find help to lift it.
 - Young persons and those at risk should not lift heavy weights. Where this cannot be avoided young people lifting should be supervised.
- Ensure all fire exits and emergency vehicle routes are kept clear at all times.
- If you have been given a Hi-Vis tabard please wear it at all times while on duty.
- If in doubt ask!

Emergency Procedure

In the event of an emergency, either Dik Hoogmoed or Mandy Schryver should be alerted immediately. They will then advise Stewards on the course of action to take and co-ordinate with the emergency services. The address to be provided to the emergency services is Capel Recreation Ground, Mortimer Road, Capel, Surrey, RH5 5LB.

Dik Hoogmoed – 07436 540451
Mandy Schryver – 07889 756252
Or contact direct on Radio Channel 1

- All Marshals and Stewards must switch to radio channel 1
- In the event of a *minor* emergency all Stewards and Marshals will be required to move persons to a safe area away from the incident and ensure that all Emergency Services have clear access to the site. All radio and mobile communication should be kept to a minimum.
- In the event of a **major** emergency all Stewards and Marshals will be required to direct people to leave via the nearest exit as marked out on the map below.
- All traffic into the grounds will be stopped (both pedestrian and vehicles).
 - Visitors at the gate will be asked to return to their vehicles
 - Vehicle Entrance into the public car park will be stopped.
 - Marshalls in the road will require all traffic in the street to drive on in order to clear the road for emergency access.
 - Exit from the public car park will be stopped so as not to impede the flow of traffic in The Street.
 - Classic Vehicles and traders will not be permitted to exit the show ground for the same reason.

Please familiarise yourself with the ground's layout, so that you know where to point / shepherd people should this become necessary. See the map on page 5.

Emergency Exits are marked with this symbol:



Thank You

Thank you for reading this, sorry if this included things you already knew but we have to mention it.

We would just like to say on behalf of all the Show Committee, thank you for volunteering it will help us a lot and will help ensure the event runs smoothly. If you have any questions about the Capel Show or what you have been asked to do please do not hesitate to ask one of the event team and we will be happy to help.

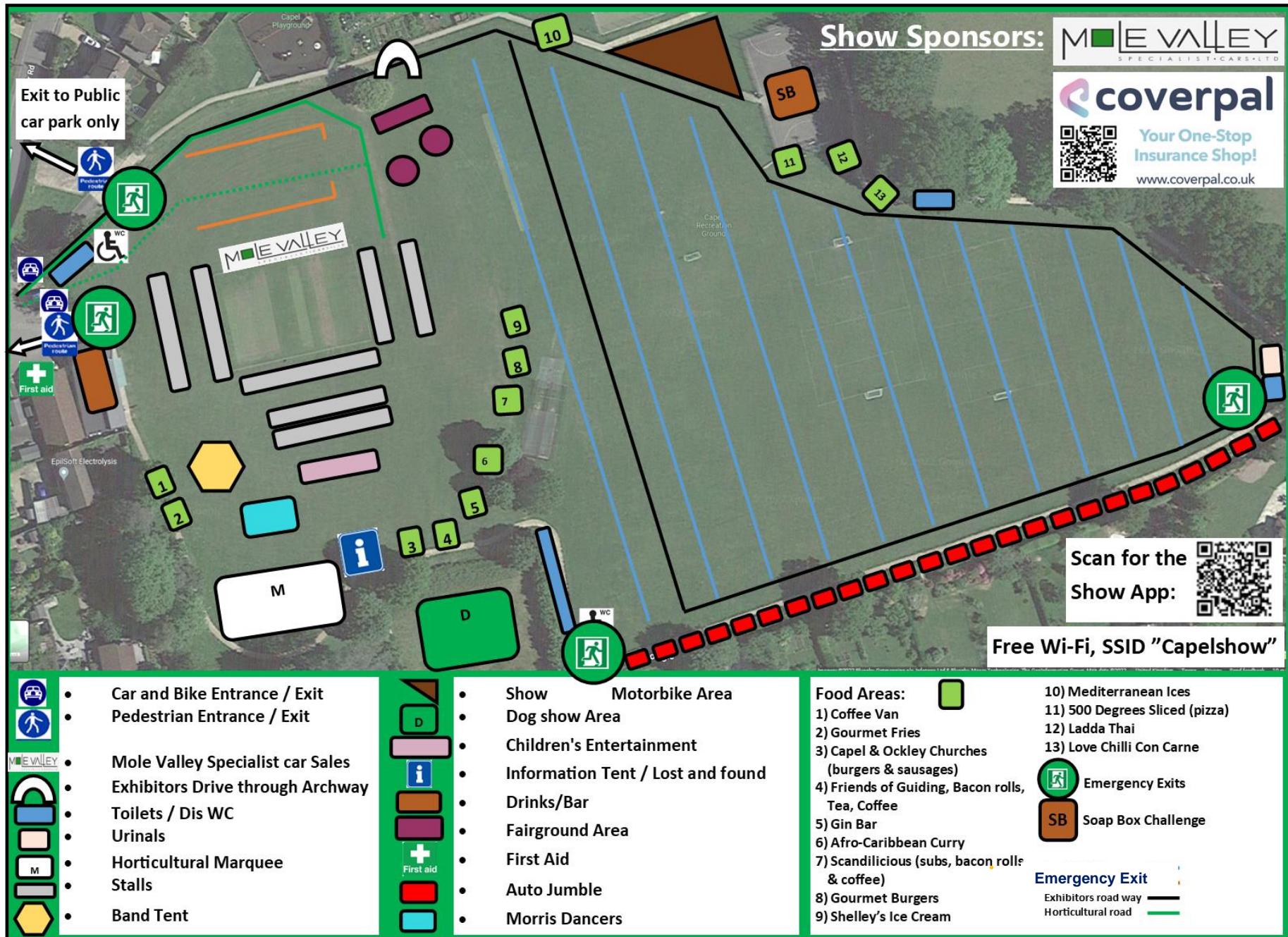
We look forward to seeing you all on Saturday 17th.

Many thanks, on behalf of the Event Management Team:

Dik Hoogmoed – Capel Classic Car Show

Mandy Schryver – Capel Horticultural Society

Sam Samuel – Health and Safety Officer



Show Sponsors:



Your One-Stop Insurance Shop!
www.coverpal.co.uk

Scan for the Show App:

Free Wi-Fi, SSID "Capelshow"

- Car and Bike Entrance / Exit
- Pedestrian Entrance / Exit
- Mole Valley Specialist car Sales
- Exhibitors Drive through Archway
- Toilets / Dis WC
- Urinals
- Horticultural Marquee
- Stalls
- Band Tent

- Dog show Area
- Children's Entertainment
- Information Tent / Lost and found
- Drinks/Bar
- Fairground Area
- First Aid
- Auto Jumble
- Morris Dancers
- Motorbike Area
- Show

- Food Areas:
- 1) Coffee Van
 - 2) Gourmet Fries
 - 3) Capel & Ockley Churches (burgers & sausages)
 - 4) Friends of Guiding, Bacon rolls, Tea, Coffee
 - 5) Gin Bar
 - 6) Afro-Caribbean Curry
 - 7) Scandalicious (subs, bacon rolls & coffee)
 - 8) Gourmet Burgers
 - 9) Shelley's Ice Cream
 - 10) Mediterranean Ices
 - 11) 500 Degrees Sliced (pizza)
 - 12) Ladda Thai
 - 13) Love Chilli Con Carne
- Emergency Exits
- Soap Box Challenge
- Emergency Exit**
- Exhibitors road way
 - Horticultural road