



**APPLICATION FOR SPACE IN THE
SPECIALITY FOOD MARQUEE
THE GLENDALE SHOW** Wooler, Northumberland
Monday 27th August, 2018 (Closing Date 31st May 2018)



Company Name:			
Contact Name			
Address			
Postcode			
Telephone		Mobile Number	
Email			
Website			

Type of Produce to be sold 5 words maximum as this appears in the catalogue:

Type of equipment to be brought on site, eg. refrigerators. Please give details of free tastings.

Food Marquee Traders must not sell food or beverages suitable for immediate consumption (ie hot beef sandwiches or hot & cold drinks)

	6ft space in the Food Marquee @ £68 (exclusive of VAT): (36 square feet total space) (maximum 12ft frontage)	£
	Sockets for power @ £30.00 per socket per booking (exclusive of VAT): (Please give accurate numbers of sockets required)	£
Sub Total		£
Add VAT @ 20%		£

	6ft tables (FOC.) (No tables will be provided unless booked on this form) (1 table allowed per 6ft space booked) 1 Chair per booking will be supplied	FOC
	Extra tables @£10 per table	£
	Additional Vehicle Pass @ £25 each (inclusive of VAT): (Max. 1 extra pass per 80 sq. m of space) (Vehicles must be parked in Exhibitors' Car Parks)	£
	Additional Admittance Passes @ £12 each (inclusive of VAT):	£

Total Remittance Due		£
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Enclose a copy of your Public Liability without this your application will not be processed.

Public Liability Insurance Cover: £.....million, Please bring your insurance schedule and certificate with you to the event to be available for inspection. Failure to do so will mean you cannot attend the event and you shall be asked to leave the site by Society officials

Insurance Cover Provided By.....expiry date

(If the Public Liability Insurance expires before 27th August 2018 please confirm in writing that the insurance will be renewed and you will have insurance cover in place on the day of the Show or your application will not be processed).

(Cheques made payable to Glendale Agricultural Society)

Bacs Details Barclays Sort-Code 20-58-17 Account Number 03978168 **Please add your trading name as the reference**

Cheque enclosed

Paying via Bacs

Please tick this box if you require a VAT receipt emailed to you (please supply email address).

Please tick this box if you **do not** wish your business name to be included in the show catalogue.

I have read the regulations overleaf and agree to abide by them.

Signature of Authorised Official.....

Contact Name:(please print).....Tel:.....

Even if your company is not VAT registered you must still add VAT to your application

Applications will not be processed without payment and a completed Risk Assessment

Vat Registration No: 901 0894 49

REGULATIONS FOR THE SPECIALITY FOOD MARQUEE

1. All reservations for Stalls in the Food Marquee should be made as early as possible and **not later than 31st May 2018. Bookings will be taken on a first come, first served basis.**
2. **STRICTLY NO CONCESSIONS ALLOWED. Exhibitors may offer free tastings to the public. Stewards have the power to close down any stand that is selling food or drink for immediate consumption. The only exception to this is the speciality ice cream stand..**
3. Stalls are a minimum width of one 6ft table @ £68 + VAT per 6ft table with a total of 36 sq.ft to occupy. 1 chair is provided with each stall. Tables are provided on request. Other specific requirements must be shown clearly on the application. The Committee cannot guarantee all requests can be met.
4. **No applications will be processed without a returned booking form, remittance in full and a completed risk assessment form. No bookings can be confirmed without payment in full. No refunds will be made after 31st May 2018.**
5. The committee reserve the right to reject any application for space and to return the fees, or otherwise deal with the application as they may consider advisable.
6. Glendale Agricultural Society accept no responsibility for any conflict of interest between trade stands and/or the duplication of a similar type of stand.
7. Exhibitors will be issued with free passes for their personnel at the rate of 2 free passes together with 1 free vehicle pass per booking. These vehicles will be allocated to specific parking areas on the showfield. **One** additional vehicle pass may be purchased per booking at £25 each.
8. Exhibitors are responsible for ensuring that their personnel are issued with their passes & vehicle labels before coming to the Show. **All personnel arriving without passes will be charged at the gate and no refunds will be made. Additional admittance passes may be purchased in advance at a discounted rate of £12 each (inclusive of VAT @ the current rate).**
9. Admittance passes and vehicle passes will be forwarded to exhibitors before the show.
10. All stalls must be set up by 9.00 am and must not be removed until after 5.00 pm on the day of the show. Vehicles must be parked in Exhibitors Car Parks for that full period.
11. All exhibits & equipment brought to the showground by stallholders will remain entirely at the risk of the exhibitors.
12. No exhibitor will be permitted to arrange their stand or exhibits in such a manner as to obstruct or inconvenience any other exhibitor or the free running of pedestrians within the marquee. Stewards have the power to remove the cause of any offence or to have a stand rearranged at the expense of the exhibitor. Advertising of stands is forbidden outside the Food Marquee.
13. The Society will not be responsible for any accident that may occur from any articles belonging to any exhibitor and it is a condition of entry that each exhibitor shall hold the Society blameless for and indemnify it against any legal proceedings arising from any accident caused by him or his employees, representatives or exhibits.
14. All liability for stalls in the Food Marquee lies with the individual exhibitors who are solely responsible for insurance arrangements, risk assessments and fire & safety provisions. **All trade exhibitors must have a fire risk assessment and retain a copy on the stand for inspection if required. No LPG bottles allowed inside the marquee.**
15. It is the responsibility of all exhibitors to comply with all relevant Trading Standards & Environmental Health legislation in respect of their stands, exhibits & merchandise.
16. Exhibitors **must** forward a copy of their public liability insurance cover with the application and have it available for inspection on the day of the show.
17. It is the responsibility of all exhibitors to comply with all relevant Trading Standards & Environmental Health legislation in respect of their stands, exhibits & merchandise.
18. **A prize will be awarded for the Best Stand in the Speciality Food Marquee**
19. There are 3 water points on the Showfield. One near the Goat Marquee, one behind the Members' Marquee and one near the Main Gate.
20. No Dogs are allowed in the Speciality Food Marquee.

Application Forms and completed Risk Assessments to be returned to:

The Show Secretary, Glendale Agricultural Society
The Cheviot Centre, 12 Padgepool Place, Wooler, Northumberland, NE71 6BL.
Tel/Fax: 01668 283 868 E-mail: info@glendaleshow.com www. glendaleshow.com
Company Number: 5192461