



**APPLICATION FOR TRADE STAND SPACE
AT 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 exhibit 5 words maximum as this appears in the catalogue:

Special Request for Siting on Showfield (whilst every attempt will be made to accommodate requests, no guarantees can be given. **Preference will be given to bookings made by 31st March 2018**).

Type of Stand:	(e.g. Trailer Marquee, Gazebo) (Please provide a photograph)
Do you have gas in stand Yes/No:	

	Metres Single Frontage by standard depth of 8m @ £20.00/m frontage (Min. frontage is 4m). (Frontage MUST include space for guy ropes).	£
	Metres Double Frontage by standard depth of 16m @ £35/m frontage: (min frontage is 6m). (Frontage MUST include space for guy ropes).	£
Sub Total		£
Add VAT @ 20%		£
	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		£

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 Trade Stand Space

1. All applications for Trade Stand space should be made to the Secretary as early as possible and **no later than 31st May 2018**.
2. Single fronted stands have a minimum depth of 8m and are charged at £20.00/m frontage plus vat. (Min. charge £80 + vat). Double fronted stands have a minimum depth of 16m and are charged at £35/m frontage. (Min. charge £210 + vat). [Agric. Machinery and vehicle sales are usually accommodated on double fronted stands].
3. **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**
4. The committee reserve the right to reject any application for space and to return the fees or otherwise deal with the application as they consider advisable.
5. Glendale Agricultural Society accept no responsibility for any conflict of interest between trade stands and/or the duplication of a similar type of stand.
6. No exhibitor will be permitted to arrange a stand or signs in such a manner as to obstruct or inconvenience any other exhibitor or the free running of the path/roadways. **Signs and guy ropes must not be allowed to project beyond the space allotted. Space reserved must allow for this.** Stewards have the power to remove the cause of any offence or to have a stand rearranged at the expense of the exhibitor.
7. No exhibitor shall sub-let the whole or any part of the space allotted to him.
8. Free Issue of Admission Passes & Vehicle Passes

Stand Area in Sq. Metres	Free Passes	Free Vehicle Passes
32 - 79	2	1
80 - 119	4	1
120 - 159	5	1
160 +	1 per additional 40sqm	2

Additional admittance passes may be purchased in advance at a discounted rate of £12 each & car passes at £25 (inclusive of VAT @ the current rate).

9. All vehicle passes must be hung from the rear view mirror and will enable the vehicle to enter and leave the showfield, subject to traffic conditions at the time. Vehicles without passes will be directed to the Public Car Parks.
10. Whilst on the showfield, all exhibitors' vehicles must be parked in the Trade Exhibitors' Car Parks or within the boundaries of their stand. Stewards are empowered to authorise the removal of indiscriminately parked vehicles where their presence is likely to hinder the free movement of Priority and Emergency Services or otherwise cause public nuisance.
11. Exhibitors are responsible for ensuring that their personnel are issued with their passes before coming to the show. **All personnel arriving without passes will be charged on the gate and no refunds will be made.**
12. Ground space will be allocated and exhibits may be placed on or after Thursday 23rd August 2018, at the exhibitor's own risk. **Exhibits must be in place by 9.00 a.m. at the latest and must not be removed until after 5.00 p.m. on the day of the show,** any tradestand found to have left before 5.00pm will not be able to attend future Glendale Shows as a trader. and the field must be cleared by noon on Wednesday 29th August 2018.
13. All property, stock, machinery and implements shown, will remain whilst in the showground, entirely at the risk of their exhibitors.
14. The Society will not be responsible for any accident that may occur from implements, machinery or any other 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 or exhibits.
15. All liability for Trade Stands lies with the particular exhibitor who is solely responsible for insurance arrangements, risk assessments and fire and 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 marquees.**
16. Applicants who wish the grass to be cut on their allocated site may do so at their own expense, having asked the permission of the Secretary.
17. It is the responsibility of all exhibitors to comply with all relevant Trading Standards and Environmental Health legislation in respect of their stands, exhibits and merchandise.
18. **Food or drinks may only be provided for immediate consumption within stands for hospitality purposes.** No food or drink may be sold or given away to the general public which is intended for immediate consumption. **(Trade Stand holders who provide foodstuffs for hospitality purposes, must ensure that their suppliers have all relevant food safety certifications).**
19. Exhibitors **must** forward a copy of the public liability insurance cover with the application **and** have it available for inspection on the day of the Show.
20. If a generator is used this must be a silent running.
21. There are 3 water points on the Showfield. One near the Goats Marquee, one behind the Members' Marquee and one near the Main Gate.
22. Each exhibitor will be responsible for the removal of refuse from their stand, the area in front of their stand and the area behind their stand. Rubbish bins and skips will be located around the site and rubbish should be placed accordingly. Exhibitors must not to leave rubbish on departure; any exhibitors doing so will be charged for the collection and disposal. The Event is held on ground normally used for livestock grazing. Any Exhibitor found to be leaving litter on their stand will be charged **£25 plus VAT** after the event to cover the additional time and expense incurred in returning the site to a usable state for stock grazing. One of the main items of litter every year is cable ties!
23. A prize will be awarded for the Best Stand at the Show.

Application Forms and completed Risk Assessments to be returned to:

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