



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

Trading Name:		
Contact Name:		
Address:		
Postcode:	Tel:	Mobile:
Email Address:		
Type of Exhibit 5 words MAX this appears in the catalogue: NO SELLING		

6ft in the Countryside Marquee @ £55 (exclusive of VAT): (36 square feet total space) (maximum 2 tables)	£
Sub Total	£
Add VAT @ 20%	£

6ft tables (f.o.c.) (No tables will be provided unless booked on this form) (1 chair per table booked)	FOC
Extra tables @ £10 per table	£
Vehicle Pass for field@ £25 each (inclusive of VAT): (Max. 1 extra pass per 80 sq. m of space) (Vehicles must be parked in Exhibitors' Car Parks)	£
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**

REGULATIONS FOR STALLS IN THE COUNTRYSIDE MARQUEE

1. All reservations for Stalls in the Countryside Marquee should be made as early as possible and **NOT LATER THAN 30th June 2018. Bookings will be taken on a first come, first served basis.**
2. Stalls are a minimum width of one 6ft table @ £55 (ex. vat) per 6ft table with a total of 36 sq.ft to occupy. Two chairs will be provided per booking and tables are provided upon request.
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 30th June 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 may 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. 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. Additional admittance passes may be purchased in advance at a discounted rate of £12 each (inclusive of VAT @ the current rate).**
7. 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.**
8. Admittance passes and vehicle passes will be forwarded to exhibitors before the show.
9. 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.
10. All exhibits brought to the showground by stallholders will remain entirely at the risk of the exhibitors.
11. 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.
12. 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.
13. It is the responsibility of all exhibitors to comply with all relevant Trading Standards & Environmental Health legislation in respect of their stands, exhibits & merchandise.
14. 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.
15. All liability for stalls 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 allowed in the marquee.**
16. There are 3 water points on the Showfield. One near the Goat Marquee, one behind the Members' Marquee and one near the Main Gate.
17. **A prize will be awarded for the Best Stand in the Countryside 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.
Company Number: 5192461
Tel/Fax: 01668 283 868
E-mail: info@glendaleshow.com
www.glendaleshow.com