



**APPLICATION FOR OUTSIDE CHARITY STAND SPACE
AT THE GLENDALE SHOW Wooler, Northumberland**
Monday 27th August, 2018
(Closing Date 31st May 2018)



Company Name:			
Charity Number			
Contact Name			
Purpose of charity			
Address			
Postcode			
Telephone		Mobile Number	
Email			
Website			
Type of Exhibits (Sales/Promotional/Other...) (Specify products to be sold 5 words maximum as this appears in the catalogue:			
Type of Stand (eg. Marquee/Trailer/Market Stall) (Please provide a photograph) Traders must not sell food or beverages suitable for immediate consumption (ie hot beef sandwiches or hot & cold drinks)			

	Metres Single Frontage by standard depth of 8m @ £15/m frontage (Min. frontage is 4m). (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 CHARITY STAND SPACE

1. All reservations for Charity Stand Space should be made as early as possible and **NOT LATER THAN 31st May 2018**.
2. **Charity Stand Space is limited and will be awarded by the committee following the closing date. Priority will be given to local charities.**
3. **No applications will be processed without a returned booking form, risk assessment food & beverage form & payment. No refunds will be made after 31st May 2018.**
4. Stands have a minimum depth of 8m and are charged at £15/m frontage plus VAT. There is a minimum booking of 4m frontage (£60 +VAT) and a maximum booking of 8m frontage (£120 +VAT).
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. Exhibitors may park in the public car park free of charge. Exhibitors are responsible for ensuring that their personnel are issued with their passes & vehicle labels before coming to the Show. **Additional admittance passes may be purchased in advance at a discounted rate of £12 each (inclusive of VAT @ the current rate). 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. 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.
10. All exhibits & equipment 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 the path/roadways. Stewards have the power to remove the cause of any offence or to have a stand rearranged at the expense of the exhibitor.
12. 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.
13. Each exhibitor will be responsible for the removal 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 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!
14. 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.
15. Generators must be a silent running.
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. All liability for charity trade stands 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 marquees.**
18. 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.
19. It is the responsibility of all exhibitors to comply with all relevant Trading Standards & Environmental Health legislation in respect of their stands, exhibits & merchandise.
20. **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).**

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