



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



<b>Company Name:</b>			
<b>Contact Name</b>			
<b>Address</b>			
<b>Postcode</b>			
<b>Telephone</b>		<b>Mobile Number</b>	
<b>Email</b>			
<b>Website</b>			
<b>Type of Exhibit to be sold 5 words maximum as this appears in the catalogue:</b>			

	6ft space in the Craft Marquee @ £60 (exclusive of VAT): (36 square feet total space) (maximum 12ft frontage)	£
<b>Sub Total</b>		£
<b>Add VAT @ 20%</b>		£
	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	£
	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):	£
<b>Total Remittance Due</b>		£

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 27<sup>th</sup> 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 STALLS IN THE CRAFT MARQUEE**

1. All reservations for Stalls in the Craft 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. Stalls are a minimum width of one 6t table @ £60 (ex. vat) per 6ft table with a total of 36 sq.ft to occupy. One chair is provided per booking.
3. **No applications will be processed without a returned booking form, risk assessment, payment in full and a completed risk assessment form.. No refunds will be made after 31<sup>st</sup> 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 may consider advisable.
5. Glendale Agricultural Society accepts 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. Additional admittance passes may be purchased in advance at a discounted rate of £12 each (inclusive of VAT @ the current rate).
7. 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.**
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, any tradestand found to have left before 5.00pm will not be able to attend future Glendale Shows as a trader.
11. All exhibits 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.
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 craft stalls lies with the individual exhibitors who are solely responsible for insurance arrangements, risk assessments and fire & safety provisions. **Applications from Exhibitors who do not carry public liability insurance will not be accepted.**
15. 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.
16. **All trade exhibitors must have a fire risk assessment and retain a copy on the stand for inspection if required. No LPG bottles allowed in the marquee**
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. **No generators are allowed in the Craft 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. **A prize will be awarded for the Best Stand in the Craft Marquee.**

**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/Fax: 01668 283 868

E-mail: [info@glendaleshow.com](mailto:info@glendaleshow.com)

[www.glendaleshow.com](http://www.glendaleshow.com)

Company Number: 5192461