



**APPLICATION FOR A CATERING SITE**  
AT  
**THE GLENDALE SHOW**  
**Monday 26th August 2024**  
**Wooler, Northumberland**



**Closing Date 19th February 2024**

Company Name \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_  
Tel number \_\_\_\_\_  
Email \_\_\_\_\_  
Website \_\_\_\_\_

Brief description of food to be served (to be shown in catalogue). **Eight words maximum**

\_\_\_\_\_

Area of site required for Catering Unit in metres, frontage and depth (this must be exact in metres as no extra space will be available) \_\_\_\_\_

Type of unit, e.g. trailer, marquee, gazebo. Please provide a photograph \_\_\_\_\_

\_\_\_\_\_

**My tender for a site is (VAT not applicable) £** \_\_\_\_\_

(Minimum tender per food stand is £600) (Minimum tender per drink stand is £350)

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 (an invoice will be submitted if and when the tender is accepted) £** \_\_\_\_\_

Would you like your business name to be included in the Show Catalogue? YES  NO

\*Applications will not be processed without a completed Risk Assessment

\*Please enclose full menu and prices that will be correct on the day

\*All tenderers will be informed in writing as to whether they have been successful, on or before 8<sup>th</sup> March 2024.

\*Payment will then be due by 31<sup>st</sup> May 2024 at the latest or your tender will be cancelled.

**\*I have read the regulations overleaf and agree abide by them. Signature Authorised Official**

Please return application forms to:

[gemma@glendaleshow.com](mailto:gemma@glendaleshow.com)

Gemma Douglas, Glendale Agricultural Society, 8 Market Place, Wooler, Northumberland NE71 6LF

**REGULATIONS FOR CATERING SITES**  
**10,000 visitors on average attend the Glendale Show**

1. All applications for catering sites must be made by tender, by **19<sup>th</sup> February 2024** to the Event Manager.
2. Tenders will be assessed on the type of food served, size and nature of catering unit and price tendered. The use of local produce will also be taken into consideration.
3. Application forms must be returned to confirm a tender.
4. The committee reserve the right to reject any application for catering space, or otherwise deal with the application as they may consider advisable.
5. All tenderers will be informed in writing as to whether they have been successful, on or before 8<sup>th</sup> March 2024. **Payment will then be due by 31<sup>st</sup> May 2024** at the latest. No refunds will be made after 31<sup>st</sup> May 2024.
6. Traders will be issued with free passes for their personnel at the rate of **3 free passes per booking and 1 vehicle pass**. Additional admittance passes may be purchased in advance at a discounted rate of £12 each (inclusive of VAT @ the current rate) and vehicle passes at £25 each (inclusive of VAT @ the current rate). Traders are responsible for ensuring that their personnel are issued with their passes and vehicle labels before coming to the show. All personnel arriving without passes will be charged on the gate and **no refunds will be made**.
7. Passes will be forwarded to traders before the show.
8. All units must be in place by 8.30 am at the latest and must not be removed until after 5.00pm on the day of the show. The field must be cleared by noon on Wednesday 28th August 2024.
9. All equipment brought to the showground by traders will remain entirely at their own risk.
10. It is the responsibility of all traders to comply with all relevant Trading Standards and Environmental Health Legislation in respect of the stands, exhibits and merchandise.
11. It is a condition of entry that each trader shall hold the Society blameless for and indemnify it against any legal proceedings arising from any accident or incident caused by him, his employees or his goods and produce.
12. No hot drinks to be sold without lids.
13. Generators must be a silent running.
14. There are 3 water points on the Showfield. One near the Goat Marquee, one behind the Members' Marquee and one near the Main Gate.
15. Applications will not be processed without a completed **Risk Assessment & Public Liability Insurance**. Receipt of the risk assessment does not in any way constitute approval by the Society of the completed risk assessment.
16. A member of staff must be appropriately trained in the safe use of L.P.G. and be present in the stand at all times. All relevant GAS appliances and safety legislations must be adhered to.
17. All trade exhibitors must have a fire risk assessment and retain a copy on the stand ready for inspection if required.
18. Exhibitors must ensure tidiness on 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 **£30 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!