



APPLICATION FOR SPACE IN THE SPECIALITY FOOD MARQUEE
AT
THE GLENDALE SHOW
Wooler, Northumberland Monday 26th August 2024
(Closing Date 28th June)



| | |
|--------------------|--|
| Trading Name | |
| Contact Name | |
| Address | |
| Postcode | |
| Landline Telephone | |
| Mobile Number | |
| Website | |
| Email | |

| FOR OFFICE USE ONLY | |
|---------------------|--|
| Date Received | |
| Banner | |
| Voucher | |
| Sponsor/Advertise | |
| Invoice Number | |
| File Number | |

Type of produce to be sold **-five words maximum** (as this appears in the catalogue)

Do you have gas on your stall? **YES/NO**

Type of equipment to be brought on site, e.g. chiller cabinets, refrigerators.....
 Please give details of free tastings. **Food marquee traders must not sell food or beverages suitable for immediate consumption (i.e. hot beef sandwiches or hot & cold drinks)**.....

Special request for wall or centre space (whilst every attempt will be made to accommodate requests, no guarantees can be given) _____

| Speciality Food Marquee | | |
|-------------------------|---|----------|
| | 6ft space in the Food Marquee @ £85 (inclusive of VAT) : (36 square feet total space) *Maximum 12ft frontage | |
| | Sockets for power @ £40.00 per socket per booking (inclusive of VAT) : (Please give accurate number of sockets required) | |
| | 6ft table - no tables will be provided unless booked on this form *1 Table allowed per 6ft space booked. 1 Chair per booking will be supplied | FREE |
| | Chairs - no chairs will be provided unless booked on this form *1 Chair allowed per 6ft space booked | FREE |
| TOTAL | | £ |

| Amount | Description | Cost of item | Cost |
|--------|---|-------------------------------|----------|
| | Additional Staff Tickets (see regulations for ticket allocations) | £15 <i>(Inclusive of VAT)</i> | £ |
| | Additional Vehicle Pass (see regulations for ticket allocations) | £30 <i>(Inclusive of VAT)</i> | £ |
| | Adult Membership of Glendale Agricultural Society | £35 <i>(Inclusive of VAT)</i> | £ |
| | Showground Advertising Banner | £80 <i>(Inclusive of VAT)</i> | £ |
| | Catalogue Voucher Offer | £10 <i>(Inclusive of VAT)</i> | £ |
| | Total Remittance Due | | £ |

Sponsorship and Advertising Opportunities:

We have a variety of packages available at Glendale Show, please tick the box to register an expression of interest and we will contact you.

If accepted, would you like your business name to be included in the Show Catalogue **YES** **NO**

It is the responsibility of all traders for ensuring the arrangement of any necessary insurance and compliance with all relevant Trading Standards, Environmental Health, Health and Safety Legislation and UK Food Safety Law/relevant EU Standards in respect of the stands, exhibits and merchandise.

Public Liability Insurance:

I enclose a copy of my Public Liability Insurance ***without this your application will not be processed.**
Public Liability Insurance Cover: £.....million, expiry date
Insurance Cover Provided By.....

If the Public Liability Insurance expires before 26th August 2024 please confirm in writing that the insurance will be renewed and that you will have insurance cover in place on the day of the Show or your application will not be processed.

Public Liability Insurance cover

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.

PAYMENT

Cheque enclosed **(Cheques made payable to Glendale Agricultural Society)**

Paid via Bacs. Date of payment.....

Bacs Details Barclays Sort-Code 20-58-17 Account Number 03978168

***Please add your trading name as the reference**

Please tick this box if you require a VAT receipt emailed to you

I/We hereby apply for a Trade Stand site at the Glendale Show and agree to abide by the Society’s regulations, safety requirements and conditions

Signature of Authorised Official.....

Contact Name:(please print).....

Even if your company is not VAT registered you must still include VAT on your application

Applications will not be processed without payment and a completed Risk Assessment

Vat Registration No: 901 0894 49

Voucher Offer in Show Catalogue

A SHOWDAY offer, for example 5%, 10% or 15% off or 'buy one get one free' on production of a voucher on the day, will increase footfall directly to your trade stand. All we ask in return is feedback about how it worked for you. Please complete the form and let us know your offer and return with your trade stand booking form.

The Committee reserves the right to select the offers to be included.

| | |
|--|---------------------|
| NAME OF STAND/EXHIBITOR | CONTACT NAME |
| TELEPHONE/MOBILE | EMAIL |
| OFFER SUGGESTIONS (please circle) 5% off 10% off 15% off | |
| Buy one get one free £ (amount) off | |
| Or YOUR CHOICE | |
| Cost of voucher in catalogue £7.50 | |

Regulations for Food Marquee

- 1. APPLICATION FOR SPACE / Food Marquee.** All applications shall be submitted on the appropriate booking form and applications submitted in any other way will not be acceptable. The application form must be signed by the Trader or their representative, and the signature on the forms shall be deemed to be the acceptance by the Trader of these rules and regulations and their agreement to be bound thereby. Applications should be made to the Secretary as early as possible and **no later than 30th June. No applications will be processed without completed risk assessment form and bookings will be taken on a first come, first served basis.**
- 2. STALL SIZE** are a minimum width of one 6ft table @ £85(inc. vat) per 6ft table with a total of 36 sq.ft to occupy, no 3ft spaces will be allocated, eg 6ft or 12ft and 12ft is the maximum allowed.
- 3. PASSES / VEHICLE PASS(ES)** - Will be sent out three weeks prior to the event. Exhibitors will be issued with 2 free admittance tickets together with 1 free vehicle pass per booking. Additional admittance passes may be purchased on this form. **VEHICLE PASSES** must be hung from the rear view mirror. These vehicles will be directed to specific parking areas on the showfield and one additional vehicle pass may be purchased per booking. No vehicle movement is allowed between 9am-5pm on the day of the show. 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.** Any vehicles without a car pass will be directed to the Public Car Parks. .
- 4. STRICTLY NO CONCESSIONS ALLOWED.** Exhibitors may offer free tastings to the public. Stewards have the power to close down any stand that is selling food or drink for immediate consumption (i.e. hot beef sandwiches etc.), only samples of food can be given away.. The only exception to this is the speciality ice cream stand.
- 5. HEALTH AND SAFETY REGULATIONS** - Our Event Safety Plan and Risk Assessments will be available on the day in the Secretary's Marquee and our Health & Safety Officer will be in attendance during the event to monitor compliance with our Event Safety Plan. Our stewards and any attending emergency services will direct, assist and pass on relevant emergency information where required. All Traders will be expected to comply with any safety instructions provided to them by the Society or persons acting on our behalf. Traders must be conversant with and comply with all current Health and Safety regulations, including CDM, particularly with respect to their equipment and public safety. A relevant Risk Assessment **MUST** be completed, dated, signed and returned to the Show Office with payment and a copy of your PLI. Where appropriate, a copy of the Health and Hygiene Certificate must be supplied.
- 6. PUBLIC LIABILITY** - 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.
- 7. FIRE PROTECTION** - (a) It will be the responsibility of each trader to ensure that their Risk Assessment addresses fire hazards and that their own fire precautions are provided, particularly in the case where any heating or other similar appliance is used. **IMPORTANT** – Please note that it is a condition of our event safety plan that no naked flames are permitted within any marquees, gazebos or cubicles e.g. Gas appliances, candles, spirit burners. (b) The Society reserves the right to instigate further rules and regulations in respect of fire health and safety and fire precautions, if and when necessary. 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
- 8. TRADING STANDARDS** - 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. The stewards and officials shall have power to remove from the Showground, any trader or itinerant vendor whose articles are not in accordance with the description given on the application form or the standards that shall be determined by the stewards and officials.
- 9. WITHDRAWAL OR CANCELLATION OF SPACE RESERVED** - A refund of 50% will be allowed for cancellations before 31st May. No refunds will be made for cancellations after 31st May. Where a trader withdraws from the show or cancels the space reserved for him/her for any reason, all fees shall be forfeited and the Society reserves the right to re-let the space.
- 10. CONFLICT** - Glendale Agricultural Society accept no responsibility for any conflict of interest between trade stands and/or the duplication of a similar type of stand.
- 11. REJECTION OF APPLICATION** - 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.
- 12. SETTING UP TIMES** – Food Traders can be set up from the Sunday before the show. No stallholders may set-up in the hours of darkness. Overnight security will be on site from the Friday before the Show until the Tuesday following the Show, however **everything is left at the exhibitor's own risk** - stallholders are ultimately responsible for the security of their own items.
- 13. TIMES OF OPENING** - All trade stands must be set up by 9.00am at the latest and not dismantled before 5pm on the day of the show. Vehicles must be parked in Exhibitors Car Parks for that full period. Traders must not move vehicles or dismantle their stand before 5pm. Any trade stand found to have left before 5.00pm will not be able to attend future Glendale Shows as a trader.
- 14. VACATING SHOWFIELD** - Traders / Exhibitors must clear their sites by 5pm the Wednesday following the event. The Society will not be held responsible for any damage caused to items.
- 15. ALLOCATION OF SITES** - The allocation of stalls and positioning of Food tables will be entirely at the discretion of the Society, although every endeavour will be made to meet any request made by a Trader regarding the position of their stall. Regular traders will be given priority when applications are received before the closing date, but this does not guarantee you will automatically have the same position as in previous years. 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.

- 16. GENERATORS** No generators are allowed in the Food Marquee.
- 17. NOISE** - Traders must not use any loudspeaker apparatus, noisy engines or any other offensive practices to cause annoyance to adjoining exhibitors.
- 18. RESPONSIBILITY OF TRADERS** - The trader will indemnify the Society in respect of all actions, causes, claims, losses, proceedings or costs incurred claimed or arising out of the use by the trader of the Showground or by their agents, contractors, employees, licensees or other persons being present at their request or with their concurrence for the purposes of the Show. The trader shall similarly be liable for all plant equipment, vehicles, stands, animals, livestock, goods or other things of whatever kind or nature brought on to the Showground for whatever purposes and the trader shall be liable similarly for any matter arising out of the exhibition, handling or housing of such exhibits and the conduct of the traders stand generally. Acceptance of this foregoing provision and the foregoing provisions generally shall be a condition precedent of entry.
- 19. PROPERTY** - All property exhibits brought to the showground by stallholders will remain entirely at the risk of the exhibitors.
- 20. LIABILITY** - All liability for Food Traders 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. Applications from Exhibitors who do not carry public liability insurance will not be accepted.**
- 21. ACCIDENT** - 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.
- 22. CANCELLATION OF SHOW** - The Society reserves the right to cancel at any time and for any reason the Glendale Show held annually by the Society, subject to the Society's Secretary giving at least 24 hours' notice of cancellation to the Exhibitor or Trade Stand Holder except in the case of the cancellation being due to fire, pandemic, flooding, civil commotion, Act of God or riot, in which case notice given verbally or otherwise, by the Society's Secretary shall be deemed sufficient. If the Society decides to cancel the Show, the Society shall endeavour to refund. The Exhibitor or Trade Stand Holder will be repaid their entry fee, less a small handling charge, and the Society will not be responsible for any financial, trading or other loss of whatever kind incurred by the Exhibitor or Trade Stand Holder. **WE RECOMMEND THAT EXHIBITORS CARRY THEIR OWN CANCELLATION INSURANCE.**
- 23. NO SUB-LETTING** – Food stall space shall be for the sole and exclusive use of the applicant.
- 24. TRADE STAND COMPETITION** - All Food Stalls will be automatically entered into the Trade Stand Competition.
- 25. PARKING** - Whilst on the showfield, all exhibitors' vehicles must be parked in the Trade Exhibitors' Car Parks. 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.
- 26. WATER** - There are three water points on the Showfield. One near the Goats Marquee, one behind the Members' Marquee and one near the Main Gate

TRADERS WILL BE HELD RESPONSIBLE FOR ALL FIRE AND ACCIDENTAL DAMAGE CAUSED BY THEM, THEIR SERVANTS OR AGENTS, AND THEREFORE EXHIBITORS SHOULD INSURE NOT ONLY AS REGARDS THEIR OWN PROPERTY, BUT ALSO AGAINST THIRD PARTY CLAIMS, WHICH INCLUDE FIRE AND ACCIDENTAL DAMAGE.

Please return completed the application form, risk assessment and a copy of your public liability insurance to:
Gemma Douglas, Event Manager, Glendale Agricultural Society, 8 Market Place, Wooler, Northumberland, NE71 6LF
Tel: 01668 283868 Email: gemma@glendaleshow.com
www.glendaleshow.com

Company Number: 5192461 Charity Number: 1187662 VAT Registration Number: 901089449