



APPLICATION FOR CHARITY STAND SPACE
THE GLENDALE SHOW
Wooler, Northumberland Monday 26th August 2024
(Closing Date 22nd July 2024)



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 stand, e.g. trailer, marquee, gazebo (please provide a photograph)

Type of exhibit - **five words maximum** (as this appears in the catalogue).....

Do you have Gas in your stand? Yes/No.....

Special request for siting on Showfield (whilst every attempt will be made to accommodate requests, no guarantee can be given. **Preference will be given to bookings made by 29th March 2024**)

Outdoor Trade Stand				
No of Metres	Stand Type (Frontage MUST include space for guy ropes).	Minimum Frontage	Cost per Metre Frontage	Cost
	Outside Tradestand 8 metres depth	4 Metres	£20 (Excluding VAT)	£
	Outside Tradestand 16 metres depth	6 Metres	£35 (Excluding VAT)	£
	Confectioners Outdoor Trade Stand 8m depth	4 Metres	£38 (Excluding VAT)	£
	Charity Tradestand 8 metres depth	4 Metres	£15 (Excluding VAT)	£
	Charity Number.....			
Sub Total				
VAT @ 20%				
Amount	Description	Cost of item		Cost
	Additional Staff Tickets (see regulations for ticket allocations)	£12 (Inclusive of VAT)		£
	Additional Vehicle Pass (see regulations for ticket allocations)	£25 (Inclusive of VAT)		£
	Adult Membership of Glendale Agricultural Society	£35 (Inclusive of VAT)		£
	Showground Advertising Banner	£80 (Inclusive of VAT)		£
	Catalogue Voucher Offer	£9 (Inclusive of VAT)		£
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.

Please enclose a copy of your 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.)

Please enclose a copy of your risk assessment

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 (please supply email address).

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).....Tel:.....

Position in company:.....

Application form, public liability insurance and completed risk assessment to be returned to:

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

Tel: 01668 283 868 E-mail: gemma@glendaleshow.com www. glendaleshow.com

Vat Registration No: 901 0894 49 Company Number: 5192461 Registered in England, Charity Number 1187662

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.

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 Trade Stand Space

1. **APPLICATION FOR SPACE / TRADE STAND ALLOCATION** - All applications must be submitted on the booking. 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 22nd July 2024**. **No applications will be processed without a completed risk assessment form.**
2. **REDUCTION IN SINGLE USE PLASTIC AND WASTE** - The Society are working towards reducing single use plastic and our waste. Please, where possible, do not bring single use plastic to the show e.g.: carrier bags, single use water bottles. Any waste, wrapping and packaging you have you must take home with you, **(there will be a charge of £50 for any waste left.)**
3. **PASSES / VEHICLE PASS(ES)** - Will be sent out three weeks prior to the event. Passes and vehicle passes will be allocated as per the below table any extra passes need to be purchased via this form:

Stand Area in Sq. Metres	Free Passes	Free Vehicle Passes
32 - 79	2	1
80 - 119	4	1
120 - 159	5	1
160 +	1 per additional 40sqm	2

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. VEHICLE PASSES** must be hung from the rear-view mirror. Vehicles without passes will be directed to the Public Car Parks. No vehicle movement is allowed between 9am-5pm on the day of the show.

4. **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.
5. **PUBLIC LIABILITY INSURANCE** - 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.
6. **HOSPITALITY** - Foodstuffs and / 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. Intoxicating liquor may not be sold (Trade Stand holders who provide foodstuffs for hospitality purposes, must ensure that their suppliers have all relevant food safety certifications).

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.
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** - Outdoor stands can be set up from the Thursday 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. Trade stands must be open and staffed throughout the full duration of the Show 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 sites and positioning of trade stand space 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 stand. Regular traders will be given priority when stand space is allocated, but this does not guarantee you will automatically have the same position as in previous years, sponsors will be given priority. If you would like more information regarding sponsorship arrangements, please contact the Show Office.
16. **GENERATORS AND ELECTRICITY** - Only silent running Generators are permitted at the Show. Any cabling must not present risks due to slips, trips and falls or electrical hazard. No exhibitor will be permitted to arrange a stand or signs in such a manner as to obstruct or inconvenience any other exhibitor or the free running of the alleys. **Signs and guy ropes must not project beyond the space allotted.** Stewards have the power to remove the cause of any offence or to have a stand rearranged at the expense of the exhibitor.
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, stock, machinery and implements shown, will remain whilst in the showground, entirely at the risk of their exhibitors.
20. **LIABILITY** - All liability for Trade Stands 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.**
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, flooding, Pandemic, 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 - Trade stand space shall be for the sole and exclusive use of the applicant.

24. TRADE STAND COMPETITION - All trade stands 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 or within the boundaries of their stand. 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. GRASS - 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.

27. 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.