



Office Address:
Hexham Auction Mart
Tyne Green, Hexham
Northumberland
NE46 3SG

Show Field Address:
Bywell
Near Stocksfield
Northumberland
NE43 7AB

Telephone:
01434 604216 (office)
07526304712 (mobile)

Taste of the North Food Marquee - Booking Form

Northumberland County Show Saturday 25th May 2024

Closing date for applications 25th April

Name of Stand / Exhibitor:*

Contact Name:

Address:

.....

Postcode:

Telephone:*

Mobile:

Website:*

Email:*

Email (for invoicing in different to above)

Tick if you are a new exhibitor or address changed from previous years

FOR OFFICE USE ONLY

Received date:

Invoice Number:

Tickets Allocation:

Extra:

Advertising: Yes / No

Sponsor: Yes / No

Voucher: Yes / No

Electricity: Yes / No

Row Number:

* will be printed in show catalogue unless requested otherwise.

Description of your produce (16 words maximum) this will be published in the show catalogue please be brief and accurate.

Booking Requirements

<input type="checkbox"/>	Trade Stand – Large 3m (includes 2 admission tickets and 1 vehicle pass)	£150	Includes 6ft table (8ft frontage approx.)
<input type="checkbox"/>	Electricity one 13 amp socket (Max load 4kw)	£75	Per socket
<input type="checkbox"/>	Additional Tables 6 ft	£10	Per table
<input type="checkbox"/>	Additional Staff Tickets	£12	Per ticket

Tynedale Agricultural Society / Northumberland County Show reserve the right to refuse applications considered unsuitable to their aims and objectives. Responsibility for the arrangement of any necessary insurance rests with the exhibitors. Before signing this application form, you should carefully read the terms and conditions included with this agreement.

GDPR: By signing this Trade stand form, exhibitors accept that we will share their data and any photographs. This data will be published in our Show Guide and on the Society website and social media sites, and be given to local press with regards to any advertising. Exhibitors do have the right to withdraw consent at any time by contacting the show secretary.

Signed:

Date:



Contact us :

01434 604216 (office)

07526304712 (mobile)

info@northcountyshow.co.uk

Closing date for applications is 25th April – please complete and return to the office address or email

Tynedale Agricultural Society - **TERMS & CONDITIONS**

1. 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 eg: carrier bags, water bottles. All waste, wrapping and packaging you have you **must** take home with you. There will be a charge for any waste traders leave or put in our bins of £50. If this is not adhered to in 2024 the show will consider adding a £50 refundable charge in 2025 to invoices.

2. APPLICATION FOR SPACE / Trade Stand Allocation

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.

3. PASSES

Vehicle pass(es), site plan, and admission tickets will be sent to the email address given on your booking form, postal tickets approximately 2 weeks before the show

4. OBSERVANCE OF REGULATIONS

All Traders, their contractors and employees, while on the Showground, shall be subject to the rules and regulations of the Society, as interpreted by the Society, and the stewards and officials appointed by them.

5. WITHDRAWAL OR CANCELLATION OF SPACE RESERVED

- **Your booking is confirmed when an invoice is sent and payment is received.**

A refund of 75% will be allowed for cancellations before 1st February.

- 50% will be refunded for cancellations received between 1st February and 30th April
- **No refunds** will be made for cancellations in May. Where a trader withdraws from the show or cancels, the space reserved for them for any reason, all fees will be forfeited and the Society reserves the right to re-let the space. **All cancellations to be made in writing to the Show Secretary.**

Traders are reminded that they **MUST PAY THEIR SITE FEES BY 1st APRIL** late payment of invoices may be subject to a surcharge of £20.00. Non-payment by 1st April will be regarded as withdrawal or cancellation on their part and the site re-let.

6. HEALTH AND SAFETY REGULATIONS

Our Event Safety Plan and Risk Assessments will be available on the day in the Secretary's Office and our Event 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 & Fire Risk Assessment MUST be completed, dated and signed and returned to the Show Office with payment.** Where appropriate a copy of the Health and Hygiene Certificate must be supplied. **Foodstuffs and / or drinks may only be provided for immediate consumption within stands for hospitality purposes.** No food or drink may be sold to the general public which is intended for immediate consumption. Intoxicating liquor may not be sold without prior permission. The show will obtain such licence/temporary events notice as may be needed for the sale or supply of intoxicating liquor.

No glass bottles are allowed on the show field. **FIRE SAFETY**– Please note that it is a condition of our event safety plan that no naked flames are permitted within any marquees, gazebos or units e.g. Gas appliances, candles, spirit burners. Please ensure you complete a **FIRE RISK ASSESSMENT** with your application.

7. TIMES OF OPENING

All trade stands must be open and staffed throughout the time the Show is open to the public - **9am to 6pm.** – **Traders must not move vehicles or dismantle their stand before 6pm. NO VEHICLES will be allowed to move on the show field before 6pm, any vehicle moving on the field before this time will be stopped.**

8. 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.

One ice cream vendor will be granted permission to have a stand, the fee will be £300. Applications from new traders will be considered for suitability as every effort is made to ensure an even distribution of stands on the showground to the benefit of all concerned.

- Boundaries of sites will be marked and in no circumstances will traders be allowed to occupy a larger space than that allocated to them.
- The trader will be responsible for all damage to their area by them or their servants or agents, and hereby undertakes to make good any such damage.
- It is the responsibility of stand holders to clear all litter from their pitch throughout the day and at the close of show, and take it away for disposal. **For 2023 additional charge will be made of £50 when rubbish has to be cleared by show contractors, this will be strictly met.**



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- (d) **Vehicles must be off the showground by 8.30 am** on show day and parked in the trade stand car park nearby.
- (e) All trade stands (indoor /food/ and outdoor) must complete a risk assessment and have a copy of their current liability insurance, these must be sent to the office before tickets are issued, they must be available for inspection on the day on your stand.

9. ELECTRICITY

An official showground contractor will provide electricity for food traders. Please reserve this on the enclosed booking form and note the price. Additional fees will apply for any changes or late bookings after 1st May.

10. TRADING STANDARDS

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.

11. FIRE PROTECTION

- (a) It will be the responsibility of each trader to ensure that their Fire risk assessment is completed and 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.
- (c) In the event of a cookery theatre being held, appropriate measures will be taken in line with our H&S advisor.

12. NOISE

Traders must not use any loudspeaker apparatus, noisy engines or any other loud noise which may cause annoyance to adjoining exhibitors.

13. 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.

14. CANCELLATION OF SHOW

The Society reserves the right to cancel at any time and for any reason the Northumberland County 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, 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 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. **EXHIBITORS ARE ADVISED TO CARRY THEIR OWN CANCELLATION INSURANCE.**

Caravans are allowed but must be parked in a designated caravan area within a car park as directed by a member of show staff, there is a £20 fee, electric hook is provide at £20 per night. BBQs are not permitted at all on site; this includes behind trade stands for personal use. Any LPG heating appliances within Caravans must be subject to the necessary Gas Safety testing regime and used safely.

Charges: Caravan parking fees £20.00, electrical hook-up £20, per night. No caravan entry after 10 pm. A special pass will be issued for all caravans, caravans not displaying a pass will be asked to leave the site immediately.

15. VACATING SHOWFIELD

NO Trade stands will be allowed to exit the show field before 6pm unless in an emergency situation or prior arrangement with the show secretary. **NO VEHICLES will be allowed to move on the showfield between 9am and 6pm.** Traders / Exhibitors must clear their sites by 4pm on the day following the Show. The Society will not be held responsible for any damage caused to items.

16. NO SUB-LETTING

Trade stand space shall be for the sole and exclusive use of the applicant. Food Hall Traders **MUST NOT SELL FOOD SUITABLE FOR IMMEDIATE CONSUMPTION** (i.e. hot beef sandwiches, hot tea/coffee etc.), only samples of food can be given away.

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.