

TRADE and CRAFT EXHIBIT APPLICATION – 3rd AUGUST 2019

Application Deadline 31st May

TRADING NAME			
ADDRESS			
POSTCODE	TELEPHONE:		FAX:
CONTACT NAME	EMAIL:		
DESCRIPTION OF BUSINESS			

SITE REQUIREMENT

				£	p
A Open Site Trade	Metres Front-age	<input type="text"/>	@ £15.00 per metre frontage	<input type="text"/>	<input type="text"/>
B Craft Tent Tables (Craft only)	Number	<input type="text"/>	Tables are for craft tent only- Not for Open sites @ £20.00 per table	<input type="text"/>	<input type="text"/>
C Registered Charity	Registered number	<input type="text"/>	deduct 30% Amount due	<input type="text"/>	<input type="text"/>
D Power Points		<input type="text"/> 13 amp socket	@ £25	<input type="text"/>	<input type="text"/>
E Grass Cutting Trade only	Metres Front-age	<input type="text"/> minimum £12	@ £3.50 per metre	<input type="text"/>	<input type="text"/>
F Additional Passes	Number	<input type="text"/> Max 10	@ £5 each	<input type="text"/>	<input type="text"/>
G Additional Vehicle Labels	Number	<input type="text"/> Doesn't admit occupants- vehicle only	@ £3 each	<input type="text"/>	<input type="text"/>
H Trade Membership	Optional		@ £50	<input type="text"/>	<input type="text"/>
Cheques payable to <i>Berwickshire Agricultural Association</i>				TOTAL REMITTANCE (Must be included)	
				<input type="text"/>	

ACC REF

For Office Use

**STAND NUMBER
ALLOCATED**

<input type="text"/>	<input type="text"/>
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Berwickshire County Show 2019

Trade Stand and Exhibitor Risk Assessment Form

Please complete clearly in BLOCK CAPITALS, to ensure Berwickshire Agricultural Assoc. and yourselves identify and minimise risk associated with your stand / exhibit to show visitors at all times.

Please return with your Trade Stand Application

Exhibitor Name:	
Address:	
Name of Responsible Person:	
Contact telephone and email address for responsible person:	
Date assessment undertaken:	
Signature of assessor:	
Public Liability Policy Number:	

General Risks

Hazard	Persons at Risk	Controls to minimise risk
* Crane or Forklift on site? Yes / No	Which days?	

Fire Assessment

Material	Detail	Controls to minimise risk
* Flammable liquids on site? Yes / No	Liquid?	
* LPG on site? Yes / No	Cylinder size?	
Other:		

*** Must be completed**

BERWICKSHIRE COUNTY SHOW

TRADE and CRAFT EXHIBITS 2019 - GUIDANCE NOTES

The following notes are provided for your guidance.

DESCRIPTION of BUSINESS

The information given here will determine your Catalogue Entry text.

SITE REQUIREMENTS

A. TRADE STANDS - OPEN SITE

Area required will be on a METRE frontage basis with no additional services. The minimum frontage will be **THREE (3) METRES** and this must include tent stays etc. The maximum depth will be **TEN (10) METRES** which will be determined by site conditions and cannot be guaranteed. **CHARGE per METRE FRONTAGE : £15**

B. CRAFT STANDS – SITE IN MARQUEE

Sites will be provided on a table (approximately 6 ft length x 3 ft wide) basis with no additional services. Tables will be allocated on a first come first served basis as there is limited space. For the avoidance of doubt, there are **no chairs provided with tables**, exhibitors are required to bring their own chairs should they wish. **CHARGE per TABLE: £20**

C. REGISTERED CHARITIES

Registered Charities are eligible for a 30% discount on the site charge on production of their Charity Registration Number.

D. POWER POINTS

Power is accessible on some parts of the showground. Please indicate on your form if you require electricity, and we will make every effort to see that you are accommodated, if this is possible. An electrical contractor will be available on Show day and should you require help with pre-booked electricity on show day, please contact the Secretary's tent. **N.B.** Stand holders should note that they must provide their own cabling from the electrical connection to their stand. **CHARGE per POINT : £20**

E. GRASS CUTTING

Grass cutting facilities are available and should be requested at the time of application. There is a minimum charge for this service.

CHARGE per METRE FRONTAGE : £3.50

MINIMUM CHARGE : £12

F. ADDITIONAL PASSES

Admission passes and windscreen labels will be issued on a frontage basis as follows :

	PASSES	LABEL
3 METRES TO 6 METRES	2	1
7 METRES TO 10 METRES	3	2
11 METRES TO 14 METRES	4	3
15 METRES AND OVER	6	4
1 TABLE	1	1
2 TABLES	2	1

A maximum of 10 additional admission passes per stand may be purchased at a discounted rate of £5 per pass.

G. ADDITIONAL VEHICLE LABELS

Windscreen labels denoting Trade Stand Holders will be issued as described above and such labels do **not** allow cars to be parked at the **ringside**. A maximum of 4 additional labels per stand may be purchased at a discounted rate of £3 per label.

H. PAYMENT

Payment in full must be made at the time of application with cheques made payable to:

Berwickshire Agricultural Association and Forwarded to:

Natalie Cormack, Dairy Cottage, Tower Road, Ayton, Berwickshire TD14 5QX

BERWICKSHIRE AGRICULTURAL ASSOCIATION

TRADE and CRAFT STAND REGULATIONS 2019

1. The Association reserves the right to refuse or place limitations on any application for space and to return fees, either wholly or in part, or otherwise deal with any application.
2. Exhibitors are not permitted to arrange a stand or place signs in such a manner as to obstruct or adversely affect the display of other exhibitors. **Signs and guy ropes must not be allowed to project beyond the space allotted.** Infringements of this regulation will be dealt with by the Secretary in conjunction with the Stewards and any costs incurred in removing obstructions will be recharged to the Exhibitor concerned.
3. Trading from stands is restricted to that described on the application form and exhibitors are not permitted to sub-let the whole or any part of the space allotted.
4. All liability on Trade or Craft Stands lies with the exhibitor who is solely responsible for insurance arrangements and compliance with Fire and Health and Safety provisions.
5. Exhibitors will be responsible for the removal of refuse and the restoration of the site occupied by them. Failure to comply with this regulation will result in any necessary works being undertaken by the Association and the costs incurred will be recharged to the exhibitor.
6. **Access to Showground**
 - a) Exhibitors will be issued with admission passes and windscreen labels as detailed in the Guidance Notes items **E.** and **G.** approx 2 weeks prior to the show.
 - b) Any vehicle not displaying the appropriate windscreen label will be directed to the Public Car Park.
 - c) All exhibitors must park in the Exhibitor's Car Park which will be at the west end of the Showground. Exhibitors windscreen labels do not allow unrestricted movement or parking in the Showground while the show is open to the public.
 - d) Stewards within the Showground are empowered to authorise the removal of indiscriminately parked vehicles where their presence is likely to hinder free movement or cause a public nuisance.
 - e) Any occupant of an exhibitor's vehicle not in possession of a valid admission pass will be required to pay the full admission charge.
7. The Association will not be responsible for any accident which may be caused by implements, machinery or any other items brought onto the site by an exhibitor. It is a condition of entry that exhibitors shall hold the Association blameless for, and indemnify it against, any legal proceedings arising from any accident caused by exhibits, exhibitors or their agents.