

**BERWICKSHIRE AGRICULTURAL ASSOCIATION**  
**TRADE and CRAFT EXHIBIT APPLICATION – 6<sup>th</sup> AUGUST 2011**  
**Application Deadline 31<sup>st</sup> May**

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

**SITE REQUIREMENT**

				£	p
<b>A Open Site</b> Trade	Metres Front-age	<input style="width: 100%;" type="text"/>	@ £15.00 per metre frontage	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<b>B TABLES</b> Craft only	Number	<input style="width: 100%;" type="text"/>	<b>Not for Open sites</b> @ £14.00 per table	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<b>C Registered Charity</b>	Registered number	<input style="width: 100%;" type="text"/>	deduct 40% Amount due	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<b>D Power Points</b>		<input style="width: 100%;" type="text"/> 13 amp socket	@ £20	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<b>E GrassCutting</b> Trade only	Metres Front-age	<input style="width: 100%;" type="text"/>	minimum £12 @ £3.50 per metre	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<b>F Additional Passes</b>	Number	<input style="width: 100%;" type="text"/> Max 10	@ £2.50 each	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<b>G Additional Vehicle Labels</b>	Number	<input style="width: 100%;" type="text"/>	@ £3 each	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<b>H Trade Membership</b>	Optional		@ £50	<input style="width: 100%; height: 40px;" type="text"/>	
	<b>Cheques payable</b>	to <b>Berwickshire Agricultural Association</b>	<b>TOTAL REMITTANCE</b> (Must be included)		
ACC REF	<input style="width: 100%;" type="text"/>		<i>For Office Use</i>	<b>STAND NUMBER ALLOCATED</b>	<input style="width: 100%;" type="text"/>

Return to: **Natalie Cormack, Dairy Cottage, Tower Road, Ayton, Berwickshire TD14 5QX**  
 Cheques payable to: **Berwickshire Agricultural Association (included with application form)**

# BERWICKSHIRE AGRICULTURAL ASSOCIATION

## TRADE and CRAFT STAND REGULATIONS 2011

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.**
  - 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.

# BERWICKSHIRE AGRICULTURAL ASSOCIATION

## TRADE and CRAFT EXHIBITS 2011 - GUIDANCE NOTES

The following notes are provided for your guidance. Should you require any additional information please contact: **Natalie Cormack on 01890 781006 (eve)** or 07712 623669 or [dunsshow@btoopenworld.com](mailto:dunsshow@btoopenworld.com)

### **DESCRIPTION of BUSINESS**

The information given here will determine your Catalogue Entry.

### **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 will 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.

**CHARGE per TABLE: £14**

#### **C. REGISTERED CHARITIES**

Registered Charities are eligible for a 40% discount on the site charge on production of their Charity Registration Number.

#### **D. POWER POINTS**

Power is more easily accessible on the show ground now, and is not limited to just the South side. 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 be contacted in the event of any problems.

**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	LABELS
3 METRES TO 9 METRES	1	1
10 METRES TO 19 METRES	2	2
20 METRES TO 30 METRES	4	3
30 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 £2.50 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 **ingside**. 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:

***The Berwickshire Agricultural Association***

Forwarded to:

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

# Berwickshire Agricultural Association Duns Show 2011

## 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**