

137th Derbyshire County Show

SUNDAY 25th JUNE, 2017

LOCKO PARK, NR. SPONDON, DERBY DE21 7BW

(By kind invitation of Lucy and David Palmer)

CRAFT & RETAIL VILLAGES



CONDITIONS OF ENTRY

TICKETS

Two free admission tickets per application will be issued. Additional tickets for bona fide use of exhibitors may be purchased at the preferential rate of £8.50 each. These **must** be ordered in advance on the application form.

CANCELLATION

Where space in the Craft Village & Retail Village Marquees is granted and then cancelled by the exhibitor, fees are not refundable.

INSURANCE

This is the responsibility of the individual exhibitors and the Society can accept no responsibility for loss or damage howsoever caused. Exhibitors are solely responsible for the safe custody of their property. Exhibitors are requested to ensure that they have public liability insurance cover of at least £2 million. Please enclose a copy of the Certificate.

RISK ASSESSMENTS

Please note that the Society requires a copy of your documentation in respect of both a RISK ASSESSMENT AND FIRE RISK ASSESSMENT. A form is available on our website – www.derbyshirecountyshow.org.uk. Please ensure a copy is forwarded with the application form. **ALL EXHIBITORS ARE REQUIRED TO SUPPLY A SUITABLE FIRE EXTINGUISHER.**

SITING

Siting will be allotted by the Show Officers. All allotted sites must be accepted by the exhibitor and are not transferable. Sites may not be transferred and no Exhibitor shall sub-let or exchange or part with the possession of the site allocated to them without the consent of the Society. **EXHIBITS No exhibit to be dismantled before 17:30 on 25th June 2017.**

Craft Village Marquee: Exhibitors of Crafts in the Craft Village Marquee will only be allowed to display and sell crafts of their own manufacture only.

Retail Village Marquee will be for stallholders who are selling none craft and bought in goods.

Please state which category you fall into. The sale of food for consumption on the Showground, ice cream and drinks is not allowed, unless by prior arrangement with the organisers All displays and exhibits and particularly moving machinery and electrical equipment must comply with the appropriate Health & Safety regulations, and any other regulations in force at the time. Your attention is drawn to the Society's Health & Safety policy, a copy of which is available on request from the Show Secretary.

Exhibitors who wish to erect tall backboards must state this on their application form with the height, in order that they can be allocated a site, which does not obscure other exhibits. Exhibitors wishing to demonstrate their craft should also state this on their application form.

ADMISSION OF EXHIBITORS' VEHICLES AND EXHIBITS

Where possible, all exhibitors should be on the Showground and all stands set up on the day prior to the actual Show. Exhibitors' vehicles will be permitted to enter the Showground to deliver goods to stands on the day of the Show between 6.00am and 8.00am. **All vehicles must be removed to the Exhibitors Car Park before 8.00am.** No other vehicles are allowed on to the Showground. Additional Exhibitors' car park passes are available on application. For Health and Safety reasons, we are unable to allow Exhibitors' vehicles to drive around the Showground after 8.00 am. Vehicles arriving after this time will be directed to a specially designated parking area.

Security Officers have orders that no vehicles, other than those carrying livestock, shall be admitted to the Showground between 9.00 pm on Saturday 24th June and 6.00 am on Sunday 25th June. The Showground will be closed and secured. Kindly ensure that you arrive within your allotted time.

LITTER

It is the responsibility of exhibitors to control and remove litter directly accruing from their trade area. Skips shall be provided on the Showground, please do not fill the litterbins with packaging. **Litter not so removed by exhibitors shall result in the cost of such removal being recoverable from the offending exhibitor. Exhibitors who leave unacceptable amounts of litter will not be invited to attend any shows in the future.**

ANNOYANCE

The selling of goods by auction, shouting or other behaviour deemed to be annoying to visitors or exhibitors, is strictly forbidden. Exhibitors infringing this regulation are liable to have themselves and their goods ordered out of/or removed from the Showground.

APPLICATION

Craft Village & Retail Village stalls shall only be dealt with on a prepaid basis. Applications will not be accepted unless accompanied by the appropriate fees. The Council of the Society reserves the right to refuse any entry for any classification of exhibit, without any reason being given. Any application not accepted will be returned with any fees paid (in full). Correspondence will not be entered into with regard to non-acceptance.

ELECTRICITY

A 240-volt electricity supply is available for exhibitors used and **should be ordered on the attached application form.** The Society shall not provide any adapters or extension cables; it is the responsibility of each exhibitor to provide their own.

CARAVANS

A charge of £20 per night will be made for any exhibitor wishing to park their caravan overnight on the Showground. Any caravans forming an integral part of the Trade Stand will be charged within the area required for the Stand. Water is available but no power

CANCELLATION POLICY

The Society reserves the right to postpone, cancel, abandon or curtail the Show. Where such decision arises from directives, happenings or circumstances outside the control of the Society, the Society will refund fees, once any administration fees have been deducted. The Society will not be under any liability for any loss or damage (whether direct or indirect, consequential or otherwise) arising from or caused by a cancellation, abandonment or curtailment.

**APPLICATION FOR SPACE - CRAFT VILLAGE & RETAIL VILLAGE
DERBYSHIRE COUNTY SHOW 25TH JUNE 2017**

CLOSING DATE FOR APPLICATIONS 5th June 2017

Name of Exhibitor:		Stand Name:	
Address:			
		Postcode:	
Telephone:		Email:	
Website:			
Nature of Business:			
Craft Village Marquee:	Yes / No	Retail Village Marquee:	Yes /No

Brief description of products on sale/display
Please include photos with this form. Please state if your goods are handmade by yourself. (Do not exceed 30 words).

I/we have read and agree to abide by all the conditions of entry

Signed:Print name:

Position:Date:

The signing of the entry form indicates your consent for your details to be published in our programme & catalogues.

Do you wish to stage demonstrations on your stand:					Yes / No
If yes please describe:					
Number of Stands required:	Single £65.00 each Double £110.00	Quantities Quantities		Total Total	£ £
Each Stand is 8ft long includes: 1 x 6ft table & two chairs / 2 x Admission Tickets / 1 x Car Park Pass A double stand is 16ft long includes: 2 x 6ft table & two chairs/2 x admission Tickets/1 x Car Park Pass					
Electricity Supply 240v: 1 x 13amp socket	£40.00 each	Quantities		Total	£
Admission Tickets: <i>Additional</i>	£8.50 each	Quantities		Total	£
Blue Exhibitor Car Park Pass: <i>Blue not on showground</i>	Free of charge	Quantities		Total	£00.00
Derbyshire Agricultural & Horticultural Society Membership fee: £28.00 (incl. VAT)		Quantities		Total	£
Available to all exhibitors, this will allow full facilities as accorded to members of the Derbyshire Agricultural & Horticultural Society					
<i>Please note: Stand space is not subject to VAT</i>				Grand Total Payable	£

Cheques to be made payable to Derbyshire Agricultural & Horticultural Society and sent with this form.

Post-dated cheques will not be accepted. A charge of £10.00 will be made for all dishonoured cheques.

Details for a BACS payment - Sort Code 60-12-01 Account No. 80858708 Derbyshire Agricultural & Horticultural Society. Please put ref CV for Craft Village and RV for Retail Village

Receipt Required:	<i>Please enclose and stamped addressed envelope</i>	Enclosed	Yes / No
Risk Assessment:	<i>Please see covering page for further information</i>	Enclosed	Yes / No
Insurance Documents:	<i>Please supply a copy of your insurance documents</i>	Enclosed	Yes / No
Disable Access:		Required	Yes / No
Back Board/Display Board:	<i>Please inform us if you display or stand is over 1.5m tall</i>		
Other Requirements:			

All forms and cheques to be sent to: Mrs. Allison Hunt, 12 Glastonbury Road, Alvaston, Derby. DE24 0YA

Tel: 07758625372 Email: craftretailvillage@derbyshirecountyshow.org.uk

General Show Enquiries: 01332 793068 Email: info@derbyshirecountyshow.org.uk www.derbyshirecountyshow.org.uk