

137th
Derbyshire County Show

SUNDAY 25th JUNE 2017
LOCKO PARK, NR. SPONDON,
DERBY DE21 7BW

By Kind Invitation of Lucy and David Palmer



APPLICATION FOR TRADE SPACE

FOOD HALL

CLOSING DATE FOR APPLICATIONS: 31st MAY, 2017

FOOD HALL ENQUIRIES
MRS H BALEN 07734819307
foodhall@derbyshirecountyshow.org.uk

GENERAL SHOW ENQUIRIES: 01332 793068
www.derbyshirecountyshow.org.uk

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.

CANCELLATION

Where trade space in the Food Hall is granted and then cancelled by the exhibitor, fees are not refundable.

INSURANCE

Insurance is the responsibility of the individual exhibitors; therefore, the Society shall not accept responsibility for loss or damage howsoever caused. Exhibitors are requested to ensure that they have public liability insurance cover of at least £2 million.

Please enclose copy of 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 shall 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.

ADMISSION OF EXHIBITORS' VEHICLES AND EXHIBITS

Where possible, all exhibitors should be on the Showground and all trade stands set up on the day prior to the actual Show. Exhibitors' vehicles will be permitted to enter the Showground to deliver goods to their stands on the day of the Show between 6.00am and 8.00am. Food Hall exhibitors will be issued ONE Showground parking permit per stand. **All other vehicles must**

be removed to the Exhibitors Car Park before 8.00am. Additional Exhibitors' car park passes are available on application, free of charge.

For Health and Safety reasons, we are unable to allow Exhibitors' vehicles to drive around the Showground after 9.00 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.

ELECTRICITY

A 240-volt electricity supply shall be available at a cost of £40 for exhibitors use 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.

APPLICATION

Trade space 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 trade 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.

For the avoidance of doubt, the organizer does not grant exclusivity to any company or organization for the marketing or selling of goods in the Food Hall.

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.

SALE OF ALCOHOL

All sales of alcohol in the Food Hall will be made under the Society's Food Hall Temporary Event Notice License. Any alcohol sold in the Food Hall is for consumption off site. However, tasting sample can be given to prospective customers.

INSPECTION

The Society reserves the right of inspection of all stands, by one of its authorized officers. These officers shall have the authority to order the use of appliances or equipment to be discontinued, if, in their opinion, they constitute a danger.

Exhibitors are not permitted to cook in the Food Hall marquee, but the reheating by means of microwave or infra-red equipment, may be carried out.

BRIEF DESCRIPTION OF PRODUCTS FOR SALE/DISPLAY

Food Hall stands are only permitted to sell those products stated on the application form. Any additional items may be sold only with the prior approval of the Food Hall Secretary. Would you kindly give a brief description of your product/s.

All Food offered, whether it is for sale or samples, will fall within the provisions of: -

The Food Safety Act

Food Safety (General Food Hygiene Regulations)

Food Safety (Temperature Control) Regulations)

PLEASE ATTACH A DESCRIPTION OF YOUR STAND

DUE TO COMPETITION WITH OUTSIDE FOOD TRADERS, WHO HAVE ENTERED INTO A CONTRACT WITH US FOR SOLE FOOD RIGHTS, IT IS NO LONGER POSSIBLE TO ACCEPT BOOKINGS FROM RETAILERS WHO WISH TO USE THEIR SPACE SOLELY FOR THE SALE OF FOOD COOKED ON THE PREMISES FOR THE DURATION OF THE SHOW.

DUE TO CONTRACTUAL COMMITMENTS, WE ARE UNABLE TO ACCEPT ANY APPLICATIONS FOR STANDS FROM EXHIBITORS SELLING OR GIVING AWAY SAMPLES OF ICE CREAM OR ICE CREAM PRODUCTS.

THE PRESENTATION OF FOOD SAMPLES IN ORDER TO PROMOTE THE SALE OF PRE-PREPARED PRODUCTS IS ACCEPTABLE

APPLICATION FOR TRADE SPACE - FOOD HALL
DERBYSHIRE COUNTY SHOW - SUNDAY 25th JUNE 2017

NAME OF EXHIBITOR

ADDRESS

TELEPHONE NUMBERS

E-MAIL ADDRESS

Where possible, all communication should be by email.

NATURE OF BUSINESS

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

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

SIGNED..... PRINT NAME.....

POSITION.....DATE.....

STAND SIZE REQUIRED 7FT X 7FT @ £65.00 £
 (includes 1 trestle table and 2 chairs)

14FT X 7FT @ 110.00 £
 (includes 2 trestle tables and 2 chairs)

YOU MUST PROVIDE YOUR OWN TABLE COVERING.
GAS BOTTLES/COOKING EQUIPMENT IS NOT PROVIDED FOR THE PREPARATION OF
FOOD. PLEASE NOTE CONDITION ON PREVIOUS PAGE IN REGARD TO THE SALE OF
FOOD

ELECTRICAL SUPPLY Tick if required @ £40.00 £

No. Admission Tickets (Additional only) @ £8.50 ea. £

No. Exhibitors Car Park Passes No charge

Membership @ £28.00 (including VAT at current rate) is available to all Exhibitors, and this shall allow full facilities as accorded to Members £

Please Note: Trade Stand Space is not subject to VAT Total £

Cheques should be made payable to **Derbyshire Agricultural & Horticultural Society** and be sent with this form to:

Mrs. H. Balen, Derby Hills House Farm, Melbourne, Derbyshire. DE73 8DH
 01332 862371 Email: foodhall@derbyshirecountyshow.org.uk

If you require a receipt, please tick this box and enclose a S.A.E.

POST DATED CHEQUES WILL NOT BE ACCEPTED

A CHARGE OF £10 WILL BE MADE FOR ALL DISHONOURED CHEQUES

CHECKLIST

PLEASE ENSURE YOU ENCLOSE THE FOLLOWING WITH YOUR APPLICATION:

COMPLETED APPLICATION FORM	
COPY OF PUBLIC LIABILITY INSURANCE CERTIFICATE	
COMPLETED RISK ASSESSMENT	
COMPLETED FIRE RISK ASSESSMENT	
PAYMENT	

We will accept online payments. Please use your Company name and the reference 'Food Hall' as your bank payment reference.

Please email your payment receipt to me as proof of payment. (If there is insufficient space to put both your Company name and our reference 'Food Hall', please abbreviate to FH).

OUR BANK DETAILS ARE: -

Account Name:	Derbyshire Agricultural and Horticultural Society.
Account Number:	80858708
Sort Code:	60-12-01