

**APPLICATION FOR CHARITY TRADE SPACE
 DERBYSHIRE COUNTY SHOW – SUNDAY 24th JUNE, 2018
 Locko Park, Near Spondon, Derby. DE21 7BW
 by kind invitation of Lucy and David Palmer**

DERBYSHIRE AGRICULTURAL & HORTICULTURAL SOCIETY

138th Derbyshire County Show

CHARITY TRADE SPACE

NAME OF CHARITY

ADDRESS

TELEPHONE NUMBER

EMAIL ADDRESS

NATURE OF BUSINESS AND PROPOSED FUND RAISING ACTIVITES

REGISTERED CHARITY NO.

The signing of this entry from 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 IN CHARITY..... DATE.....

TRADE SPACE FEE (including 2 admission tickets) £ 60.00

No. Admission Tickets (Additional) at £8.50 each £

No. Additional Exhibitors Car Park Passes (1 Green/1 Blue included) 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 £

Advertisement in Two Show Catalogues Full Page @ £105, Half page @ £70, Qtr page @ £50 £

PLEASE NOTE THAT NO APPLICATION FORM WILL BE ACCEPTED UNLESS ACCOMPANIED BY THE CORRECT FEE, A COMPLETED RISK & FIRE RISK ASSESSMENT FORM AND A RECENT PHOTOGRAPH OF YOUR STAND.

A Risk and Fire Risk Assessment form can be downloaded from the website on the Applications Page.

TOTAL £ _____

Cheques should be made payable to **Derbyshire Agricultural & Horticultural Society** and be forwarded on receipt of notification of acceptance to:

Mrs. S.A. James, General Secretary, Derbyshire Agricultural & Horticultural Society, 5 Willow Park Way, Weston Road, Aston on Trent, Derby DE72 2DF

If you require a receipt, please include your email address.

Dear Exhibitor,

You are welcome to apply for concessionary trade space at the Derbyshire County Show to be held on Sunday 24th June 2018 at Locko Park, Near Spondon, Derby. DE21 7BW by kind invitation of Lucy and David Palmer. This offer is available to all registered charities. A maximum of five applications will be selected from those received. Please be advised that preference will be given to local charities.

All applicants will be advised of the success of their application shortly after the closing date for charity application, which is **16th February, 2018**

Should you be unsuccessful in your application, you are of course welcome to apply for trade space at the normal commercial rates.

A donation of £60 will be required for the space, which should be sent upon the receipt of notification of a successful application.

Full details must be attached to the application confirming the proposed arrangements in respect of any fund-raising to be carried out, including details of prizes offered.

Please note that the maximum space available is 6 metres x 6 metres. Successful applicants will receive 2 admission tickets, 1 car pass for entry to the showground and 1 exhibitor car park pass.

Completed forms returned as soon as possible to: -

Mrs. S.A. James, General Secretary,
 Derbyshire Agricultural & Horticultural Society,
 5 Willow Park Way, Weston Road, Aston on Trent, Derbys DE72 2DF
 Tel: 01332 793068 Email info@derbyshirecountyshow.org.uk

Derbyshire Agricultural and Horticultural Society Limited
 Reg. Office: 5Willow Park Way, Aston-on-Trent, Derby.
 Reg. Charity No. 208522 Company Reg. No. 1869793

www.derbyshirecountyshow.org.uk

CONDITIONS OF ENTRY

TICKETS

Two free admission tickets for each charity exhibitor 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 is granted and then cancelled by the exhibitor, fees are not refundable.

INSURANCE

This is the responsibility of the individual exhibitors and 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 a copy of the relevant Insurance 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. (Click on Applications Page). Please ensure a copy is forwarded with the application form.

SITING

When space is to include the erection of a tent, sufficient space must be taken to include all tent guy ropes or any vehicles which form part of the stand, as these must **not** be allowed to project beyond the area of the site allocated. Please allow six feet all round for this requirement. Covered shedding is not provided.

Siting shall be allotted by the Show Officers. All accepted entries will be acknowledged and Exhibitors will be notified of siting approximately two weeks prior to the Show. The allotted site must be accepted by the exhibitor and is not transferable.

ADMISSION OF EXHIBITORS' VEHICLES AND EXHIBITS

Where possible, all exhibitors must 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 Trade Stands on the day of the Show between 6.00am and 8.00am. Vehicles must be removed to the Exhibitors Car Park immediately after unloading goods at the Stand, unless it forms part of the Stand. Private motorcars are **NOT** admitted to the Showground unless forming part of the Trade Exhibit. 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 9.00pm on Saturday 23rd June and 6.00am Sunday 24th June. The ground 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.**

CONDITIONS OF ENTRY - continued -

Applications from exhibitors who run stalls giving cuddly toys as prizes in exchange for tickets will not be accepted due to the litter problems caused by these stalls in previous years. Live animals must not be given as prizes.

ANNOYANCE

The selling of goods by auction, shouting or other behaviour calculated 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

A donation of £60 is required upon confirmation that a trade space will be allocated. A CHARGE OF £10 WILL BE MADE FOR ALL DISHONoured CHEQUES

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.

THE SALE OF FOODSTUFFS AND DRINKS FROM STANDS IS PROHIBITED. CATERING TRADE STANDS ARE STRICTLY BY INVITATION ONLY

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.

ADVERTISEMENTS

You can advertise your Charity in our two catalogues (Light Horse, Livestock) providing an easy way of promoting your business.

Rates are as follows: (Where A5 is a full page)

Quarter Page	£ 50.00
Half Page	£ 70.00
Full Page	£ 105.00

(In all cases, artwork **MUST** be supplied)

Please use the Application Form to apply for the advertising service
All advertisements must be received by the 18th May.
Any advertisement received after this date is not guaranteed to be included in the catalogues.