

138th
Derbyshire County Show

SUNDAY 24th JUNE 2018
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, 2018

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 the insurance certificate with your booking.**

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 the Show's 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

Sites shall be allotted by the Show Officers. All allotted sites must be accepted by Exhibitors. Sites may not be transferred. No Exhibitor shall sub-let or exchange or part with the possession of any allocated site 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 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 with 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, the Society is 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.

No vehicles, other than those carrying livestock, shall be admitted to the Showground between 9.00 pm on Saturday 23rd June and 6.00 am on Sunday 24th June. Between these times 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 personally remove litter directly accruing from their trade area. Skips will be provided on the Showground. Please do not fill the litterbins with packaging. **Litter not so removed by an Exhibitor 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 will be available at a cost of £40 for Exhibitors' use and **should be ordered on the attached application form.** The Society will not provide any adapters or extension cables; it is the responsibility of Exhibitors to provide their own.

APPLICATION

Trade space will only be dealt with on a prepaid basis. Applications will not be accepted unless accompanied by the appropriate fees. 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 Society does not grant exclusivity to any company or organization for the marketing or selling of goods in the Food Hall. Nor does it supply table coverings or cooking equipment.

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 samples can be given to prospective customers.

INSPECTION

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

COOKED FOOD

In order to avoid competition with food traders with stands outside the Food Hall who have entered into contracts with the Society for sole rights, it is not possible to accept bookings in the Food Hall

from any Exhibitor who wishes to use its site in the Food Hall solely for the sale of food cooked in the Food Hall.

For that reason Exhibitors are not permitted to cook in the Food Hall marquee, although the reheating of food products by means of microwave or infra-red equipment may be carried out.

The presentation of food samples in order to promote the sale of pre-prepared products is permitted.

ICE CREAM

Due to contractual commitments the Society is unable to accept any applications for stands from Exhibitors selling or giving away samples of ice cream or of ice cream related products.

BRIEF DESCRIPTION OF PRODUCTS FOR SALE/DISPLAY

Food Hall Exhibitors are only permitted to sell those products stated on their application forms. Any additional items may be sold only with the prior approval of the Food Hall Secretary. Each Exhibitor should kindly provide a brief description of its product/s at the time of booking.

COMPLIANCE WITH LEGISLATION

All Exhibitors **MUST** comply with the provisions of ALL legislation and regulations including EC regulations relevant to their products including:

The Food Safety Act

The Food Safety and Hygiene Regulations

EC regulations 853 and 853

MEMBERSHIP

Membership of the Society is available to all Exhibitors. This allows access to all facilities as accorded to Members and costs £28 inclusive of VAT.

COMMUNICATION

Where possible, all communication should be by email.

APPLICATION FOR TRADE SPACE - FOOD HALL

DERBYSHIRE COUNTY SHOW - SUNDAY 24th JUNE 2018

NAME OF EXHIBITOR

ADDRESS

.....

TELEPHONE NUMBER

E-MAIL ADDRESS

NATURE OF BUSINESS

DESCRIPTION OF PRODUCTS

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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) £

ELECTRICAL SUPPLY Tick if required @ £40.00 £

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

No. Exhibitors' Car Park Passes £ 00.00

Membership @ £28.00 (including VAT at current rate) £

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

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

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

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

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

Payment

Cheques

Payable to **Derbyshire Agricultural & Horticultural Society** and be sent with the Application Form to:

Mrs. H. Balen, Derby Hills House Farm, Melbourne, Derbyshire.
DE73 8DH

T. 07734819307 Email: foodhall@derbyshirecountyshow.org.uk

If a receipt is required, 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**

ONLINE PAYMENTS

We will accept online payments. Please use your Company name and 'Food Hall' as your bank payment reference.
(If there is insufficient space to put both your Company name and our reference 'Food Hall', please abbreviate to FH).

Please email your payment receipt to:
foodhall@derbyshirecountyshow.org.uk as proof of payment.

OUR BANK DETAILS ARE: -

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

PLEASE COMPLETE CHECK LIST OVERLEAF

CHECK LIST

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/PAYMENT RECEIPT	
STAMPED ADDRESSED ENVELOPE	