

APPLICATION FOR TRADE SPACE DERBYSHIRE COUNTY SHOW - SUNDAY 23rd JUNE 2024

COMPANY NAME	COMPANY
REGISTERED ADDRESS	ADDRESS
CONTACT NAME	NAME
CONTACT NUMBER	PHONE
CONTACT EMAIL	EMAIL
NATURE OF BUSINESS	BUSINESS

	FRONTAGE (Metres)	DEPTH (Metres)	STAND REQUIRED Tick here
SIZE 1	3	3	TICK
SIZE 2	3	6	TICK
SIZE 3	6	6	TICK
SIZE 4	12	6	TICK
SIZE 5	12	9	TICK
SIZE 6	18	9	TICK
SIZE 7	24	9	TICK
LARGER	PLEASE CALL FOR LARGER STAND - 07536 182421		

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

I have read and agree to abide by all the conditions of entry	TICK
I have fully completed this application form	TICK
I have made payment	TICK
I have attached proof of insurance	TICK
I have completed a fire and risk assessment form LINK TO FORM HERE	TICK

SIGNED	SIGN
PRINT NAME	NAME
POSITION IN COMPANY	POSITION
DATE	DATE

This application form and associated booking will NOT be accepted unless accompanied by the correct fee, a completed Risk & Fire Risk Assessment Form and proof of insurance



DERBYSHIRE COUNTY SHOW



INSTRUCTIONS FOR COMPLETING TRADE SPACE APPLICATION FORM

CONTACT CLAIRE ON 07536 182421 – INFO@DERBYSHIRECOUNTYSHOW.ORG.UK

THIS FORM IS FOR TRADE SPACE OF ALL TYPES EXCEPT CATERING STANDS AND STANDS FOR FOOD AND DRINK THESE ARE DEALT WITH BY A SEPARATE PROCESS, SEE BELOW:

CATERING TRADE STANDS

All food/drink catering outlets need to email catering@derbyshirecountyshow.org.uk with details where they are based and what they propose to sell along with photos of their unit/stall .

Please note we prefer to source our vendors from Derbyshire or as close to as possible.

We are not accepting any requests for Ice Cream sales or Alcohol concessions as these are covered by contracts that are already in place.

FOOD, DRINK AND SWEET STALLS

CALL TRACEY 07983 993763 OR EMAIL – FOOD@DERBYSHIRECOUNTYSHOW.ORG.UK

ONLY WHEN FULL PAYMENT HAS BEEN PAID DOES YOUR APPLICATION GET PROCESSED. JUST SENDING FORM DOES NOT RESERVE OR GUARANTEE YOU A STAND OR ACCESS. FIRST COME FIRST SERVED – NO RESERVATIONS WILL BE HELD WITHOUT FULL PAYMENT

LOCATION

- The best way to find us on the days is using WHAT 3 WORDS ///SPEEDED.CHURN.ITEM
- The Showground, Borrowash Road, Elvaston, Derby. DE72 3EN (nearest postcode).

PAYMENT, RECEPTS AND INVOICES

- Payments via BACS to NatWest Derby, Account No. 80858708 Sort Code 60-12-01 - Using Ref ""TRADE *your company name*""
- Receipt / Invoice will automatically be sent via Email, once payment and stand application has been process and accepted
- No refunds unless the show is cancelled

LITTER / WASTE

- 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 removed by exhibitors will result in the cost of such removal being recoverable from the offending exhibitor.
- Exhibitors who leave unacceptable amounts of litter will not be permitted 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.
- Direct marketing or canvassing outside the stand area is not allowed
- Exhibitors infringing these or other regulations will be removed from the Showground

- The Council of the Society reserves the right to refuse any entry for 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 regarding the non-acceptance of an application

SITE

- Drinking Water is available at stand pipes around the site
- No power is available unless separately agreed in advance.
- Only silent generators are permitted and these must be within the booked area of the stand
- Sufficient space must be booked to include all tent guy ropes, as these must **not** project beyond the area of the stand booked
- Covered shedding is not available
- Siting shall be allotted by the Show Officers

INSURANCE

- This is the responsibility of the individual exhibitors; therefore, the Society shall not accept responsibility for loss or damage howsoever caused. Exhibitors must ensure that they have Public Liability Insurance cover of at least £2 million.
- A copy of your insurance Certificate must accompany your application form

RISK ASSESSMENTS AND FIRE

- The Society requires a risk assessment and fire risk assessment for each stand. Use the link on the application or here [CLICK HERE](#)
- All exhibitors must have a suitable fire extinguisher on their stand.

SETTING UP, BREAKDOWN AND ACCESS

- The site is open for setting up as follows

Thursday	20 th June 2024	8.00am till 8.00pm
Friday	21 st June 2024	8.00am till 8.00pm
Saturday	22 nd June 2024	8.00am till 9.00pm
Sunday	23 rd June 2024	6.00am till 8.30am & 5.30pm till 8pm
Monday	24 th June 2024	8.00am till 5.00pm
Tuesday	25 th June 2024	8.00am till 5.00pm

- For Health and Safety reasons, we are unable to allow Exhibitors vehicles to drive around the Showground after 8.30 am on the day of the show.
- Vehicles arriving after 8.30am will be directed to the Blue Carpark and there will no vehicular access after time on to the showground
- No vehicles are allowed to stay, park or be stored on the showground after 8.30 am unless these are within the paid area of the stand and must be moved to the blue carpark before 8.30am
- Trade Stands must be fully operational by 9.00am on the morning of the show.
- Security Officers have orders that no vehicles, other than those carrying livestock or by pre-arrangement, shall be admitted to the Showground between 9.00 pm on Saturday 22nd June and 6.00 am on Sunday 23rd June. The Showground will be closed and secured. Kindly ensure that you arrive within your allotted time

AWARDS

- The society awards each year the Legh Farms Perpetual Trophy for the “best trade stand exhibitor”. Prize Cards are awarded to the winner, runner up and the those highly commended

EXHIBITORS MAY NOT DISMANTLE THEIR STAND UNTIL 5.30PM ON SHOW DAY

VEHICLES REQUIRED FOR THE REMOVAL OF STANDS WILL NOT BE ALLOWED TO ENTER THE SHOWGROUND UNDER ANY CIRCUMSTANCES BEFORE 5.30PM

NO VEHICLES WILL BE ALLOWED TO LEAVE EITHER AS GATES WILL BE LOCKED UNTIL THIS TIME TO ENSURE PEDESTRIANS AND PUBLIC ARE NOT PUT AT RISK

