

# NORTHUMBERLAND COUNTY SHOW

## Northumberland County Show

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Trading as Tynedale Agricultural Society Ltd / Co Hse 5957581 / Registered Charity 1120037

## Bank Holiday Monday 4<sup>th</sup> June 2012

### Held at Tynedale Park, Corbridge

Official Attendance for 2011 was 25,000

This pack contains all of the information you require for booking trade and advertising space for the 2012 Northumberland County Show. The Bank Holiday in 2012 has moved to the beginning of June and is a two day Bank Holiday for the Queens Jubilee. In 2011, we had an attendance of 25,000 with over 325 varied trade stands. Early booking is essential as the show is becoming even more popular.

Please complete the separate booking form, **it is not necessary to send payment at this stage**; successful applicants will be invoiced when we receive your completed booking form and confirm your application is accepted. We now accept debit and credit cards. The booking form also enables you to order staff admission tickets, electricity supply, tables for the craft / indoor stands and for payment of annual membership subscriptions.

**Outdoor trade stand** areas are on grass with no cover provided. You may provide your own marquee cover or trailer for these areas. Contact details for local marquee providers can be supplied on request. Trade stands must not be sublet.

The **Indoor Shopping trade stands and Craft Producers** are within marquees provided by the Show. **Indoor trade stands** are sold per foot of frontage and will be exactly the size you reserve on the booking form. (No gaps between pitches). **Craft Producers** - there will be a 2 foot gap between each table. Please note that we do not permit naked flames within our marquees.

### SETTING UP TIMES

Outdoor stands can be set up from 9am on Friday 1<sup>st</sup> June 2012. No stallholders to set-up in the hours of darkness, it is requested that tradestands on the main rows be set up by Sunday evening. Indoor trade stands and craft marquee can be set up from 10am on Sunday 3<sup>rd</sup> June. Overnight security will be on site from 29<sup>th</sup> May until Tuesday 5<sup>th</sup> June

**However, stallholders are ultimately responsible for the security of their own valuable items.**

### **CLOSING DATE FOR APPLICATIONS**

**Indoor and Craft Marquee – 16<sup>th</sup> January 2012**

**Outdoor Tradestands – 13<sup>th</sup> February 2012**

**Catalogue Advertising – 1<sup>st</sup> March 2012**

It is recommended that you return your booking form well before the closing date as the show is often fully booked early in the New Year.

# **NORTHUMBERLAND COUNTY SHOW**

## **TRADE INFORMATION PACK AND 2012 PRICE LIST**

*The show is not VAT registered*

**OUTDOOR TRADE STANDS** – 20ft depth - £7.00 per foot of frontage - plots must be booked in 5ft blocks  
Minimum Charge £90

Size in Feet	Price 2012	Allocation of passes
10ft x 20ft (Minimum size)	£90	2 tickets 1 car pass
15ft x 20ft	£105	2 tickets 1 car pass
20ft x 20ft	£140	3 tickets 2 car pass
25ft x 20ft	£175	4 tickets 2 car pass
30ft x 20ft	£210	5 tickets 2 car pass
35ft x 20ft	£245	6 tickets 2 car pass
40ft x 20ft	£280	7 tickets 3 car pass
45ft x 20ft	£315	8 tickets 3 car pass
50ft x 20ft	£350	9 tickets 4 car pass
55ft x 20ft	£385	9 tickets 4 car pass
60ft x 20ft (Maximum)	£420	10 tickets 5 car pass

**Additional Onsite Car Park Windscreen Passes are available at a cost of £15 each to a maximum of an additional 3 per exhibitor**

**OUTDOOR TRADE STANDS** – 40ft depth - £9.00 per foot of frontage - plots must be booked in 5ft blocks  
Minimum Charge £195

Size in Feet	Price 2012	Allocation of passes
20ft x 40ft (Minimum size)	£195	3 tickets 1 car pass
25ft x 40ft	£225	4 tickets 1 car pass
30ft x 40ft	£270	5 tickets 2 car pass
35ft x 40ft	£315	6 tickets 2 car pass
40ft x 40ft	£360	7 tickets 3 car pass
45ft x 40ft	£405	8 tickets 3 car pass
50ft x 40ft	£450	9 tickets 3 car pass
55ft x 40ft	£495	10 tickets 4 car pass
60ft x 40ft	£540	11 tickets 4 car pass
70ft x 40ft	£630	12 tickets 5 car pass
80ft x 40ft	£720	13 tickets 5 car pass
90ft x 40ft	£810	14 tickets 6 car pass
100ft x 40ft	£900	15 tickets 6 car pass

**Additional Onsite Car Park Windscreen Passes are available at a cost of £15 each to a maximum of an additional 3 per exhibitor.**

### **ROW B – HORSE RINGS**

All traders in this area will be charged £8 per foot for 20ft depth and £10 per foot for 40ft depth. All traders in this area must remain behind the boundary lines to allow extra space for the public in this very busy area. Traders will be given extra space at the back of their stands to park one vehicle. Admission tickets and car passes will be allocated the same as the other 20ft / 40ft depth traders.

### **CONFECTIONERS FEES – Same allocation as above but at the following prices**

20ft depth - £10.50 per foot of frontage

40ft depth - £14.50 per foot of frontage

### **INDOOR TRADE STANDS** (covered marquee)

£10.00 per foot of frontage – minimum booking 10ft = £100

6ft table - £6.50 each – one table provided free others must be ordered and paid for.

Indoor shopping – Electricity £55.

### **INDOOR TRADESTANDS TICKET ALLOCATION**

2 tickets for 10 foot frontage with 1 extra ticket per additional 10 foot  
Plus **ONE** car park windscreen pass per 10 foot

**Additional Onsite Car Park Windscreen Passes are available at a cost of £15 each to a maximum of an additional 3 per exhibitor.**

**CRAFT PRODUCERS** Applicants *Must* able to verify that goods for sale are **hand made**.

6ft stall - £60.00 or 12ft stall - £115.00

6ft table - £6.50 each – one table provided free others must be ordered and paid for.

### **CRAFT PRODUCERS TICKET ALLOCATION**

6 ft stall = 2 tickets

12 ft stall = 3 tickets

Plus **ONE** car park windscreen pass per table

**Additional Onsite Car Park Windscreen Passes are available at a cost of £15 each to a maximum of an additional 3 per exhibitor.**

### **THE JOURNAL TASTE EVENT – FOOD MARQUEE**

This marquee is being run as a Journal “TASTE” event and all enquiries should be made to Lesley Hampson - Lesley.Hampson@ncjmedia.co.uk or Joanne Fenwick - joanne.fenwick@ncjmedia.co.uk at ncjMedia on 0191 201 6065

### **ADMISSION TICKETS**

**Please read carefully and make sure you order enough passes  
Including those needed for staff members manning your stand, no refunds will be  
made for staff arriving at the gate without passes.**

The number of complimentary admission tickets allocated to each exhibitor is shown on the table to a maximum of 15 tickets per application. Additional tickets (including those for staff manning the stand) can be purchased at £8 each and should be ordered on the booking form. These tickets are non-returnable. All tickets will be checked on entry (even at 6am or Sunday) and anyone without a valid ticket will be charged the full gate price of £12.00.

**CATALOGUE ADVERTISING** - 3,000 copies, 146 pages perfect bound in full colour

	<b><u>COLOUR</u></b>	<b><u>BLACK &amp; WHITE</u></b>
Full A5 page	£145	£75
Half A5 page	£85	£42
Outside back cover	£380	
Inside front cover	£320	
Inside rear cover	£255	

### **MEMBERSHIP OF TYNE DALE AGRICULTURAL SOCIETY**

Membership of Tynedale Agricultural Society is £18 per adult and £7 for junior (aged over 4 and under 16). Benefits include admission to Northumberland County Show, forward parking, admission to member's dining room and ring side marquee facilities, opportunity to attend the Society's AGM.

**ELECTRICITY SUPPLY** - by contractor appointed by show society including fuel.

£110 per 13 amp socket

£180 per 32 amp supply

Exhibitors who have paid for electricity connections, will be contacted on arrival at the Showfield by the Society's qualified electrician. All connections to the exhibitor's stand will be checked and controlled, in accordance with current Health and Safety guidelines. It is the responsibility of the Exhibitor to ensure that his/her equipment complies with all electrical regulations prior to attendance at the Show.

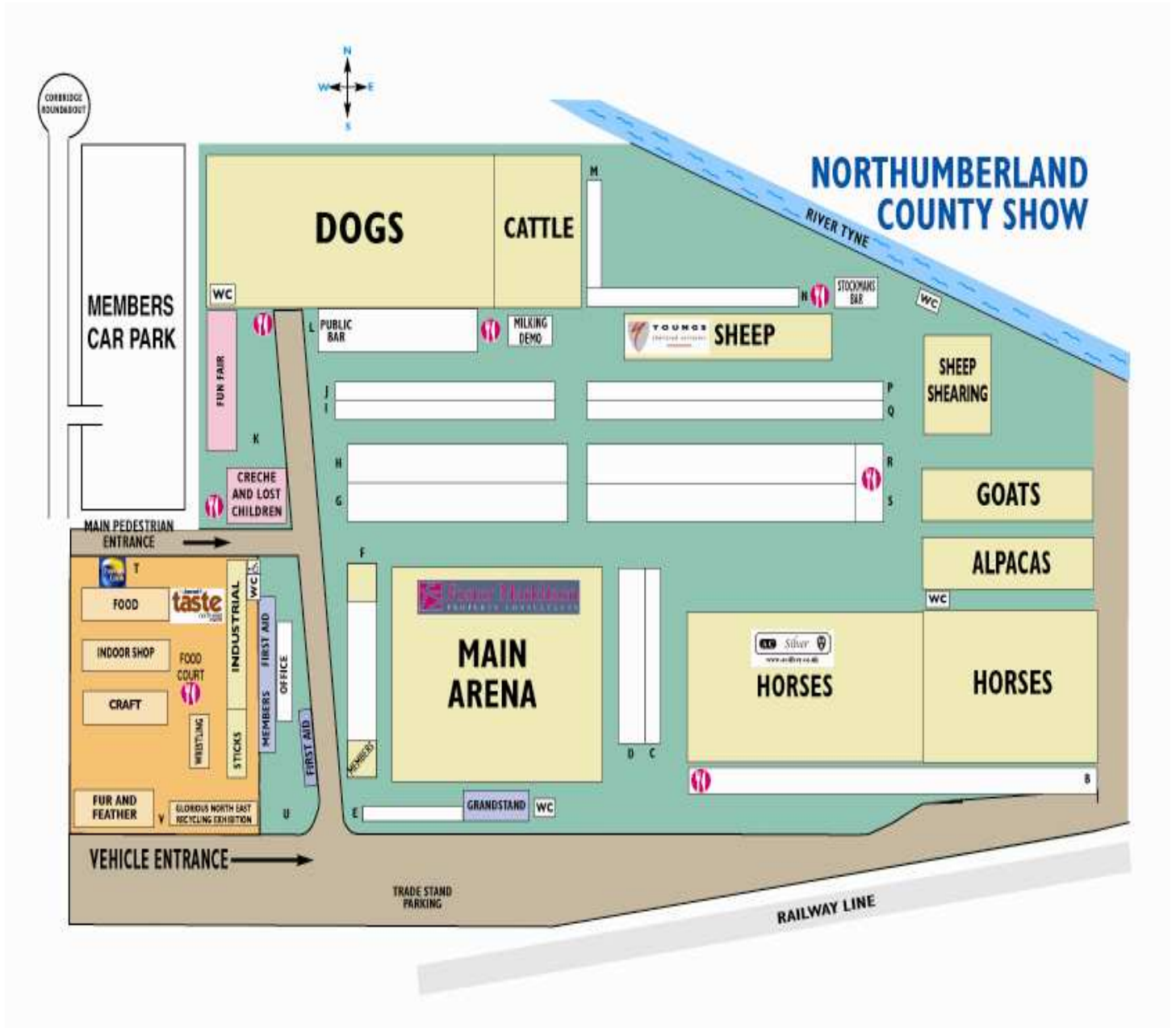
## **BANNER ADVERTISING**

Opportunities have been made available for banners to be displayed around the Main Ring, at a cost of £50.00 per banner (maximum size 3' deep x 10' length). Availability is limited. Banner positions will be allocated entirely at the discretion of the Society and will be erected by the Showfield Director.

## **CHARITY DISCOUNTS**

A £70 discount from this price list is offered to eight charities each year. Please enclose a letter stating the method of fund-raising or promotion and including the registered charity number with your booking form if you wish to be considered for a charity discount. **Please note there must be NO raffles or tombola's**. The committee select charities on individual merit, choosing different ones each year to enable as many worthy causes as possible to benefit from this discount.

*Map not to scale and some locations may vary*



# Tynedale Agricultural Society

## RULES & REGULATIONS

### 1. APPLICATION FOR SPACE / Tradestand Allocation

All applications shall be submitted on the appropriate entry form and entries submitted in any other way will not be acceptable. The application form must be signed by the Exhibitor or his/her representative, and the signature on the forms shall be deemed to be the acceptance by the Exhibitor of these rules and regulations and his/her agreement to be bound thereby.

**ALL FEES TO BE FULLY PAID BY 31<sup>ST</sup> MARCH 2012.**

### 2. PASSES

Vehicle pass(es), site plan, and admission tickets will be sent to the address given on your booking form approx. 2 weeks before the show.

### 3. OBSERVANCE OF REGULATIONS

All Exhibitors, their contractors and employees, while on the Showground, shall be subject to the rules and regulations of the Society, as interpreted by the Society, and the stewards and officials appointed by them.

### 4. WITHDRAWAL OR CANCELLATION OF SPACE RESERVED

**Your booking is confirmed when an invoice is received from the show secretary.**

**This is when all fees become due for payment.**

- A refund of 75% of the invoiced fee will be allowed for cancellations before 31<sup>st</sup> March
- 50% of the invoiced fee will be refunded for cancellations received between 1<sup>st</sup> and 30<sup>th</sup> April
- No refunds will be made for cancellations in May.

*All cancellations to be made in writing to the show secretary.*

Where an exhibitor withdraws from the show or cancels the space reserved for him/her for any reason, all fees due shall be forfeited and the Society reserves the right to re-let the space.

**Exhibitors are reminded that they MUST pay their site fees by 31<sup>st</sup> March; late payment of invoices will be subject to a surcharge of £20.00. Otherwise this will be regarded as withdrawal or cancellation on their part and the site re-let.**

### 5. HEALTH AND SAFETY REGULATIONS

Our stewards will assist and pass on relevant emergency information where required. Our Event Safety Plan and Risk Assessments will be available on the day in the Secretary's Office. All Exhibitors must be conversant with and comply with all current Health and Safety regulations, particularly with respect to their equipment and public safety. A relevant Risk Assessment **MUST** be completed, dated and signed and returned to the Show Office prior to the event. Where appropriate a copy of the Health and Hygiene Certificate must be supplied. **Foodstuffs and / or drinks may only be provided for immediate consumption within stands for hospitality purposes.** No food or drink may be sold to the general public which is intended for immediate consumption. **No glass bottles on the showfield.**

### 6. TIMES OF OPENING

All trade stands must be open and manned throughout the time the Show is open to the public - **9am to 6pm. – Traders must not move vehicles or dismantle their stand before 6pm**

### 7. ALLOCATION OF SITES

The allocation of sites and positioning of trade stand space will be entirely at the discretion of the Society, although every endeavour will be made to meet any request made by an Exhibitor regarding the position of his/her stand. Regular exhibitors will be given priority when stand space is allocated, but this does **not** guarantee you will automatically have the same position as in previous years, **sponsors of sections will be given priority.** If you would like more information regarding sponsorship arrangements please contact the show office.

Applications from new exhibitors will be considered for suitability as every effort is made to ensure an even distribution of stands on the showground to the benefit of all concerned.

- (a) Exhibitors booking open space must apply and pay for sufficient space for all stays and guy ropes required for any building, tent or caravan to be erected on the space.
- (b) Boundaries of sites will be marked and in no circumstances will Exhibitors be allowed to occupy a larger space than that allocated to them.
- (c) The Exhibitor will be responsible for all damage to their site by them or their servants or agents, and hereby undertakes to make good any such damage.
- (d) It is the responsibility of stand holders to clear all litter from their pitch throughout the day and at the close of show. An additional charge will be made when rubbish has to be cleared by show contractors.
- (e) Vehicles not within the boundaries of your pitch must be off the showground by 8.30 am on show day and parked in the tradestand car park.
- (f) All trade stands (craft / food / indoor / GNEE and outdoor stands) must complete a risk assessment and health and safety policy statement which must be available for inspection.

# Tynedale Agricultural Society

## RULES & REGULATIONS

8. **ELECTRICITY**

An official showground contractor can provide electricity for tradestands. Please reserve this on the enclosed booking form and note the price. Alternatively you can use your own generator **but this must be a silent running type in consideration of your neighbouring stands.**

9. **TRADING STANDARDS**

The stewards and officials shall have power to remove from the Showground, any Exhibitor or itinerant vendor whose articles are not in accordance with the description given on the application form or the standards that shall be determined by the stewards and officials.

10. **FIRE PROTECTION**

- (a) It will be the responsibility of each Exhibitor to ensure that their risk assessment addresses fire hazards and that their own fire precautions are provided, particularly in the case where any heating or other similar appliance is used.
- (b) The Society reserves the right to make further rules and regulations in respect of fire precautions, if and when necessary.

11. **NOISE**

Exhibitors must not use any loudspeaker apparatus, noisy engines or any other offensive practices to cause annoyance to adjoining exhibitors.

12. **RESPONSIBILITY OF EXHIBITORS**

The Exhibitor will indemnify the Society in respect of all actions causes claims losses proceedings or costs incurred claimed or arising out of the use by the Exhibitor of the Showground or by his/her agents contractors employees licensees or other persons being present at his/her request or with his/her concurrence for the purposes of the Show and the Exhibitor shall similarly be liable for all plant equipment, vehicles, stands, animals, livestock, goods or other things of whatever kind or nature brought on to the Showground for whatever purposes and the Exhibitor shall be liable similarly for any matter arising out of the exhibition handling or housing of such exhibits and the conduct of the exhibitor's stand generally. Acceptance of this foregoing provision and the foregoing provisions generally shall be a condition precedent of entry.

13. **CANCELLATION OF SHOW**

The Society reserves the right to cancel at any time and for any reason the Northumberland County Show held annually by the Society, subject to the Society's Secretary giving at least 24 hours notice of cancellation to the Exhibitor or Trade Stand Holder except in the case of the cancellation being due to fire, flooding, civil commotion, Act of God or riot, in which case notice given verbally or otherwise, by the Society's Secretary shall be deemed sufficient. If the Society decides to cancel the Show, the Exhibitor or Trade Stand Holder will be repaid his/her entry fee, less a small handling charge, and the Society will not be responsible for any financial, trading or other loss of whatever kind incurred by the Exhibitor or Trade Stand Holder.

14. **VACATING SHOWFIELD**

Exhibitors must clear their sites by 4pm on the day following the Show. The Society will not be held responsible for any damage caused to items.

14. **NO SUB-LETTING**

Tradestand space shall be for the sole and exclusive use of the applicant. Food Hall Traders **MUST NOT** sell food suitable for immediate consumption (i.e. hot beef sandwiches etc.), only samples of food can be given away.

15. **TRADE STAND COMPETITION**

All trade stands will be automatically entered into the Trade Stand Competition, unless they notify the show office that they do not wish to be part of the competition.

**EXHIBITORS WILL BE HELD RESPONSIBLE FOR ALL FIRE AND ACCIDENTAL DAMAGE CAUSED BY THEM, THEIR SERVANTS OR AGENTS, AND THEREFORE EXHIBITORS SHOULD INSURE NOT ONLY AS REGARDS THEIR OWN PROPERTY, BUT ALSO AGAINST THIRD PARTY CLAIMS, FOR BOTH FIRE AND ACCIDENTAL DAMAGE.**