



Incorporating Instow & Torrington Shows

Show Office: North Devon Agricultural Society, 15 George Arcade, South Molton, Devon, EX36 3AB  
Telephone: 01769 573852 Email: showsecretary@northdevonshow.com

**Showground: Umberleigh Barton Farm, Umberleigh, Devon, EX37 9DX**

## GENERAL TRADE STAND REGULATIONS

### Wednesday 1<sup>st</sup> August 2018

- GR1 Applications will be accepted only upon receipt of a cheque made payable to 'North Devon Agricultural Society' or via Bacs. Please ensure a Bacs payment is received within a week of the office receiving your application form, otherwise your application form will be returned to you.
- GR2 Post Dated cheques WILL NOT be accepted and will be returned to the sender and the application not actioned.
- GR3 The sale of food, fruit, confectionary, drinks and ice cream for consumption on the site is expressly forbidden – please see guidelines for the Food Hall in the section below.
- GR4 The Society reserves the right:
- To refuse any exhibit which they consider unsuitable.
  - To cancel, postpone or abandon the show in the event of inclement weather or any act of God, invasion, riot, civil commotion, military intervention, industrial disputes or any other cause or circumstances whatsoever beyond the control of the Society and which, in the opinion of the Society, renders it impractical for the show to continue. In such an event repayment of all or any booking fees or parts thereof shall be at the absolute discretion of the Society.
- GR5 The Society is unable to accept applications for specific sites but every effort will be made to meet your request.
- GR6 **Entry Closing Date:** the Society works on the principle of first-come-first-served. An early application is advised in order to ensure success in gaining a site. The final date for applications is **31<sup>st</sup> May 2018**.
- GR7 **VAT:** The Society is deregistered for VAT purposes and therefore no VAT is charged.
- GR8 **Registered Charities** will qualify for a 10% discount on the cost of their stand ONLY.
- GR9 **Receipts** will be issued once the booking has been actioned. The passes and site allocations will be sent out in mid-July.
- GR10 **Booking Cancellation Policy:** Exhibitors who cancel their booking before 1<sup>st</sup> June 2018 will be entitled to a full refund. After this date the Society will offer a 50% refund. Cancellations must be confirmed in writing.
- GR11 **No Canvassing:** The Society has a strict ruling that Exhibitors may exercise their stated business only within the area of their allocated stand. They will not carry out any form of trading, canvassing or the selling of raffle tickets in the walkways, roadways or car parks. Any Exhibitor who transgresses will be asked to leave the site immediately and will forfeit their payment.
- GR12 **Passes:** All personnel entering the Show Site must be in possession of an individual pass. Without such a pass they will be required to pay the full entry price of £16.00 at the gate. **No refunds will be given if Exhibitors are required to pay full gate prices.**
- In Addition to your allocated tickets, extra tickets are available at ticket-in-advance prices of £15.00 for an Adult Ticket and £3.00 for a Child Ticket each. Tickets can be ordered on the application form or purchased from [www.bradsons.co.uk/tickets](http://www.bradsons.co.uk/tickets) or telephone 01749 814868.
- GR13 **Sub Letting** is not permitted. **All Exhibitors are to apply in their own right.** If you expect representatives from associated firms to be helping on your stand, please book tickets for their use.
- GR14 **Electricity:** There are a finite number of sites allocated for electricity and once these sites have been filled, Exhibitors will be required to provide their own generators. Exhibitors may provide their own generators on the strict understanding that they are the 'super silent' type i.e. they cause no aggravation to those Exhibitors alongside. Should this request be contravened the Exhibitors will be required to switch the generator off with no liability to the Show Organisers. Exhibitors wishing to provide their own generators must inform the Society by annotating the entry form. **All generators must be caged with warning signs.**
- GR15 **TABLE LAYOUT:** Exhibitors using their own tables must ensure that they are enclosed fully in the space allocated and not encroach on other Exhibitor's space.

- GR16 **DUPLICATION (Marquee Trade Stands):** There will be a limit to the number of traders that we can accept who are selling the same product, as we must give our visitors as much variety as possible.
- GR17 **Gas Bottles:** May not be stored in a marquee, if gas is required to cook samples, the bottles must be outside the marquee and placed in a safe condition, this also applies to empty canisters. The stewards will assist in this.
- GR18 **Marquee Contractors:** Exhibitors employing outside marquee suppliers are required to ensure that these suppliers contact the Secretary. The Secretary will provide the suppliers with written instructions for their conduct on the show site during build up.
- GR19 **Setting Up/Opening Times:** Open Trade Exhibitors will have access to the Showground: Saturday 28<sup>th</sup> July 10.00am-4.00pm, Sunday 29<sup>th</sup> July 10.00am-4.00pm, Monday 30<sup>th</sup> July 10.00am-8.00pm and Tuesday 31<sup>st</sup> July 8.00am-8.00pm. Marquee Trade Exhibitors will have access to the Showground: Tuesday 31<sup>st</sup> July 2018 8.00am-8.00pm. On show day the gates will be open at 6.00am for essential vehicles only and stalls/stands must be open for trading at 9.00am. Vehicles must be parked in the trade stand car parking by 8.30am and will not be able to exit out of the showground until 5.30pm when gates re-open.
- GR20 **Gate Closure:** For Health and Safety reasons the traffic gates into the trade area will be closed at 8.30am on Show day and will not be re-opened until 5.30pm. Replenishment vehicles required during the day will have to enter the Public Car Park for unloading. Furthermore, vehicles required to assist in the dismantling may only enter the site when the gates re-open at 5.30pm.
- GR21 **Packing Up:** The Show is advertised to visitors to run until 5.30pm and packing up is not permitted until this time. The main gates will be opened at 5.30pm and this will be the first time that traders will be able to leave the showground. Sites must be left in a clean and tidy condition. There will be sufficient waste disposal facilities on site and refuse bags will be provided. The field will be returned to animal grazing at the completion of the show and it is for that reason that no litter should be left behind.
- GR22 **Insurance:** Please ensure that you have adequate public liability cover and that you have informed your insurer of your activities at the Show. A copy of your current certificate must be sent to the Show Office with your application.

**Any information given on the Application Form will be entered on a computer database but will be wholly and solely for the use of the Secretary.**

## ARCADE

**This Marquee is designed for Charities, local organisations and small businesses**

- A1 **LAYOUT:** The Arcade is housed in a Large Marquee and has an open plan layout.
- A2 **PRICES:**                      Single Pitch 2m x 2m - £62.00                      Double Pitch 4m x 2m - £90.00  
Tables and Chairs are not provided, however, they may be hired from the Society at a cost of:  
   Tables (6ft x 2ft6) - £7.00 each                      Chairs - £3.50 each
- A3 **PASSES:**
- Pre Show Vehicle Pass: Please indicate on your application form when you will set-up your Stand and if a pre-show vehicle pass is required
  - Show Day Vehicle Pass: Only ONE vehicle pass will be allocated. This will allow the driver to access the Show Field and park in the car park allocated to the Marquee; the Driver will require an individual pass.
  - Allocation of individual passes:

2-3 metres	- 2 individual passes
4-5 metres	- 3 individual passes
6 metres & over	- 4 individual passes
- A4 **ELECTRICITY:** Electricity will be available for the Arcade Marquee Exhibitors at a cost of £60.00 per socket.

## CRAFTS & GIFTS MARQUEE

**This Marquee is designed for crafters, cottage industries and small businesses**

- C1 **LAYOUT:** The Crafts & Gift Marquee is housed in a Large Marquee and has an open plan layout.
- C2 **PRICES:**                      Single Pitch 2m x 2m - £62.00                      Double Pitch 4m x 2m - £90.00  
Tables and Chairs are not provided, however, they may be hired from the Society at a cost of:  
   Tables (6ft x 2ft6) - £7.00 each                      Chairs - £3.50 each
- C3 **PASSES:**
- Pre Show Vehicle Pass: Please indicate on your application form when you will set-up your Stand and if a pre show vehicle pass is required
  - Show Day Vehicle Pass: Only ONE vehicle pass will be allocated. This will allow the driver to access the Show Field and park in the car park allocated to the Marquee; the Driver will require an individual pass.
  - Allocation of individual passes:

2-3 metres	- 2 individual passes
------------	-----------------------

- |                 |                       |
|-----------------|-----------------------|
| 4-5 metres      | - 3 individual passes |
| 6 metres & over | - 4 individual passes |

C4 **ELECTRICITY:** Electricity is not available in this Marquee for 2018.

## COUNTRY PURSUITS

**This Marquee is designed for businesses, professional, trade concerns and private individuals.**

P1 **LAYOUT:** The Country Pursuits Marquee is housed in a Large Marquee and has an open plan layout.

P2 **PRICES:**                      Single Pitch 2m x 2m - £62.00                      Double Pitch 4m x 2m - £90.00

Tables and Chairs are not provided, however, they may be hired from the Society at a cost of:

Tables (6ft x 2ft6) - £7.00 each	Chairs - £3.50 each
----------------------------------	---------------------

P3 **PASSES:**

- a) Pre Show Vehicle Pass: Please indicate on your application form when you will set-up your Stand and if a pre-show vehicle pass is required
- b) Show Day Vehicle Pass: Only ONE vehicle pass will be allocated. This will allow the driver to access the Show Field and park in the car park allocated to the Marquee; the Driver will require an individual pass.
- c) Allocation of individual passes:

2-3 metres	- 2 individual passes
4-5 metres	- 3 individual passes
6 metres & over	- 4 individual passes

P4 **ELECTRICITY:** Electricity is not available in this Marquee for 2018.

## FOOD HALL

**This Marquee is designed for local/regional food producers, cottage industries and associated small businesses**

F1 **LAYOUT:** The Food Hall is housed in a Large Marquee and has an open plan layout.

F2 **No cooking or heating up of produce is allowed in the Food Hall other than preparation of free samples. No gas bottles inside this marquee.**

F3 **PRODUCTS FOR SALE:** All products must be packed and sealed when the customer leaves your stand on Show Day.

F4 **PRICES:**                      Cost per metre frontage - £37.00, minimum 3 metres with no half metres.

Tables and Chairs are not provided, however, they may be hired from the Society at a cost of:

Tables (6ft x 2ft6) - £7.00 each	Chairs - £3.50 each
----------------------------------	---------------------

F5 **PASSES:**

- a) Pre Show Vehicle Pass: Please indicate on your application form when you will set-up your Stand and if a pre-show vehicle pass is required
- b) Show Day Vehicle Pass: Only ONE vehicle pass will be allocated. This will allow the driver to access the Show Field and park in the car park allocated to the Marquee; the Driver will require an individual pass.
- c) Allocation of individual passes:

2-3 metres	- 2 individual passes
4-5 metres	- 3 individual passes
6 metres & over	- 4 individual passes

F6 **TENS LICENCE:** The Society provides a Tens Licence for Traders in the Food Hall.

F7 **ELECTRICITY:** Electricity will be available to Food Hall Exhibitors at a cost of £60.00 per socket.

## HORTICULTURAL

**This Marquee is designed for businesses, professional, trade concerns and private individuals.**

H1 **LAYOUT:** The Horticultural Marquee is housed in a Large Marquee and has an open plan layout.

H2 **PRICES:** Single Pitch 2m x 3m - £63.00                      Double Pitch 4m x 3m - £87.00                      Triple Pitch 6m x 3m - £125.00

Tables and Chairs are not provided, however, they may be hired from the Society at a cost of:

Tables (6ft x 2ft6) - £7.00 each	Chairs - £3.50 each
----------------------------------	---------------------

H3 **PASSES:**

- a) Pre Show Vehicle Pass: Please indicate on your application form when you will set-up your Stand and if a pre-show vehicle pass is required
- b) Show Day Vehicle Pass: Only ONE vehicle pass will be allocated. This will allow the driver to access the Show Field and park in the car park allocated to the Marquee; the Driver will require an individual pass.
- c) Allocation of individual passes:

2-3 metres	- 2 individual passes
4-5 metres	- 3 individual passes
6 metres & over	- 4 individual passes

## OPEN TRADE STANDS

- TS1 **LAYOUT:** Trade Spaces are open sites and sufficient space must be booked to include guy ropes, pavilion feet and caravan tow bars etc. (eg. 40ft x 20ft Marquee requires a 15 metre by 8 metres space).
- Furthermore, under no circumstances is your stand to protrude beyond the frontage line on your site or to overlap into an adjoining site, so please book adequate space.
  - Back to back stands may be booked within the narrow, standard and wide trade rows, the total frontage is then paid for. Please indicate on the application form appropriately.
- TS2 **BANNERS:** Trade Exhibitors may not place banners at the rear of their exhibits that may be construed to apply to other sites.
- TS3 **STAND SIZES:** The majority of Stands are 10 metres from front to rear, but there are a limited number of 5 metres and 20 metres. The minimum frontage is 3 metres and the increases thereafter are in increments of one metre only.
- TS4 **PRICES per frontage metre:** Small: £26.00 Medium: £38.00 Large: £70.00
- TS5 **PASSES:**
- Pre Show Vehicle Pass: Please indicate on your application form when you will set-up your Stand and if a pre-show vehicle pass is required
  - Show Day Vehicle Pass: Only ONE vehicle pass will be allocated. This will allow the driver to access the Show Field and park in the car park allocated to the Marquee; the Driver will require an individual pass.
  - Allocation of individual passes:

3-5metres	- 2 individual passes
6-9 metres	- 3 individual passes
10-14 metres	- 4 individual passes
15-19 metres	- 5 individual passes
20-24 metres	- 6 individual passes
25-29 metres	- 7 individual passes
30 metres & over	- 8 individual passes
- TS6 **ELECTRICITY:** Electricity will be available at a cost of £95.00 per socket, except for Trade Block 2 and Trade Block 5.

## MEMBERS MALL (Covered Sites)

- MM1 **LAYOUT:** Trade Spaces are situated outside the Members Marquee and is in a prime site. There are 16 covered sites available.
- MM2 **STAND SIZE:** 3 metre frontage by 4 metre deep.
- MM3 **PRICE per site:** £210.00
- MM4 **PASSES:**
- Pre Show Vehicle Pass: Please indicate on your application form when you will set-up your Stand and if a pre-show vehicle pass is required
  - Show Day Vehicle Pass: Only ONE vehicle pass will be allocated. This will allow the driver to access the Show Field and park in the car park allocated to the Marquee; the Driver will require an individual pass.
  - Allocation of individual passes:

Per Site	- 2 individual passes
----------	-----------------------
- MM5 **ELECTRICITY:** A limited amount of stands will have access to Electricity, on a first come, first served basis at a cost of £95.00 per socket.

### HEALTH & SAFETY NOTICES

The Committee disclaims any responsibility for accidents or loss to any person or animal attending the Show and no claims can be entertained for anything that may happen to Exhibitors, Competitors, Onlookers, their property, servants, exhibits or goods in connection with anything arising out of the Show. It shall be considered a Condition of Entry that each Entrant shall agree to indemnify the promoters and/or any Official against any legal action arising from any accident and/or occurrence whatsoever.

The Organisers of this Show have taken all reasonable precautions to ensure the Health and Safety of everyone present. For these measures to be effective, everyone must take equal care to avoid and prevent accidents occurring and must obey the instructions of the Organisers and all the Officials and Stewards.