



Keighley and District Agricultural Show
to be held at Marley Playing Fields, Keighley, BD21 4DB
Registered Charity No: 233169

Saturday, 7th September 2019

Trade Stand Information

*(excluding Craft & Local Food Marquee and
Catering / food & drink - please see separate information)*

We are pleased to advise you of the details of Trade Stand space at this year's Show. Trade Stands are allocated on a **first come first served** basis so **please apply as soon as possible to avoid disappointment**. Please note that receipts and tickets will be sent in early August and unless you hear from us before then, you may assume that your booking has been accepted.

CLOSING DATE FOR BOOKINGS - Saturday 17th August 2019

CODE	DETAILS	COST
TSA	Up to 15ft frontage x up to 20ft deep	£60
TSB	<u>Registered Charities only:</u> 15ft frontage x 20ft deep <i>(please provide registered number on application form)</i>	£50
TSC	Up to 20ft frontage x up to 20ft deep	£70
TSD	20ft frontage x up to 30ft deep	£80
TSE	20ft frontage x up to 40ft deep	£90
TSF	30ft frontage x up to 30ft deep <i>(please ask for a quotation if you require a larger space)</i>	£100
TSG	6 ft tables	£10 each
TSH	Chairs	£3.50 each
TSJ	Admission Tickets - 2 free	£8 each thereafter
TSK	Your own advertising banner displayed around the Main or Show Jumping Ring	£6 per metre (max depth one metre)
TSL	Weblink from Keighley Show website to your site <i>(from time of booking to end September 2019)</i>	£10
	Advertisement in Show Day Programme - <i>Please tick box on booking form</i>	

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

TRADE AREAS: Trade Stands who book early are the most likely to be given preferred sites. No voice amplification systems may be used by Trade Stand exhibitors. The Show Committee reserves the right to refuse an application for a Trade Stand without a reason being given.

FARMERS' MARKET AREA: For the 2019 Show we are hoping to pilot, subject to demand, a "Farmers' Market" area for those traders who are selling home produced / grown / reared / processed / crafted / etc goods. Please indicate on the application form if you would be interested in being placed in this area.

MARQUEES: Must be arranged by you. These can be hired from James Fletcher Marquees (Tel: 01388 527658 or email info@fletchermarquees.co.uk) and can be delivered and erected at the same time as the Show marquees.

N.B. Please discuss with Trade Stand Officers if you are considering using a marquee before making any arrangements. Please advise us the size of the marquee you will be using and remember to add 6ft extra frontage and 6ft extra depth to accommodate guy ropes, eg a 20ft x 20ft marquee needs a 26ft x 26ft site.

SALE OF ALCOHOL: Stands are prohibited from selling alcohol for consumption on the showground. Traders can sell produce to be taken for consumption at home.

CHILDREN'S ENTERTAINMENT: Please ensure you book a space the size of the **total area** you require, including space for vehicle if parked alongside your stand. Please remember space needed for tow bars, chairs, tables etc. Give as much detail as possible on the form so we can put you in an appropriate place. Please note the children's area has limited space so please book early to avoid disappointment.

RAFFLES & TOMBOLAS: Please obtain permission from the Trade Stand Officer for these.

MAIN RING BANNERS: Maximum depth allowed 1 metre. You will be responsible for securely fastening the banner to the perimeter of the Main or Show Jumping Ring, in the place allocated to you by a steward of the Society, and removing it at the end of the day. Any loose banners which are a distraction to animals or members of the public will be removed without notice.

HEALTH & SAFETY: All exhibitors must comply with their own trade/professional standards to meet the health and safety standards required by law. Equipment and appliance certification should be readily available for inspection.

INSURANCE: All Trade Stands must carry their own Public (and Employers, where applicable) Liability Insurance for at least £2m, a copy of which must be submitted with your booking. The Society is aware that Insurance often needs renewal between application and Show Day - it is the Trade Stand's responsibility to renew the said insurance and send a copy of the renewed Policy to us as soon as you receive it. Failure to forward the relevant documents may result in your booking being cancelled without refund.

TICKETS & PERMITS: **Two admission tickets and one vehicle permit per stand will be issued for each booking.** Vehicle permits **must be displayed in the windscreen.** If you have additional staff or helpers who will be attending the Show **at any time** during the day **you must purchase** any extra tickets required, available at a special discounted rate of £8 each. *(Additional vehicle permits may be available on request but only with additional ticket purchases.)* Any individual who turns up without a ticket will be required to pay the full admission price of £10 on the gate; otherwise they will be refused admission to the showground.

ARRIVAL AND FINDING YOUR SITE: The showground is open from 7 am on Show Day. Areas which are not occupied by 10 am on Show Day may be re-allocated:-

- All special requirements stated on your application form will have been taken into consideration and the position and/or size of your site cannot be changed upon arrival at the Show.
- On arrival at the showground please stay in the right hand lane and head to the "**Trade Stands Arrival and Holding Area**" located at the top of the ramp, opposite the Administration tent, where you will be directed to your site.
- If you wish to set up on Friday, a plan of the showground indicating the position of your site will be displayed from noon at the Administration tent. Please note that the Society cannot accept responsibility for any lost, damage, stolen goods/vehicles etc left on the show field
- Tables and chairs, if ordered, will be left on your site on Friday evening (weather permitting). If your furniture is not on the site please go to the Administration tent to collect additional items.
- Please note that all Trade Stands must be on the showground **no later than 9.30 am on Saturday** and there must be **NO** vehicular movement on the field between the hours of **10.00 am and 5.00 pm**.
- Once you have finished setting up your stand you must park your car/towing vehicle in the Trade Stands (White) car park unless otherwise directed. Vehicles must not be parked behind or adjacent to your stand unless they form part of your display and it has been previously arranged with the Trade Stands Officer.

Trade Stands who do not adhere to these rules may be asked to leave the showground and will not be invited back in future.

TROPHIES: The Trade Stand judge will visit your stand during the Show and trophies will be awarded for the Best Local and Best Open Trade Stands at 3pm.

WASTE: You must clear all waste and rubbish from your area before leaving the showground. Extra bin bags can be collected from the Administration tent at any time throughout the day.

SHOW DAY PROGRAMME ADVERTISING: Adverts 7cm wide x 5cm deep (approx 3" x 2") are available in the Show Day Programme at a cost £50. Please indicate on the application form if you would be interested in this.

SPONSORSHIP: Offers of sponsorship for any class in the Show will be gratefully received by the Committee.

CANCELLATIONS & REFUNDS: No refunds shall be given if cancellation is made less than 21 days prior to the date of the Show. Refunds for cancellations made more than 21 days before the Show will be subject to an admin charge of £15. In the event of the entire Show being cancelled prior to show day, full refunds will be made.

We look forward to seeing you at the Show. If you need further assistance at the Show or the week prior, please don't hesitate to call

Cath Coleman (Trade Stands Officer) email tradestands@keighleyshow.co.uk
or 07916 434088 for text messages, or for calls after 7 pm or at weekends.

PS - If you would like to be removed from our mailing list for future Shows, please let us know.