



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

Saturday, 7th September 2019

Craft & Local Food Marquee Information

*(excluding outdoor Trade Stands and Catering / food & drink -
please see separate information)*

We are pleased to advise you that bookings can now be taken for the Craft & Local Food Marquee at this year's Show. The stalls will be 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
CMA	6ft trestle table with space behind to stand/store stock	£55.00 includes 1 table
CMB	2 x 6ft trestle tables with space behind to stand/store stock	£85.00 includes 2 tables
CMC	3 x 6ft trestle tables with space behind to stand/store stock	£110.00 includes 3 tables
CMD	Chairs	£3.50 each
CME	Weblink from Keighley Show website to your site <i>(from time of booking to end September 2019)</i>	£10.00
CMF	Admission Tickets - 2 free	£8 each thereafter
	Advertisement in Show Day Programme - <i>Please tick box on booking form</i>	

PLEASE NOTE - CRITERIA FOR CRAFT & LOCAL FOOD EXHIBITORS:

- All Craft and Local Food Exhibitors must have produced at least 75% of the goods they intend to sell.
- Local food producers must be from Yorkshire or within a 50-mile radius of the showground.
- Exhibitors must provide a detailed description of the type of products to be sold including the percentage that will be produced by the stall holder.
- Stands are prohibited from selling alcohol for consumption on the showground. Traders can sell produce to be taken for consumption at home.
- To ensure we have a good variety of stalls in the Marquee the committee reserves the right to refuse an application if a similar business has already been booked

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

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.

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

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.

ARRIVAL AND FINDING THE MARQUEE: 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:-

- 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 the Marquee.
- Please note that all Exhibitors 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 in the Trade Stands (White) car park unless otherwise directed.
- No voice amplification systems may be used by Craft & Local Food Exhibitors.

Exhibitors 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: 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.

ENQUIRIES: Please email tradestands@keighleyshow.co.uk or 07916 434088 for text messages or for calls after 7 pm or at weekends.

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)

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