

CAITHNESS AGRICULTURAL SOCIETY TRADE STAND RULES 2024



GENERAL INFORMATION

Applications & Methods of Payment: Applications for Trade Stand space will only be considered if made in either in writing or online using the correct form, accompanied by all relevant paperwork and remittance for all charges. Applications must be received by the Secretary by 31st May 2024. Applications can be made via Showing Scene showingscene.com or via a link on our website caithnessshow.co.uk.

If paying by cheque, it should be made payable to Caithness Agricultural Society and posted with any required paperwork to The Secretary, Bruadar, Westfield, Thurso, Caithness, KW14 7QR or payment may be made by BACS to Account name **Caithness Agricultural Society; Account number 00613186; Sort Code 83-25-06**, using your name or company name as the reference. If paying by bacs, paperwork may be e-mailed to enquiries@caithnessshow.co.uk.

No guarantee can be given that every application received will be awarded a site and, whilst every effort will be made to meet special requests, the Society reserves the right to refuse or amend any application. In the event of amendment resulting in reduction of the space allocated to the applicant, a pro rata refund of monies paid to the Society will be made. The Society will not be responsible for any other loss of whatever nature, which may be occasioned by such refusal or amendment.

If a **marquee/gazebo** is to be erected, the applicant must ensure that the space reserved is sufficient to contain guy ropes etc. within its boundaries and that the marquee complies with current standards, especially with regards to fire retardancy.

Trade Stand Site decisions are made by the Committee/ Trade Stand Convener. Please note – Show field plans are not provided to Trade Stand holders in advance. Any complaint or dispute should be made to the Trade Stand Convener, at the Show Field, whose decision will be final.

Trading Standards Officers and Environmental Health Officers attend the Show to check Trade Stands. Fairground and Toy retailers should note that it is a legal requirement NOT to sell throwdowns (firecrackers or snappers) from a mobile stall. Food and drink outlets should ensure that they comply with all EH and Licensing regulations and requirements. If in doubt, please contact the Highland Council EH/Licensing department. **If selling alcohol, you must apply for your own Occasional Licence.**

PLEASE NOTE: if you intend to give your customers alcohol as part of hospitality available to them, this must be consumed on your stand. **You must not allow anyone to leave your stand with an alcoholic drink.**

OPENING & CLOSING TIMES

Horse Judging commences on Friday at 10:00 and the Show opens to the public at 16:00 and closes at 21:00. Stand fixtures and fittings must be erected and all articles contained within the allotted space by 15:30 on Friday. The Show opens to the public at 7:30 on Saturday morning and closes at 17:30.

STANDS CATEGORIES

Trade Stands are divided into the following categories:

1. **Charities & Trade Stands** (charitable organisations, agricultural machinery, banks, estate agents, accountants, retailers)
2. **Rides & Amusements** (inflatables, rides involving moving equipment, entertainments etc.)
3. **Food, Drink & Crafts** (Stands for speciality traders in the Northern Quality Produce Marquee)

4. **Catering Stands** (Stands approved through the Catering Tender process, that will be located in the Food Village or elsewhere at the discretion of the Management Committee)

Charges for stands are dependent on type and size - see application forms for details. Please state the exact dimensions of your stand to help us plan the show layout to best the advantage and ensure you complete the correct form and pay at the correct rate.

INFORMATION REQUIRED WITH EACH APPLICATION FORM

Description of Exhibits: Please provide a brief description of your stand/what you will be selling. All types of goods/items to be sold must be detailed on your application form.

Livestock: You may be required to provide suitable hand-washing facilities (further information on request).

DOCUMENTATION REQUIRED WITH APPLICATION FORMS

Risk Assessment: All applications must be accompanied by a completed RISK ASSESSMENT FORM. This should cover what risk there is to those setting up trade stands and to members of the public before, during and after the show. Guidelines are provided to help you complete your own assessment – your risk assessment must be tailored to your own stand.

The Highland Council Environmental Health Checklist: Please ensure this form is completed if requested to do so. We must supply this to the Highland Council in advance of the event where they request this for specific stand holders.

Insurance: A copy of your current insurance certificates must accompany your application. If your insurance is due to be renewed before the Show, please state renewal month on application form and provide an updated copy of your certificate in advance of the show.

Declaration of Operational Compliance: All relevant rides and amusement operators must supply either a copy of the DOC or their current ADIPS or DOC number for each piece of equipment.

Promotional Materials: Caithness Agricultural Society will promote your attendance at the show via our websites, we may also post about your attendance on social media. Information, a high-resolution company logo and high-resolution photographs will assist with this, however this is optional.

ADMISSION TICKET ALLOCATION

Trade Stands - 1 admission ticket for every 6 metres of frontage

Charity Stands - 1 admission ticket for every 3 metres of frontage

NQPM Exhibitors - 2 admission tickets per stand

HEALTH & SAFETY

Please see our Health & Safety Policy so you are aware of Caithness Agricultural Society regulations.

A Risk Assessment and Exhibitor/Catering Assessment Questionnaire must be completed and returned with your stand application form as noted above. Please note that stand holders may not arrive on site prior to the evening of the Wednesday before show weekend.

No vehicles shall be moved on the Show Field within the following times:

Friday between 15:45 and 21:00

Saturday between 8:00 and 17:30.

Heavy Plant and Machinery is required to be left on site until the Sunday / Monday following the show. If you are hiring a marquee and equipment from Olympus Marquees please advise them that your stand may still have some machinery in situ. Caithness Agricultural Society will provide on-site security during the evenings.

SET UP & BREAK DOWN INFORMATION

All Trade Stands must provide their own fire extinguisher. The name and address of the stand holder must be displayed on each stand (this is a requirement of our licence). Please also ensure you have hand sanitiser on your stand.

Horse Judging commences on Friday at 10:00 and the Show opens to the public at 16:00. Stand fixtures and fittings must be erected and all articles contained within the allotted space by 15:30 on Friday. Failure to do so may result in your stand being re-let. No refund will be given.

Removal of litter is the responsibility of the exhibitor and failure to observe this condition may result in the refusal of future applications and / or a penalty fee.

Please do not remove your stand or any part of it before 17:30 on Saturday. Heavy Plant and Machinery is required to be left on site until the Sunday / Monday following the show. Caithness Agricultural Society will provide on-site security during the evenings.

MARQUEES & TABLES

The Society are hiring marquees and tables from Olympus Marquees Ltd, Telephone No: 01289 307264, olympusmarquees.co.uk. They will be willing to assist you with marquee / tables / chairs should you require this.

CONTACT

If you are unclear about any of this information or have any questions, please contact the Secretary on 07752 795550 or email enquiries@caithnessshow.co.uk.