



DURHAM COUNTY SHOW TRADE BOOKING 2024

Indoor Craft Marquees/Table traders



Outdoor Pitches/Gazebo/Exhibition units

Saturday 6th & Sunday 7th July

**DCS Showground
Thornley Hall Farm**

**Durham
DH6 3LY**



TRADING AT THE 2024 SHOW

Traders/Caterers

Here's everything you need to know about trading with us in 2024

Complete the enclosed forms. Either print them off complete by hand/scan and send them to us by email, or post. Or complete electronically and return by email

Sponsorship

A fantastic way to promote your brand to thousands of show-goers over the show weekend.

Sponsorship starts from as little as £100 to becoming a Principal Partner with the show, the ultimate VIP show weekend package for guests.

Preference is given to sponsors for prime trading positions.

Find out all about sponsorship on the sponsors page on our website.

Advertising Form

Great opportunities to advertise with us either in the Schedule or Show Guide, ringside banner or roadside advertising boards. Advertise a show day discount voucher to encourage visitors to your stand.

<p>£85 Full colour</p> <p>Full Page</p> <p>£100 Back cover inside front/back</p>	<p>£65 1/2 Page</p> <table border="1"><tr><td>1/4 Page</td><td>£40</td></tr></table>	1/4 Page	£40
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Trade Stands

Trade stands are available to book either indoor in one of our trade/craft shopping marquees using your own table, or outdoors using your own gazebo or exhibition stand/vehicle.

Complete the trade form and return as directed.

Pay for your stand securely on our website

Closing date for applications 1st June 2024

Outdoor Traders - CATERING/ALCOHOL

A fee to trade is payable on application.

Alcohol Traders must apply and complete a TENS this must be displayed on your stand.

A copy of your TENS must be provided.

We do not provide electricity or hook up.

We MUST have sight of pictures of all catering units, please include these with your application.

Please note that all stands must be set up by 7am at the latest on Saturday Morning.

Trading is for both days ONLY

Set down is after the show closes on Sunday. No stands are to be removed before this time

For greater security and to prevent delays entering the showground, please ensure that your vehicle pass is clearly on display.

All vehicles entering the show field must have a vehicle pass.

The allocation of sites will be at the discretion of the Organisers, and although every endeavour will be made to meet the exhibitor's particular requirements, it is not always possible to allocate the exact spaces.

It has been the Organisers policy to offer exhibitors who have previously supported the show the same site as that occupied in the previous year.

Full payments must be made on application on our website using our secure online payments.

Please note that submission of an application form does not guarantee a space. In the unlikely event your application is declined a full immediate refund will be given.

All Charities must apply for a trade stand in the usual manner and also write requesting a discount that may be given at the Management discretion. This discount is only offered to a limited number of charities each year.

The management selects charities on individual merit, choosing different ones each year to enable as many worthy causes as possible to benefit from this discount. If you wish to be considered for a charity discount please enclose a letter stating the method of fund-raising or promotion and including the registered charity number with your booking form.

Insurance

It is compulsory for Trade Exhibitors of all types and size to hold public liability insurance cover, together with an appropriate insurance policy for operating their business at the Show.

There is no insurance cover for Trade Exhibitors provided by the Society.

A copy of proof of public and employer liability cover must be sent with the booking form
(‘Employers Liability’ certificate alone is not acceptable)

All traders must include a full risk assessment with their application.

Entrance Passes

A Trade Exhibitor with Stand space reserved, and with full payment made, will receive a number of trade passes for entry to the Show. These will be allocated according to the Stand size booked, with the minimum being 2 passes.

The trade passes are intended for staff and other people involved with your Stand to gain access to the Showground.

Further passes, or tickets for guests, can be purchased in advance as required at the advance purchase prices if payment is made prior to the Show.

Stand Front M	3	4	5	6	7	8	9	10	11	12	13	14	15	20	Custom POA
Tickets Issued	2	2	2	3	3	3	4	4	4	4	4	4	6	6	
Vehicle Pass	1	1	1	1	2	2	2	2	2	2	3	3	3	3	
Cost £	140	145	150	155	165	195	220	245	265	295	315	340	365	400	

Typical Stand depth should not exceed 3M

Craft/Indoor Marquees

Open to a variety of traders using their own tables sited inside our marquees.

All shopping indoor marquees are sited on grass which is uneven ground

You must provide your own tables and chairs.

- Each table pitch is 3M frontage (length) no L shape arrangements allowed. Standard paste table to include entry/exit point
- Payment covers both days trading. There is no single day trade options.
- Set up and set down is prior to show opening on Saturday morning before 7am sharp. Traders are advised to set up from the Friday .
- Set-down is Sunday after the show closes and will not be before 6pm.

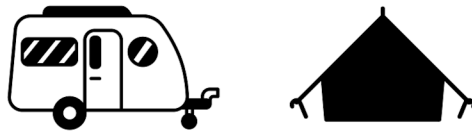
No trader may set down before the show closes

Price is per table pitch you must fit all tables/rails into the space covers both days trading

1 TABLE pitch 3M £100 you must provide your own table

Traders receive 2 tickets for each day and 1 vehicle pass.

Trade/Exhibitor Camping



Caravans/camping are allowed on the show ground by prior arrangement. If you'd like camping/caravan space please contact the office. This is for use by booked traders only.

ROAD/GROUND SIGNS

A great way to advertise your business or promote show offers.



Promote your business. Display your logo or show offer.
Signs are distributed throughout the ground seen by thousands of showgoers.



Promote your business. Display your logo or show offer.
Signs are distributed Rd side on prominent routes leading towards the show ground. Sited in the weeks before show day. Seen by thousands of showgoers, motorists and passers by,

To book Signs

Applications and payment links are found on the trade and sponsors page.

Booking Form.

Company.....TelNo:.....
Address.....
.....
E mail.....
Outdoor Pitch Size.....M.....Indoor Tables.....
What are you selling.....
Website.....
Social Platforms.....
I've paid online £.....
my order No is

Order numbers can be found on your receipt of payments that follows checkout.
A full copy of our rules and regulations follow checkout. Please print them or save them.

Trader Checklist

please insure all of the required documents are enclosed

- COMPLETED/SIGNED APPLICATION FORM
- ONLINE PAYMENT MADE
- INSURANCE DOCUMENTS ENCLOSED
- RISK ASSESSMENT ENCLOSED

I confirm I have received the rules for trading and agree to be bound by them.

Signed..... Full name.....
Position in company.....

Signing this form is your acceptance of our full terms and conditions. Refunds are not available under any circumstances.

Office Use

- Accepted.....
- Declined.....
- Refunded.....
- Forms received.....
- Passes..... vehicle.....sent.....
- Caravan Pass.....

Completed forms return to durhamcountysnow@outlook.com



Trade Rules



TRADING AT THE DURHAM COUNTY SHOW 2024 - RULES/GUIDELINES

1. All applications shall be submitted on the appropriate booking form. Applications submitted in any other way will not be acceptable. The application form must be signed by the Trader or their representative, and the signature on the forms shall be deemed to be the acceptance by the Trader of these rules and regulations and their agreement to be bound thereby.
2. PASSES Vehicle pass(es), site plan, and admission tickets will be sent via email.
3. OBSERVANCE OF REGULATIONS All Traders, 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 paid in full and confirmed by return email. Refunds are not available but may be carried over to following fixtures at the society's discretion
5. HEALTH AND SAFETY REGULATIONS Our stewards and any attending emergency services will direct, 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. Our Event Safety Officer will be in attendance during the event to monitor compliance with our Event Safety Plan. All Traders will be expected to comply with any safety instructions provided to them by the Society or persons acting on our behalf. Traders 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 with a copy of your public liability insurance and payment. 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 are allowed on the show field.
FIRE SAFETY- Please note that it is a condition of our event safety plan that no naked flames are permitted within any marquees, gazebos or units e.g. Gas appliances, candles, spirit burners.
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 a Trader regarding the position of their stand. Regular traders 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 will be given priority. If you would like more information regarding sponsorship arrangements, please contact the show office. Applications from new traders 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) Traders 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 traders be allowed to occupy a larger space than that allocated to them. (c) The trader 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 8.00 am on show day and parked in the trade stand car park. (f) All trade stands (indoor /food/ catering etc and outdoor) must complete a risk assessment and have a copy of their current liability insurance which must be available for inspection on the day.

8. ELECTRICITY on occasions/demand permitting, we may provide an official showground contractor to provide electricity for trade stands. Please reserve this on the enclosed booking form (if available) and note the price. Alternatively, you can use your own generator but this must be suitable for its intended use and a silent running type in consideration of your neighbouring stands. Safe arrangements for the storage of fuel and refuelling must be in place and covered within your risk assessment. Any cabling must not present risks due to slips, trips and falls or electrical hazard.

9. TRADING STANDARDS The stewards and officials shall have power to remove from the Showground, any trader 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 trader to ensure that their risk assessment addresses -re hazards and that their own-re precautions are provided, particularly in the case where any heating or other similar appliance is used. IMPORTANT – Please note that it is a condition of our event safety plan that no naked flames are permitted within any marquees, gazebos or cubicles e.g. Gas appliances, candles, spirit burners. (b) The Society reserves the right to instigate further rules and regulations in respect of-re health and safety and-re precautions, if and when necessary.

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

12. RESPONSIBILITY OF TRADERS The trader 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 trader of the Showground or by their agents contractors employees licensees or other persons being present at their request or with their concurrence for the purposes of the Show and the trader 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 trader shall be liable similarly for any matter arising out of the exhibition handling or housing of such exhibits and the conduct of the traders 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 Durham 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 Society shall carry forward any pitches to the next show/fixture. Refunds are not available at any time. The Society will not be responsible for any financial, trading or other loss of whatever kind incurred by the Exhibitor or Trade Stand Holder. EXHIBITORS ARE ADVISED TO CARRY THEIR OWN CANCELLATION INSURANCE. Caravans are only allowed on the show field if they form part of your stand otherwise, they should be parked in a designated caravan area within a car park as directed by a member of show stand. Please ensure, therefore, that you book plenty of space – there is no allowance made for squeezing people in!

Barbeques are not allowed.

Any LPG heating appliances within caravans must be subject to the necessary Gas Safety testing regime and used safely. A special pass must be obtained for all caravans and it must be clearly stated on the application form if this is to be sited within the paid area allocated to the stand or the caravan parking area. Charges: Caravan parking fees - Fee £20.00 per night (no electrical hook-up), No caravan entry after 10 pm. Traders wishing to apply to stop in our Caravan Park should contact the Show Secretary on application submission to discuss the years camping for traders' options/costs.

VACATING SHOWFIELD Traders / Exhibitors must clear their sites by 12 noon on the day following the Show. The Society will not be held responsible for any damage caused to items.

14.. **NO SUBLETTING** Trade stand space shall be for the sole and exclusive use of the applicant. Only items approved via your application can be sold. You will be asked to remove any items displayed, not approved. Traders selling food ie cakes/tray bakes/scones etc **MUST NOT** sell food suitable for immediate consumption. Food must be bagged/sealed for home consumption.

15. **TRADE STAND COMPETITION** All trade stands will be automatically entered into the Trade Stand Competition, unless they notify the show secretary that they do not wish to be part of the competition.

TRADERS 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, WHICH INCLUDE FIRE AND ACCIDENTAL DAMAGE.

16. Prices can change according to demand and increases in our costs. We reserve the right to increase prices without warning or notification. Current valid prices are displayed on our website. In the event of a price increase traders already booked/paid will not be charged extra fees to cover such increases. We may offer Promotions/price deductions that are only available to those who complete an application during the promotion period.

17. Rule changes and changes to our terms and conditions-we reserve the right to change/amend our rules and terms and conditions at our own discretion and without warning. All traders must check the current rules by downloading/viewing the latest booking forms on our website

18.The Durham County Show Ltd does not give/estimates/guarantee footfall to traders. Sales are not guaranteed.

19.The showfield can suffer poor wifi signal. This is outside of our control.



**Need to get in touch-email the office
durhamcountyshow@outlook.com**