

TRADE SPACE APPLICATION FORM

NB – All Food or Amusement/Entertainment Applicants MUST contact the show office (committee decision required)

BALLYMENA SHOW 2018

SATURDAY 16 JUNE 2018

Trade Stands open from 9am Saturday 16 June 2018

(NO TRADE STANDS ON THE FRIDAY EVENING AS NOT OPEN TO PUBLIC)

Organised by County Antrim Agricultural Association (CAAA)
Ballymena Showgrounds, Warden Street, Ballymena, Co. Antrim BT43 7DR
Phone/Fax: 028 2565 2666 / Mobile 07718 478 413 / Not VAT Registered
All Food Sellers must be registered with Local Councils

COMPANY NAME/NAME OF APPLICANT

ADDRESS

..... POSTCODE

TEL. NO..... FAX No. MOBILE NO.....

TYPE/NAME OF PRODUCT/EXHIBIT on your stand

APPROX. VALUE OF COMPLETE STAND..... Contact Email:

*Please read and sign that you agree to the Rules and Regulations and complete the relative boxes overleaf, with number of units according to space required in trade marquee or outside uncovered space (space only provided by CAAA – does not include tables, chairs or partitions) and detail any extras such as electricity, gate and car passes. **Note that passes will be posted and therefore will only be available at the reduced rate for traders if booked and paid for at least 2 weeks prior to the show** (booking must be received by 31 May at the latest). Gate & Vehicle Passes will be issued prior to the event for use by staff on the stand.

Ballymena Show Trade Stands Open to general public from 9am on Saturday 16 June 2018 and therefore all movement of transport vehicles must be ceased before 8am on Saturday 16 June. Trade Stands may NOT be dismantled before 4.30pm on 16 June (due to Health & Safety). **Movement of vehicles/equipment is prohibited during the opening hours of the show and no transport vehicles will be allowed on site during these hours.**

Bookings will not be accepted without completed Trade Stand Application Form and Application forms must be accompanied by the **FULL AMOUNT PAYABLE** and will not be considered fully booked until paid in full (there will be no provisional bookings). Allocation of Trade space will be confirmed with an invoice for amount paid. CAAA will attempt to accommodate Trade Exhibitors (where possible) with sitting but priority will be given on a First Paid basis. Trade Stand Stewards can arrange a site meeting if required.

Any marquees brought on site, must be made of Fire Retardant material and may be inspected - must be noted on booking form by ticking the appropriate box for marquee/gazebo – see note on spiking of ground rule 7 overleaf. Please tick the appropriate box should you wish to erect a marquee or gazebo on your space allocated. A NON SMOKING policy is applicable to all marquees brought onsite.

NB. It is essential that all trade space applicants read, understand and abide by, the regulations governing all trade exhibitors. These have been compiled with the Health & Safety of all participants and the general public in mind. On signing the application form, the applicant agrees to abide by CAAA rules & regulations as well as being listed in Show Publications. *Please tick this box should you wish your address to be withheld from publications

Traders must not leave their site before 4.30pm on Saturday 16 June 2018

Transport vehicles will not be allowed on site before this time.

HEALTH & SAFETY IS ESSENTIAL

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Space inside the TRADE MARQUEE Trade Stands open from 9am Saturday 16 June 2018

COMPANY NAME/NAME OF APPLICANT <small>*(will be used for show publications)</small>	*		
Details for booking - Space inside the TRADE MARQUEE - All Marquees have a strict NO SMOKING policy. The Trade Marquee is sited on fine compacted stones. Please note: SPACE ONLY – No Staging, tables, divisions etc. PASSES MUST BE BOOKED AND PAID WITH THIS FORM	QTY of Units Required (each 3m Frontage)	PRICE Each	Total Cost
Space inside the TRADE MARQUEE – £65 per unit - Sold in Units of 3m Frontage x 3m Deep –		£65.00	
*Electricity £30 per trade space (see note below)		£30.00	
Gate Passes £5.00per person – <u>REQUIRED FOR ALL STAFF & PERSONS ON YOUR STALL</u> Please note - (this is a reduced rate for traders – if the gate pass is not presented at gate the person will be charged full price of £10		£ 5.00	
Vehicle Passes – required to bring a vehicle into showgrounds to your trade space. Vehicle must then be parked in car park.		No Charge	NIL
Sub-Total			
TOTAL AMOUNT PAYABLE to ‘CAAA’		TOTAL	

*Please state below, what any electricity will be used for, to ensure correct voltage is supplied and how many sockets will be required:

.....

Cheques to be made payable to ‘County Antrim Agricultural Association’ (CAAA).

I agree to abide by the rules governing Trade Space listed overleaf:
(any queries should be addressed with the Show Secretary prior to application form being submitted)

Signed by: NAME IN CAPITALS:.....

POSITION WITHIN COMPANY: DATE OF APPLICATION

FOR OFFICE USE ONLY:

Date Application form received	Receipt/Invoice Number
Date Payment received	Amount Paid
	Space Allocated
No. of Gate Passes Issued:	No. of Vehicle Passes Issued:
Date of Issue of Passes:	NOTES:

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TRADE SPACE OUTSIDE UNCOVERED

Trade Stands open from 9am Saturday 16 June 2018

COMPANY NAME/NAME OF APPLICANT *(will be used for show publications)	*		
Details for booking - TRADE SPACE OUTSIDE UNCOVERED Please note: SPACE ONLY – No Staging, tables, divisions etc. PASSES MUST BE BOOKED AND PAID WITH THIS FORM	QTY of Units Required (each 3m Frontage)	PRICE Each	Total Cost
£50 per Unit – Units of 3m Frontage x 3m Deep (eg should you require 6m frontage x 3m deep, book 2 units = £100)		£50.00	
£60 per Unit - Units of 3m Frontage x 6m Deep (eg should you require 6m frontage x 6m deep, book 2 units = £120)		£60.00	
£70 per Unit – Units of 3m Frontage x 9m Deep (eg should you require 6m frontage x 9m deep, book 2 units = £140)		£70.00	
*Electricity £50 per trade space		£50.00	
Gate Passes £5.00 per person – <u>REQUIRED FOR ALL STAFF & PERSONS ON YOUR STALL</u> Please note - (this is a reduced rate for traders – if the gate pass is not presented at gate the person will be charged full price of £10)		£ 5.00	
Vehicle Passes – required to bring a vehicle into show grounds to your trade space. Vehicle must then be parked within the confines of your booked space, or in car park.		No Charge	NIL
Should you be intending to erect a marquee/gazebo please mark here	Marquee/Gazebo Yes/No		
Sub-Total			
TOTAL AMOUNT PAYABLE to ‘CAAA’	TOTAL		

*Please state below, what any electricity will be used for, to ensure correct voltage is supplied and how many sockets will be required:

.....
Any larger depths required will be priced individually and price can be obtained by contacting the show office. **Note that any vehicles to be sited on the stand must be included in the overall size of space** (otherwise they will have to be parked in car park and car park pass purchased for same). **Size booked must include towbars etc. in calculations and specified in units of 3m frontage (x 3, 6 or 9 metres depth).**

Cheques to be made payable to ‘County Antrim Agricultural Association’ (CAAA).

I agree to abide by the rules governing Trade Space listed overleaf:
(any queries should be addressed with the Show Secretary prior to application form being submitted)

Signed by: NAME IN CAPITALS:.....

POSITION WITHIN COMPANY: DATE OF APPLICATION

FOR OFFICE USE ONLY:

Date Application form received	Receipt/Invoice Number
Date Payment received	Amount Paid
No. of Gate Passes Issued:	No. of Vehicle Passes Issued:
Date of Issue of Passes:	NOTES:

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REGULATIONS FOR TRADE EXHIBITORS

Any Exhibitor found to be in breach of these regulations will be asked to vacate their space immediately and will forfeit any monies paid.

1. **All Food or Amusement/Entertainment Applicants should contact the show office as committee decision is required before acceptance and price agreed. All Food Sellers must be registered with Local Councils.**
2. Exhibitors must abide by these rules and signature of the application form overleaf signals this agreement.
3. All trade exhibitors must make themselves familiar with the Major Incident Plan, which will be issued to all Trade Exhibitors/Show Stewards and Site Personnel prior to the Show.
4. All Emergency Entrance/Exits must be kept clear at all times – NO EXCEPTIONS.
5. Prior to ‘Set Up’ of Trade Space by an Exhibitor, the Exhibitor must effect their own Insurance as CAAA will not be responsible for any loss or damage of property or injury to any person howsoever caused, whether to an Exhibitor, Employee or Visitor to the Show. Copy of Public Liability Insurance should be left in show office for reference.
6. Any Sub Contractor that is used for ‘Set Up/Dismantling’ of Trade Stands must sign in at Reception on the Ground Floor of the Main Grandstand and it is the responsibility of the person/company booking the contractor, to ensure that the said Sub-Contractor has appropriate Insurance in place.
7. No Spiking Rule – No Digging, Drilling, Spiking or Hammering is allowed at Ballymena Showgrounds without ‘PERMIT TO WORK’ being obtained from Ballymena Borough Council (via Show Office).
8. As soon as set up of the Trade Stand is complete, a General Risk Assessment must be carried out by trader (prior to opening to the General Public) – Show Health & Safety Officers can advise if required by contacting the Show Office.
9. Exhibitors should ensure that all recognised safety standards and procedures are complied with.
10. Trade Exhibitors are responsible for ensuring their litter is disposed of in the bins/skips provided onsite.
11. Only Generators with a valid certificate of appliance test, can be used due to Health & Safety – if electricity is required it must be booked on the form overleaf prior to the event.
12. LPG and any Fire Accelerant eg Petrol, are not permitted on Trade Stands without prior permission from CAAA.
13. Instructions by CAAA personnel must be adhered to. Any conflict must be reported to the Show Office immediately for resolution.
14. Subletting of space allocated by CAAA is forbidden.
15. The sale of Ice cream, Fast Food etc., is strictly confined to the Official Show Caterers – any confusion/doubt on this rule should be cleared with the Show Office prior to booking the space.
16. Any Exhibitor offering for sale objectionable articles such as toy guns, water pistols, stink bombs etc. or causing a nuisance of any kind will be asked to vacate their trade space.
17. All Exhibitor please note that there is a strict ban on the sale or distribution of balloons.
18. Trade Stands must NOT be dismantled before 4.30pm on Saturday 16 June 2018 due to Health & Safety.
19. **All vehicles used for transporting materials/machinery for setting up, must cease movement within the showgrounds not later than 8am on Saturday 16 June 2018 and must not return until the end of the show. Entrance to the showgrounds can be made from 6.30am on Saturday 16 June.**
20. **Trade Stands must be dismantled and removed from the grounds NO LATER than Saturday 16 June 2018 at 9pm.** Trade exhibitors should note that CAAA Security will be present until 6pm on Saturday 16 June 2018 but show volunteers will be present until 8pm. Ballymena Showgrounds will be closed on the Sunday after the show.
21. NO REFUND POLICY – Should an application for trade space have to be withdrawn, CAAA operate a NO REFUND POLICY unless withdrawal is made prior to 31 May 2018.

Trade stand trophies to be presented at Ballymena Show Dinner:
Montgomery & Murdock Trophy for Best Trade Stand in trade marquee
William McDowell Trophy for Best Overall Trade Stand

Check us online: www.ballymenashow.co.uk