**Kinross-Shire Agricultural Society**

**Registered SCIO**

**Charity Number SC049394**

 Loanhead Farmhouse

Sheardale

DOLLAR

Clackmannanshire

FK14 7LY

07871 657439

 kinrossshow@gmail.com

 www.kinross-show.co.uk

Dear Trade Stand Holder

**KINROSS SHOW - SATURDAY 10th AUGUST 2024**

I enclose an application form for Trade Stand space at our Annual Show, which is being held within the grounds of RSPB Loch Leven, by Kinross on the above date. Please return by email as soon as possible, and your space will be confirmed once payment is received.

Please ensure that you read the terms and conditions before completing the application form and for details of costs and admission tickets. Please ensure that you book sufficient space for your requirements. Electricity or marquees are not provided.

Please make sure that you undertake to brief your staff and your contractors fully, to ensure that your stand is erected properly, safely and on the correct site.

The standard pitch size is 3m frontage, increasing in increments of 3m – prices in the application form. If your stand size falls out with these parameters, please get in touch for a price.

As a charity ourselves, I’m afraid we cannot offer any discount for charity stalls.

**NEW FOR THIS YEAR**

If you would like to enhance your presence at the show this year, please consider becoming a sponsor. If you have a trade stand and become a minimum of Breed Group sponsor, you will receive 10% off your total bill. This will also entitle you to have one banner up in the main ring for free. I have attached the sponsorship details for your reference. Please indicate this on the application form and I’ll get in touch with you.

If you are interested in putting an advert into the show catalogue, please also indicate this on the application form. All adverts will be entered into a prize draw to win a bottle of Champagne.

Payment is by bank transfer using the following details.

Kinross Shire Agricultural Society

Sort Code : 83-23-47

Account Number: 00656030

Reference: Company Name

President Scott Black and the Committee thank you for your support.

I look forward to receiving your completed application form together with the completed risk assessment form and a copy of your public liability insurance document – and payment.

Yours sincerely

Catriona Jeffrey

Secretary

**KINROSS-SHIRE AGRICULTURAL SOCIETY – TERMS & CONDITIONS: TRADE STAND HOLDERS**

All persons in charge of stock or other exhibits, and all persons admitted to the Showground shall be subject to the Rules of the Society and must obey the orders of Committee Members, Secretary and other Officials of the Society.

The Committee Members, Attending Members, Gate Stewards and all other Officials have the power to

enforce the Regulations of the Society in their different departments and Exhibitors shall be answerable for

the conduct of their employees.

The Society shall not be responsible for death, injury, disease or loss caused to any Exhibitor or to his servant

or agent or to any animal, insect, bird or thing of whatever nature exhibited by said Exhibitor or any vehicle

brought by the Exhibitor to the Showground or Car Parks from whatever cause death, injury or loss arises.

For Health and Safety purposes, we will have fully equipped and trained First Aid Responders with shelter in attendance from 8 am on show day. A compulsory levy of £2 will be charged to all exhibitors.

Trade Stands must be in the Showground by 8p.m. on Friday. The Society will have overnight security

guards on duty for four nights (i.e., Wednesday until Sunday morning. All stands must be manned at all times

during the Saturday’s Show hours (9.00am to 5.00pm)

All liability incurred on the Trade Stand lies with the particular Trade Stand holder and all insurance

arrangements must be made to cover own stand.

The Society will NOT be responsible in any way for any article, plant, machinery or object of any kind exhibited

at the Showground. Exhibitors are advised to insure against fire and other relevant risks, not only regards

their own property but also against any other third-party claims.

No Exhibitor shall sub-let any portion of the space allotted to him/her or move to any other site that has not

been allocated to him/her.

Exhibitors are at liberty to make such arrangements regarding catering on their own stands as they wish. The

sales of food and drink, except by the officially Appointed Caterers or their Sub-Contractors are forbidden.

Admission Tickets will be issued by the Society to Stand Holders.

Up to 5m frontage – two admission tickets will be issued

6m to 12m – up to three admission tickets will be issued

13m to 18m - up to four admissions tickets will be issued.

Larger stands by arrangement.

A maximum of two additional admission tickets may be purchased at a reduced rate (see application form).

Any other additional tickets required must be purchased via the website.

Each Trade Stand holder is responsible for clearing and cleaning up of the site occupied by him/them. Any

cost incurred by the Society in cleaning up a particular site may be charged to the Trade Stand holder. Each

Trade Stand holder must make adequate provisions for fire safety equipment complying with the direction of

the Fire Service on their stand.

No form of cover, electrical or other services are supplied by the Society. No form of sound amplification is permitted.

All vehicles belonging to the Trade Stand holders must be parked in the Official Car Park areas, or within the

bounds of their Trade Stands.

CANCELLATION POLICY –

If cancelled by Kinross Show Committee, full refund less 10% admin fee.

If cancelled by trader – in writing to the secretary – before 9th June, 90% refund.

If cancelled by trader – in writing to the secretary – between 10th June & 9th July, 50% refund

If cancelled by trader after 9th July, no refund will be given.

**KINROSS SHOW**

**TRADE STAND APPLICATION**

**SATURDAY 10th AUGUST 2024**

**Please complete the following in BLOCK CAPITALS and return, preferably by email,**

**E-mail** **kinrossshow@gmail.com**

**Catriona Jeffrey, Secretary, Loanhead Farm, Sheardale, Dollar, Clackmannanshire, FK14 7LY**

**Please ensure that you read the Terms & Conditions before completing the application form**.

|  |  |
| --- | --- |
| **Company name**  |  |
| **Company Address &** **Post Code** |  |
| **Contact name** |  |
| **E-mail Address** |  |
| **Telephone Number**  |  |
| **Type of Business** |  |
| **Frontage Size Required**(please indicate – all 9m depth) | 3m | 6m | 9m | 12m | 15m | 18m | Other |
| **Stand Cost** - Standard Size 3 m frontage (all have x 9 m depth) - £55.00 Cost goes up in increments of 3m. 6m costs £110 and 9m costs £165 etc |  |
| Add Compulsory Fee for First Aider Responders (*See Rules & Conditions*) | **£ 2.00** |
| Additional admission tickets - £10 each (maximum of two)Please see terms & conditions for details of tickets included in the stand costs |  |
| **TOTAL DUE FOR PAYMENT**Bacs Payments only to Kinross-Shire Agricultural Society Sort code 83-23-47 Account number 00656030 **TOTAL DUE**  |  |
| **Are you interested in becoming a sponsor?** Please see welcome letter for details |  |
| **Would you like to put an advert in the show catalogue?**All adverts will be entered into a prize draw to win a bottle of Champagne |  |
| **Checklist -** Completed application form q Public liability insurance doc. q Risk assessment q  |  |

**DECLARATION:**

**I hereby apply for a Trade Stand as indicated, subject to the Terms & Conditions of Kinross-shire Agricultural Society and will abide by them.**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |
| --- |
| **Kinross-Shire Agricultural Society** |

#### **TRADE STANDS - RISK ASSESSMENT (make sure you include your covid risks)**

|  |  |
| --- | --- |
| DATE: **Saturday 10th August 2024** | LOCATION: **RSPB Loch Leven, Vane Farm, Kinross. KY13 9LX** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| HAZARDS | PERSONS AT RISK | HOW MIGHT THEY BE HARMED | RISK LEVELS | CONTROL MEASURE TO MINIMISE RISK |
| **1** |  |  |  | LOW |  | MED |  | HIGH |  |  |
| **2** |  |  |  | **LOW** |  | **MED** |  | **HIGH** |  |  |
| **3** |  |  |  | **LOW** |  | **MED** |  | **HIGH** |  |  |
| **4** |  |  |  | **LOW** |  | **MED** |  | **HIGH** |  |  |
| **5** |  |  |  | **LOW** |  | **MED** |  | **HIGH** |  |  |
| **6** |  |  |  | **LOW** |  | **MED** |  | **HIGH** |  |  |
| **7** | Hazardous Substances eg LPG Gas |  |  | **LOW** |  | **MED** |  | **HIGH** |  |  |
| **8** | Machinery Hazards |  |  | **LOW** |  | **MED** |  | **HIGH** |  |  |
| **9** | Fire Assessment Hazard |  |  | **LOW** |  | **MED** |  | **HIGH** |  |  |
| **10** | Customer Contact Surfaces  |  |  | **LOW** |  | **MED** |  | **HIGH** |  |  |

Signature ………………………………… Print Name here: …………………………… Date : ……………………