

## **Craft Marquee Full form**

**Please return completed forms to.**

**mail:**bowesshowcraftandtrade@gmail.com

**By post:**

**Tom Addison**

**Stoney Keld**

**Bowes**

**Barnard Castle**

**Co Durham**

**DL12 9JB**

**Any queries please call Tom on: 07805685259 (after 5pm weekdays)**

**All Exhibitors should note the following:**

- Any exhibitors booking a craft stall will receive 1 vehicle pass and 2 exhibitor passes. This allows the 1 vehicle onto the showground prior to between 7am and 9am to unload adjacent to the marquee. Vehicles must be removed to the parking area before 9am.
- Traders may come on the field 3pm to 5pm to set up on the Friday before the show.
- Craft Marquee. Each plot will be provided with a 6ft table and 2 chairs. The plots will have sufficient space to allow stallholders to sit or stand behind the table. A small amount of room between tables is set aside to allow access.
- Additional space can be allocated between tables for siting stands, racks etc at a cost of £3 per foot.
- Traders **MUST** submit completed, signed, and fully paid applications forms before being allowed onto the field
- All traders must provide a copy of their public liability insurance and appropriate risk assessment.
- Any food related stands will need to provide a copy of their food hygiene certificate
- Traders using cooking equipment will need to provide a written statement of the type of equipment being used and all necessary fire-fighting equipment e.g. fire blankets etc, should also be provided by trader.
- Traders must not use any PA equipment of any description to promote their products.
- Traders must ensure that they have booked enough space for their stall and under no circumstances encroach into other trader's space, the avenues or non-trading space.
- All Stands should be operational (staffed etc) by 9.00am on Show day. Exhibitors **MUST NOT** dismantle their stand leave the marquees before 4.00pm on the day of the show without the permission of the Craft & Farmers Market Secretary or the Show Secretary.

**Bowes Agricultural Show**  
**Application for in marquee craft stall space**

|  |  |                       |   |              |  |
|--|--|-----------------------|---|--------------|--|
| <b>Company Name:</b>   |  |                       |   |              |  |
| <b>Contact Name</b>  |  |                       |   |              |  |
| <b>Address</b>   |  |                       |   |              |  |
|  |  |                       |   |              |  |
|  |  |                       |   |              |  |
| <b>Postcode</b>  |  |                       |   |              |  |
| <b>Telephone</b>   |  | <b>Mobile Number</b>  |   |              |  |
| <b>Email</b>   |  |                       |   |              |  |
| <b>Website</b>   |  |                       |   |              |  |
| <b>Description of goods or services sold or promoted.</b>  |  |                       |   |              |  |
|  |  |                       |   |              |  |
|  |  | <b>Number</b>         | <b>Cost</b>   | <b>Total</b> |  |
| <b>Number of tables required</b>   | Tables are 6' (2m) with a small space between to allow access. Any additional space needed will be charged at £3 per foot (without Table)  |                       | Cost @ £30 per (6') table                                 |              |  |
| <b>Any special requirement ie electricity supply, location, space</b>  |  |                       | Additional space @£3 per foot (no tables provided)        |              |  |
| <b>Additional Admin charge</b>   | Any applications received after the closing date September 4th   |                       | @£5   |              |  |
| <b>Charity Name If Applicable</b>  |  | <b>Charity number</b> |   | <b>0.00</b>  |  |
|  |  |                       | <b>Total due</b>  |              |  |
| <b>Payment please tick</b>   | <b>BACS Account; 05102588 Sort Code; 51-61-33</b>  | <b>Tick</b>           | <b>Cheque made payable to: Bowes Agricultural Society</b> | <b>Tick</b>  |  |
| <b>I have enclosed The following</b>   | <ol style="list-style-type: none"> <li>1. Risk assessment forms</li> <li>2. Food hygiene certificate (if applicable)</li> <li>3. Public liability insurance</li> <li>4. Declared any special requirements on the form</li> <li>5. Payment by cheque or bacs</li> </ol> |                       |   |              |  |
| <b>Declaration; I have read and agree to abide by the show rules and regulations for the craft and farmers market marquee. Bowes agricultural society does not accept responsibility for any non compliance with current legislation</b> |  |                       |   |              |  |
| <b>Declaration print name.</b>   |  |                       | <b>Signed</b>   |              |  |
| <b>Date:</b>   |  |                       |   |              |  |