

# **Craft marquee application form**

**Saturday 13<sup>th</sup> September 2025**

**Please return completed forms & payment to**

**[bowesshowcraftandtrade@gmail.com](mailto:bowesshowcraftandtrade@gmail.com)**

**By post:**

**Bowes Show**

**c/o – West Roods Farm, Bowes, Barnard Castle, Co Durham, DL12 9RQ**

## **ALL EXHIBITORS SHOULD NOTE THE FOLLOWING**

- Any exhibitor booking a craft stall will receive 1 vehicle pass and 2 exhibitor passes which will be sent via email. This allows 1 vehicle onto the showground between 7am-9am to unload adjacent to the marquee. Vehicles must be removed to the parking area before 9am.
- Traders may come onto the show field 3pm-5pm to set up on the Friday before the show.
- Each table booked will have 1 chair. There will be sufficient space to allow the exhibitor to sit or stand behind the table. A small amount of room between tables is set aside to allow access to each side.
- Additional space can be allocated to side if tables for stands, racks etc at a cost of £3 per foot.
- Traders must submit completed, signed and fully paid applications before trade stand passes will be allocated and no pass no entry to show field will be allowed.
- Traders must provide a copy of their public liability and appropriate risk assessment.
- Any food related stands will need 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 must not encroach into neighbouring stalls.
- All stands to be operational by 9.00am. Exhibitors must not dismantle their stand or leave the marquee before 4.00pm without prior permission by the craft marquee secretary.

## Bowes Agricultural Show

### Craft marquee application form 2025

Trading name				
Contact name				
Address				
Postcode				
Contact number				
Email address				
Website				
Description of goods or services sold or promoted:				
		Number	Cost	Total
Number required	Tables are 6@(2m) with a small space between to allow access. Any additional space will be £3 per foot (no table)		£40 Per table	
Any special requirements i.e.- location, space		Additional space £3 per foot		
Charity name if applicable		Charity Number		
<b>Total due</b>				
Payment	BACS Account: 05102588 Sort code: 51-61-33	Tick	Cheque made payable to: Bowes Agricultural Society	Tick
I have enclosed the following:	<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 certificate</li> <li>4. Payment</li> </ol>			
Declaration: I have read and agree to abide by the show rules and regulations for the craft marquee. Bowes agricultural society does not accept responsibility for any non-compliance with current legislation.				
Name:		Signed:		
Date:				

**CLOSING DATE FOR CRAFT TENT MARQUEE IS 31<sup>st</sup> JULY**