

THE FIFE AGRICULTURAL ASSOCIATION LTD
THE FIFE SHOW – SATURDAY 18 MAY 2024 – KINLOSS, CUPAR
CLOSING DATE FOR APPLICATIONS – 31st MARCH 2024

Craft and Food & Drink Marquees – Rules and Conditions of Acceptance 2024

GENERAL INFORMATION

Applications & Methods of Payment: Application Forms can be downloaded from www.fifeshow.com or requested by email. Your application form, a completed risk assessment, copy of PUBLIC liability insurance and fee must be received by the Secretary by 31 March 2024. A £5 discount on the price shown will be awarded for all applications from 2023 traders made and paid for by 31st January.

Late applications may be taken, at a higher fee, from 1-20 April if space is available. Any stand not paid, in full, by 31 March will be subject to the late application fee.

Cheques should be made payable to The Fife Agricultural Association and posted with all paperwork to The Secretary, Nether Findas, Chance Inn, Nr Cupar KY15 5PQ or payment may be made by **Bacs** to TSB, Account name The Fife Agricultural Association; Account number 00010296; Sort code 87-68-60 using your name or company name as the reference. If paying by bacs, paperwork may be e-mailed to fifeshow01@gmail.com. **You can also apply online for a trade stand** – if you regularly attend the Show, this will save you significant time in the future as your details will be retained and you will only need to update them each year to make an application. Just go to www.fifeshow.com/exhibitor-information and click on the button on the right side of the page. You will need to register initially then your details will be retained for future use.

PLEASE NOTE: if you had a stand in 2023, we will keep a space for you until 31st January 2024 unless you advise us that this is not required. From 1st February onwards, we will accept applications from new traders as well and any remaining stands will be allocated on a “first come” basis. Please be aware the number of stands taken in both these marquees is limited and your stand is not confirmed until **paid for and acknowledged** by the Secretary.

Water is not provided. **Power can** be available but **must** be booked and paid for in advance. **Tables** and/or **chairs** may be hired if booked and paid for in advance – see application form for details.

COOKING is not permitted in the **Food & Drink marquee**, but free hot samples may be given out.

Your stand will be in the **Craft Marquee or the Food & Drink Marquee**, as applicable. A plan of each Marquee will be at the tent entrance from Thursday before the Show. **Please note – Showfield/Marquee plans/stand locations are not provided to Trade Stand holders in advance.** Any complaint or dispute should be made to the Trade Stand Convener, at the Show Field, whose decision will be final.

Stands requiring a power hook-up are likely to be situated along the back wall of the Marquees.

For health and safety purposes, a fully equipped **Paramedic Ambulance** will be in attendance from 8.00am on Show Day. To help defray this additional expenditure a **levy of £3** per stand will be charged – this is included in the cost shown, as is VAT.

Trading Standards Officers and Environmental Health Officers attend every Show to check Trade Stands. Food and drink outlets should ensure that they comply with all EH/Licensing regulations and requirements. If in doubt, please contact the EH/Licensing department of your local Council. **If selling alcohol**, you need to apply for your own Occasional Licence – **please be aware this can take at least 6 weeks and allow plenty of time.**

CATEGORIES OF STANDS AND STAND FEES

Stands in the Craft Marquee and the Food & Drink Marquee measure 3m x 3m. Please ensure you complete the correct form and pay at the **correct rate**. All prices shown now include the compulsory paramedic fee and VAT.

If you require a VAT invoice, please tick the relevant box.

TICKET ALLOCATION

Each Stand will be allocated 2 admission wristbands and one trade stand parking pass. In 2024, wristbands and parking passes will be posted out in advance of the Show and will be required to gain access to the Showfield.

If you have any queries, please get in touch - Tel: 07910 072409 fifeshow01@gmail.com

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Additional admission wristbands may be **purchased** at a cost of £12 inc. VAT each – see application form.

INFORMATION REQUIRED ON EVERY APPLICATION FORM

Description of Exhibits: Please provide a brief description of your stand/what you will be selling (**max 8 words**), which will be printed free of charge in the Show Catalogue and contact the Secretary if you would like to take additional advertising in the catalogue. All goods/items to be sold must be detailed on your application form.

Power: can be provided – please make sure you tick the box if a supply is required and pay for this at the time of application. Please note – **electricity CANNOT be provided on Show day.**

If you wish to hire **tables and/or chairs**, please make sure you note this on the form and pay with your application. We only hire what is needed so cannot supply you with these unless booked in advance.

DOCUMENTATION REQUIRED WITH APPLICATION FORMS

Risk Assessment: All applications must be accompanied by a completed RISK ASSESSMENT FORM. This should cover what risk there is to those setting up trade stands and to members of the public before, during and after the show. A “sample” form is available to help you complete your own assessment but please do not simply copy this – your risk assessment must be tailored to your own stand. You **must** also include your Covid risk mitigations. **It is very seldom that there will be “no risk”, so please ensure this form is completed and returned. Blank forms will be returned for completion.** Although Covid requirements/regulations have reduced, it is considered good practice to show that you are aware of the ongoing risks and to continue to have sanitiser on your stand.

Insurance: A copy of your current **PUBLIC LIABILITY** insurance must accompany your application (**NOT** Employers Liability). If your Insurance is due to be renewed before the Show, please state renewal month on application form and supply a copy once renewed – there is no need to supply a copy of any Insurance that will be invalid by Show day.

SET UP & BREAK DOWN INFORMATION

All exhibitors must provide their own **fire extinguisher. The name and address of the stand holder** must be displayed on each Stand (this is a requirement of our Market Operators licence).

Stand fittings must be erected and all articles contained within the allotted space by 8.00am on Show Day. Stands must not be dismantled until 5.00pm on Show Day. Gates to the Show Field might be locked on Friday night, depending on weather conditions, to reduce unnecessary movement around the site. Stands may be set up on **Friday from 12 noon onwards.**

All vehicles must be removed from the Show Field on Saturday by 8am. **Please note that you must park in the Trade Stand car park – vehicle access to the Showground is limited, at the discretion of the Trade Stand Convener, and only for set up/break down.**

All fittings and articles must be removed, and the space **completely cleared** by 5.00pm on Monday 20 May 2024.

PLEASE NOTE THE **YOUNG FARMERS DANCE** TAKES PLACE IN THIS LARGE MARQUEE ON SATURDAY EVENING AFTER THE SHOW. Any items left in the Marquee overnight are left entirely at your own risk. Some horse classes will also take place on the main showground on Sunday 19th May.

Removal of litter is the responsibility of the exhibitor and failure to observe this condition may result in the refusal of future applications.

CANCELLATION POLICY

If cancelled, for whatsoever reason, on the day of the Show by Fife Show Committee, NO REFUND.

If cancelled by Fife Show Committee in advance of Show day, full refund less £10+ VAT admin fee.

If cancelled by trader, **in writing to the Secretary**, before 18 March 2024, full refund less £10 + VAT admin fee.

If cancelled by trader, **in writing to the Secretary**, between 18 March-18 April 2024, 50% refund of fee paid.

If cancelled by trader after 18 April 2024 – NO REFUND.

If you have any queries, please get in touch - Tel: 07910 072409 fifeshow01@gmail.com