

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

Implement & Traders Section – Rules and Conditions of Acceptance 2024

***** PLEASE READ BEFORE STARTING AN APPLICATION *****

PLEASE NOTE – STAND SPACE FOR CATERING UNITS IS NOT AVAILABLE

* APPLICATIONS MAY BE MADE ONLINE at <https://fifeshow.com/exhibitor-information/trade-stands>

* **LATE** APPLICATIONS FOR STANDS MAY BE TAKEN, BETWEEN 1-20 APRIL, AT A HIGHER FEE AND IF SPACE IS AVAILABLE.

* **YOUNG FARMERS DANCE TAKES PLACE ON THE SHOWFIELD ON SATURDAY NIGHT AND SHOWJUMPING CLASSES WILL TAKE PLACE ON SUNDAY 19 MAY – ALL ITEMS ARE LEFT ON THE SHOWFIELD AT YOUR OWN RISK**

***NEW FOR 2024 Showfield Pass for retail standholders vehicle only.** Please see below for further details. Showfield Passes must be applied for on the application form and are only available to retailers selling goods at the Show. All other standholders will be given a Trade Stand Car Park pass which will allow them to park in the dedicated car park. This pass will allow entry to the Showfield for setting up **ONLY** then vehicles must be moved to the car park. Vehicles without a Showfield Pass will not be permitted to remain on the Showfield.

GENERAL INFORMATION

Applications & Methods of Payment: Applications for Trade Stand space will only be considered if made in writing on the correct form, accompanied by all relevant paperwork and remittance for all charges, and received by the Show Organiser by 31 March 2024. Late applications may be taken between 1-20 April if space is available, payable at an increased fee. Any application form received but not paid by 31 March will be payable at the “late application” rate.

Cheques should be made payable to The Fife Agricultural Association and posted with all paperwork to The Fife Show, 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 simply need to update them each year to make an application. See above for details on how to apply online.

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 note that your **space is not confirmed until paid for** and acknowledged by the Secretary.

No guarantee can be given that every application received will be awarded a site and, whilst every effort will be made to meet special requests, the Association reserves the right to refuse or amend any application. In the event of amendment resulting in reduction of the space allocated to the applicant, a pro rata refund of monies paid to the Association will be made. The Association will not be responsible for any other loss of whatever nature, which may be occasioned by such refusal or amendment.

If a **marquee/gazebo** is to be erected, the applicant must ensure that the space reserved is sufficient to contain guy ropes etc. within its boundaries and that the marquee complies with current standards, especially with regards to fire retardancy.

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Water is not provided. **Power** may be available to **Ringside stands ONLY**, but must be booked and paid for in advance.

Grass Cutting – the fee is now included in the rates shown. Weather permitting, grass cutting will be carried out on the Wednesday before the Show.

Trade Stand Site decisions are made by the Committee/ Trade Stand Convener. Any stand positioned next to or within direct sight of the Livestock/Horse Areas/Rings may not use balloons or any other noisy or moving

marketing device. Please advise at the time of application if you would prefer not to be located in this area. A map of the Show Field plan will be located at the Trade entrance of the Show from the Wednesday before the Show.

Please note – Showfield plans/stand numbers 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.

For health and safety purposes, a double manned 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 or per ride is charged. **For all stands, the fee is included in the rates shown.**

Trading Standards Officers and Environmental Health Officers attend the Show to check Trade Stands. Fairground and Toy retailers should note that it is a legal requirement **NOT** to sell throwdowns (fire crackers or snappers) from a mobile stall.

Food and drink outlets should ensure that they comply with all EH and Licensing regulations and requirements. If in doubt, please contact the EH/Licensing department in your local Council.

If selling alcohol, you need to apply for your own Occasional Licence – please be aware this can take 6 weeks or more and allow plenty of time for your application to be processed.

PLEASE NOTE: if you intend to give your customers a free “dram” or any other kind of **alcohol** as part of hospitality available to them, this must be consumed **on your stand**. You must not allow anyone to leave your stand with an alcoholic drink.

Trade Stand exhibitors may reserve **advertising (banner) space in the Main Ring**. Such advertisements, supplied by the exhibitor and having a maximum depth of 0.75m, will be securely fixed to the barriers surrounding the Main Ring **BY THE TRADE STAND TEAM**. Please do not put up banners yourself – hand them into the Showground or to a member of the Committee by the day before the Show. Unless part of a sponsorship agreement, a charge of £15.00 inc. VAT per metre length will be made for the display of these banners and **THESE MUST BE BOOKED** on the application form with the correct payment included. Further details are available from the Secretary. Catalogue adverts are also available – please contact the Show Organiser for further details.

CATEGORIES OF STANDS AND STAND FEES

Trade Stands are divided into the following categories:

1. **Charities & Agricultural/Non-Retail** (agricultural machinery, banks, estate agents, accountants etc.)
2. **Retailers – General** (car dealers, clothes, crafts, toys, saddlery, plants etc.)
3. **Rides & Amusements** (inflatables, rides involving moving equipment, entertainments etc.)
4. **Crafts** (small inside stands only)
5. **Food & Drink** (small inside stands for speciality traders)
6. **Outside catering stands** (food and drink vans)

Charges for stands are dependent on type and size - see application forms for details. Please state the **exact** dimensions of your stand to help us plan the show layout to best advantage and ensure you complete the correct form and pay at the **correct rate**.

INFORMATION REQUIRED ON EVERY APPLICATION FORM

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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 Show Organiser if you would like to take additional advertising in the catalogue. All goods/items to be sold must be detailed on your application form.

Generators: only “silenced” generators are permitted. If you are using fuel of any kind, please ensure you include your refuelling policy as part of your risk assessment.

Power: can be provided for **Ringside stands only** – please make sure you tick the box if a supply is required. This CANNOT be provided on Show day.

Livestock: please ensure you tick the box if you wish to have livestock on your stand. You may be required to provide suitable hand-washing facilities (further information on request).

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 risks and to continue to have sanitiser on your stand.** If you are using any form of power, please ensure that your risk assessment includes details of your refuelling policy.

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 the renewal month on your application – there is no need to supply a copy of Insurance that will be invalid by Show day.

Declaration of Operational Compliance: All relevant rides and amusement operators must supply either a copy of the DOC or their current ADIPS or DOC number for each piece of equipment.

TICKET ALLOCATION

Stands up to 5m frontage, depth up to 9m – 2 admission tickets, 1 vehicle pass.

Stands 6m or over frontage, depth up to 9m – 4 admission tickets, 1 vehicle pass.

Stands up to 18m frontage, 18m depth – 6 admission tickets, 2 vehicle passes.

Stands 19m or over frontage, 18m depth – 8 admission tickets, 2 vehicle passes.

NEW FOR 2024: retail standholders who require to have a vehicle for stock purposes kept behind their stand may apply for a “Showfield Pass”. You must ensure that the **depth** of space you have booked, as well as the frontage, is sufficient for both your stand (tent/gazebo) and the relevant vehicle. Showfield Passes will be given out at the Committee’s discretion and will **only** be available to **retail** stands **selling goods on Show day**. Other vehicle passes will allow parking in the Trade Stand car park and all vehicles remaining in the Showfield will be checked to ensure they have the correct Pass displayed. Vehicles with Showfield Passes will not be able to exit the field until members of the public have dispersed – at the same time as other vehicles are permitted back in from the Car Park to start the stands break down process.

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

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 – **vehicles will not be allowed back onto the**

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Showground for break down until after 5p.m. Gates to the Show Field may be locked on Friday night, depending on weather conditions, to reduce unnecessary movement around the site.

All vehicles not comprising part of the stand or display, or required for stock purposes as detailed above, must be removed from the Show Field by 8am. **Your Trade Stand vehicle pass only allows parking in the Trade Stand car park – vehicle access to the Showground is limited, at the discretion of the Trade Stand Convener and for set up/break down only.** **Please note that this will be strictly enforced in 2024 – Security Stewards will sweep the Showground early on Saturday morning to ensure all vehicles without a Showfield Pass are moved out to the car park.**

Facilities for towing Trade Stands from the Show Field will only be available on show day until 6.00pm – or, if after 6.00pm, only by prior arrangement with the Secretary.

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

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

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 17th March 2024, full refund less £10 + VAT admin fee.

If cancelled by trader, **in writing to the Secretary**, between 17 March-18 April 2024, 50% refund of fee paid.

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