

THE FIFE AGRICULTURAL ASSOCIATION LTD
THE FIFE SHOW – SATURDAY 24 MAY 2025 – KINLOSS, CUPAR
CLOSING DATE FOR APPLICATIONS – 31st MARCH 2025

Craft and Food & Drink Marquees – Rules and Conditions of Acceptance 2025

If you did not have a space in the Craft or Food & Drink marquees at the 2024 Show, please get in touch, by email, to check availability before making an application.

APPLICATION & PAYMENT

Traders are encouraged to apply for their pitch online - if you regularly attend the Show, this will save you significant time in the future as your details can be retained and you will simply need to update them each year to make an application. You can apply Online at <https://fifeshow.com/exhibitor-information/trade-stands>

If you cannot apply online, **fully completed paper forms** will be accepted. 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 should be e-mailed to secretary@fifeshow.com **** PLEASE NOTE NEW EMAIL ADDRESS ****

All online applications or paper forms must be submitted, and payment made by 31st March, in order to be accepted. Payment is due within 14 days of the invoice date. A **£5 discount** on the price shown will be awarded for all applications from **2024 traders made and fully paid by 15th January**. 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. **PLEASE ALSO BE AWARE THAT APPLICATIONS CLOSED IN EARLY MARCH IN 2024, DUE TO ALL SPACES BEING FILLED.**

PLEASE NOTE: if you had a stand in 2024, we will keep a space for you until 15th January 2025 unless you advise us that this is not required. From 16th January onwards, we will accept applications from new traders as well and any remaining stands will be allocated on a “first come” basis.

Late applications might be taken between 1-15 April if space is available, payable at an increased fee.

Any application received but not paid by 31 March will be payable at the “late application” rate if space is still available.

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

Water is not provided

Power is only provided if booked and paid for in advance – this cannot be provided on Show day. Stands requiring a power hook-up are likely to be situated along the back wall of the Marquees.

Tables and/or **chairs** may be hired if booked and paid for in advance – see application form for details.

Food and drink outlets must ensure that they comply with all EH/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 at least 6 weeks and allow plenty of time**. Food safety certificates; gas/electrical safety certificates and PAT certificates must now be included as part of your application.

Set up information, including a plan of the marquee showing your space, will be provided along with admission wristbands before the Show.

No guarantee is given that every application received will be awarded a space and, whilst every effort will be made to meet special requests, the Association reserves the right to refuse or amend any application. The Association will not be responsible for any loss of whatever nature, which may be occasioned by such refusal or amendment.

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

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

Trade Stand exhibitors may reserve **advertising (banner) space or Catalogue** advertising space – please contact the Show Organiser for further details.

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 2025, wristbands and parking passes will be posted out in advance of the Show and will be required to gain access to the Showfield. Parking will be in the Trade Stand car park.

Additional STAFF admission wristbands may be purchased at a cost of £12 inc. VAT each until 31st March – see application form. No additional vehicle passes are available.

INFORMATION REQUIRED ON EVERY APPLICATION

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. All goods/items to be sold must be detailed on your application form.

DOCUMENTATION REQUIRED WITH APPLICATIONS

Risk Assessment: All applications must be accompanied by a **completed RISK ASSESSMENT FORM**. This should cover what risk there is to those setting up your stand 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. 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.**

Insurance: A copy of your current **PUBLIC LIABILITY** insurance must accompany your application (**NOT** Employers Liability Insurance). 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.

Food hygiene & food hygiene training certificates; gas/electrical safety certificates and PAT certificates must now be submitted, where relevant, as part of your application.

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 23rd March 2025, full refund less £10 + VAT admin fee.

If cancelled by trader, **in writing to the Secretary**, between 24th March-23 April 2025, 50% refund of fee paid.

If cancelled by trader on or after 24 April 2025 – **NO REFUND**.