

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

Trade Stand Rules and Conditions of Acceptance 2025

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

If you did not have a Trade Stand 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. Please note that your **space is not confirmed until paid for** and acknowledged by the Secretary. **PLEASE ALSO BE AWARE THAT APPLICATIONS CLOSED IN MID MARCH IN 2024, DUE TO ALL SHOWFIELD 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 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. Traders must ensure that **sufficient space** is booked to include towbars etc. Extra space cannot be provided on Show day.

RETAIL standholders who require to have a vehicle kept behind their stand, for restocking ONLY, can 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 behind it. Showfield Passes will be given out at the Committee’s discretion and will **only** be available to **retail stands selling physical 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 at the end of the Show until members of the public have dispersed – at the same time as other vehicles are permitted back in from the Trade Stand Car Park to start the stands break down process.

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. You can now also request a space at the **Game Fair area**, overlooking the Game Fair Ring or in the **Equine area**, overlooking the Working Hunter/Horse Ring.

No guarantee is given that every application received will be awarded a pitch 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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Water is not provided.

Power is available to Ringside Stands only but **must** be booked in advance.

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

Food and drink outlets must 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.

Food hygiene and Food Hygiene Training certificates; gas/electrical safety certificates and PAT certificates must now be submitted as part of your application, where applicable.

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 Site decisions are made by the Committee/ Trade Stand Convener. 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. **Other set up information** will be provided along with admission wristbands before the Show.

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.**

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.

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

Trade Stands are divided into the following categories:

1. **Agricultural/Non-Retail** (agricultural machinery, banks, estate agents, accountants etc. Information only stands)
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.

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.

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.

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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 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.** 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 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.

TICKET ALLOCATION

Stands up to 5m frontage, depth up to 9m – 2 admission tickets, 1 Trade Stand Car Parking pass.
Stands 6m or over frontage, depth up to 9m – 4 admission tickets, 1 Trade Stand Car Parking pass.
Stands up to 18m frontage, 18m depth – 6 admission tickets, 2 Trade Stand Car Parking passes.
Stands 19m or over frontage, 18m depth – 8 admission tickets, 2 Trade Stand Car Parking passes.

Additional staff admission wristbands may be purchased at a cost of £12 each until 31st March – see application form. Please note extra vehicles passes are not available.

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**.