



## Trade Stand Booking Form

Please find below your trade stand booking form for The North East Dog Festival 2017. In order to secure your space please complete the booking form, risk assessment and forward payment. Trade stand payment must be received before the 30<sup>th</sup> June 2017 to secure your place. After this date, if no payment is received with your booking, we will open up the space to the next business on our records. A template risk assessment can be downloaded from our website.

Date: Saturday 9<sup>th</sup> September **2017**

Location: Kirkley Hall Campus, Ponteland, Northumberland

07508107181

07792965161

[info@northeastdogfestival.com](mailto:info@northeastdogfestival.com)

<http://www.northeastdogfestival.com/>

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## **Trade Stands Available - Please indicate your choice on the booking form;**

### **Outdoor Space - no cover/table/chair provided**

You will need to provide your own gazebo or cover

3mx3m pitch   £35.00
6mx6m pitch   £60.00

### **Outdoor Market Stall - Outdoor marquee provided - no chair/table**

Our outdoor market stalls will be provided with a professional marquee style cover ideal for those that don't want to gamble with the weather or want a secure covered space.

3mx3m pitch   £100
6mx6m pitch   £185

### **Indoor Marquee Space - 6ftx2ft table and one chair provided**

Your space will be within our large food and countryside marquee; we will be limiting the number of tables to ensure the space is not too crowded.

6ftx2ft table   £45.00
12ftx2ft pitch (two tables)   £80.00

Charity booking; please contact us to discuss your requirements. We have a very small number of spaces at a reduced rate. (3mx3m £10 and 6mx6m £20)

*Your stand booking will include room for guide ropes. E.g. If you have a 3mx3m gazebo you can book a 3mx3m space. If you have a gazebo larger than 3mx3m please book a 6mx6m stand.*

Our food marquee is available to house homemade products such as jam, breads, sweets etc.

# Booking Form

Contact Name		
Company Name		
Address		
Postcode		
Telephone No		
Email Address		
Website Address		
Facebook/Twitter		
Products Sold		
Charity Name (if applicable)		
Charity Registration number		
Trade Stand Required (Please see descriptions above)	<b>Type of Stand</b>	
Special Requests Chairs - £1 / Tables - £5		<b>Total Cost:</b>
Public Liability Insurance Details (evidence must be provided)		

Bookings are not accepted until paid for in full and accompanied with your risk assessment. Please get in touch if you have any queries.

*Payment Details are as follows. Please put your company name/surname as reference. Barclays Bank PLC. Account. Raven River Dog Training Ltd. SC: 20-23-81. AN: 63352307. Or payable by cheque to 'Raven River Dog Training Ltd' and posted to The North East Dog Festival, Unit 1 Bowes Court, Bedlington, Northumberland, NE22 7DW.*

All trade stands must be setup by 9.00am on Saturday 9<sup>th</sup> September 2017. A member of staff will be on hand to direct you to the correct area. Further details will be sent nearer to the event date in your trade stand pack. The show management reserves the right to refuse entry to the showground for any traders that arrive too late to setup.

The show is open to the public from 10.00am on Saturday 9<sup>th</sup> September 2017 and will close at approximately 4.30pm/5.00pm – after Best in Show has been awarded in the main ring. Trade stands must be set up prior to the event opening to the public and where possible; must not leave the field before the show closes. The movement of vehicles about the show field must be kept to a minimum. This is a large showground with numerous high occupancy areas.

Every effort is made to ensure an even distribution of stands on the showground – to facilitate this please provide a concise list of products sold in the space provided. If you would like to be in a certain area please let us know; whilst we cannot guarantee requests, we will do everything we can to accommodate them. If we feel your business may conflict with another we will call to discuss further details.

We will also forward a sponsorship catalogue for your perusal. If you would like to book outdoor trade stand space – and book external marquee hire – we can recommend Collingwood Marquees – they will be setting up a number of units for our show.

## **| TERMS AND CONDITIONS |**

No tables are provided for traders unless otherwise stated. A receipt will be sent to the stall holder via email to confirm the booking if the application has been successful.

All stalls must be set up at least 60 minutes before opening time on the 9<sup>th</sup> September 2017 and the stalls may not be taken down until closing time. We reserve the right to refuse trade stand entry if you are not on site before this time.

Naked Flames are not permitted on trade stands at any time. Generators of the silent type may be used, but must cause minimal disruption to other stallholders.

Castle and Country Dog Training Ltd. retains the right to refuse a stall at our discretion.

Traders are responsible for the health and safety relating to the safe operation of their activity, for example, traders must ensure that no items/boxes obstruct walk ways and public standing areas around their trading area, please be aware of hazards relating to slips, trips and falls.

No stand must exceed the space booked and neither it nor vehicles must trespass on adjoining trade stand plots. Exhibitors must book sufficient space to accommodate their exhibits.

There is no security on the site overnight and traders leave goods at their own risk.

Whilst every effort is made not to duplicate goods, we accept no responsibility for similar trade stands at this event.

The North East Dog Festival is organised and operated by Castle and Country Dog Training Ltd. The North East Dog Festival name is copyrighted and therefore must not be used in any other context other than approved advertising for the show; unless prior permission is given.

## **| CANCELLATION |**

If you cancel your booking within 6 months of the show date, a full refund will be given minus a 10% administration charge. If you cancel within 3 months of the show date a 50% refund will be given. If you cancel less than 14 days before the show, no refund will be given.

We will not make any refund of the booking payment except to the extent permitted by law, Castle and Country Dog Training Ltd shall not be liable to you for any indirect or consequential loss, damage or expenses (including loss of profits, business or goodwill) howsoever arising out of any booking cancellation and Castle and Country Dog Training Ltd shall have no liability to pay any money to you by way of compensation. The organisers shall not be liable to any exhibitor in the event of the show being disrupted or cancelled due to bad weather, major accident, civil unrest or any other cause beyond the organisers control and in these instances no refunds will be issued.

## **| DATA PROTECTION |**

Castle and Country Dog Training Ltd will retain all information supplied by applicants solely for administration use by Castle and Country Dog Training Ltd. No details will be passed to any third parties without express permission of the applicant.