

**NORTH YORKSHIRE COUNTY AGRICULTURAL SHOW  
TRADE STAND TERMS, CONDITIONS AND NOTES –  
Please read prior to completing form**

Please return your completed, signed application form **by  
the closing date 19<sup>th</sup> May, 2024 to:-**

Send your form via email (preferred) to [tradestands@northyorkshireshow.co.uk](mailto:tradestands@northyorkshireshow.co.uk)

**OR** by post to:-

NYCS TRADE STAND APPLICATION

c/o 19 Victoria Terrace, Northallerton, North Yorkshire. DL7 8TW

**YOUR APPLICATION:** The closing date for applications is **19<sup>th</sup> May, 2024**; however, the allocation of trade stand space is often completed before this date. Waiting to apply near the closing date often leads to an application being unsuccessful.

**PLEASE NOTE THAT TRADE STANDS/CATERING STANDS WILL NOT BE ALLOWED ONTO THE FIELD ON SHOW DAY WITH PRIOR APPLICATION AND ACCEPTANCE**

**The company/exhibitor name and contact details provided will appear in the show programme and on any invoices.**

We do not acknowledge every application as we receive it. However if this is something you need please note this clearly on your application form and we will email an acknowledgement to you. Completion of the form is not a guarantee of approval. Once the application is approved, successful stand holders will receive an invoice with details for payment. When full payment of the invoice has been received, details of stand location, tickets, map and site plan will be sent at least one week before the Show date.

**GOODS/SERVICES/EXHIBITS TO BE DISPLAYED ON STAND:** Only goods/services specified on your application form may be promoted or sold from the stand. NYCS reserves the right forthwith to close, without compensation any stand found to be exhibiting, displaying, promoting or selling any product or service without prior approval.

**No live poultry** is permitted on any trade stand.

In the interests of animal safety, aircraft, kites, balloons etc. are prohibited in the immediate proximity of the show and car parks except where prior permission has been obtained from NYCS. The sale **or demonstration** of cap guns, BB guns, laser guns, laser pens and explosive devices is prohibited.

The stands in the craft and food marquees are for home produced/locally produced goods, not for items bought-in solely for re-sale.

We do not have a shopping marquee.

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NYCS requires that where stand holders provide or sell food and drink that their business is registered with their local authority and provide their Food Hygiene Rating scheme rating. Traders must be rated 3 or above. The hygiene rating certificate **MUST be displayed on the stand.**

**THE SHOW FIELD** - Otterington Hall, South Otterington, Northallerton, DL7 9HW

The show field will be open for setting up from Friday 9<sup>th</sup> September, 2022 at noon. The food and craft marquees will be open for setting up from Saturday 15<sup>th</sup> June, 2024.

There will be a security presence on the show field on Friday, Saturday and Sunday evenings only, however NYCS will not be held responsible for the security of your exhibit whilst on the Showground.

Stands will be pegged and stand holders may not move these pegs or occupy space outside the space they have booked. It is the responsibility of the stand holder to check the stand number before unloading to ensure that exhibits are placed on the stand allocated to them. NYCS will not be held responsible for stands erected in the wrong location.

The First Aid point will be clearly identified on the show field and on maps and in programmes.

Care and consideration should be demonstrated by the drivers of all vehicles when the show is open to the public particularly in crowded public areas and when livestock and horses are moving or visible. A standpipe point is available on the show field for fresh water.

**YOUR STAND:** Please tell us where your preferred stand location would be, either on the field or within the marquee and we will try to accommodate this.

NYCS cannot be responsible for any loss or damage to any trade stand or exhibit. All stand holders must have full, valid insurance including public liability insurance and a copy of the certificate should be sent after payment is made for the trade stand and will be held on file by NYCS; **the certificate MUST also be made available to the organisers on the day of the Show.**

Traders are required to carry out their own fire and risk assessments as these apply to that trade stand space including. This includes, if appropriate, a Written Scheme of Examination if a compressed gas appliance operating at greater than 250 bar litres is to be used and is not otherwise exempt. A copy of your **Risk Assessment must be available for inspection by the organisers on the day of the Show.**

All stands are to be complete and vehicles moved away by **8.30 a.m. on the morning of the show.** Late arrivals will not be allowed onto the show field. Vehicles are not permitted to move on the showground during opening hours.

When erecting a static or moveable display, stand holders must ensure it is secure, as failure to do so will render the display liable and subject to removal from the show.

Stand holders are responsible for the full reinstatement of their site to the show's satisfaction, otherwise the show reserves the right to have the work undertaken and charged to the exhibitor. All holes from posts or structures must be filled in and reinstated.

NYCS operates a "Waste" policy therefore it is the responsibility of each trade stand holder to dispose of **ALL** waste/rubbish that is generated. Rubbish **MUST NOT** be left on the trade stand pitch. Please remember this field will be grazed by stock when the show is over.

There is no electricity on the field, so please bring your own generator if required and chairs and tables. 1.8m (6ft) Tables can be hired from NYCS for the **food and craft marquees only** at a cost of **£6.00 each**.

Electrical equipment is the responsibility of the stand holders who must ensure that all the statutory visual and technical inspections are carried out at the prescribed intervals. Cables must either be buried or guarded in a manner to prevent persons tripping or causing injury to themselves.

All staging and penning to be constructed so as to eliminate the risk of collapse and not to have any sharp edges or protrusions, which could possibly cause injury. No guy ropes or other equipment are to be left in such a manner likely to cause an injury, accident or trip hazard.

**The cost of the stand is £25 per metre frontage (sold only in full metres)** and the minimum size is 4m x 4m (£100) for trade stands and 2m x 2m (£50) within the craft and food marquees. Please note that the depth measurement cannot exceed the frontage measurement. **The cost of a stand for a catering unit is £450.**

Sub-letting of stand space is not allowed under any circumstances.

For the enjoyment of our visitors and customers, all stands must be open and staffed throughout the show day. Stand holders may not close or dismantle any part of their stands until 5.00 p.m. on the day of show.

Stand holders must not play music, use PA systems or make any other noise at a level which will cause annoyance to adjoining stand holders.

**THE SITE MUST BE CLEARED BY 5.00 p.m. ON MONDAY 17<sup>th</sup> June, 2024.** Any exhibits or wares remaining on site after this time will be disposed of.

Site allocation is entirely at NYCS's discretion, although we will make every effort to meet requests from stand holders. The Society reserves the right to re-position any stand at any time before and during the Show. Accordingly the allocation of a stand number or description of a particular position on the plan is subject to alteration. NYCS may make changes in the layout of the show before show day for any reason.

Please be aware that trade stand space is on grass, so some uneven areas may be encountered, so you must allow for this when calculating your required space. Also within the marquees your stand could be near entry/exit points.

**The area booked must be sufficient to accommodate the whole display, tent or marquee including guy ropes or protruding base plates, trailers, caravans including tow bars and steps and sufficient room for maneuvering onto site without encroachment onto adjacent stands.**

**CANCELLATION/REFUNDS:** The stand holder may withdraw from the show at any time with prior notification to [tradestands@northyorkshireshow.co.uk](mailto:tradestands@northyorkshireshow.co.uk); however if a stand holder cancels an application prior to 19<sup>th</sup> May, 2024, £50 will be deducted from any refund. **Cancellations after 19<sup>th</sup> May, 2024** will result in the forfeit of all fees. NYCS reserves the right to re-let the space.

If at the absolute discretion of NYCS the showground becomes unfit or unavailable for occupancy, or it becomes impossible or impractical to hold the show for reasons beyond the control of NYCS, including, (without limitation) fire, flood, storm, government intervention, malicious damage, acts of war, acts of god, strikes, riots, disease or any other cause, NYCS will reserve the right (but shall not be obliged) to cancel or postpone the show, or any particular section or event for any legitimate reason without compensation.

In these circumstances the parties agree and acknowledge NYCS shall endeavour to refund the stand holder 100% of their stand fees up to one week before the show, 50% of stand fees within one week of the show, however if the show is cancelled once it has commenced, stand fees will not be refunded.

**Stand holders are advised to carry their own cancellation insurance.**

**TICKETS:** Stand holders will require tickets to gain access (for staff etc.) to the Show on the day. Tickets are allocated free of charge as follows:- **2 free tickets per trade stand.** Extra tickets may be purchased in advance at a cost of **£9.00 each.**

All tickets will be posted out with your trade stand pack, which will be sent out prior to the show date.

**DATA PROTECTION:** If your application is successful, your company name/name, contact information (including address) and a brief description of your goods/services will appear in the show programme.

North Yorkshire County Show is committed to protecting your personal data and processing it only in accordance with legal requirements. We process your personal data as it is necessary for the performance of our contract with you to facilitate your entry to the Show.

We retain your data in accordance with our retention schedule to simplify future applications. You have various rights in the data we hold including rectification and objecting to processing.

**Honorary Secretary:** Tricia Lovell, 19 Victoria Terrace, Northallerton, North Yorkshire. DL7 8TW  
**Telephone:** 07787387831 **E-Mail:** [secretary@northyorkshireshow.co.uk](mailto:secretary@northyorkshireshow.co.uk)

~~North Yorkshire County Agricultural Show is a Limited Company, Company No. 8805879~~

Page | 4

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