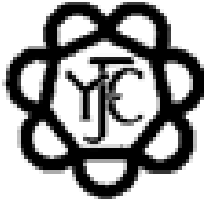


**BERKSHIRE COUNTRY
FAYRE
BOOKING FORM**



SUNDAY 26th MAY 2019

ENGLEFIELD ESTATE

Theale

Reading

RG7 5EN

**By kind permission of
Englefield Estate**

***Trade Stands ✧ Craft Marquee ✧ Food Marquee
Banner Space ✧ P.A. on Show Day ✧ Advertising***

Show Secretary - Mrs Camilla West

56 Harwood Rise,

Woolton Hill, Newbury

Berkshire, RG20 9XZ

Tel: 07747754978

Email: berkscountryfayre@gmail.com

www.berksyfc.org.uk

Reg Charity No 300104

INTRODUCTION

Berkshire Young Farmers are part of the National Federation of Young Farmers Clubs with over 20,000 members. Young Farmers are people aged between 10 and 26 years old. All individual clubs are run by the members, for the members, which is unique within youth organisations. Young Farmers are trying to promote “putting the youth back into the countryside”. Young Farmer’s activities involve many aspects from learning new skills, taking part in competitions or taking part in the social aspect of the organisation.

The organisation for the 2019 Berkshire Country Fayre is being run by Friends of Berkshire Young Farmers on behalf of the Berkshire Federation of Young Farmers’ Clubs.

With more and more people becoming aware and interested in the countryside, this show will have a diverse mix of attractions to fascinate and educate all our visitors of all generations. The show provides a mixture of main ring attractions, craft and food stands and trade exhibitors. There will also be YFC competitions exhibited, a dog show, fun fair and lots more family entertainment.

There are lots of ways to publicise your company by having a stand, advertising your company in the programme, having a banner in the main ring or have your stand publicised over the P.A. All exhibitors will be listed in the show programme.

Trade Space

Site space may be booked around the show ground.

Craft Marquee & Food Marquee

Covered space is available in the Craft Marquee and Food Marquee where appropriate.

Banner Space, Show Programme Advertising & Address over the P.A.

We would like to offer all exhibitors a further chance of publicity either by having your banner in the main ring or having your stand advertised over the public address system.

ALL APPLICATION FORMS AND REMITTANCES MUST BE SENT TO THE SHOW SECRETARY NO LATER THAN 26th April 2019.

REGULATIONS

1. GOODS AND SERVICES

Goods and services of any description may be displayed and sold subject to the approval of the Organisers. Selling by any form of auction, lottery or raffle will not be permitted without the written permission of the Organisers.

2. ACCURATE DETAIL

Accurate details of the contents of the display must be given when applying for space and the Organisers have the right to refuse any application. Any display, or article displayed, which does not meet the approval of Organisers must be removed immediately.

3. SALES

Sales and demonstrations will be allowed provided they are conducted in an orderly manner and so as not to cause nuisance to neighbouring stands or to interfere with any part of the show. Loudspeaker equipment, amplifiers or megaphones will not be permitted. No noisy or fume-making machinery will be allowed on the site without the consent of the Organisers.

3a. Alcohol licensing and sales. Exhibitors selling alcohol are required to obtain their own licence from West Berkshire Country Council Licensing requirements. Evidence of which must be available for inspection on the day and may be requested by the organising committee in advance of the event. Failure to arrange and/ or provide evidence of this will result in sales being prohibited.

4. SITE SPACE

Prime showground sites are available with 9m depth, frontage. Stands in the Craft Marquee and Food Marquee will have a depth of 8ft. Where site space is limited, preference will be given to early applications.

5. STAGING

Stand holders must provide their own staging etc., additional trestle tables may be hired from the Organisers at £8-50 per 6ft run and chairs at £6 each.

6. FIRE AND STAND PRECAUTIONS

It shall be the responsibility of stand holders to ensure that their stands are soundly erected and that their stall exhibits are safe at all times. All stands must be equipped with an appropriate fire extinguisher, to be provided by exhibitor. All equipment is to be certified where necessary and to be compliant to current Health & Safety Regulations.

7. ERECTION OF STANDS

Erection of stands may commence on Saturday 25th May 2019 between 9.00am and 5.00pm or on the morning of the show and must be finished by 9.00am on that morning. Earlier access to the site may be made only by special arrangement with the Secretary.

8. MAINTENANCE AND SECURITY

The stands must be open from 9.00am to 5.00pm on the day of the show. The stands must be manned at all times by the stand holder or a member of their staff. While the Organisers will make every effort to ensure the overall security of the site, no responsibility is taken for individual exhibits or the contents of the exhibitors' stands.

9. CLOSING DOWN

Dismantling and removal of all equipment, articles, debris and restoration of the site to its original condition may commence at 5.00pm on the Sunday 26th May 2019 and must be completed by 7.30pm on the following day i.e. 27th May 2019

10. ADMISSION TICKETS

Limited admission tickets will be available for the stand holders and their assistants employed on the stand and further tickets required will be charged at £6.00 per ticket and must be ordered on the booking form.

11. EXHIBITORS' VEHICLES

During the hours of the show (9.00am – 5.00pm), exhibitors vehicles must be parked in the area provided for the Craft and Food Marquees, or in the public car park. No vehicles will be allowed onto the showground without a pass, which must be ordered on the booking form. All vehicle access must adhere to Organisers instructions. No movement of vehicles will be permitted on the site between 9.00 a.m. and 5.00 p.m.

12. ACCOUNTS

Remittance must be sent with the Booking Form. Cheques should be made payable to *Berkshire Country Fayre* Receipts will not be sent unless requested. Please note post-dated cheques before 1st April 2019 will be accepted.

13. HEALTH AND SAFETY

Admission to the show, entry to classes and all trade exhibitors are expected to comply with the Organisers Health and Safety Policy Statement, a copy of which will be made available on request. All persons entering the showground are expected to comply with the current requirements of the Health and Safety Executive

14. No claim will be entertained from anything that may happen to exhibitors or their property, servants, livestock in connection with or arising out of this show. It will be deemed a condition of entry that each exhibitor shall agree to indemnify the Organisers against any legal action arising out of such incident. Exhibitors should carry Public Liability Insurance.

14a) All exhibitors must ensure that hazards identified with their stand are identified and controlled. Any specific requirements must be communicated to the organisers before the event. The details of this should be included in a risk assessment for the stand, a copy of which should be available at the Show and provided to the organisers on request.

15. CANCELLATION

Exhibitors wishing to cancel bookings may do so up to 26th April 2019 whereupon the site rent will be refunded less an administrative charge of £12.00. No refunds will be given for cancellation received after 26th April 2019. However, the Organisers reserve the right to re-let this site space.

16. The Berkshire Federation of Young Farmers Club's reserve the right to amend or cancel any part of or all of the show should the circumstances arise. The Organisers cannot be held liable for any losses or expenses incurred.

BOOKING FORM 2019

APPLICATION FOR TRADE SPACE ON THE SHOWGROUND OR STAND SPACE OUTSIDE THE CRAFT MARQUEE

To be returned to: Mrs Camilla West, 56 Harwood Rise, Woolton Hill, Newbury, Berkshire RG20 9XZ
Or via email: berkscountryfayre@gmail.com
By the 26th April 2019

SITE SPACE: 9m depth

Frontage booked in multiples of 3m @ £48.00/3mm £.....

ADMISSION TICKETS: 2 x Free tickets

Additional tickets @ £6.00 each £.....

CAR PASSES: 1 x Free Car Pass

1 Additional pass @ £6.00 (entrance valid until 9am) £.....

TOTAL £.....

Please complete the following in **BLOCK CAPITALS**

Name of Exhibitor:.....

Address:.....

.....Post Code.....

Contact: Tel No:

Email Address:

Description of exhibit/display:

.....

DECLARATION this must be complete by all

I/We* have read the regulations and undertake to abide by them

I/We* enclose my/our remittance of £.....

Date: Signed:

Cheques should be made payable to: **BERKSHIRE COUNTRY FAYRE**

NO BOOKINGS WILL BE ACCEPTED WITHOUT REMITTANCE

Payment may be made by BACS: Berkshire Country Fayre Barclays Bank

Acc. 504 75645 Sort Code 20-01-09

BOOKING FORM 2019

APPLICATION FOR STAND SPACE IN THE CRAFT MARQUEE

To be returned to: Mrs Camilla West, 56 Harwood Rise, Woolton Hill, Newbury, Berkshire, RG20 9XZ
Or via email: berkscountryfayre@gmail.com
By the 26th April 2019

SITE SPACE: All stands are 2.4m deep		
Frontage booked in multiples of 3m @ £48.00 (no tables included)	£.....
Entrance plots will be charged @ £65	£.....
Trestle Tables @ £8.50/trestle	£.....
CHAIRS: @ £5.50 each	£.....
ADMISSION TICKETS: 2 x Free Tickets		
Additional tickets @ £6.00 each	£.....
CAR PASSES: 1 x Free Car Pass		
1 Additional pass @ £6.00 (entrance valid until 9am)		£.....
	TOTAL	£.....

Please complete the following in **BLOCK CAPITALS**

Name of Exhibitor:.....

Address:

..... Post Code.....

Contact: Tel No:

Email Address:

Description of exhibit/display

.....

A working demonstration will be taking place Yes*/No*

A limited amount of extra space will be made available for working demonstrations at no charge, however if space is requested but not used for demonstration purposes it will be charged for pro rata.

DECLARATION this must be complete by all

I/We* have read the regulations and undertake to abide by them

I/We* enclose my/our remittance of £.....

Date: Signed:

Cheques should be made payable to: **BERKSHIRE COUNTRY FAYRE**

NO BOOKINGS WILL BE ACCEPTED WITHOUT REMITTANCE

Payment may be made by BAC's Berkshire Country Fayre Barclays Bank

Acc. 504 75645 Sort Code 20-01-09

BOOKING FORM 2019

APPLICATION FOR STAND SPACE IN THE FOOD MARQUEE

To be returned to: Mrs Camilla West, 56 Harwood Rise, Woolton Hill, Newbury, Berkshire, RG20 9XZ
Or via email: berkscountryfayre@gmail.com
By the 26th April 2019

SITE SPACE: All stands 2.4m deep		
Frontage booked in multiples of 3m @ £48.00 (no table included)	£.....
Entrance plots will be charged @ £65	£.....
Trestles Tables @ £8.50/trestle	£.....
CHAIRS: @ £5.50 each	£.....
ADMISSION TICKETS: 2 x Free Tickets		
Additional tickets @ £6.00 each	£.....
CAR PASSES: 1 x Free Car Pass		
1 Additional pass @ £6.00 (entrance valid until 9am)	£.....
	TOTAL	£.....

Please complete the following in **BLOCK CAPITALS**

Name of Exhibitor:.....

Address:

.....Post Code.....

Contact: Tel No:

Email Address:

Description of exhibit/display

.....

DECLARATION this must be complete by all

I/We* have read the regulations and undertake to abide by them

I/We* enclose my/our remittance of £.....

Signed.....

Date.....

Cheques should be made payable to: **BERKSHIRE COUNTRY FAYRE**

NO BOOKINGS WILL BE ACCEPTED WITHOUT REMITTANCE

Payment may be made by BAC's Berkshire Country Fayre Barclays Bank

Acc. 504 75645 Sort Code 20-01-09

BOOKING FORM 2019

APPLICATION FOR ADVERTISING IN THE SHOW PROGRAMME

*To be returned to: Mrs Camilla West, 56 Harwood Rise, Woolton Hill, Newbury, Berkshire, RG20 9XZ
Or via email: berkscountryfayre@gmail.com
By the 26th April 2019*

I/We would like to purchase advertising space in the 2019 Show programme as follows:

Full Page	(8" x 51/2")	@ £95.00	£.....
Half Page	(4" x 51/2")	@ £65.00	£.....

Please enclose artwork of proof quality to ensure good quality reproduction of your advert – if possible in Microsoft Word or Jpeg format.

Please complete the following in **BLOCK CAPITALS**

Name of Exhibitor:.....

Address:

.....Post Code.....

Contact: Tel No:

Email Address:

Cheques should be made payable to: **BERKSHIRE COUNTRY FAYRE**
NO BOOKINGS WILL BE ACCEPTED WITHOUT REMITTANCE
Payment may be made by BAC's Berkshire Country Fayre Barclays Bank
Acc. 504 75645 Sort Code 20-01-09

BOOKING FORM 2019

APPLICATION FOR BANNER/P.A. ADVERTISING ON SHOW DAY

*To be returned to: Mrs Camilla West, 56 Harwood Rise, Woolton Hill, Newbury, Berkshire, RG20 9XZ
or via email: berkscountryfayre@gmail.com
By the 26th April 2019*

I/We wish to display my/our banner*/have an address over the P.A. on the Show Day @ £35.00 each per banner which will include P.A. advertising on the day.

Name of Advertiser:

I/We* enclose £