



# BERKSHIRE YOUNG FARMERS

Registered Charity 300104

## Berkshire YFC Country Fayre Sunday 7<sup>th</sup> May 2023 @ Newbury Showground Booking Form for Tradestand, Craft Marquee & Food Fayre

The organisation for the 2023 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 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. We have regularly seen over 5000 members of the public attend the Country Fayre over the last few year.

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. All trade stand space is 9m deep.

### Craft Marquee & Food Marquee

Covered space is available in the Craft Marquee and Food Marquee where appropriate. All stand space is 2.5m deep.

**EARLY BIRD DISCOUNT – Pitches are £50 if booked and paid for before the 31<sup>st</sup> December 2022. After this date the price will increase to £55**

ALL APPLICATION FORMS AND REMITTANCES MUST BE SENT TO THE SHOW SECRETARY NO LATER THAN 1<sup>st</sup> April 2023 BY EMAIL – [berkscountryfayre@gmail.com](mailto:berkscountryfayre@gmail.com) OR POST TO MRS C WEST, 56 HARWOOD RISE, WOOLTON HILL, NEWBURY, BERKSHIRE, RG20 9XZ (TEL: 07747754978).

Company Name	
Contact Name	
Address	
Telephone Number	
E-mail	

Please provide a description of the products and services that take place on your stand

Please tick box if your stand will include any of the following;			
Generators	<input type="checkbox"/>	Electricity Equipment	<input type="checkbox"/>
Vehicles on Display	<input type="checkbox"/>	Machinery on Display	<input type="checkbox"/>
Refreshment for Public	<input type="checkbox"/>	Hot Equipment	<input type="checkbox"/>
Please send me information on the benefits of being a Sponsor			<input type="checkbox"/>
Please contact me regarding advertising in the Show Program			<input type="checkbox"/>

**Tradestand booking:**

All frontage must be booked in multiples of 3m @ £50.00/3m Amount of frontage of trade space in meters required	m
Fee included at £50.00 per 3m pitch	£

**All stands have a depth of 9m and DO NOT include tentage.**

**Craft Fayre booking:**

All frontage must be booked in multiples of 3m @ £50.00/3m Amount of frontage of trade space in meters required	m
Fee included at £50.00 per 3m pitch	£

**All stands have a depth of 2.5m and will be inside a marquee**

**Food Fayre booking:**

All frontage must be booked in multiples of 3m @ £50.00/3m Amount of frontage of trade space in meters required	m
Fee included at £50.00 per 3m pitch	£

**All stands have a depth of 2.5m and will be inside a marquee**

**All Tradestands, Craft stalls & Food Fayre stalls will receive 2 entrance passes and 1 vehicle pass per application**

Please write the amount of extra entrance passes you wish to purchase in the box (£6.00 each)	
Please write the number of extra vehicles passes you wish to purchase in the box (£6.00 each)	
Extra tables are available at £8.50 each. If you would like to hire a table please could you quote the number of tables in the box	

Please write the amount in total of the cheque you enclose.	£
Or Payment by BACS: Berkshire Country Fayre Barclays Bank Acc. 504 75645 Sort Code 20-01-09	£

**Please Note;**

- Enclose a S.A.E if you require a receipt.
- **All Application forms to be returned no later than the 1<sup>st</sup> April 2023**
- I have read and comply with your terms and conditions attached with this form
- I have all the relevant, requested documents which cover my activities, a copy of which is enclosed.
- I enclose a copy of my public liability insurance certificate, risk assessment and (if appropriate) my employees liability insurance certificate.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Completed forms to be returned to: Milly West, via email [berkscountryfayre@gmail.com](mailto:berkscountryfayre@gmail.com) or in the post to 56 Harwood Rise, Woolton Hill, Newbury, Berkshire, RG20 9XZ

## **REGULATIONS FOR BERKSHIRE YFC COUNTRY FAYRE 2023**

### **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 covered under the Newbury & District Agricultural Society's Public Licence to sell alcohol and are not required to obtain their own licence from West Berkshire County Council Licensing requirements. Please can you let the Show Secretary know if you will be selling Alcohol from your pitch.

### **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 2.5m. 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 6<sup>th</sup> May 2023 between 10.00am and 4.00pm or on the morning of the show and must be finished by 8.45am on that morning (7<sup>th</sup> May 2023). 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 7<sup>th</sup> May 2023 and must be completed on the same day. If you require longer please notify the Show Secretary.

### **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 - 5.00pm

### **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.

### **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 7<sup>th</sup> April 2023 whereupon the site rent will be refunded less an administrative charge of £12.00. No refunds will be given for cancellation received after 8<sup>th</sup> April 2023. 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.