

Office Use Only

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The **Rutland County Show**
Sunday June 2nd 2019



Bar Tender Application Form

Business Name	
Name of Licensee	
Address	
Contact name	Tel:
Website	
email	

TENDER BID (£) excluding VAT, electricity & camping (see T&Cs)

Larder Area Bar Positioned in central trade location, in local food area	Food Court Bar Positioned next to Rutland Ring inside a marquee	Main Ring Bar Premier Bar. Positioned next to Main Ring	Specialist Bar Positioned around the Show
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Payment in full balance inc. extras due by 1 APRIL 2019

PAYMENT INFORMATION

- Cheques payable to: RUTLAND AGRICULTURAL SOCIETY
- BACS: HSBC

Sort Code 40-28-20 **Account No.** 03806847 **Reference:** Your Company Name

Description of your stand

Size of pitch required including space for draw bar and supporting vehicles. Only vehicles that contain stock are allowed on your pitch. Cars and other vehicles must be parked in the trade stand or free public car park-see terms and conditions.

Are you providing any shelter, seating or tables for visitors. If so, approximately how many and how much space you require?

CLOSING DATE FOR APPLICATIONS 1st MARCH 2019

With this form please attach the following:

Photo of unit

Product & Price List
for Show Day

**I UNDERSTAND
I NEED A TEN
LICENCE TO TRADE
AT THE SHOW**

Risk Assessment
& Fire Equipment

Public Liability
Insurance Certificate

Proposed set up
day/s. Please tick

Thurs 30th May
12-5pm

Fri 31st May
8am-5pm

Sat 1st June
6am-6pm

Sun 2nd June
6am-7.30am

Extras, please state quantity required

Electricity (up to 16 amp) suitable for kettles, tills, fridges etc.... £60 (+VAT) = £72

£

Electricity (up to 32 amp) suitable for larger catering equipmen £83.33 (+VAT) = £100

£

Electricity - above 32 amp.....

Please get in touch with the office

Discounted Additional Staff Tickets. £6.66 (+ VAT) = £8.00 each
Up to 5 per stand booking

No.

£

Camping overnight (includes sleeping in your vehicle/stand)

For security, a wristband **must be purchased in advance** for everyone staying on site overnight regardless of whether you make use of our facilities or not. Camping is only available on your stand if you have booked sufficient space to accommodate this, otherwise you must camp in the trade stand car-park (or members' car park if arriving after 8pm) A shower block is available for use (closed from 7am to 6pm on show day). Arrival for camping on site is before 8pm on Saturday 1st June and departure is by 10am on Monday 3rd June.

Camping Saturday 1st June.....

£5 inc. VAT pppn

No.

£

Camping Sunday 2nd June.....

£5 inc VAT pppn

No.

£

A £10 pppn fee will be charged and collected by Security on the day if you do not have a wristband

Please return your completed form to:

**The Show Office
The Rutland Showground
Showground Way
Oakham
Rutland LE15 7TW**

showteam@rutlandshowground.com

Telephone 01572 757110

Registered Charity No. 241028 VAT No. 155 9614 83

TOTALS

TENDER BID

£

Electricity

£

Tickets

£

Camping

£

GRAND TOTAL inc. VAT

£

I have read and agree to the Terms & Conditions included in this pack

Signed

Date

Bar Tender Application Form Terms & Conditions



- Applications close 1st March 2019. Hygiene certificates, risk assessments and a copy of your public liability insurance must be sent with the application form. Once a tender has been agreed the full balance is to be paid by 1st April 2019
- Applicants should be aware that the Society reserves the right to refuse any application, without giving any reason and reserves the right to determine the area and position of sites. Whilst we endeavour to meet all reasonable requests by the trader with regard to position, the Society reserve the right to reposition tradestands at any time before or during the show.
- Any exhibitor handling food items must be registered with their local authority for Food & Hygiene regulations and these regulations must be complied with.
- All bars must work under The Licencing Act 2003 and uphold the relevant restrictions.
- The Rutland County Show operate a maximum selling price policy that our caterers must abide by.
- Traders are responsible for ALL litter in the vicinity of their stand. All trade waste must be removed by the trader before and after the show and under no circumstances must it be put in bins provided for show visitors. A charge of £100 will be invoiced directly to the stand holders if the Society has to remove any trade waste after show breakdown.
- Traders should be aware that, whilst the showground generally has good network coverage, 3G/4G is not guaranteed on site and therefore we recommend that you check coverage beforehand. Wi-Fi is not currently available on site.
- All vehicles must be either incorporated within the area of your trade stand or parked in the trade stand carpark before 8am on show day. Entrance to the trade stands will be closed at 7am prompt. Please allow time to enter the showground. The entrance is shared by public/livestock so do allow time for queuing from 6am. After 7am you will be required to park in the public car park.
- Stands must remain open until 5.30pm. No vehicles will be allowed to access the showground before 5.30pm to commence clearing stand.
- All vehicles must display their trade stand pass with contact details on. Any trade stand vehicle not parked in the appropriate place after 8.00am will be removed.
- No trader shall sub-let or re-let any of the space allotted to them.
- The Show Organisers reserve the right to decline any trader it views to be selling items they deem to be unacceptable or offensive and will request any such items be removed from sale.
- The show will be open from 8.30am to 5.30pm. You may set your stands up from Saturday 8.30 am to 8pm or Sunday from 5am until 7.30am. Admittance to the site outside these times will be refused.
- Exhibition space will be clearly marked out on the ground. Your stand MUST fit into the area you have booked and marked out by us, including any vehicle guy-ropes and trailer draw-bars. Exhibitors must not arrange goods or signs that create an obstruction to other exhibitors or the free flow of visitors.
- Any space allotted which is not occupied by 8am on show day shall be considered not required and the Society has the right to re-allocate the space.
- Traders' staff MUST park in the public car park if they require to exit the ground before 5.30pm
- A professional approach regarding product pricing, presentation and selling manner is required from all Exhibitors.

HEALTH & SAFETY

- Any exhibitor behaving in a threatening or intimidating manner towards showground staff, other traders or the general public will be asked to leave site and not allowed to trade with the Rutland County Show in the future.
- Electricity MUST be pre-booked at an extra cost. Silent running generators only are permitted for catering and Larder exhibitors.
- Equipment brought to the site by an Exhibitor is the sole responsibility of the Exhibitor and must meet all current regulations including PAT tested electrical goods. Non-compliance will provoke possible exclusion from the site.
- Trade stands, where the public can walk within the trade stand, must be kept tidy and safe and the operators must obey any advice given by the show organisers and their associates.
- All vehicles must be driven in an appropriate manner around the show ground. If a trade stand vehicle is parked on the showground there must be a member of that staff available at all times, who is capable of driving that vehicle responsibly, in case of evacuation.
- Trade stand holders, contractors working or delivering on site for a trade stand must not obstruct entrances, exits, roads with unattended vehicles.
- There will be continuous night security patrols during the Show weekend. It is the responsibility of exhibitors, or their agents, to safeguard their property. The Society does not accept any responsibility whatsoever for any losses.
- The show organisers accept no responsibility for any damage to vehicles by the actions of others.
- Vehicle movement restrictions do not apply to emergency vehicles or vehicles displaying official badges.

CANCELLATIONS

- If an exhibitor withdraws from the show or cancels the space booked, all fees paid shall be forfeited whether the site is relet or not.
- The Society will not be held responsible if, for any reason, the Show in any particular year or years is cancelled, or the period of its advertised duration curtailed. In this instance the Society shall retain all fees.
- The Society will not be liable for any loss or damage whether caused by the negligence of the Society, its servants or agents or in any other way whatsoever.