



TRADE APPLICATION FORM
Antrim Show
Saturday 27 July 2024
Shanes Castle Estate, Antrim

Name of business: _____

Contact name: _____

Address: _____

_____ Mobile No: _____

Email: _____

INDOOR CRAFT MARQUEE / HEALTH & WELLBEING MARQUEE *	COST	QUANTITY
Indoor marquee space - Approx. 3m frontage x 3m depth	£50.00	
Do you wish to purchase electricity hook up? YES / NO	£40.00	
Antrim Show will provide 1 x 6ft Trestle Table, trade to provide own seating.		

INDOOR ARTISAN FOOD VILLAGE - FLOORED MARQUEE *	COST	QUANTITY
Includes hot and cold food - Approx. 3m frontage x 3m depth	£50.00	
Do you wish to purchase electricity hook up? YES / NO	£40.00	
Antrim Show will provide 1 x 6ft Trestle Table, trade to provide own seating.		

OUTDOOR TRADE - NON FOOD *	COST	QUANTITY
Outdoor space - Approx. 5m frontage x 5m depth	£80.00	
Additional space can be purchased (see trade space calculation overleaf)		
Do you wish to purchase electricity hook up? YES / NO	£40.00	
Please state total size of exhibit.		

OUTDOOR HOT/COLD FOOD *	COST	QUANTITY
Outdoor space for hot/cold food unit (including tea/coffee vendors)	£200.00	
Do you wish to purchase electricity hook up? YES / NO	£40.00	
Please state total size of exhibit.		

* Please ensure you have read the Trade Space Regulations detailed overleaf and comply with same.

Give brief description of trade stand, products for sale and required size _____

ATTACHMENTS:	
Enclosed copy of Public Liability Insurance indemnifying Antrim Agricultural Society.	✓
Enclosed completed Environmental Health Compliance Form - applicable to all food traders.	
Enclosed copy of current Gas Safe certification (if applicable to your trade stand).	

PAYMENT OPTIONS:	
I enclose a cheque for total cost made payable to "Antrim Agricultural Society".	✓
Antrim Agricultural Society will contact you for payment by credit/debit card on receipt of this Application and associated documents.	

Final cut-off for accepting completed Trade Application Forms with supporting documentation and payment is Friday 19 July 2024 at 5.00pm.

Trade stands can be set up from Thursday 25 July 2024 (midday to 8.00pm), Friday 26 July 2024 (midday to 8.00pm) and from 7.30am to 9.00am on Saturday 27 July 2024. No access is permitted outside of these times.

Signed: _____ Date: _____

I agree to the Trade Space Regulations as detailed overleaf.

Please tick this box if you are happy for Antrim Show to occasionally contact you about Show news and offers.

Antrim Agricultural Society
Secretary: Patricia Pedlow, 35 Beechfield Lodge, Aghalee BT67 0GA
Tel: 07899 746542 **Email:** secretary@antrimshow.com **Web:** www.antrimshow.com

ANTRIM AGRICULTURAL SOCIETY - TRADE SPACE REGULATIONS

- 1 The sale of "fast food" (including burgers, hot dogs, chips etc) is strictly confined to the Official Tendered Mobile Caterers. Hot food exhibitors must not be in direct competition to the Official Tendered Mobile Caterers. Other food stands will be assessed according to criteria set by Antrim Agricultural Society to ensure that a balance is achieved between supply and demand for various items.
- 2 For non-food items, Antrim Agricultural Society does not regulate nor set quotas for trade stands selling products of a similar nature and will operate a "free trade" policy for all who pay fees with application and meet the basic regulations stated in this document.
- 3 No Refund Policy - No fees will be returned to any trade applicant (food or non-food) who withdraws after the 1 July 2024.
- 4 **Trade stands can be set up from Thursday 25 July 2024 (midday to 8.00pm), Friday 26 July 2024 (midday to 8.00pm) and from 7.30am to 9.00am on Saturday 27 July 2024. No access is permitted outside of these times.**
- 5 Exhibitors should familiarise themselves with the Event Management Plan. A copy is available on request.
- 6 All emergency exits and carriageways are to be kept clear at all times.
- 7 Prior to "set-up" of trade space, exhibitors must hold their own insurance and have provided a copy to Antrim Agricultural Society. Antrim Agricultural Society will not be responsible for any loss or damage to property or injury to any person howsoever caused, whether to an Exhibitor, Employee or visitor to the Show.
- 8 It is the responsibility of the Exhibitor to ensure that any subcontractors employed in stand set-up/dismantling hold appropriate insurance cover.
- 9 No digging, drilling, spiking or hammering is permitted in Shanes Castle Estate without approval.
- 10 When the Show stands are complete the Show Health & Safety Officer will be available to advise exhibitors. If you need assistance from the Show Health & Safety Officer on the day of the Show contact the Show Office. Exhibitors must comply with all relevant health and safety standards.
- 11 Traders must ensure that litter/waste is disposed of in the bins provided and leave the site as they found it.
- 12 All vehicles must be removed from the main Show site to designated car parks by 9.00am on Show Day (unless they are part of the exhibition space).
- 13 **Any generators required should be booked in advance. LPG and petrol generators are not permitted on site without prior approval from Antrim Agricultural Society.**
- 14 If your food trade stand uses LPG for cooking, a copy of your current Gas Safe Certification must be provided to Antrim Agricultural Society at time of booking stand.
- 15 Instructions from Antrim Agricultural Society personnel (identified by badges) must be adhered to at all times.
- 16 Sub-letting of space allocated by Antrim Agricultural Society is forbidden.
- 17 Any exhibitor offering for sale objectionable articles such as toy pellet/cap guns, water pistols, stink bombs, silly string etc, or causing a nuisance of any kind will be asked to vacate their space.
- 18 **Trade stands must not be dismantled before 6.30pm and collection vehicles will not be allowed access to the Show Grounds until this time.**
- 19 Exhibitors should note that Antrim Agricultural Society personnel and security staff will be present on site to 6.30pm on Saturday 27 July 2024 and therefore security cannot be guaranteed after this time.
- 20 Antrim Agricultural Society are unable to offer reduced costs to registered Charities.
- 21 **Charities and other businesses attending the Show may only collect for their charity within the boundaries of their allocated trade stand.** This policy excludes Antrim Agricultural Societies nominated "Charity of the Year".
- 22 All hot and cold food trade will be required to demonstrate compliance with Antrim & Newtownabbey Borough Council Environmental Health and submit requested information in advance of the Show (Environmental Health Compliance Form attached).
- 23 If trade is selling teas/coffees, this constitutes Hot Food.
- 24 Examples of traders suitable for the Artisan Food Village include confectionery, bakery, specialty foods, butchers, etc.
- 25 All electrical equipment on site must have a current PAT Test in effect at Show date.
- 26 Once your Application has been confirmed, traders will receive a confirmation letter which will permit the trader and their staff admission into the Show during trade set up times.
- 27 All trade retailing food must hold a current Food Hygiene Rating Scheme rating of 4 or above, from their local Authority.
- 28 Antrim Agricultural Society wish to promote awareness amongst the public of the damage caused by the use of non-recyclable plastics and other materials. In order for us to move towards being a zero-waste event, we strongly encourage all traders to utilize widely available alternatives to single use plastics.
- 29 These Trade Space Regulations are in place for the benefit of all concerned and have been compiled on advice from others and from previous experience. Exhibitors must abide by these regulations. Your signature overleaf indicates that you have read and accepted this agreement.
- 30 Final cut-off for accepting completed Trade Application Forms with supporting documentation and payment is Friday 19 July 2024 at 5.00pm.
- 31 Antrim Agricultural Society reserves the right to refuse applications.

CALCULATING YOUR ADDITIONAL TRADE SPACE REQUIREMENTS AT ANTRIM SHOW

For Indoor Craft Market, Health & Wellbeing Marquee and Artisan Food Village, the size allocated is approx. 3m frontage x 3m depth. If you require a larger space you can double the frontage to 6m by booking multiple adjacent stands. The price will also multiply in accordance with the size of stand required.

For Outdoor Trade - Non Food Space, the cost of your trade space can be calculated by amending the size of your frontage and multiplying up. Example, if you require between 6m and 10m frontage, multiply your space by 2 (£80 x 2 = £160). For larger pitches, contact Show Secretary directly.

Antrim Agricultural Society

Secretary: Patricia Pedlow, 35 Beechfield Lodge, Aghalee BT67 0GA

Tel: 07899 746542 **Email:** secretary@antrimshow.com **Web:** www.antrimshow.com

**Environmental Health Compliance
Antrim Show - Saturday 27 July 2024
(To be completed by Food Traders only)**

Name of Operator of Food Business	
Business Name	
Business Address	
Contact Tel No	
Type of food business eg: hot food prep / confectionery	
Details of District Council that business is Registered with	
Date of last inspection by Environmental Health	
Business set up, eg: - Stall - Van (enter Reg No)	
Current Food Hygiene Rating (must be rated 4 or above)	
If business is doing open food - do they have - hot water (H) - sink (S) - hand drying facilities (D)?	
Signature	
Date	

**Please complete and return along with the Trade Application Form
when applying for Trade Space at Antrim Show.**

This information will be forwarded to Antrim & Newtownabbey Borough Council pre-show.