

CHATSWORTH COUNTRY FAIR 2024

30, 31 August & 1 September • Trade Stand Application Form



Please complete this section clearly and fully

1 COMPANY DETAILS

TRADE STAND Name

COMPANY NAME (if required for invoicing):

Address 1

Address 2

Address 3

Postcode

Tel

Mobile

Email

Website

Contact name

Previous stand no. (if applicable)

We will be using the TRADE STAND name and Web Address in the programme and on our website unless otherwise instructed.

Full details of what you will be selling/exhibiting:

Catalogue entry (max 10 words):

2 OPEN SPACE

The minimum frontage is 3m, thereafter in upward in multiples of 3m. Each space has a depth of **13m** which must **not** be overstepped, so remember to allow for guy ropes, tow hitches etc. to adhere to **Fire Safety Regulations**, it is essential a **1m** gap is maintained between your marquee and any caravan or vehicle. This will be rigorously enforced during the event.

Open space is available as follows (please tick the required size here):

3 6 9 12 15 18 21 24 27 30 33 36 39 (metres)

Cost

£112.00 + VAT per metre if paid in full by 1 February 2024

£134.40 + VAT per metre if paid in full by 1 July 2024

3 FURNITURE

Cost

£15.00 + VAT per table 1 2 3 4 5 6 7 8

£10.00 + VAT per chair 1 2 3 4 5 6 7 8

4 COVERED SHEDDING

A limited amount of shedding (pre-erected frame marquee) is available in 3m sections with 6m depth. A further 7m open space behind is for your vehicle but please note that the overall **13m** depth must **not** be overstepped. To adhere to **Fire Safety Regulations**, it is essential a **1m** gap is maintained between your marquee and any caravan or vehicle. This will be rigorously enforced during the event.

Covered shedding sections are available as follows (please tick the required size here):

1 (3m) 2 (6m) 3 (9m) 4 (12m) 5 (15m)

Cost

£728.00 + VAT per 3m section if paid in full by 1 February 2024

£840.00 + VAT per 3m section if paid in full by 1 July 2024

5 FLOORING FOR COVERED SHEDDING

Cost

£67.20 + VAT per 3m section for matting

£168.00 + VAT per 3m section for wood flooring

6 SPECIAL REQUESTS

7 YOUR VEHICLES etc

Please specify what vehicles/caravans etc will be on your stand space during the Country Fair, especially those vehicles over 7 tonnes:

If you require space in the Trade Stand Overflow Car Park (free of charge) you must book in advance. Please specify here:

8 YOUR STAND

Please tell us exactly what your stand will consist of: marquee size/trailer, layout etc:

If you are employing a marquee contractor, they must be members of MUTA: see www.muta.org.uk/ or ring us for advice. You must give us the name and email address of your contractor:

Company: Contact: Email:

9 PRIZES

Throughout the showground there are various competitions over the three days; our traders have always been generous and we would be grateful if you could donate a prize or voucher for one of them.

We would be willing to give prizes to the value of £

We would like our prizes to be for the following event:

(Family Fun Dog Show, Farriery, Ferrets, Gundog Scurry, Gundog Test, Sheepdog Trials)

10 PASSES

Trade stands will receive **one Trade Stand vehicle** pass and **two three-day tickets per 3m**. Space behind your stand is limited; no extra vehicle passes will be issued as parking in the car parks is free. If you need extra space, please complete Section 7. Extra staff tickets can be purchased online: www.chatsworth.org/countryfair

11 ELECTRICITY

Please order this on the attached order form and note that booking and payment must be made directly with SPC Event Electrics. *See separate electricity application form.*

12 PAYMENT

Item	Requirement	Cost	Sub total	VAT	Total
			£	£	£
Open space	metres	@ £112.00 per m			
Open space	metres	@ £134.40 per m			
Covered shedding	x 3m section	@ £728.00 per 3m			
Covered shedding	x 3m section	@ £840.00 per 3m			
Matting	x 3m section	@ £67.20 per 3m			
Wood flooring	x 3m section	@ £168.00 per 3m			
Tables		@ £15.00 each			
Chairs		@ £10.00 each			
TOTAL					

If not paying in full now, a deposit of £160 (inc VAT) MUST be returned with this form.

Please tick as appropriate:

- The total amount is being paid in full by BACS
 A deposit of £160 is being paid by BACS

If payment is not received by the due date, passes will not be issued and space may be re-allocated. See terms and conditions for cancellation. No guarantee that space is available can be made if your form, with payment in full/ or deposit / is not received by 1 February 2024.

BACS payments should be made to CHEL (Chatsworth House Enterprises Ltd), sort code: 16-12-24, account number: 10855737 **Ref: CCF – your trading name**

14 HEALTH & SAFETY

Please read carefully the Health and Safety sections of the Trade Stand Regulations and ensure the correct documents are returned with your booking form.

Do you intend to sell knives or shotguns? Yes No

(NB It is prohibited to sell ball bearing guns, replica or imitation firearms, swords, martial arts weapons or crossbows)

ADDITIONAL INFORMATION

(please tick ✓ and make sure to attach all information, PDFs, and forms to this document once complete)

Public Liability Insurance? *Mandatory

Name of Insurer :

Policy no. :

Expiry Date

Level of Cover (£2m?) :

Employers Liability Insurance? Yes No

Name of Insurer :

Policy no :

Expiry Date :

Level of Cover (£2m?) :

Bottle Gas User? Yes No

Form to be completed and returned by traders using gas for commercial and domestic activities during the event.

First Safety Checklist? Yes No

Form to be completed and returned by traders in marquees of 12m frontage and above.

Marquee Contractor Sign Off Form? Yes No

Tick to receive this form which must be supplied to your contractor for them to complete and have checked on site during the event build.

Risk Assessment? Yes No

To be supplied.

Electricity required? Yes No

Please complete and return form direct to SPC Event Electric Direct.

TENS- Temporary Event Notice? Yes, I have applied No, I haven't applied

For those wishing to carry out a licensable activity i.e. Selling Alcohol

FHRS Rating? Yes No

All Food Businesses must supply proof of rating.

Local Authority? Yes No

Name:

Contact Information:

WIFI?

No. of devices required:

We are supplying the opportunity to join WIFI for traders to take card payments ONLY. This is provided FOCL ONE PDQ/payment device for a 3m stand, TWO PDQs/payment devices for a 6m stand, THREE PDQs/payment devices for a 9m stand and so on. If you require service for an additional device you must request and pay for this well in advance of the event.

FINALLY - This is a contract, so please return a signed form and not a photocopy, to the address below.

I confirm that we have read and accept the Trade Stand Regulations and have attached the relevant supporting documentation.

Name (please print):

Date:

Signature:

Chatsworth Country Fair, Unit 1, Bayfield Brecks, Walls Lane, Bayfield, Holt, Norfolk, NR25 7DZ

Tel: 01263 713066 • countryfair@chatsworth.org • www.chatsworth.org/countryfair