

**CO. LONDONDERRY AGRICULTURAL SHOW SOCIETY LTD.**

Secretary: Mrs Jen Mark, 97 Carrowclare Road, Limavady, BT49 9EB  
Jen453@btinternet.com Tel: 028777 65123/07739151693

On behalf of the Show Committee, I wish to draw your attention to Limavady Show which is to be held on Saturday 20th July 2019 at Aghanloo, Limavady.

The show will be open from 9.00am with the judging of Livestock, Horse and Pony classes commencing at 10.00am. The parade of prize winners takes place at 2.30pm and the show will close at approximately 5.00pm.

The cost of trade space is **£4.00** per foot frontage up to **20** feet. Any additional space will be charged at a rate of **£2.50** per foot with the minimum **10** foot frontage at **£40.00**. (Please allow for drawbars on trailers as space has to be left to accommodate same).

Indoor trade space will be provided at a cost of **£60.00** per **10** feet frontage X **8** feet depth. 1 Table and chair per stand will be provided by the Society. Electricity can be provided if required.

All Trade Stands will be judged on presentation and content at during show day. Rosettes will be presented for **1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> places**.

Space will not be provided unless appropriate remittance is received by 10th July 2019. Please complete the booking slip and return to me.

**Jen Mark**            jen453@btinternet.com

.....

Name of Firm.....

Name of Contact.....

Address.....

Postcode.....

Contact  
Telephone..... Mobile..... Email.....

Description of Product.....

Trade Space required   Indoor    Outdoor    Electricity Required  Can be provided for a fee of £10.

Feet Frontage..... Total Amount £ .....

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

Enclosed copy of Public Liability Insurance indemnifying Co Londonderry Agricultural Show.	
Enclosed completed Environmental Health Compliance Form - applicable to all food traders.	
Enclosed copy of current Gas Safe certification (if applicable to your trade).	
Enclosed cheque for total cost made payable to "Co Londonderry Agricultural Show Society Ltd".	

## General Rules and Conditions

It is understood that in signing for and purchasing exhibitor space at County Londonderry Agricultural Show, the following rules and conditions will be adhered to.

**Cancellation By Exhibitor:** In the event of a cancellation of a fully accepted booking, every endeavour will be made to re-let the space allocated. If it is possible to do so a refund will be made less a handling fee of £15. In the event we are unable to re-let, then the applicant is liable for payment of the full amount.

**Opening Hours:** All stands must be manned for the duration of the Show (9am until 5pm).

**Set Up:** Set up will be available on Friday 19<sup>th</sup> July for anyone wishing to do so – security will be on-site on Friday night. All exhibits must be fully set up and ready for business and vehicles off-site in the car park by 8.30am on Saturday 20<sup>th</sup> July. Other than emergency vehicles, there will be no vehicles allowed on site during public opening times.

**Breakdown:** Exhibitors will not be allowed to breakdown their stand before closing of the Show at 5pm.

**Position of Stands:** The organisers cannot guarantee an exhibitor a particular stand location within the pavilion and reserve the right to change the size or location of the exhibitor's site or the layout of the marquee if they shall deem it necessary for the good of the event or in fairness to any individual trader for any logistical reason.

**Displays:** All display areas will be clearly marked and displays must be confined to the designated space as marked. Exhibitors must ensure that their stands are presented in a professional manner. The sale of objectionable articles such as toy guns, water pistols, stink bombs etc will not be permitted.

**Catering:** Under no circumstances are exhibitors allowed to cater without prior arrangement as per the booking application. Sampling of products for sale is allowed, but items must be sold and wrapped for consumption off site. Due to space limitations and the fact that the general Show catering is provided by a contractor, the number of on-site consumption stands will be restricted.

**Legal Compliance:** Exhibitors are reminded that it is their responsibility to ensure that they comply with all health and safety, food safety, hygiene, employment, trading standards and any other relevant legislation. It is possible that Environmental Health and Trading Standards Officers will attend the event.

**Accidents:** All accidents to be reported to member of staff at the organiser's desk or exhibition area steward, upon which a member of staff will make a full report and investigate accident area if necessary. During opening hours first aid cover will be present on-site.

**Electricity:** All exhibitors who are using electricity and / or cooking on their stand, whether for sampling or for immediate consumption, must carry a first aid kit and fire extinguisher / fire blanket. Electrical equipment must be PAT tested and certified and conform to the relevant British Safety Standards. The wattage ordered must be adequate to run the equipment to be used.

The Organisers will request the removal of any equipment found to be faulty or overloading the supply. Exhibitors with high electrical consumption requirements may be subject to a surcharge.

**Gas:** No gas canisters are allowed within the marquees unless by prior arrangement with the organisers and on provision of current safety certification for appliances.

**Insurance:** All exhibitors are responsible for the insurance of their own property and goods brought on to the site. They must complete the attached risk assessment and provide copy certificates of public and employer's liability insurance along with their booking application. Each exhibitor is responsible for insuring against any legal liability incurred in respect of injury, loss or damage to property belonging to third parties. In addition they should protect their expenditures against abandonment and cancellation or curtailment of the event.

**Security:** The organisers expressly decline responsibility for any loss or damage, which may befall the person or property of the exhibitors from any cause whatsoever. Exhibitors are warned not to leave their stands unattended at any time during opening hours.

**Consequential Damage:** The organisers cannot accept any responsibility for any damage or claim by exhibitors for injury to property or persons on their stand. Exhibitors are responsible for the safety of their displays and equipment, which must be safeguarded to the satisfaction of the organisers.

**Conduct:** All exhibitors are responsible for the good behaviour of any staff/agents involved in the exhibition. Any person whose behaviour is considered unreasonable by the organisers will be asked to leave.

**Litter:** All litter must be collected and removed from stands after trading and placed in the refuse skips provided, please recycle where appropriate.

**Non-compliance:** Where, in the organisers' opinion, an exhibitor is not compliant with these terms and conditions, the Organisers reserve the right to cancel or suspend the exhibitor's right to trade without refund of any fees paid and without liability for any loss or consequential loss.

**Show cancellation:** The organisers shall not be liable to exhibitors by any reason for any cancellation or part-time opening of the event, either as a whole or in part, or any non-performance of their obligations under this contract or for any amendments or alterations to all or any Rules and Regulations of the event in each case to the extent that such occurrence is due to circumstances not within their control. Exhibitors may wish to take out insurance for losses or wasted expenditure in the event of the event being curtailed, cancelled or abandoned.

**Environmental Health Compliance  
Co Londonderry Agricultural Show - Saturday 20 July 2019**

Name of food business operator	
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  
for Co Londonderry Agricultural Show to:  
Jen Mark, 97 Carrowclare Road, Myroe, Limavady, BT49 9EB.**

**This information will be forwarded to Causeway Coast & Glens Borough Council  
pre-show.**