

# TRADESTAND



To register for a stand please complete all questions.

Company Name :

Date :

Stand Type :

Food Stall

Outside Stall

Craft Tent

## Company Contact :

Full Name :

E-Mail :

\*Essential as all stand information will be sent via email

Address :

Phone :

Preferred contact :

## Company Information :

Company Name :

Website :

Social Media :

## Payment and Booking form:

Please send completed form and cheques (made payable to Machen Agricultural Show) to:  
Mr Keith Harding, Machen Show 2025, 16 Cwrt Y Babell, Cwmfelinfach, Newport, NP11 7NR  
Or email machentradestands@gmail.com

## Questions :

- |   |                          |     |                          |    |
|---|--------------------------|-----|--------------------------|----|
| 1. I have read and understood the terms and conditions of booking attached  | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 2. I have enclosed proof of public liability insurance.   | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 3. I have enclosed a copy of any safety certificates (Generator/Gas Safe etc)   | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 4. I have enclosed proof of Food Hygiene Certificate (if applicable)  | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 5. I understand data on this form will be kept in accordance to GDPR and our privacy policy, available on the Machen Show website | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 6. I have enclosed a completed Risk Assessment Form   | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

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Stand Type	Min. Frontage	Rate per foot	Frontage Required	Total Cost
Trade Stand	10 Feet	£10	Ft	£
Trade Stand - Alcohol	10 Feet	£10	Ft	£
Extra frontage over 10 feet		£11	Ft	£

Stand Type	Min. Frontage	Rate per table	Table Required	Total Cost
Indoor Craft	1 table (2meters)	£55		£
Charity Stand	3 meters	£30	3 meters	£30

Please make sure that you are allowing for a vehicle(s) or a caravan on site to state the number of vehicles as a pass will be required for each one. NO vehicle will be allowed on the site without a Pass.

(Please remember to allow for any Tow Bars & frames on Trailers when calculating frontage)

**Please note allowances CANNOT be made on the day for additional space**

All stands have a two person limit included in the pitch fee. If you wish to purchase additional passes, please state how many below.

Additional Guest Passes Required	Rate per pass
	£10
Total cost of stand and additional passes	£ <input type="text"/>

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1. Product description - Please provide a description of products to be sold (menu, website, social media etc. Please be as specific as possible to avoid duplication.

2. Food applications only – Please provide your food hygiene rating and certificate and details of approving authority. (3 star food hygiene rating minimum)

3. If your stall products mean you have any special requirements we need to consider in the planning please let us know here :

4. If you have any special requirements or disabilities as a stallholder that we need to consider when planning for the show please let us know here:

If your application is successful, the Website/Social media link you provide will be shared on our website and social media – if you do not provide a Website/Social Media link we will simply include your name.

Please note we will take into account location requests but cannot guarantee any positions.

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**We strongly advise all applications are submitted by 15th June 2025.**

Stall applications will be reviewed during the year on a first come first served basis and applicants will receive confirmation by 15th June 2025. Once your application is successful, a 20% deposit will be required to confirm your place.

## **Machen Agricultural Show Terms and Conditions of Booking**

Please be aware that Wi-Fi connection is not available on site. GPRS/4G/3G options may be available, but cannot be guaranteed.

Stallholders may express a choice on stalls but we reserve the right to allocate stalls on a product mix basis to ensure an optimum shopping experience for visitors.

Please note that by booking your stall you are accepting the space provided to you on the day and we cannot guarantee any specific locations, but will of course bear any special requirements in mind in the planning process. If you have a disability or mobility challenges please include this on your application form.

## **Payment Methods**

Payments are to be made either via cheque or BACS. Details on how to pay will be given on successful application

## **Stall Facilities**

For craft stands ONE table will be provided in the stall fee, we will not be able to provide additional tables. If you need two tables then you need to book a double stall (space permitting).

ONE chair will be provided in the stall fee.

## **Electricity**

Due to local restrictions, Machen Show is unable to provide electrical power. Outdoor traders are to provide their own electricity and generators are permitted providing they are in date for testing.

For any trader requiring the use of LPG within their unit, a current in date Gas Safe certificate will be required. Please provide a copy when returning your application.

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## Unloading Arrangements

The Machen show ground is open for traders from 12pm until 7 pm on Friday 4th July 2025 for those wishing to set up early. Security will be provided overnight on the show ground.

The show ground will be open from 6 am on Saturday 5th July for traders wishing to set up on the day. It is advisable to arrive early for set up as the show ground will be congested and all traders must be ready to trade by 09:00 Hrs.

Security will be provided on Saturday 5th July for those wishing to break down on Sunday 6th. ALL units are to be off site by 11 am on the 6th July. Any units still on site after this time will be charged a storage fee.

## Trading Times

By accepting to have a stall at the show you are undertaking to ensure your stall is ready to trade by 08:30 Hrs on each day and to maintain trading until 17:00 Hrs on the day, unless specifically requested by the Duty Officer.

Stallholders may not pack up early and no vehicles will be allowed back on site for packing up until 17:00 Hrs or when the Duty Officer indicates it is clear to do so. Failure to respect this instruction may affect future applications to the show.

## Restrictions

There are several limitations that must be adhered to when setting up or decorating stalls, which are as follows:

- The distribution of leaflets and any advertising material outside the confines of the allocated stand area is forbidden. If seen, this will be deemed as a second pitch and a £50 fee will be payable.
- Tombola, raffles and the sale of and distribution of balloons or any offensive and dangerous toys (eg BB guns, catapults etc) are strictly prohibited.
- The public walkway must be kept clear at all times and any obstructions will be removed. No display rails, advertising boards, tables, chairs or any other obstruction are allowed outside the perimeter of your marked area.
- All waste must be removed by stallholders and cannot be left on site. The Machen Show kindly asks all traders to remove their refuse at the end of the show. As a small organisation we cannot absorb the cost charged to us by the council for additional refuse collection
- It is the stallholder's responsibility to obtain the required licenses/certificates for selling alcohol or food products.

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## **Insurance and risk**

Stallholders are expected to produce a risk assessment for their stall to ensure they have considered risks to themselves, other stallholders, Machen Show staff, volunteers and visitors. No format is prescribed for this risk assessment but the Machen Show staff reserve the right to request a copy of the risk assessment and to refuse a stall if one has not been prepared.

## **Parking Arrangement**

All stallholders parking will be on the overflow parking field or as directed by the car park team. Stallholders will need to park tightly to ensure that all vehicles can be accommodated. Please let parking staff know if you are likely to need to move your vehicle before the end of the days trading so that it can be parked appropriately.

Whilst the Machen Show staff will work hard to make the event a success it reserves the right to make any amendments to the organisational plans for the event based on circumstances that prevail.

## **Stall Approvals**

In order to maintain a high quality event all stallholders are asked to request samples or digital links to samples of their produce so that they can be assessed prior to accepting the stall booking. Examples of suitable samples would be:

- Links to websites, social media sights or photo sharing sites
- Photographs of produce
- Letters of commendation or awards received

## **Application Arrangements**

All stall applications are considered by a committee to ensure the right quality and mix of stalls attend the event, whilst applications are open to all, acceptance of stalls is at the discretion of the committee.

A Confirmation email will be sent during the year, if you have NOT received confirmation by 15th June 2025 please email: [machentradestands@gmail.com](mailto:machentradestands@gmail.com). Please ensure that this email is added to your contacts otherwise it may fall into your "spam" folder of your email account.

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## Data Protection Act 2018

The data collected on this form will only be used for the purpose of Stall Administration at The Machen Show and will not be disclosed to any external sources without your express written consent. Both electronic and paper records will be deleted/shredded after 3 years.

Name

Signature

Date