



BORDER UNION

SHOW

29 & 30 JULY 2022

FOOD HALL STAND APPLICATION & BOOKING FORM 2022

Company Name	
Contact Name	
Address	
Postcode	
Email	
Phone No	
Website	
Description of Exhibit (max 50 words)	

Size	Cost	Total
2.5m x 2.5m	x £187.50 + VAT	
Extras		
Electrical Equipment		
Electrical Socket	£60 + VAT	
Refrigerated Van Parking	£80 + VAT	
	SUB TOTAL	
	VAT	
	TOTAL	

Tabletop Required:

Chairs Required:

-
- We intend to offer alcohol on our stand and agree to comply with the Licensing (Scotland) Act 2005 and apply for the required occasional license.

PAYMENT

Payment of _____ will be made by:

- BACS** (Bank of Scotland Sort Code 80-16-57 Account Number 00115245. Please add trading name as the reference.)
 Cheque enclosed (Cheques made payable to BUAS)

I have read and understood the attached Trade Stand Regulations and agree to abide by them.

Signature of Authorised Official: _____ Date: _____

Return Address: Border Union Agricultural Society, Springwood Park, Kelso, TD5 8LS
Email: info@borderunion.co.uk Tel. (01573) 224188 VAT Registration No. 268-6607-20

FOOD HALL STAND PRICE GUIDE 2022

The Stands Units are created using traditional Farmers Market Stands and are 2.5 metres x 2.5 metres. All stands have a tabletop for displaying your produce. However, this can be removed for fridges etc. Please indicate on booking form if you require your tabletop. The hall has a polished concrete/wood floor combination that is wipe clean. If required, 2 x chairs can be provided per space.

Stand Frontage	2.5m x 2.5m
Tickets Allocated	2
Car Pass Allocated	1
Furniture Allocated if required	1 tabletop & 2 chairs
Cost	£187.50 + VAT

Due to the pressure put on the Hall's power supply during the Show, the following guidelines must be followed:

- Each stand is allowed a maximum of 4 amps of power. This should cover (for example) lighting, a refrigerator and a till. If you are in doubt, please check with the office. If you require more than the 4 amps please state on the Booking Form. There will be an additional charge for extra power - advise on application.
- Anyone using over 4 amps without booking will be charged accordingly.
- Please be wary of appliances such as ovens / coffee machines with high wattage.
- Please state on booking form what electrical equipment you will be using.
- The use of kettles on stands is STRICTLY FORBIDDEN.
- All electrical requirements that you have stated on your booking form must be PAT tested and may be assessed by the BUAS at any time throughout the show.

OUTDOOR ELECTRICAL SUPPLY FOR VANS / LORRIES

If you wish to park your van near to the Hall and require an electrical hook - up, there will be a charge of £40.00 per day. These Electrical points are limited and must be booked in advance. You will need to supply your own extension cables.

CONSUMPTION OF FOOD AND DRINK

- FOOD – Exhibitors may sell food products for immediate consumption but must comply with the Food Safety (Scotland) Regulations 2006 and the Health and Safety at Work Act 1974.
- When offering any food, the Exhibitor has full responsibility for complying with the requirements of the Scottish Borders Council in respect of all food offered for sale or otherwise provided at their stand.
- It is expected that the Local Authority Food Health and Safety Department Officials will be inspecting stands within the Food Fair during the 2022 Show.
- Apart from food purchased for immediate consumption, only wrapped foodstuffs may be sold from Food Fair Trade Stands.
- ALCOHOL - BUAS are working closely with Police Scotland and the licencing authority to encourage the safe and responsible consumption of alcohol.
- Companies selling alcohol must obtain a licence from the Scottish Borders Licensing Board.
- No alcohol is to be served before 10.00am on both days as per your Licence.

All applicants must be registered as a food business with the Local Authority in whose area they are based. A copy of your food registration must accompany your application.

PASSES

Please see notes on 'Access to the Showground during the Show' within the Trade Stand Regulations.

CLOSING DATE FOR APPLICATIONS:

Friday 1st April 2022

Regular Exhibitors must reply by the above closing date and abide by the Terms of Payment to guarantee their position, should they wish the same site. The Society will adhere to requests, if possible, but the final decision will be made by the Society.

Terms of Payment: Total remittance must be made by the specified date, as a final confirmation of booking. Otherwise, the Society have the right to cancel the reservation and re-let the Stand space.

PAYMENT DATE:

On or before 1st April – 30 days

After 1st April – On application

Public Liability: Each Company or person booking a site must be covered by Public Liability Insurance. Proof of cover MUST be available for inspection at the Show **and** sent to the office in advance with the form/ paperwork.

Risk Assessment: A duly completed Risk Assessment and Fire Risk Assessment must be submitted with all applications.

Any questions or queries regarding exhibiting at the Border Union Show please contact:

Email: info@borderunion.co.uk

Tel: 01573 224188.