



BORDER UNION

RAM SALES

KELSO

FRIDAY 13TH SEPTEMBER 2024

TRADE STAND APPLICATION FORM

Company Name			
Contact Name			
Address			
			Postcode
Telephone			Mobile Number
Email			
Website			
Description of Exhibit (max 50 Words)			

SITE REQUIREMENTS

Frontage (metres)

Depth (standard 10m)

Total Area (sq. metres)

Net Cost

POWER POINTS REQUIRED:

(Please refer to the Price Guide)

Amount liable to VAT at current standard rate

Add VAT @ 20.0%

TOTAL REMITTANCE DUE £

BACS details, Bank of Scotland Sort Code 80-16-57 Account Number 00115245. Please add your trading name as the reference.

- Cheque enclosed (Cheques made payable to BUAS)
 Paying via BACS

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

Signature of Authorised Official:..... Date:.....

PAYMENT DUE ON APPLICATION

info@borderunion.co.uk Border Union Agricultural Society, Springwood Park, Kelso, TD5 8LS
Tel. (01573) 224188 Fax. (01573) 226778 VAT Registration No. 268-6607-20



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Open Sites: Located on grassed areas with no basic services.

Minimum Frontage: 4 metres. **Standard Depth:** 10 metres.

Charges:	4m = £250	10m = £350	20m = £500
	6m = £290	12m = £380	
	8m = £325	15m = £425	

VAT at the current rate will be added to the above charges.

Power Points: Electricity may be supplied to a limited number of sites in selected areas.
New stands are advised to check availability of electricity before booking Stand space.

Charges: £130.00 per double 13 amp socket plus VAT.
 £150.00 per 16 amp socket plus VAT.
 £170.00 per 32 amp socket plus VAT.

The use of silent running generators within the Showground is allowed. The use of any other generator is strictly prohibited.

Public Liability: Each Company or person booking Stand space must be covered by Public Liability Insurance. Proof of cover **MUST** be available for inspection at the Ram Sales.

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: On Application

Allocation of Stands: Sites will be available as shown below. Stand numbers, site plans, admission tickets, etc. will be issued approximately 2 weeks before the Sale.

Sites available from Tuesday 10 th September
Exhibits MUST be in place by 9.00 am on Friday 13 th September
No Stand to be removed before the end of the Sale.

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



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- 1. No applications will be processed without a returned booking form and completed Risk & Fire Assessment Form.**
- The Society reserve the right to reject any application for space and to return the fees or otherwise deal with the application as they consider advisable.
- Border Union Society accept no responsibility for any conflict of interest between trade stands and / or the duplication of a similar type of stand.
- 4. Return of payments in the event of cancellation of stand by the exhibitor:**
Due to the late confirmation of this event, we shall not accept any cancellation for or refund payments to trade stand holders after the space has been booked and full payment made (excepting if such event is cancelled by Government demand on the advice of the NHS).
- No Exhibitor will be permitted to arrange a stand or place signs in such a manner as to obstruct or inconveniently affect the display of any other Exhibitor. **Signs and guy ropes must not be allowed to project beyond the space allocated. Specially allow for tow bars. SPACE RESERVED MUST ALLOW FOR THIS.** Infringements of this regulation will be dealt with by the Stewards, who are empowered to remove the cause of the offence or to have the stand rearranged at the expense of the Exhibitor.
- Trade Stand holders will be issued Red Hanging Passes based on their stand size. All vehicles without a Red Pass **MUST** use the Main Car Park, which is very close by.
- Red Hanging Passes permit access to Trade Stand sites for Service Vehicles until 9.00 a.m. on Friday 9th September. After this time vehicles with Red Vehicle Passes must be parked in the Red Trade Stand Car Park. Vehicles may be left on the Stand providing they are strictly within the Stand boundaries and are **NOT** moved until the end of the Sale.
- Exhibitors are responsible for ensuring that their personnel are issued with hanging passes before coming to the Sale.
- 9. Trade Stand Holders can access their Stand space from Tuesday 10th September after midday.** All Trade Stand Holders will be allowed access on Friday 13th September from 5.00pm until 8.00pm. The Showground will also be open from 8.00am until 6.00pm on Saturday 14th September.
- 10. a:** On arrival to the site, before you start to build or place anything on your stand, please inspect your stand space for any safety hazards and report any issues or concerns to the BUAS Office. If necessary, you should review and amend your Risk Assessment to include any additional hazards found or further control measures required.
b: Once you start building your stand, acceptance of the site conditions will become your responsibility. You should regularly inspect your stand conditions throughout your tenancy and inform the Help Desk immediately of any defects.
- 11. Clearing vehicles will not be admitted to the Showground before 5.00pm on Friday 13th September.**
- 12. All property, stock, machinery and implements of Exhibitors remain entirely at their risk whilst in the Showground.**
- The Society will not be responsible for any accident that may occur from implements, machinery or any other articles belonging to any Exhibitor, and it is a condition of entry that each Exhibitor shall hold the Society blameless for and indemnity it against any legal proceedings arising from any accident.

14. Exhibitors must notify the Society before the show if they wish to demonstrate and / or operate machinery. Exhibitors must provide the Society with a written risk assessment. The provision of such an assessment shall not imply any endorsement by the Society and the Society reserve the right to refuse permission to demonstrate and / or operate machinery.
15. All Trade Exhibitors at the Ram Sales must be covered by Public Liability Insurance and must complete a Risk Assessment for their Stand of which copies must be available for inspection on request.
16. By law all enclosed public spaces must be kept smoke free.
17. Trade Exhibitors must have / provide fire and safety provisions for their Stand and must have completed a fire risk assessment. A copy must be available for inspection if required.
18. Exhibitors may organise for the grass on their Stand to be cut. The Exhibitor is entirely responsible for the organisation and the payment for such a service.
19. It is the responsibility of all Exhibitors to comply with all relevant Trading Standards and Environmental Health legislation in respect of their Stands, Exhibits and Merchandise.

20. a: **FOOD** - If you intend to do your own catering, advice should be obtained from the Local Authority Environmental Health Department. Contact: Mark Eccles, Food Safety Officer.

Tel: 01835 824000 (Ext: 5390) Email: mark.eccles@scotborders.gcsx.gov.uk

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.

Only wrapped foodstuffs may be sold from outdoor Trade Stands. No normal market sized food or beverage packaged goods are permitted as giveaways from Trade Stands. Only sample sizes may be provided.

b: **ALCOHOL** - BUAS are working closely with Police Scotland and the Licencing Authority to encourage the safe and responsible consumption of alcohol. Trade Exhibitors may not sell alcoholic drinks for immediate consumption or on an off sales basis from outdoor Trade Stands.

Trade Exhibitors may provide alcohol **within the boundaries of your Trade or Hospitality space** free of charge providing they ensure compliance with the Licensing (Scotland) Act 2005.

Glass containers are discouraged and if used must not be removed from your stand space. It would be best if you can transfer alcohol from glass containers into plastic glassware.

Alcohol consumption should be monitored and controlled by Stand staff. Anyone who is deemed to be close to or has already had too much to drink should be refused any further alcohol.

No alcohol is to be served before 11.00am or after 5.00pm on Friday 9th September.

Queries regarding the above, please contact:

Alan Niven, Licensing Unit, SBC Headquarters, Newtown St. Boswells, Melrose TD6 0SA.

Tel: 01835 825031. Email: aniven@scotborders.gov.uk

21. **Exhibitors will be responsible for the removal of all refuse from their site.**