



BORDER UNION

SHOW

26 & 27 JULY 2019

OUTSIDE TRADE STAND PRICE GUIDE

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

Minimum Frontage: 4 metres.

Standard Depth: 10 metres. (Other depths may be available – please contact the office)

Charges: Sites with frontages of 20 metres and above or a total area exceeding 199 sq.m. will be charged at **£2.15 per sq. m.** plus VAT at the current rate (20%).

Sites under 20 metres frontage will be charged according to metres frontage using the following scale:

4m = £225	8m = £285	12m = £339	16m = £387
5m = £240	9m = £300	13m = £351	17m = £399
6m = £255	10m = £315	14m = £363	18m = £411
7m = £270	11m = £327	15m = £375	19m = £423

VAT at the current rate of 20% will be added to the above charges.

Positional Surcharge:

These sites sometimes become available and preference is given to long term Exhibitors.

Stands located in advantageous positions will be required to pay a surcharge. Regular Exhibitors will be aware of their liability in this connection. In any discussion as to what constitutes an advantageous position, the decision of the Society shall be final.

Charge: £15.00 per metre frontage + VAT

Power Points:

Electricity is available to a limited number of Open Sites in selected areas.

Stands are advised to check availability before booking.

Charges Outside: £100.00 per double 13amp socket + VAT

£120.00 per 16amp socket + VAT

£140.00 per 32amp Socket + VAT

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

Registered Charities: A discount of 20 % is allowable for Registered Charities. It is essential to **include proof of charitable status** and the charity number on any booking form. **As far as the Society is concerned a Charity is a "life saving" organisation for humans and animals as opposed to "educational type" Charities.** No charity or similar organisation is permitted to operate from the stand of another exhibitor. **Collections, appeals and competitions must only be made within the limits of the Exhibitor's own stand.**

THE BORDER UNION RESERVES THE RIGHT TO PLACE A LIMIT ON THE NUMBER OF STANDS LET TO CHARITIES.

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.**

Allocation of Sites: Site numbers, site plans, admission tickets, etc. will be issued approximately 2 weeks prior to the Show.

Sites available from 1pm Tuesday 23rd July.

Exhibits **MUST** be in place by 9.00 am on Friday 26th July.

No Stand to be removed before 5.30 p.m. on Saturday 27th July.

Important Notice: Sites not occupied by 9.00 am on Friday 26th July will be classified as vacant and the Society maintains the right to re-let them. **Sites must be used for both days. Failure to do so will mean automatic exclusion the following year.**

Schedule of Admission Passes and Windscreen Labels

Free Issue

Site Area (Square metres)	Admission Passes		Vehicle Passes	
	Friday	Saturday	Friday	Saturday
40 sq. m – 99 sq. m	2	2	1	1
100 sq. m - 199 sq. m	4	4	1	1
200 sq. m – 299 sq. m	9	9	2	2
300 sq. m – 399 sq. m	10	10	2	2
400 sq. m Plus	11	11	3	3

Additional Windscreen Passes are NOT available for the Trade Stand Car Parks due to space restrictions.

* Please see notes on 'Access to the Showground during the Show' on the Booking Form for a parking alternative.

Additional Admission Passes are available at fully discounted rates up to Friday 12th July, thereafter extra tickets must be bought from our website:

Discount Rates (Single Admit Inclusive of VAT)

Friday: £ 8.00. (Standard Price £11.00)

Saturday: £12.00. (Standard Price £16.00)

Payment for all extra tickets must be made prior to the Show.

CLOSING DATE FOR APPLICATIONS: MONDAY 1ST JULY

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: 2 WEEKS AFTER INVOICE DATE



TRADE STAND REGULATIONS

- 1. The Border Union Show is a 2-day Show and attendance is Compulsory for both days.**
- 2. 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.**
- 3. BUAS 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**
 - Notice given in writing before 20th April: 90% of any payment made. (10% for admin costs)**
 - Notice given in writing before 31st May: 50% of any payment made.**
 - Notice given in writing on the 31st May - 25th June: 25% of any payment made.**
 - Notice given in writing after 26th June: No refund of any payment made.**
- 5. 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, guy ropes and flooring 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.
- 6. On both Show Days access to the Showground will be restricted to vehicles displaying valid windscreen labels only.** All other vehicles will be directed to the Public Car Park. Windscreen labels do not entitle vehicles to unrestricted movement within or beyond the Showground whilst the Show is open to the public.
- 7. While in the Showground, all Exhibitors' vehicles must be parked in the Trade Exhibitors Car Park or within the boundaries of their site.** Stewards within the Showground are empowered to authorise the removal of indiscriminately parked vehicles where their presence is likely to hinder the free movement of priority and Emergency Services or otherwise cause public nuisance.
- 8. Exhibitors are responsible for ensuring that their personnel are issued with their passes before coming to the show. All personnel arriving without passes will be charged on the gate and no refunds will be made.**
- 9. a:** Please note that Marquee contractors will be allowed access to the Showground to erect Marquees from Monday 22nd July in non-electric areas and Tuesday 23rd from midday in electric areas. On Monday 22nd, Tuesday 23rd & Wednesday 24th the Showground will be open from 8.00am until 6.00pm. On Thursday 25th the Showground will be open from 8.00am until 9.00pm. **Hired Marquees must be in place by 9.00pm on Thursday 25th July.**
 - b: Trade Stand Holders can access their Stand space from Tuesday 23rd July after midday.**
 - c: Marquee Contractors will not be permitted access on Friday 26th July, (except emergency access).**
 - d: All Trade Stand Holders and Marquee Contractors will be allowed access to remove Marquees on Saturday 27th July from 6.00pm until 9.00pm. The Showground will also be open from 9.00am until 6.00pm on Sunday 28th July. On Monday 29th and Tuesday 30th July, the Showground will be open from 9.00am until 5.00pm.**
 - d: All marquees must be removed by 5.00pm Tuesday 30th July.**

- 10. Marquee Construction Sign off:** it is recommended that once the structure has been assembled the contractor provides you with a sign off sheet confirming that the structure is fit for purpose and has been built to the correct standards and finishing requirements.
- 11. 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 Show 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 Show Office immediately of any defects.
- 12.** Trade Stands will be entitled to 1 car pass for the Orange gate on both Friday and Saturday which will allow access for 1 vehicle after 3.00pm ONLY, into the Old Car Park / horse box parking area to begin a queueing system, which will let you into the Main Showground when the gates open at 5.30pm. However, this pass must be applied for in advance – vehicles turning up without a pass will be turned away.
- 13. All property, stock, machinery and implements of Exhibitors remain entirely at their risk whilst in the Showground.**
- 14.** 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.
- 15.** 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.
- 16.** All Trade Exhibitors at the Border Union must be covered by Public Liability Insurance, and must complete a Risk Assessment for their Stand. Copies must be submitted with the application and available for inspection on request.
- 17.** By law all enclosed public spaces (this includes marquees) must be kept smoke free.
- 18.** Trade Exhibitors must have / provide fire and safety provisions for their Stand and must have completed a fire risk assessment. A copy must be submitted with the application and available for inspection if required. No LPG bottles allowed inside marquees.
- 19.** 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.
- 20.** 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.
- 21. a: FOOD** - Hospitality services are welcomed within exhibition stands at the Show provided they comply with all the appropriate Local Authority standards and all other food safety management legislation.
- Hospitality catering at the Show can range from teas, coffees and packaged snacks, to the use of an outside caterer. However, you should bear in mind that any Trade Stand Exhibitor offering food on their Stand is subject to all the same food safety legislation that would apply to any food business. An example of this could be a BBQ held back of house for prospective customers. General advice and information on training can be found on the Food Standards Scotland web-site.
- <http://www.foodstandards.gov.scot/food-safety-standards/food-safety-hygiene>.
- If you intend to do your own catering, advice should be obtained from the Local Authority Environmental Health Department.
- Contact: Jane Humphreys, Food Safety Officer.
Tel: 01835 824000 (Ext : 5720) Email: jane.humphreys@scotborders.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.

It is expected that the Local Authority Food Health and Safety Department officials will be inspecting a sample of trade exhibitor hospitality facilities during the 2019 Show.

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 consumptions 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 6.00pm on Friday 26th & Saturday 27th July.

If anyone has any queries regarding the above, please contact:

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

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

22. All amusement and novelty stands must supply a copy of their Public Liability Insurance certificate at the time of booking.

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

Marquee Hire Contacts

Please make arrangements for Marquee hire with the supplier direct.

James Fletcher Marquees
(Official Border Union Marquee Supplier)
Tel: 01388 527658

Cheviot Rentals
Tel: 01890 751161

Olympus Marquees Ltd
Tel: 01289 307264

Best Intent
Tel: 0800 44 88 949

Trade Stand holders are welcome to use Marquee Hire contractors other than those listed above.