

**EXCLUDING FAST FOOD/ALCOHOL & BEVERAGE TRADERS**



# Outside Trade Stand Booking Form September 5th and 6th 2026

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## **PLEASE NOTE TRADERS MUST ATTEND BOTH DAYS**

Charges this year are based on £4.20 per square metre,  
**a minimum charge of £180 applies.**

These charges cover **both days.**

**This application should be submitted AS EARLY AS POSSIBLE  
and preferably before 1st JUNE to avoid disappointment.**

**A surcharge of £50 will apply to all applications received after June 30th**

## Trade Stand Guidance Notes

- Trade-stands are allowed access to the Show Ground from Thursday midday prior to the Show.
- **We require all large rigs to be on the Show Ground by Friday evening, other stands must arrive no later than 7.00 am Saturday.**
- As the space for Trade Stands is limited, in a situation where there may be more than 3 traders proposing to sell the same commodity the Organisers reserve the right at their absolute discretion to limit Stand numbers to 3, in the interests of fairness and variety. Should your application be unsuccessful, a refund will be made as soon as possible.
- Should traders wish to advertise in the Show Catalogue please include proof advertisement (pdf copies sent to [info@wolsinghamshow.co.uk](mailto:info@wolsinghamshow.co.uk)), relevant fees & completed application form.
- **Please Note:** cancellations received after **1st August** will not be refunded.
- Trade Stand access passes must be displayed on vehicles and personnel passes/admission tickets be available for inspection at the entrance or a charge may be made without reimbursement.
- Litter: Please ensure your trade stand and frontage is kept litter free, cleared each evening and when you leave.
- Traders are not permitted to run any LOTTERY, or games of chance eg Darts, Pick a Straw etc. on the showfield, Charities must consult the Organisers if they have any queries.
- A limited electricity supply may be available, subject to specific requirements this will be at a charge of £15 per day.

**CONFECTIONERY, ICE CREAM AND MINERAL  
WATERS ARE LET AS SOLE RIGHTS CONCESSIONS  
AND MUST NOT BE SOLD WITHOUT EXPRESS PRIOR  
CONSENT OF THE MAIN EVENT CATERER.**

**ALL TRADE STANDS TO BE REMOVED BY MONDAY  
AFTER SHOW, FAILURE TO DO SO WILL INCUR A  
PENALTY OF £50 PER DAY THEREAFTER.**

### **WIFI - PLEASE NOTE:**

**Whilst we have a dedicated traders WIFI connection we can not guarantee it will work 100% of the time due to our rural setting and volume of users. We are always trying to improve the set up but would suggest you make provision for cash sales and advise customers through your social media/advertising to bring cash too.**

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## Application Details & Fees

**All stands must be set up by 8am Saturday. We require larger trade stands to be set up by Friday. For greater security and to prevent delays entering the showground, please ensure that your vehicle pass is clearly displayed. All vehicles entering the show field must display a vehicle pass.**

The allocation of sites will be at the absolute discretion of the Organisers, and whilst all reasonable efforts will be made to meet exhibitor's particular preference, it is not always possible to allocate the exact space applied for in all cases. It has been the Organisers policy to offer exhibitors who have previously supported the Show the same approximate site as that occupied in the previous year, where practicable. Full payment should be made by BACS or cheque.

Please note that submission of an application does not guarantee a space.

We offer a grass cutting service at £10 per stand, this will be done before set up and give you a much tidier looking area. Please see booking form if required.

A limited electricity supply may be available, subject to specific requirements, this will be at a charge of £15 per day where we are able to make such a supply.

**The chart below indicates the number of entry tickets & car passes allocated by stand size. Any extra staff members must have a ticket before being allowed into the Show. These can be purchased at a discounted rate of £7 each. Please indicate on the booking form how many you require, a maximum of 4 per booking is permitted.**

Stand Frontage (metres)	3m	4m	5m	6m	7m	8m	9m	10m	11m	12m	13m	14m	15m	16+m
Tickets allocated (per day)	2	2	2	2	3	3	4	4	4	5	5	5	5	6
Vehicle Passes	1	1	1	1	2	2	2	2	2	3	3	3	3	4

All Charities must apply for a Trade Stand in the usual manner and may request a discount that may be given at the Organisers absolute discretion. Discounts are only offered to a limited number of charities each year, the Organisers select Charities on individual merit, choosing different ones each year to enable as many worthy causes as possible to benefit from this discount. If you wish to be considered for a Charity discount please enclose a letter stating the method of fundraising or promotion and including the registered Charity number with your booking form.

Application for space must be made on the official forms which must be completed and signed by the exhibitor or his authorised agent and forwarded to the Trade Stand Team.



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## **Trade/Exhibitor Risk Assessment**

To assist us in providing a safe event we require all Traders to complete a risk assessment and submit this with their application form. This is to show that you have considered any likely hazards in relation to your trade stand or exhibit and that you have put controls in place to prevent illness, injury or harm. Using the form provided please identify any likely hazards that could affect those setting up/manning/breaking down your Trade Stand/exhibit also give consideration to members of the public visiting during the course of the show. We have included some basic guidance below but you can access more information and find examples of completed risk assessments at:

**<http://www.hse.gov.uk/risk/assessment.htm>**

Please copy the risk assessment form if more space is required.

Please record on the risk assessment on the next page how you intend to control the risks from fire and all other hazards associated with your occupation of the stand. Note: fire controls for stands should be the same as for any retail outlet. You must consider who may be placed at risk during each stage of attendance on site, e.g. pre show, show day and post event activities, including contractors and members of the public and describe the steps you propose to take to minimise those risks. Whilst it is important that all significant hazards and risks are identified, keep the assessment simple – complication creates confusion. Feel free to copy the assessment page if more space is needed. Alternatively, you may send a copy of any similar format, provided you are satisfied as to its appropriateness to your stand at this event. It is unlikely that the activities associated with a stand will not have some risk attached. Therefore statements such as “NO RISK” will need to be qualified. **Please return the completed Risk Assessment with your Application, failure to do so may delay acceptance of your Application.**

A copy of your risk assessment should also be kept on your trade stand and be available for inspection at all times.

**A COPY OF YOUR PUBLIC LIABILITY INSURANCE VALID AT THE TIME OF THE SHOW  
MUST ALSO BE DISPLAYED ON YOUR STAND AND MADE AVAILABLE IF  
REQUESTED BY THE ORGANISERS.**

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## Risk Assessment Form

Please complete in BLOCK CAPITALS (Please photocopy more sheets if you need to)

Stand Name: ..... Name of Responsible Person: .....

Address: .....  
.....  
.....

Name of Assessor (Printed): .....

Signature of Assessor: .....

Date of Assessment: .....

Products to be Exhibited: .....

Hazard (anything that could cause harm)	Who might be harmed and how?	What are you already doing?	What further action is needed?	Who is responsible for implementing further actions?

**You can use your own Risk Assessment form if necessary/prefered.**

**DECLARATION:** I have completed the Trade Stand Risk Assessment and understand the requirement for ensuring that the necessary controls for eliminating or minimising risk are put in place. I have completed all pages of this form and apply for the trade space shown on page five; I agree on behalf of myself/named business to comply with the Terms and Conditions of Wolsingham and Wear Valley Agricultural Society which I have read and understood.

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Company: ..... Tel No: .....

Address: ..... E.mail: .....

.....  I have read and agree to Wolsingham and Wear Valley Agricultural Society's Terms and Conditions

Area Required: Length Frontage. "A" ..... metres. Min Depth "B" 7 ..... metres

Charge for Stand "A" x "B" x £4.20 = ..... Min. Charge £180

Grass Cutting Service £10 YES  Your pitch will be mowed before set up Electricity Supply if Possible £30 YES

Additional Staff Tickets ( See info sheet for ticket allocations by stand size)

- Max 4 @ £7 - Quantity  Total £ .....

Members Badges (for members parking/bar - Not available for purchase on Show weekend )

- Max 4 @ £7 - Quantity  Total £ .....

RETAIL ..... DISPLAY .....

Brief Description (eg. clothes, sweets etc)

Brief Description (eg. marquee, gazebo etc)

I'm paying BACS: **You will be invoiced with BACS details. You will then have 28 days to pay from receipt or your application will be void. Any late entries accepted 28 days before the show must be paid immediately or your application will be void.**

I'm paying by cheque to:  
**Wolsingham and Wear Valley Agricultural Society**

I enclose my remittance of: £ ..... and S.A.E. for return.

Signed: ..... Capitals: .....

This application should be sent to:

Trade Stands Team,  
Wolsingham Show, PO Box 326,  
Bishop Auckland DL14 4JD  
for more info: tradestands@wolsinghamshow.co.uk

**Your application will NOT be accepted without a copy of your Public Liability Insurance Certificate, completed Risk Assessment and Payment.**

**Priority booking for 2026 will be given to those who attended in 2025 when booked before 1st June 2026.**

## FOR OFFICE USE ONLY

TRADE STAND No: ..... LOCATION: .....

RETAIL ..... DISPLAY .....

Brief Description

Brief Description

VEHICLE PASSES / DAY ..... PEOPLE PASSES /DAY ..... CUT GRASS : YES  NO

MEMBERS BADGES / PARKING PASS .....