

Shopping Marquee Booking Form September 5th and 6th 2026



Application Details & Fees

- Set up from 7.30am
 - Trading from 9am - 5pm
 - Entrance fee which includes:
3 metre frontage with 1 x 1.8m table and chairs, vehicle pass, two admission tickets,
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Weekend £84

Trade Stand Guidance Notes

- **Your Vehicle Pass must be clearly displayed in your windscreen on arrival and your tickets available.**
- Traders must keep to the description of goods as stated on the Booking Form otherwise, the Organisers reserve the right to request they leave the Show Ground.
- The Organisers reserve the right to decline Applications at their absolute discretion.
- All goods and equipment are left on Stands entirely at the Trader's risk.
- The Organisers make all reasonable efforts to ensure the safety and security of all persons, stock and equipment while on the Show Ground but do not accept responsibility for any injury, loss or damage suffered in connection with or while visiting the Show.
- No Application Fees will be returned after **1st August 2026.**
- If you can demonstrate your craft on the day it would be appreciated.
- Extra tables are available for a hire charge of **£20.00 (max 1 additional per Stand)**
- No Applications selling fast food or alcohol intended to be consumed on site will be accepted.
- **No tickets will be issued in advance of full payment.**
- For more information please contact:

Mrs B. Pybourne
'Tanners Mill', 10 The Causeway,
Wolsingham, Weardale, Co Durham. DL13 3AZ
email: shoppingmarquee@wolsinghamshow.co.uk

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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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:

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.....

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

Date of Assessment: Signature of Assessor:

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/preferred.

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 four. 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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Name: Tel No:

Address: E.mail:

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.....

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

Type of goods:

Weekend **£84** Extra Table **£20**

**PLEASE NOTE: Payment details for the Shopping Marquee have now changed.
See details below for new BACS and Cheque payment options.**

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:

Mrs B. Pybourn
'Tanners Mill', 10 The Causeway,
Wolsingham, Weardale, Co Durham. DL13 3AZ
email: shoppingmarquee@wolsinghamshow.co.uk

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

DUE TO DEMAND EARLY APPLICATION IS ADVISABLE, CLOSING DATE 10th JUNE.

FOR OFFICE USE ONLY

TRADE STAND No: SITE LOCATION:

RETAIL DISPLAY
Brief Description Brief Description

VEHICLE PASSES / DAY PEOPLE PASSES /DAY