

The North East Dog Festival

Trade Stand Pack 2019

Kirkley Hall, Ponteland, Northumberland Postcode for SatNav; NE20 0AQ

Please find below information you will need for The North East Dog Festival. Please take the time to read through this pack carefully, we recommend printing so you have a copy of procedures on the day.

EXHIBITOR SETUP

Exhibitors will be able to access the site on
Friday 6th September 4pm - 7pm
Saturday 7th September 6.30am – 8.30am

All trade stands **MUST** be setup by 9.00am on Saturday 7th September 2019. A member of staff will be on hand to direct you to the correct area. The show management reserves the right to refuse entry to the showground for any traders that arrive too late to setup.

The show is open to the public from 9.30am on Saturday 7th September and will close at approximately 5.30pm – after Show Champion has been awarded in the main ring. Trade stands must be set up prior to the event opening to the public and must not leave the field before the show closes. The movement of vehicles about the show field must be kept to a minimum. This is a large showground with numerous high occupancy areas. Should you require to move your vehicle you must discuss this with event staff before vehicle is moved.

We ask that exhibitors take their rubbish home with them at the end of the show. Failure to do so may result in declined entry into future events.

There are no electricity points on the field. Any additional items such as generators must be sourced externally. If generators are being used you must clearly state this on your risk assessment and ensure you provide the correct insurance cover and have the adequate safety measures in place.

Exhibitors are asked to ensure they have provided a copy of their up to date public liability insurance, risk assessment and any other relevant licenses before the event. Failure to do so may result in refused entry.

ACCESS

Access to the event will be via the 'equestrian centre' entrance to Kirkley Hall, not the main entrance. All traders are asked to enter past the equestrian centre. We advise you to leave plenty of time to get to the venue to minimise the chance of being held up in event traffic. Access via this entrance will be closed after 9.00am for traders. Any additional cars trying to access after this time will be asked to use the general car park. This year there will be two fields. Please ensure you follow the signage. There are photographs and a map below of the areas at the festival and also entry points.

OUTDOOR TRADERS

Outdoor traders will be able to setup and leave one vehicle (unless otherwise discussed) behind their stand. Please use the temporary roadways provided and do not drive across the centre of the showground. All cars must be removed and parked before the 9.00am deadline. Vehicles will not be allowed to move around the site after 9.00am. Your site will be big enough to accommodate the stand space you have booked. If you have booked a market stall then this will already be setup on arrival.

MARQUEE SETUP

Marquee traders will be directed to the area on the field and asked to park behind and load from the rear entrance. Trader toilets will be available at the back of the marquee.

WRISTBANDS

Your trade stand includes two entry wristbands into the event. Every person on site must wear a wristband. Additional wristbands for traders **will not** be available on the trade gate. You must purchase extra wristbands before the day online and bring your ticket with you. Tickets are £7.50 until the 31st August. Under 16's are free. Wristbands will be given to you on arrival.

ON THE DAY

If you have any problems on the day please make it known to a member of our event team and we will do our best to help. Phone signal is limited at the site and email response will be minimal on the Thursday, Friday and Saturday.

If you are using card machines or machines that require a signal – please be aware that it can drop out on the field area of the site. Kirkley Hall does have cash machines available.

As this is a dog-friendly event we recommend that outdoor traders bring a spare dish and water – this can be a really easy and handy incentive as owners can browse while their dogs refresh.

Food traders; you are welcome to bring some tables and chairs for in-front of your trade stand; these however must not cause an obstruction or impinge on other traders in the area.

The one thing we cannot control is the weather; the site is surrounded by trees but can be open to the elements; we recommend bringing extra ground pegs or sandbags to ensure you are able to secure your gazebo properly.

MARKETING

As part of our continued marketing campaign for the event, social media shout outs have been posted throughout the last few months. We encourage traders to tag us in posts and share via our site. If you are launching a new product or have some exciting news; please feel free to send us the links.

INVOICES

If you are yet to pay for your stand; please do so as soon as possible. Failure to pay and provide the required documents may result in refused entry. Late payment may result in an additional administration fee.

Lastly, we would just like to take this opportunity to thank you for the support and we hope you have an amazing day. The team are continuing to work tirelessly to ensure a healthy footfall and we look forward to seeing you on the day. We would really appreciate you sharing our event page and also ticket link before the day with all of your customers.

Entrance Route - trade will have NO access via the main gates/visitor entrance of Kirkley Hall. Please follow the TRADE signs and enter via the equestrian centre entrance. Please drive slowly and be aware there may be a short wait before getting you in and situated onto the field. Please drive slowly once on the field.











| TERMS AND CONDITIONS |

No tables are provided for traders unless otherwise stated. A receipt will be sent to the stall holder via email to confirm the booking if the application has been successful.

All stalls must be set up by 9.00am on Saturday 7th September and the stalls may not be taken down until after 5.30pm. We reserve the right to refuse trade stand entry if you are not on site before this time.

Naked Flames are not permitted on trade stands at any time. Generators of the silent type may be used, but must cause minimal disruption to other stallholders.

Castle and Country Dog Training Ltd. retains the right to refuse a stall at our discretion.

Traders are responsible for the health and safety relating to the safe operation of their activity, for example, traders must ensure that no items/boxes obstruct walk ways and public standing areas around their trading area, please be aware of hazards relating to slips, trips and falls.

No stand must exceed the space booked and neither it nor vehicles must trespass on adjoining trade stand plots. Exhibitors must book sufficient space to accommodate their exhibits.

There is no security on the site overnight and traders leave goods at their own risk. There is no overnight camping.

Whilst every effort is made not to duplicate goods, we accept no responsibility for similar trade stands at this event.

The North East Dog Festival is organised and operated by Castle and Country Dog Training Ltd. The North East Dog Festival name is copyrighted and therefore must not be used in any other context other than approved advertising for the show; unless prior permission is given.

| CANCELLATION |

If you need to cancel your trade stand space, please notify the Organisers in writing as soon as possible. We reserve the right to re-let any cancelled space. Refunds will apply as follows: • Prior to 30th April 2019 - 90% will be refunded • Between 1st May and 30th June 2019 - 50% will be refunded • From 1st July onwards - no refund will be given.

We will not make any refund of the booking payment except to the extent permitted by law, Castle and Country Dog Training Ltd shall not be liable to you for any indirect or consequential loss, damage or expenses (including loss of profits, business or goodwill) howsoever arising out of any booking cancellation and Castle and Country Dog Training Ltd shall have no liability to pay any money to you by way of compensation. The organisers shall not be liable to any exhibitor in the event of the show being disrupted or cancelled due to bad weather, major accident, civil unrest or any other cause beyond the organisers control and in these instances no refunds will be issued.

| DATA PROTECTION |

Castle and Country Dog Training Ltd will retain all information supplied by applicants solely for administration use by Castle and Country Dog Training Ltd. No details will be passed to any third parties without express permission of the applicant.

| PRIVACY POLICY |

Details provided above will be used for festival booking correspondence. Company details will be published online and in the festival show programme. It is the traders responsibility to ensure the above information is correct. For our full privacy policy; please refer to our website.

www.northeastdogfestival.com