Date as per postmark/Email

Dear Sir/Madam

# 178th CAITHNESS COUNTY SHOW

# FRIDAY 19th AND SATURDAY 20th JULY 2019

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The 178th Caithness County Show which is the North's Premier Agricultural Event, this year being held on Friday 19th and Saturday 20th July at Riverside & Westerseat Grounds, Wick, Caithness, KW1 4DF.

In this connection, I write to ask if you are interested in taking Trade Stand space at this years’ Show.

The preferred way for you to book a space is to complete our on-line form – this can be found on our website –

[www.caithnessshow.co.uk/trade-charity-stands](http://www.caithnessshow.co.uk/trade-charity-stands)

If you are unsuccessful in obtaining a site you will be notified by Friday 21st June. Late applications will be taken if space is available. *It is advised to book early to avoid disappointment.*

OPENING TIMES

The horse judging commences on Friday at 10am and the **SHOW OPENS TO THE PUBLIC AT 4PM** **AND** **ALL TRADE STANDS MUST BE IN PLACE BY 3.30PM AND READY TO OPEN AT 4PM**; otherwise your Stand may be re-let. On Saturday the gates open to the public at 7.30am for the Judging of the livestock.

CHARGES FOR STANDS

Trade Stand

Charge is £60 for up to 6 metres of frontage, and thereafter £5 per metre of frontage

(with a minimum charge of £60 for any Trade Stand) e.g. 10 metres frontage will cost £80.

Registered Charity Trade Stands

The Caithness Agricultural Society has decided that the first 3 metres of frontage is free for Charity Stands and thereafter £5 per metre of frontage. Charities must supply their own equipment and there should only be 1 Charity per stand – no sub letting.

ADMISSION PASSES

Passes will be as follows for all Trade Stands:

**1 ADMISSION PASS FOR EVERY 6 METRES OF FRONTAGE**

Charity Stands:

**1 ADMISSION PASS FOR EVERY 3 METRES OF FRONTAGE**

Once again this year is the option to purchase more people passes up front on your application form for a price of £8 per person.

**SPONSORSHIP/DONATION/ADVERTISING**

If you are interested in becoming a Sponsor for the North's Premier Agricultural Event, please just complete the form below. We are indebted to our current sponsors but always welcome new sponsor support to continue to make the show a success.

For a donation of £200+ we offer in return a free full-page colour advert in our Show Catalogue, banner space within the main ring and a prominent position allocated to you for trade stand.

All sponsors will be included on our new sponsor’s page on our website (either by link and/or advert) whilst we also endeavour to follow and like our sponsors on Facebook and Twitter.

If you would like to advertise in our Show Catalogue prices are as follows:

Quarter page ad - £40 Half page ad - £60 Full page ad - £90

HEALTH & SAFETY

Please see our Trade Stand Safety Policy so you are aware of all our regulations.

Also attached is a Risk Assessment form for completion and to be returned with your application form for a stand.

Every year the problem of litter left on the Show field increases and Trade Stand Holders are asked to clear their Site otherwise the Society may have to add an additional charge.

MARQUEES & TABLES

The Society are hiring our marquees and tables this year from Olympus Marquees Ltd, Telephone No: 01289 307264. They will be willing to assist you with marquee/ tables/seats should you require this.

PAYMENT

Payment for all parts of the application form must be sent in with the completed forms. Cheques should be made payable to **Caithness Agricultural Society**. Or via Bank Transfer: Sort Code 83-27-23 Account Number 00125009 Ref: company name or if different please note on your form when submitting to the Society Office.

If you require any further information, please do not hesitate to contact me.

Yours faithfully

###### Tracy Alexander

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Secretary/Treasurer