

BON ACCORD STEAM ENGINE CLUB



Trade Stand Application

Bon Accord Steam and Vintage Fair at Castle Fraser
Saturday 15th and Sunday 16th June 2024, 09:30am-4.30pm

Trade Stand Applications to be received no later than 31st May 2024

We look forward to seeing you there!

Please complete in BLOCK CAPITALS. Further information on the event can be found on our website at www.bonaccordsteamclub.co.uk

Trade Stand Application Form	
Contact Name	
Company/Trading Name	
Description of Goods	
Address	
Postcode	
E-mail**	
Insurance Company	
Insurance Cover Value (£)	Expiry Date

Please include a copy of your insurance along with your application

Pitch Size	Fee Payable	<input checked="" type="checkbox"/> (tick appropriate box)
Up to 3m x 3m (9m ²)	£70.00	
Up to 6m x 6m (36m ²)	£130.00	
Up to 8m x 8m (64m ²)	£190.00	
Larger Stands	Price on application	
Please indicate if camping space is required beside stand	Yes / No	(delete as appropriate)

Camping facilities available - no charge for stand holders

Nominated caterers hold a sole concession and accordingly no applications can be accepted for the sale of food, ice-creams, or soft drinks for consumption on site.

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Please note: submission of this application and payment does not constitute acceptance of the application – a member of the committee will be in touch to confirm.

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STAND HOLDER REGULATIONS

1. Applications which are not accompanied by the appropriate fee will not be accepted.
2. BASEC reserve the right to refuse any application without giving any explanation and to determine the area and position of sites.
3. Imitation fire arms and projectile weapons e.g. BB guns, are prohibited from sale at this event.
4. "Silly string" and similar products are prohibited from sale at this event.
5. Exhibitors shall not sub-let space.
6. Stands must be open and continuously manned during the hours the fair is open to the public (10.00-16.30).
7. A Risk Assessment form will be sent to you. This should be completed and returned along with a copy of your insurance no later than 31st May 2024. This should then be reviewed when the stand is set up. Any safety equipment required should be provided by the stand holder.
8. All stands must be in place on the events field no later than 9.30am and ready for public arrival at 10am. Stands shall remain on the events field until 4.30pm unless prior permission has been obtained from Event Control.
9. Stand Holders are responsible for the security of their stands and contents during the fair and overnight. The Club cannot be held responsible for any loss or damage however caused.
10. Stand holders are responsible for ensuring that the health and safety of themselves, club officials and members of the public is at no time compromised by their acts or omissions.
11. Stand holders are responsible for the safe erection of their stand and goods on display by 9.30am each day and safe dismantling. Goods displayed must be in accordance with the description on the application form. Stand holders are required to follow any instructions given to them by club officials. The use of loud speaking appliances is prohibited without the written permission of the club.
12. BASEC reserve the right to remove any stand holder making undue noise or behaving in a manner calculated to annoy other stand holders, exhibitors or the public.
13. Stand holders are responsible for leaving their pitch in a tidy condition, all litter should be disposed of in the bins provided or removed from the site. Any infringement of this condition may attract a fine.
14. All stand holders shall agree to indemnify and hold harmless the organisers of the Castle Fraser Steam and Vintage Fair from any claim for loss, damage or injury whatsoever caused by their trade stand, or the staff thereof, whilst taking part in, driving at, or travelling to or from the event and will produce on demand evidence of their third party insurance cover.
15. Late applications - The club reserves the right to impose a surcharge of 50% on trade stand holders who do not apply and pay the appropriate fee 14 days in advance of the event.
16. In the event of the Fair being terminated early for any reason, including inclement weather, there shall be no refund of the fee.
17. Stand holders and staff are to enter the site **only through the exhibitor entrance**, any person entering through the public entrance will be charged the normal entry fee which is non-refundable.
18. In any question regarding the meaning, interpretation or intent of these regulations, the decision of the committee is final.
19. **NOTE: In the interests of safety - Vehicles are to be parked up prior to public entry to the Fair at 10am. Movement of Vehicles is prohibited during the hours the Fair is open to the public. Vehicle movements may only recommence when the Fair closes after 4.30pm on both Saturday and Sunday.**

The Committee of the Bon Accord Steam Engine Club reserves the right to take action against any exhibitor or participant found to be in breach of these rules and regulations.

Declaration

By signing below, I hereby declare that the information provided above is correct and I agree to follow the rules and regulations set out in this form.

Signed Date

BON ACCORD STEAM ENGINE CLUB



Data Protection

The committee of the Bon Accord Steam Engine Club Limited ("BASEC" or the "Club") takes your privacy seriously. BASEC is committed to complying with data protection rules and ensuring data security. This privacy notice explains how and why we collect your personal data, what we do with it, and how to exercise your data rights. Under data protection rules BASEC is a data controller, you can contact BASEC by e-mailing secretary@bonaccordsteamclub.co.uk or writing to Bon Accord Steam Engine Club, at the address below. BASEC collects data from those who exhibit at our events.

Stand Holders

BASEC collects your data via our event entry forms (the data we collect usually includes your name, trading name, postal address and e-mail address). We collect your data to help us run our events. We use your data so that we can send you information about forthcoming and future events run by BASEC. BASEC relies on the "legitimate interests" lawful basis for processing data under data protection rules. BASEC has a legitimate interest in processing your data so that we can continue to run our events for the benefit of exhibitors, club members, and the public at large.

What we do with your data/your rights

We do not share your data with any third parties. We maintain separate databases for each of our events. When you submit an entry form your data will be stored on the relevant event database for a period of seven years. Our databases are used solely for the purpose of running our events, administering the club and communicating with you. If you do not want us to hold your data on our databases please e-mail secretary@bonaccordsteamclub.co.uk or contact our secretary in writing (details above) and we will remove your details from our systems (this will mean that you will not be contacted by BASEC in future). If you wish to be provided with the data which we hold about you on our databases please e-mail secretary@bonaccordsteamclub.co.uk or contact our secretary in writing (details above). If you wish to complain about the processing of your data by BASEC you may contact the Information Commissioner's Office by visiting <https://ico.org.uk/>.

We would like to contact you about future events and by signing this form you are actively agreeing to us doing so. Please tick this box if you do not wish your details to be retained to be contacted about future Bon Accord Steam Engine Club events.

I do not wish my details to be retained for contact about future events.

Please return completed and signed form along with your insurance and payment to:

**BASEC Treasurer
c/o 2 Gean Drive
Blackburn
Aberdeenshire
AB21 0YN**

Please make Cheques payable to Bon Accord Steam Engine Club Ltd

Alternatively, return the completed form and insurance by e-mail and request details for electronic payments by contacting: Treasurer@bonaccordsteamclub.co.uk

**Joining instructions will be sent out to the e-mail address given on the application form, if you do not have access to e-mail, please include a Stamped Addressed Envelope for return of joining instructions.