

Trade Stand Application

Please complete this form if you wish to apply for an exhibition, charity, or trade stand at the Myerscough Open Day and Country Fair 2025, Sunday 8th June.

Please note that this application form is designed to provide us with details of your requirements, and information on what you would like to sell or exhibit. It is not a booking form. We will contact you to confirm whether or not your application has been accepted. If it is accepted you will receive information on how to proceed with your booking.

Application Process:

1. **Apply for Space:** By completing the form below.
2. **Submit Photos:** Include photos of your stand and/or products with the application.
3. **Confirmation:** We will confirm receipt of your application. If you don't get a confirmation, contact us at odcf@myerscough.ac.uk
4. **Application Review:** Applications will be reviewed starting mid-February to the end of March. Applications are welcome until Friday 21st March.
5. **Offer of Space:** Submitting an application doesn't guarantee a space. If successful, you'll receive an offer via email with a deadline to respond. Failing to reply will result in the space being offered to another applicant.

Payment is not required at this stage.

Booking Form:

Contact name _____

Company name _____

Company address _____

Phone number _____

Email address _____

Please select your stand type:

- Exhibition (A stand to promote and exhibit your business but not sell on the day; for example, agricultural machinery, cars, etc.)

Trade (A stand to sell items on the day for customers to take away; for example, craft, food, drink, etc.)

PLEASE NOTE – this is not for food vendors/caterers. Contact odcf@myerscough.ac.uk for an application for this.

Charity (A stand to promote a registered charity). Please provide charity number

Please select stand size (frontage x depth):

4m x 3m (£100)

6m x 3m (£150)

8m x 3m (£180)

Exhibition pitch – bespoke – approximate area required _____

Please indicate an approximate area required. (£6 per square metre)

Myerscough College is a charity and proceeds of this event go towards improving facilities for students.

Special requirements (if any):

Please confirm that you will provide the following information should your application lead to a booking:

Risk assessment

Proof of public liability insurance (minimum £2m)

Food hygiene rating certificate; minimum 4 rating (if applicable)

Please provide photographs of stand and/or products with this application.

Notes regarding trade stands:

The event time is 10am to 4pm.

All stands are to be set up on campus by 9.00am on 8th June and all vehicles, not part of a display, removed and parked in the designated car parks by that time.

The campus will be accessible from 7.30am and will be pedestrianised from 9.00am until the event finishes at 4.00pm. Please note that you will not be permitted to move any vehicles or dismantle stands until after 4.00pm.

You will be required to bring your own cover (gazebo or similar), tables, display stands and furniture. No electricity hook-ups are available.

If you are selling food or drink, remember that you are required by law to provide allergen information on the label of any prepacked item, or in writing or orally by a member of staff for any food or drink sold without packaging or wrapped on site. Where the specific allergen information is not provided upfront, clear signposting to where this information can be obtained must be given.

Please ensure you have read and understood our terms and conditions before applying. You will be required to accept these on booking.