



**TRADE STALLS  
BOOKING FORM  
2025**

Name: \_\_\_\_\_

Trading/Charity Name & No: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Email: \_\_\_\_\_

Tel No: \_\_\_\_\_

I would like to book \_\_\_\_\_ table/tables at the above event. **A single table for the weekend is priced at £50.**

I understand that this is a for a 6' x 2' table and one chair inside the main marquee.

\*I will provide/sell the following service/goods:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please note that if goods/services other than those specified on the booking form are offered this will lead to your booking being terminated without refund. (please see all terms and conditions)

- **I agree to pay a non-refundable deposit of £10 to secure my booking upon confirmation from the organiser. The remaining balance of £40 must be paid by Friday, May 30th, 2025. This price covers both days of the event.**
- I understand the cancellation terms and conditions and, that although overnight security is on site, I remain wholly responsible for any goods or products I leave unattended in the marquee.
- I confirm that I have public liability insurance, risk assessment & food hygiene certification for this activity and will send all relevant documentation to Billingham Town Council by Friday 30th May 2025.
- I agree to indemnify The Billingham Show against all claims arising from taking part in this event.
- I have read, agree and comply with the terms and conditions set out on pages 1,2 & 3 of this booking form.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Payments can be made by BACS or Cash.

Cash payments can be accepted at Billingham Town Council office, located inside Billingham Library & Customer Service Centre, Billingham, TS23 2LN, by prior arrangement. BACS details will be provided on request. Please ring 01642 551171. Please return this form to Billingham Town Council, Billingham Library & Customer Service Centre, Billingham TS23 2LN or by email to [kate.minza@billingham-tc.gov.uk](mailto:kate.minza@billingham-tc.gov.uk)

**\*Please note, once tables have been allocated they can not be changed. If you have any special requests, please state this above, under 'I will provide/sell'.**

# **TERMS & CONDITIONS**

**Vehicle Access:** Vehicle access to John Whitehead Park, is from Finchale Avenue. **Stallholders can access the park by vehicle to drop off from 2pm to 8pm on Friday 5th September 2025 and from 8am till 9am on Saturday 6th & Sunday 7th September 2025.** No vehicle access to the park will be permitted whilst The Billingham Show is open to the public (9am to 6pm Saturday 6th & Sunday 7th September 2025) except in an emergency and with the permission of the event manager. There are no designated parking areas for the show, although there is free parking in the immediate vicinity, both on street and town centre car parks. **Please see map below for access to park.**

**Definitions:** Stallholder refers to any person or trader who has booked and been allocated a pitch within the Main Marquee at The Billingham Show, John Whitehead Park, 6th & 7th September 2025.

**Booking:** By booking and being allocated a table at The Billingham Show 2025 you are automatically agreeing to the following terms and conditions.

**Allocation of table** Tables are booked for Saturday & Sunday. We don't allow one day trading. Any trader on site who has not completed a booking form and submitted all the necessary documentation to the organisers will be asked to leave the site. One table and one chair will be allocated for each pitch. Billingham Town Council are solely responsible for the allocation of pitch sites.

**Payment** The cost to trade at the event is £50 this is for Saturday & Sunday (includes street trading consent fee) and payment must be received before **Friday 30th May 2025**. Your booking will not be confirmed until all necessary documentation (public liability insurance/food hygiene certification & risk assessment) and deposit is received. For more information on Street trading consent: [www.stockton.gov.uk/street-trading-consent](http://www.stockton.gov.uk/street-trading-consent)

**Stallholder Cancellation** If you are unable to attend following payment and intend to cancel, you must give organisers a minimum of 14 days' notice or payment cannot be refunded.

**Event Cancellation** The Billingham Show organisers reserve the right to cancel in the event of a severe weather warning, external threats or on the advice of the Police or Emergency services. If the organisers need to cancel for any reason they will try as much as is reasonably practicable, to provide 48hrs notice and all fees will be refunded. Organisers reserve the right to cancel at any time up to the event opening time should conditions and or circumstances dictate, within or not within the control of the organiser. In the event of an event cancellation, the organisers will refund any pitch fees paid but are not responsible for any loss of stock or earnings.

**Event Priorities** Our priority is to achieve a safe, well balanced, attractive event with good variety. The organisers reserve the right to reject applications if there are too many similar traders already booked. **No applications selling fast food/hot drinks or alcohol to be consumed on site will be accepted. If you have any additional items to sell on your table which are not listed on the booking form, you will be asked to remove them in fairness to other stallholders.** Tables are allocated entirely at the organisers discretion. This is done to maintain high standards, diversity, and quality The Billingham Show offer. Organisers reserve the right to amend event set out should circumstances dictate this.



**Event Times** Event trading times are 10am till 4pm and stallholders must remain with their pitch during these times. Stall holders will not have access to de-rig their pitch until after the event closes or the management team deems it's safe to do so. If you need to leave the site in an emergency, you must contact the organisers who will assist you. Stallholders are forbidden from bringing vehicles onto the site unless they have been specifically instructed to do so and have full co-operation of operational staff.

**Stallholders** All traders must trade from behind their allocated tables. Selling in the aisles and walkways is not allowed and all aisles and walkways must be kept clear and free from any obstructions that may cause trips or falls or interfere with free pedestrian movement. Trading areas must be left clean and tidy with all waste products removed by stallholders in refuse sacks provided by the organisers. The sale or raffle of knives is not permitted, and all knives required for food/cake stalls must be sheathed when not in use. All allergen information must be clearly displayed.

**Insurance/Certification** All stallholders must be in possession of **Public Liability Insurance** of **£5,000,000**. Any stallholders selling food items must be in possession of a up to date **Food Hygiene** certificate. **All documentation showing current compliance should be sent to Billingham Town Council by Friday 30th May 2025. Any documentation that expires prior to the event must be then forwarded before September 1st 2025 to cover the show dates.**

**Parking** Please be considerate of local resident's when parking near the event.

**Smoking** There is strictly **NO SMOKING** or **VAPING** at the stalls or inside the event location. If you wish to smoke, please do it away from the event and ensure that your hands are clean when you return. If you cannot comply with this, we will not be able to offer you a pitch.

**Trading Standards** Produce weighing, labelling and signage must comply with Trading Standards legislation.

**Cleansing** Stallholders are solely responsible for keeping and leaving area within and around their stall clean and tidy. At the end of trading, stallholders must ensure that all stall areas are cleaned, and refuse is bagged up in refuse sacks and removed from the event. Identifiable waste left at site will incur a removal charge to the responsible trader.

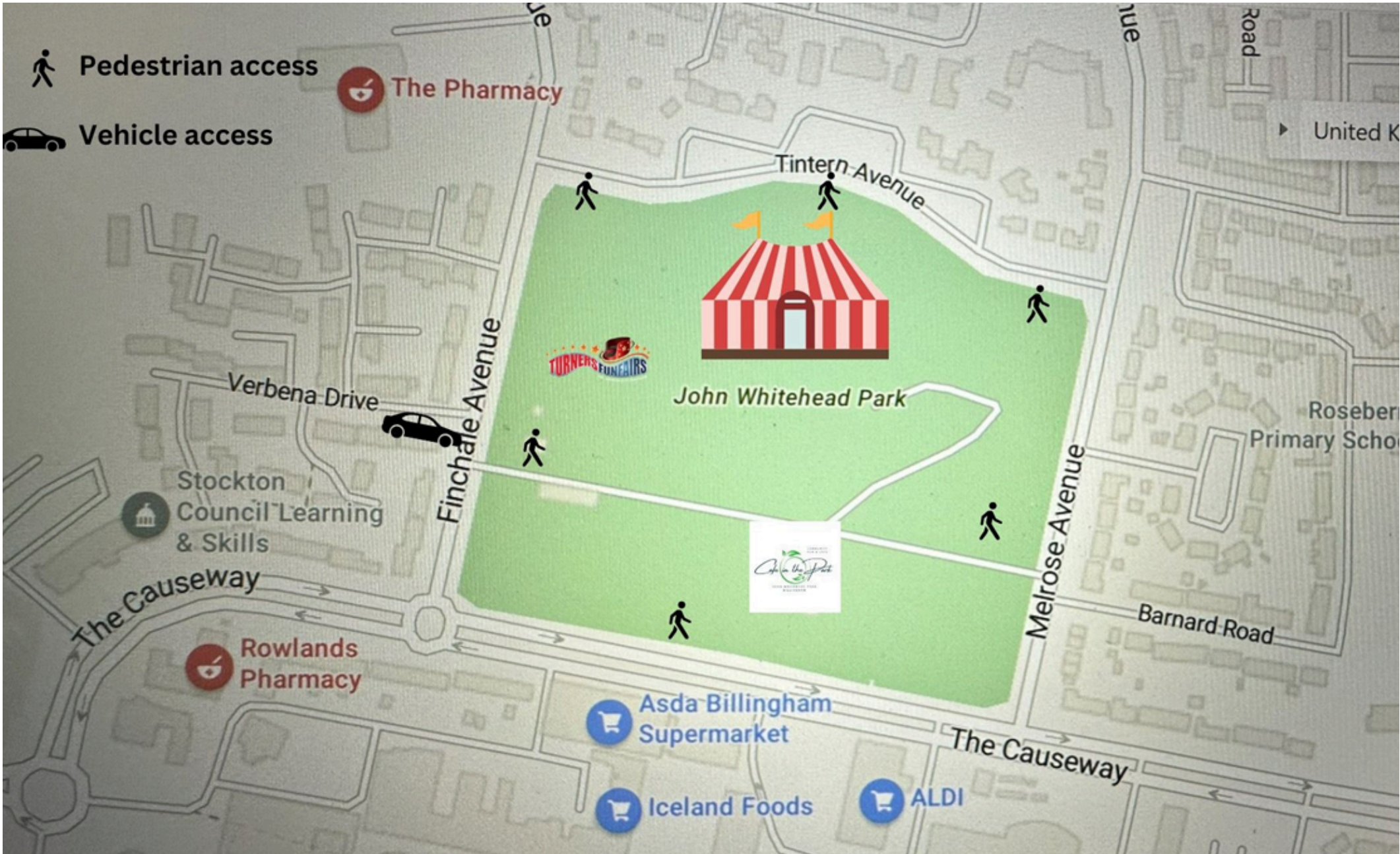
**Conflicts** Any stallholder whose presence at the event creates a disturbance or bad atmosphere will be given a verbal warning, followed by a request to leave the event.

**Pets** Stallholders or people assisting will not be allowed to have any pets/animals at the pitch. Unless permission is given by the organiser.



**Additional** Terms & Conditions are constantly under review and may be amended at any time. New Terms & Conditions will be supplied should any significant changes be made. By accepting these Terms & Conditions you agree to The Billingham Show organisers contacting you.

**Location** John Whitehead Park, Billingham, TS23 2DD.



## ***Stallholder Risk Assessment***

In order to ensure a secure and safe event for all attendees, we require all stallholders to conduct a risk assessment and submit it along with their public liability/food hygiene. This risk assessment should demonstrate that you have carefully evaluated potential hazards associated with your stall, and have implemented appropriate controls to prevent any illness, injury, or harm. Please use the provided form to identify likely hazards that could affect those setting up, manning, or dismantling your stall, and also consider potential risks to members of the public visiting during the event. We have included some basic guidelines below, but you can access more detailed information and examples of completed risk assessments at:

<https://www.hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm>

Please use a blank page if you require more space. Please include your name and contact information.



The Billingham Show  
Risk Assessment



Trading name:

Date of next review:

Assessment carried out by:

Date assessment was carried out:

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks	What further action do you need to take to control the risks	Who needs to carry out the action	When is the action needed by?	Done

You can use your own risk assessment if preferred.

I hereby declare that I have thoroughly completed the exhibitor stand risk assessment and comprehend the necessity of implementing appropriate controls to eliminate or mitigate potential risks. I, on behalf of myself/my business, agree to adhere to the terms and conditions set out by The Billingham Show, which I have read and understood in their entirety.