

APPLICATION FOR TRADE STAND SPACE

Applications close – Friday 22nd May 2026

Please complete all sections fully

Contact name			Business name		
Address			Post code		
Email address			Telephone no		
Website / Facebook page					
Type of stall (insert x as appropriate)	Food Retail (excluding baking & sweets stands) <input type="checkbox"/>	General Retail (inc. baking & sweets) <input type="checkbox"/>	Charity no: _____ <input type="checkbox"/>	Rides/ amusements	<input type="checkbox"/>
Description of stall					
Approx area required in metres (frontage and depth)					
Name of insurer		Public Liability insurance policy number		Policy expiry date	
Privacy declaration: I consent to my personal details being published. (Please insert x) <input type="checkbox"/> Email will be used for direct contact only.					
Checklist of documents to attach with this form (insert x)	Current Public Liability Insurance document <input type="checkbox"/>		Risk assessment (See next page) <input type="checkbox"/>		
	Food hygiene certificate (ALL food retailers including baking and sweets) <input type="checkbox"/>		ADIPS Declaration of Operational Compliance for each piece of equipment (rides/amusements only) <input type="checkbox"/>		
Cost of stand	Food retail – will be agreed with Secretary	General retail (inc. baking & sweets) – £40	Charity – £25	Rides/amusements– will be agreed with Secretary	
Hire of extras if required	Tables @ £6 each. Enter number required, if any- <input type="checkbox"/>		Chairs @ £3 each. Enter number required, if any- <input type="checkbox"/>		

This application will be considered at the next committee meeting after which confirmation will be given if space for a stand has been awarded or not. The Association reserves the right to refuse or amend any application.

- Stallholders will be **outside** and should **supply their own gazebo**. Setup is from 7.30am on the day of the show. Show field opens to the public at 9am and stands should remain in place until 5pm. Vehicles not comprising part of the stand should be removed from the show field by 9am. **SILLY STRING IS STRICTLY PROHIBITED ON THE SHOW FIELD.**
- Payment by BACS is preferred. An invoice will be issued and your stall space will only be fully confirmed once payment is made. Alternatively, by prior arrangement only, pay on show day with cash or cheque. A committee member will collect outstanding fees on the day of the show. Cheques should be made payable to ‘Loudoun & Galston Agricultural Association’.

NEWMILNS SHOW, LOUDOUN CASTLE, GALSTON, KA4 8PE – SATURDAY 6TH JUNE 2026

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- All paperwork should be emailed to newmilnsshow1@outlook.com or posted to Mrs Mary Welsh, Burnhouses Farm, Moscow, Galston, KA4 8PW.

RISK ASSESSMENT

ACTIVITY	HAZARD	LEVEL OF RISK	THOSE AT RISK	CONTROL MEASURES	ACTION LIST
Fire assessment hazard					
Hazardous substances e.g LPG gas					

TRADE STAND HOLDER NAME:

DATE FORM COMPLETED:

TRADE STAND HOLDER SIGNATURE: