



DURHAM REGATTA

Durham Regatta
c/o Durham Amateur Rowing Club
Green Lane
Durham City
DH1 3JU

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Information for Trade Stand Applications

Thank you for your interest in a trade stand at Durham Regatta. The 184th Durham Regatta will take place on Saturday 9 and Sunday 10 June 2018.

Durham Regatta regularly receive a large number of applications for trade stands within the Regatta Enclosure, however due to a limitation on space, we are unable to accommodate all applications.

In order to apply for a trade stand at Durham Regatta, please complete the Trade Stand application form, and return these to the Regatta Secretary, by email or post.

In addition to the Trade Stand application form, you must also provide copies of the following documents:

- Risk Assessment;
- Public Liability Insurance Certificate (minimum cover of £5m, valid for the duration of the event);
- Public Hygiene Certificate (only required if you are selling food);
- Relevant safety certification (e.g PAT certificate, gas safety certificate, ADIPS, etc).

The closing date for receipt of all site applications is **Friday 30 March 2018**, however applications are usually assessed within one month of receipt and we expect to be full in advance of this closing date. You are therefore encouraged to submit your application as soon as possible.

Please note that Durham Regatta provide pitch space only, and are unable to provide access to electricity, gas or water. We are able to arrange cover (e.g. gazebo), however this would incur an extra cost.

Charges

Durham Regatta have reviewed their pricing structure for trade stands, and have simplified this into four categories. All fees are based on a price per square metre and cover both the Saturday and Sunday. No discounts are available for attending one day only.

Category	Price (psqm)	Description
Catering – Band 1	£20.00	Burgers / chips / Mexican / Sandwiches, etc
Catering – Band 2	£12.50	Deserts / Crepes / Donuts / Coffee / Cakes
Non-catering	£10.00	
Community	£5.00	



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Should your application be successful, you will be required to pay a non-refundable deposit of £100 (or 100% of the pitch fee if lower) within **seven days** of confirmation of acceptance. The remainder of the pitch fee will be invoiced in April, with payment due by **Friday 11 May 2018**.

All payments must be made by bank transfer.

Please note that all pitches will be marked out, trade stands that are larger than the space applied for will be moved, with the additional space charged for.

In addition to trade stands, Durham Regatta can also offer sponsorship, and advertising opportunities. A 25% discount on race sponsorship and programme advertising is available to those trading at Durham Regatta. If you would be interested in sponsorship or advertising at Durham Regatta, please tick the relevant box on the application form.

Further information on Durham Regatta can be found on the web site, or by contacting the Secretary.

Chris Merchant
Secretary