



APPLICATION PROCEDURE 2023

- All exhibitors wishing to attend the Show are requested to complete and return the trade stand application form, via the electronic link supplied.
- 2022 exhibitors are offered first refusal of their same stand space for 2023. This is valid until Friday 6th January 2023. Applications to new exhibitors open on 9th January and any space can then be let. All applications received after this date are subject to a 3% cost increase.

How do I work out how much the stand will cost?

We work in 3m frontages, with stands starting at 3m frontage x 9m depth in general trade. Please refer to the trade stand pricing document in the 'download documents' section.

What forms do I need to complete and return?

All exhibitors must upload the following forms with their enquiry;

Completed Risk Assessments

Completed Health and Safety Form

Copy of Public Liability Insurance (Minimum £5m)

If applicable:

Completed Alcohol Sales form

Completed Alcohol Hospitality form

When is payment due?

A 25% deposit is due once the LAS has processed your application to secure your booking with the balance due on or before 17th March. The Society reserves the right to re-let any site which has not been paid for in full by 18th March 2023.

Applications made after 18th March must be paid in full once the LAS have processed your booking.

Do I need to become a member of the LAS?

The cost of a single membership is £70 per year. One of the membership benefits is a £48 (inc VAT) discount on trade stand prices for the Lincolnshire Show.

A single membership includes 1 members badge which gives access to the Show both days and use of the member's facilities, as well as 1 member's guest badge which will allow a guest to gain admittance to the member's lawn and facilities.

Other benefits and other categories of membership are detailed on our website.

Set-up of Marquees, Flag Poles etc.

Please note a permit is required to strike the ground should you wish to erect a marquee or temporary structure, a fence or flag pole etc. as our services are buried underground. Please do not break the ground until a member of our site team has been to scan the area and issued a permit. They can be contacted through one of our trade stewards who will be wearing a blue hi viz jacket during set-up. If you or your contractor strike ground before this and hit a utility you or your contractor will be responsible for any injury or cost incurred. All marquees must be provided by the exhibitor (unless in The Mews, Food Court, Rural Skills, Lincolnshire Lifestyle).

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HEADLINE DATES

Bookings Open	Now	
Balance payments due for Trade Stands	17 th March	
Last date for applications to include Programme entry	5 th May	
Last date for Electricity Applications (direct to TSV Electrical Services Ltd)	12 th May	
Last date for Water Applications (direct to Gelder Ltd)	12 th May	
Last date of grass cutting by the Society (See Page 6)	14 th June	
Site open for arrival of stands/exhibits	15th June	8:30am
Post Hole boring	16 th June	
Fork Lift Truck available daily from	16 th June	8:30am – 4.30pm
Arrival deadline for Heavy Exhibits	18 th June	4:00pm
Arrival deadline for all Temporary/Portable Buildings/Structures	18 th June	4:00pm
Deadline for all Contractor-erected Marquees & furniture	18 th June	6:00pm
<i>If anything is arriving after 18th June, permission is required by the LAS – please contact the team.</i>		
Arrival deadline for all other Machinery Exhibits	19 th June	6:00pm
Arrival deadline for all other Exhibits	20 th June	5:00pm

Show open 21st & 22nd June 08:00 am to 6:00 pm

Breakdown of Stands/Exhibits must not commence until 22nd June 6:00pm

If any exhibitors are found closing their stands prior to this time, they may not be permitted to attend the following year's Lincolnshire Show.

Light vehicles allowed entry onto the Showground via Gate 5	22 nd June	7:00pm
Heavy vehicles allowed entry onto the Showground via Gate 5	22 nd June	9:00pm
Vehicle access (all types) allowed via Gate 1	23 rd June	8.00am
Security stands down	24 th June	midday
All stands/exhibits must be cleared from the Showground by	26 th June	4:00pm

Liability

A) In this Bye-Law the term exhibitor shall include persons taking part in any event, competition or display, promoted or arranged by the Society and the owner of any exhibit, animal, plant, vehicle, equipment, machinery, article or other things, of whatever nature involved in any such event, competition or display or otherwise exhibited or used on the Showground or elsewhere.

B) Save for death or personal injury caused by the negligence of the Society, its servants or agents, the Society will not be responsible for death, injury, disease, damage or loss caused to any exhibitor or his or her servants or agents to any exhibit, animal, vehicle, equipment, plant, machinery, articles or other things, of whatever nature brought onto the Showground by the exhibitor or involved in any said event, competition or display.

C) Save as aforesaid, the exhibitor shall indemnify the Society against all claims, losses, damages and expenses whatsoever in any way arising out of the presence of or taking part of the exhibitor or his or her servants, agents, exhibits, animals, plant, vehicle, equipment, machinery, articles or other things, of whatever nature on the Showground or elsewhere and shall assume full responsibility therefore.

D) Acceptance of this Bye-Law shall be a condition of entry or participation in any event, competition or display promoted or arranged by the Society.

E) The Society accepts no responsibility or liability whatsoever for any statement or information in any document published by the Society or the Show.

F) The Society reserves the right to postpone, cancel, abandon or curtail any Show, display, event, meeting, happening or otherwise to be held on the Showground or elsewhere if under the auspices of the Society. Where the decision to postpone, cancel, abandon or curtail any such Show, display, event, meeting, happening or otherwise arises from directives, happenings or circumstances outside the control of the Society, the Society will not under any circumstances be under any liability to refund fees and charges and, furthermore, will not be under any liability for any loss or damage (whether direct or indirect, consequential or otherwise) arising from or caused by a postponement, cancellation, abandonment, curtailment or otherwise. **Exhibitors are required to arrange their own appropriate insurance cover and provide a copy of the policy to the LAS.**

BOOKING REGULATIONS

Trade Stand Applications

All Exhibitors must complete an electronic application form (and any necessary supplementary application forms) and submit when instructed.

Once an enquiry has been made the LAS will approve the application and request a 25% deposit to secure your booking. The balance will be payable on or before 17th March 2023.

Enquiries made after 18th March 2023 and once approved by the LAS will require full payment to secure your booking.

Payment can be made by debit card, credit card or BACS.

BACS details:

Account name: LAS, Account number 00013514,
Sort Code: 826620, Name of Bank: Virgin Money

Passes and further information will not be sent until full payment has been received.

Exhibitors must ensure that completed signed Health and Safety Risk Assessments, the General Health and Safety form and a valid Public Liability document are submitted with applications.

Cancellation of Exhibits/Trade Stands

If an exhibitor/trader withdraws from the Show, the following scale of cancellation charges will apply:

Before 17 th March 2023	Loss of deposit (25%).
From 19 st March to 30 th April 2023	50% of the total stand cost.
From 1 st May 2023 onwards	100% of the total stand cost.

Full payment is due on or before 17th March 2023. The Society reserves the right to re-let any site which has not been paid for in full by 18th March 2023.

GENERAL REGULATIONS

Space Available and Allocation of Sites

Whilst every effort is made to accommodate trade stands in the space they have occupied in previous years, this cannot be guaranteed. Applications received earlier in the process will, of course be more likely to be able to return to their previous location (subject to any Showground or Site layout alterations).

All Trade Stands are subject to being re-numbered each year, and the LAS are permitted to change the layout of the Show/layout of stand areas without prior consultation with exhibitors.

The Mews stands

Are sited in temporary canvas shedding.

Food Court stands

Non-cooking stands are in temporary canvas shedding with a separate section for Lincolnshire based businesses.

Food Court stands are only permitted to sell those products stated on the application form. Any additional items may be sold with the prior approval of the LAS.

All other stands are allocated space in open ground.

Exhibitors/traders have to make their own arrangements for any marquees required – the LAS only supply the open ground space.

Please remember the following points when applying for a trade stand:

- Stand sizes are detailed in metres (frontage and depth). Non-standard sizes are permitted – please discuss requirements with LAS.
- Boundaries of sites are clearly marked and in no circumstances will exhibitors be allowed to occupy a larger space than they have purchased.
- Exhibitors must book enough space to accommodate tow bars, guy ropes, stays, as well as vehicles you may wish to have on or behind the stand including stock vehicles and caravans.
- Any encroachment on adjoining trade stands will not be accepted by the Society and may result in an exhibitor being asked to leave the Showground. In such a situation, no refund will be given.
- It is the responsibility of the exhibitor or his contractor to make contact with the LAS staffing team/Show stewards on arrival to be sited.

- The Showground has its water, telephone cabling and electricity supplies underground and to prevent these services from being damaged the Society's staff or stewards must be contacted before the erection of marquees or framed tents. If you or your contractor strike ground before this and hit a utility you or your contractor will be responsible for any injury or cost incurred.
- All marquee contractors must be MUTA registered. Please visit www.performancetextiles.org.uk for details.
- All marquee contractors should ensure that all pegs/stakes are driven into the ground as far as possible, so not to pose a trip hazard. Ends of pegs should be covered.
- On breakdown all disposable waste including carpets needs to be removed from site by the appointed marquee contractor or Lincolnshire Agricultural Society reserves the right to charge for this service.
- It is the responsibility of the exhibitor/contractor to check the stand number before unloading to ensure they are on the correct stand.
- Allocation of sites and space limitation will be dealt with at the discretion of the Society.
- The Society has the authority to reject or amend any application made and to adjust fees accordingly.
- The Society shall not be held responsible for loss or damage caused by an error in the allocation of space or through the encroachment on space by another exhibitor.
- At the discretion of the CEO charges paid on space, of which an exhibitor/trader has been deprived, may be refunded if this has been caused as the result of an error by the Society.
- The Society will not be held responsible for damage caused to sites during the Pre-Show period and will not undertake to make good such damage.
- Exhibitors may not carry on any activity whatsoever outside the limits of their own stand, nor may any business be solicited in any avenue, open area or car park. Any exhibitor contravening this provision may be asked to leave the Showground.
- **All contractors must complete our site induction process and will be issued with a wristband before commencing any work.**

Sub-Letting and Movement of Site

No exhibitor/trader shall sub-let any portion of their site or move to any other site, unless prior authorisation has been obtained by the Society.

Services

Service application forms are provided for your convenience and applications for the services listed below should be made no later than the date stated, directly to the contractors.

Water: Deadline for applications is 12nd May 2023 (Applications for water received after this date will incur a 25% surcharge)

Please note that if you are booking a sink, this will include a waste tank for the disposal of your waste water.

Electricity: Deadline for applications is 12th May 2023 (Applications for electricity received after this date will incur a 25% surcharge)

The use of generators is strictly prohibited at all times.

Any exhibitors found using a generator will be required to pay for a connection to the main electricity supply if such a connection is available. If a connection is not available, the use of a generator will remain prohibited and the exhibitor will be unable to have an electrical supply. It is the exhibitor's responsibility to ensure that the electricity supply that is ordered, is exactly what is required.

Mains electricity will be switched on on Tuesday 20th June. If you require electricity any earlier than this please contact TSV Electrical Services Ltd. An additional charge will be made for this service.

Testing of Electrical Equipment: All portable appliances or pre-wired stands/porta cabins must have current test certificates and the appropriate labels attached to equipment. Equipment not having such certificate will not be connected until the Society's electrical contractor has been authorised by the exhibitor or the exhibitor's contractor to carry out any necessary test and issue the required test certificate. This service will be charged for.

Fork-lift Truck Service: A fork-lift truck will be available for exhibitors to unload and load their exhibits from Friday 16th to Friday 23rd June inclusive (8.30am – 4.30pm). This service is free of charge and will only be available to 'competent persons' to operate. Evidence of this will be required (current licence) and authorisation given by our security firm on behalf of the Lincolnshire Agricultural Society. All responsibility for damage howsoever caused, remains with the driver of the fork-lift truck at the time the damage occurs.

Post Hole Boring: Applications for holes to be dug should be made on the Trade Stand Application Form. No post holes shall be bore or dug by an exhibitor without prior authority from the Society office. Any damage to underground or other services or the Showground caused by unauthorised diggings will result in exhibitor being liable for any and all repair charges. Holes will be bored on 16th June only. Post holes are an additional £5 each (inc vat) and must be purchased in advance via the application form.

Grass Cutting: The last grass cut by the Agricultural Society will take place on 14th June 2023. However, arrangements can be made to undertake grass cutting on individual trade stands after this date. Grass cutting can only take place prior to any machinery or any other display being placed on the exhibitor's stand. This should be kept in mind when dates are requested. The grass will be cut by rotary mower and the grass cuttings removed and disposed of. The rate is calculated at .70p per square metre inc vat. Please apply for this service on the application form.

Temporary demountable structures: As from 6th April 2015 the erection and dismantling of temporary demountable structures have been defined as construction work under the Construction (Design and Management) Regulations 2015. As such, clients and contractors erecting and dismantling temporary demountable structures must be aware of their duties under CDM 2015. Principal contractors and principal designers must be appointed in writing by the client, and construction phase plans to be in place where more than one contractor shall be involved in the work. Adequate safe systems of work must be in place for all such works with adequate supervision in place. All contractors are required to wear relevant PPE (Personal Protective Equipment) i.e. high vis jacket or bib and safety footwear whilst on site.

Access

Showground avenues must not be obstructed or encroached upon during the erection or dismantling of stand structures by vehicles used in the course of erection. A one-way system will be in operation and must be complied with to improve safety.

Multi-Axle Vehicles will not be permitted to enter the Showground in wet weather and will be required to off-load their goods by reporting to Gate 3.

Tracked Vehicles or those vehicles on spiked wheels will not be allowed to move about the Showground but must be brought in on trailers or other pneumatic-tyred vehicles and unloaded directly onto the exhibitor's stand.

The Society reserves the right to refuse entry to any vehicle which may cause damage to roads. CCTV and ANPR will be in use pre and post the Lincolnshire Show.

Alcohol – Sale and Supply

All sales of alcohol at the Show will be made under the Society's premises license/s.

Trade Stands supplying alcohol as part of their Hospitality offering must indicate this clearly on their application form and complete the relevant sections of the separate hospitality agreement form.

Trade Stands selling alcohol must complete the appropriate line on the application form and agree to pay the £25 (excluding VAT) licence fee, together with the completed Alcohol Licence Form.

A personal license holder must be present on each stand at all times whilst the sale of alcohol takes place. The personal licence holder is responsible for the sale and supply of alcohol on your stand.

All traders/exhibitors supplying alcohol will be visited by the Society's Licensing Officer to ensure compliance with the regulations.

All exhibitors/traders supplying alcohol, whether for sale or as part of their hospitality offering must work within the Challenge 25 policy (details at www.wsta.co.uk/Challenge-25.html).

Audio Equipment

Radio microphones are forbidden on the Showground. No exhibitor shall be permitted to use audio equipment including disco music as a sales aid or attraction, without prior written permission from the Society.

Subject to such written permission being granted, the volume of the sound equipment must be controlled so as to avoid annoyance to other exhibitors/traders or to the public, and in any case, noise shall not be at such a level as to exceed 60 decibels at 20 metres.

The Society's Trade Stand Chief Steward's decision shall be final as to the acceptable level of noise emitted. Should the volume be increased following the decision on an acceptable level, the use of the equipment will be prohibited for the remainder of the Show.

Catering

Exhibitors may appoint their own caterer, however they may only offer complimentary food and drink on their stands for their own customers. Please ensure you include details of your caterer on the application form. All food offered, whether it is for hospitality or for sale, will fall within the provisions of:- *The Food Safety Act Food Safety (General Food Hygiene) Regulations and Food Safety (Temperature Control) Regulations.*

Environmental and Health & Safety Officers from West Lindsey District Council will be attending the Show and will have a right of access to all stands during the Show, and exhibitors should expect a visit at some point. All exhibitors handling food must have access to a washbasin or bowl with a supply of hot and cold water. Our Stewards will be checking to ensure that such facilities are in place prior to the Show opening and at regular intervals during show times.

All food should be stored at correct temperatures. Raw and cooked food must be kept separate and all equipment and work surfaces should be regularly cleaned and sanitised

Catering vehicles will be subject to the same traffic regulations as all other vehicles.

- **Food and Drink vouchers.** Staff and stewards of the LAS are given food and drink vouchers to spend at any food or drink exhibitor. All exhibitors must accept these and those who choose not to, many not be invited to trade at future LAS event. The food & drink vouchers cannot be redeemed on Show days. Please post them back to the Showground Office by 31st July 2023. Payment will then be made by BACS.

Charities, Collections and Appeals

The sub-letting of exhibition space to charities is not permitted.

Charitable or other institutions wishing to make appeals for contributions to their funds must first obtain permission from the Society. If permission is granted, collections **must not** be made outside the limits of the institution's own exhibit/stand and must be operated without annoyance to neighbouring exhibitors/traders or Show visitors. The raising of funds should not include the holding of auctions, tombola's or raffles, other than when the draw is to take place at a later date and with the permission of the Society. In addition, the operation must be covered by licence under the Lotteries and Amusement Act, 1976, and any subsequent amendment.

Deliveries – on Show days.

Any couriers making a delivery on to the Showground before 8:00am on Show days will be required to purchase a £50 refundable deposit pass at the gate which is then refunded upon exit before 8:00am. This system is in place to ensure that the Showground has limited vehicles on site when the Show is open to the public. If the vehicle is still on the Showground after 8:00am the vehicle will be towed away, the £50.00 deposit retained by the Society and any costs of removal of the vehicle will be invoiced to the exhibitor.

Any deliveries to the Showground by a courier pre-Show should be met by the exhibitor at either Gate 1 (Green Gate) or Gate 3 (Blue Gate).

Dogs

Dogs are allowed at the Show, however, the appearance of the Showground is important, therefore clearing up after the dog remains the sole responsibility of the trader/exhibitor. All dogs must be kept on a fixed lead at all times and will not be permitted in any Food Court areas, Floral Arts or Members and Vice Presidents enclosures. The Society supports the welfare of animals and retains the right to contact the *RSPCA* if it feels any animal is being mistreated. A dog crèche will be available on show days and pre booking is advised.

Firearms, Shotguns, Air Pistols, etc

Special authorisation for the sale of firearms, shotguns, air pistols, etc., must be obtained from the Society and Lincolnshire Police Authority:- Lincolnshire Police Authority, PO Box 999, Lincoln, LN5 7PH.

BB GUNS, REPLICA OR IMITATION WEAPONS are not permitted under any circumstances.

Fire Protection

No heating or cooking appliance is permitted to be installed inside a tent or stand which is not specifically laid out for the purpose.

Exhibitors wishing to use heating or cooking appliances for serving refreshments or other purposes in their stands or tents must have these appliances installed outside the tent at a safe distance from combustible materials.

Heating appliances must be fixed securely on a firm, non-combustible, heat insulating base and surrounded on three sides by shields of fire-resisting non-combustible material. Exhibitors must ensure that the use of any heating appliance is covered by their risk assessment.

Such shields of non-combustible materials should be at least 620mm away from combustible fabrics or other materials and care must be taken to ensure that no combustible materials can be blown against the heaters.

Heating appliances, gas piping and gas cylinders must be kept out of reach of the public and stocks of inflammable liquids and spare gas cylinders must be kept in a safe position outside tents or stands, suitably guarded against unauthorised access with care being taken to avoid leaking or spilling.

The Society reserves the right of inspection by one of its authorised Stewards/appointed contractor or a representative of Lincolnshire Fire and Rescue of all tents and/or stands.
These officials shall have full authority to order that the use of the appliances or equipment be discontinued immediately if, in their opinion, they constitute a danger.
All stands using bottled gas are required to have the installation checked by a qualified fitter to ensure that the apparatus is safely installed.
The decision of the Society, its officials or representatives in this matter must be accepted as final.

All exhibitors offering catering or having an electrical supply to their are required to have a suitable fire extinguisher or extinguishers.

Advice can be obtained from looking at "The Places of Assembly Guide" on page 2 of the following link or by calling Lincolnshire Fire Safety – Tel: 01476 565441.

<https://www.gov.uk/workplace-fire-safety-your-responsibilities>

Any exhibitor which does not have a suitable fire extinguisher or fails to comply with the above precautions, will be immediately closed by a Society Steward or member of staff, and will remain closed until such precautions are in place.

Burning of any materials is strictly prohibited.

All exhibitors are advised to insure against fire and to ensure that the Public Liability Insurance covers fire.

Force Majeure

If an event defined hereafter as Force Majeure occurs the Lincolnshire Agricultural Society (LAS) will not be responsible for the financial consequences or any losses or any actions claims or demands caused to or made by an exhibitor or their servants or agents caused by the failure of the Lincolnshire Show to be held on one or more of the days but for the event of Force Majeure on which it would otherwise to be held. Force Majeure means for the purposes of this clause exceptionally inclement weather; flooding of the whole or any part of the Lincolnshire Showground or the whole or any part of the car parks associated with it; an act of God including but not limited to fire, flood, earthquake, windstorm or other natural disaster; act of any sovereign including but not limited to war, invasion, act of foreign enemies, hostilities (whether war be declared or not), civil war, rebellion, revolution, insurrection, military or usurped power or confiscation, nationalisation, requisition, destruction or damage to property by or under the order of any government or public or local authority or imposition of government sanction embargo or similar action; law, judgment, order, decree, embargo, blockade, labour dispute including but not limited to strike, lockout or boycott; interruption or failure of utility service including but not limited to electric power, gas, water or telephone service; failure of the transportation of any personnel equipment, machinery supply or material required by LAS to run the Lincolnshire Show; breach of contract by any essential personnel; any other matter or cause beyond the control of LAS. The LAS recommends that all traders and exhibitors ensure that adequate insurance is in place to cover all potential risks.

Health and Safety Regulations and Public Hygiene Codes

Exhibitors are reminded that they are responsible for the observance, by themselves, their employees and their contractors of all Health & Safety regulations and legislation.

You must provide all required information required under health and safety law prior to attending site. This will include copies of risk assessments, method statements and training certification relevant to your activities at the show during the show or setup (if applicable) and certifications of inspection, test and examination under LOLER, PUWER and other regulations as relevant.

Covid-19

- Face coverings: it is no longer compulsory to wear a face covering indoors, however if you feel more comfortable wearing a mask we happily encourage you to do so.
- We will continue to follow strict hygiene and cleaning procedures within our buildings and toilet blocks and we encourage guests to use the hand sanitising stations around the site.
- We want all of our exhibitors, volunteers, staff and visitors to feel comfortable and enjoy their visit. Therefore, we please ask that all guests are sensible and respectful of individuals choice. If you are feeling unwell, have symptoms of Covid-19 or have been told to isolate by NHS Track and Trace, then please make the right choice and do not visit.

Livestock or Birds on Stands

Exhibitors wishing to include livestock or birds on their stands must first contact the Society for further guidance and permission. It is the responsibility of the exhibitors to obtain any movement order/licence from the Department of Environment, Food and Rural Affairs or other appropriate authority.

If an MV/CAE accredited animal is to be used on a trade stand, individual approval must be sought by the exhibitors from PSGHS (SAC Consulting Veterinary Services), tel: 01387 267260 and the exhibitor must also notify the Society.

Litter, etc

Exhibitors are required to ensure the removal of all refuse from stand sites to designated refuse areas giving special attention to glass, bottle caps, cans, nails and wire. In the event of failure to clear debris or refuse from the stand site the Society will undertake the work and charge the exhibitor accordingly.

Photographs, etc

It is a condition of entry to the Showground and Car Parks that no person shall ply for trade as a snap-shot photographer or solicit trade with visitors to the Show in any other capacity deemed by the Society to cause annoyance. The Society reserves the right to expel from the Showground and Car Parks, without repayment of the admission charge, anyone who infringes this regulation.

Any other person wishing to take photographs professionally of stands or animals must first obtain authority from the Society. The Society will have official photographers at the Show.

Prohibited Items

- A) KITES** - Kites of any kind will **NOT** be allowed to be displayed or flown in the Showground.
- B) DRONES** - The use of drones for any purpose whatsoever is **NOT** permitted at the Show.
- C) GENERATORS** – The use of any generator on any stand for any purpose whatsoever is **NOT** permitted at the Show. All electricity must be booked through our electricity contractors TSV Services.

The distribution, sale or use of the below items for any purpose whatsoever is **NOT** permitted at the Show.

- A) SILLY STRING**
- B) AIR HORNS**
- C) STINK BOMBS**
- D) REPLICA WEAPONS** (including replica or imitation weapons - guns, swords etc.)
- E) BALLOONS** (toy balloons, inflated or otherwise, not may an exhibitor organise balloon races).

Public Performances of Copyright Music

Exhibitors should obtain their own licenses as they are not covered by the Society's license.

For further information exhibitors should contact PPL, 1 Upper James Street, London, W1F 9DE. Tel 020 7534 1030 / www.ppluk.com.

Radio Transmissions

The Society reserves the right to limit the use of two-way radios on the Showground. The Society must receive the list of frequencies which are to be used at the Show at least one month prior to the event.

The Society also reserves the right to limit the number of frequencies used and the power of the equipment. Should an exhibitor's frequency interfere with the Society's own equipment, the exhibitor will be asked to change frequencies.

CB radios – either VHF/FM or AM – are prohibited from use on the Showground during the week of the Show.

Security

The Society will provide competent Security Staff on the Showground throughout the period of the Show.

Exhibitors are advised to make their own arrangements for items of equipment which are valuable and need special security arrangements. The Society cannot accept responsibility for the full-time security of individual stands or exhibits. In the interests of security, exhibitors are requested to remove all valuable items on the late Thursday evening after the Show closes. Showground Security Staff will be reduced after midday on the Friday following the Show and will stand down at midday on the Saturday following the Show. It is a sad reality of life that large events attract persons intent on committing crime. To this end, the LAS have made it a condition of entry onto the Car Parks and the Showground itself that any person or vehicle may be searched. Security Staff have the right to inspect trade stands and vehicles on and prior to departure from the Showground. We sincerely hope and expect that trade exhibitors will give these officers every co-operation.

We request that all exhibitors review their current security arrangements and ensure that all equipment where possible is secure, all batteries are disabled or removed from all vehicles displayed on their stand. An out of hours number for security will be issued to all exhibitors prior to the Show.

Show Set Up and Breakdown

Set-Up – Timescales for Set-Up may be found in the "Headline Dates" section on Page 3.

All Trade Stands must be on-site and set up no later than 6:00pm on Tuesday 20th June 2023.

Breakdown - Closing or dismantling trade stands **MUST NOT** be commenced until after 6:00pm on the last day of the Show.

Set up and breakdown of trade stands will be overseen by security and will not be permissible during the hours of darkness due to health and safety issues. Exhibitors and contractors must consider this when allocating drivers' hours.

Vehicles will NOT normally be allowed to enter the Showground to remove exhibits before 7:00pm. This is in the interests of public safety and will be determined by the Show Director/Event Control.

At 7:00pm or earlier, at the discretion of the Show Director and Chief Stewards of Traffic and Trade, cars and light vehicles may be permitted to enter the Showground via **Gate 1 (green gate) and Gate 3 (blue gate)**, in order to recover exhibits and/or secure valuable items.

A 'light vehicle' means a private car, pick-up or van not larger than a Transit-type.

At 9:00pm or earlier, at the discretion of the Chief Steward, heavy vehicles will be allowed to enter via **Gate 3**, Tillbridge Lane, provided they possess a relevant pass. No entry for heavy vehicles will be allowed via the Main Gate, A15 entrance, until the morning of Friday 23rd June 2023

Any exhibits not cleared by 4:00pm on 26th June 2023 will be moved to a convenient storage area and a charge of 10% of the total site fee per day will be invoiced. The risk for all remaining items remains with the exhibitor.

Show Days

To ensure the enjoyment of our visitors, stands **MUST** be open and manned throughout the Show days from 8:00am and remain open until 6:00pm each day. If any exhibitors are found closing their stands prior to 6pm or opening later than 8.00am, they may not be permitted to attend the following year's Lincolnshire Show.

Signs and Advertising

A) Exhibitors must provide a clear sign bearing the name of the firm or organisation as entered in the Show Guide. All sites allotted to exhibitors will be clearly numbered by the Society. Stand number must not be removed, disturbed or obscured throughout the duration of the Show. Trade Stand signs must not be erected in such a way that they over-shadow a neighbouring stand or obscure the name signs of adjacent stands.

B) PLACARDS, LEAFLETS etc - No exhibitor or other person shall be allowed to affix any placard or advertisement to any part of the Society's plant or premises unless permission to do so has been obtained from the Society, nor will any person be allowed to distribute leaflets or display advertisements except within the remit of their own stand.

C) AIRCRAFT WITH TRAILING BANNERS - The Society requests that exhibitors should **NOT** use the services of aircraft trailing advertising banners over and in the general area of the Showground and Car Parks during the Show. Exhibitors are therefore requested to support the Society's wishes and refrain from this form of advertising.

Smoke-Free Legislation Under the Health Act 2007

It is the responsibility of the Organiser to enforce the Smoke-Free Legislation during the Show within both permanent and temporary structures. Smoking is not permitted anywhere in the structures.

Smoke Nuisance: Barbecues, Steam Engines and Tractors

Any exhibitor wishing to use a barbecue on their stand (eg for demonstration purposes) must apply in writing to the Society in advance for authority to do so. In the event of this causing annoyance to neighbours, the Stewards have the authority to request the exhibitor to cease.

Similarly, steam engines and tractors are requested to use smokeless fuel and take every precaution not to cause annoyance to others when firing up.

Standards and Behaviour of Traders and Exhibitors

The Stewards and Officials shall have power to remove from the Showground any exhibitor whose articles are not in accordance with the description given on the entry form or any vendor of sub-standard articles or any itinerant vendor who may have gained admission to the Showground.

The definition of what constitutes 'sub-standard articles' shall rest entirely with the Stewards and Society.

Exhibitors who in the opinion of the Stewards or Society infringe the regulation shall be liable and asked to leave the Showground. Traders found to be under the influence of alcohol, drug-related substances or using abusive language likely to cause offense will be escorted from the Showground.

Trees

Stand holders are reminded of the importance of preserving trees on the Showground. No part of any tree or shrub may be removed, defaced or in any way mutilated by an exhibitor or stand erector.

Vehicles

All vehicles remaining at the Show and not forming an integral part of the exhibit **must be removed** to a car park and remain there throughout the Show. Vehicles required for the transport of exhibitors' staff shall be placed in the Public Car Park. **No vehicle may be visibly parked on an exhibit during the Show unless it is an integral part of the display.** Vehicles and equipment must be contained within the area they have booked. No exceptions will be made to this rule. Traders may be asked to leave the Showground if this rule is not complied with.

Vehicles, Machines, Engines, etc – Regulations re On-Stand Display

A) The Chief Steward of Trade shall be the sole arbiter in determining whether or not the vehicle or machine is of an acceptable standard. If the equipment is not of the required standard the Chief Steward may request its removal from the Showground.

B) Machinery and vehicles must be of a suitable standard. The Society retains the right to ask exhibitors to remove sub-standard displays.

Keys must be removed from all vehicles when immobilised.

All exhibits containing moving parts must be fitted with guards to comply with standard safety regulations governing the particular exhibit. All shafting, belt, gearing, or anything which might be dangerous to the public must be fitted with adequate guards. All tractors or power units fitted with implements or attachments must, if working, be effectively protected.

Veterinary Products, Medicines, etc

Exhibitors are reminded that the *Medicines Act 1968* and the *Poisons Act 1972* apply to the display and sale of veterinary products, medicines, etc. All displays and sales must comply with the provision of these Acts, and other relevant Acts, and the Rules and Regulations of the *Pharmaceutical Society of Great Britain*.

Tickets & Passes

1) Pre-Show/Post-Show Vehicle Passes

This pass does **NOT** allow access to the Showground during Show days. **This pass is valid for set up before 5:00pm on Tuesday and break down after 7:00pm on the Thursday.**

2) Exhibitor passes/tickets

All traders will automatically be allocated 4 x one-day exhibitor tickets (two for Wednesday and two for Thursday). Additional one-day tickets are available at £18.50 inc vat and these should be ordered on the Trade Application form.

3) Exhibitor badges

These were introduced in 2018, however the feedback has been mixed as to whether they are beneficial or not. Going forward all exhibitor badges are to be requested if required, via your trade application.

Exhibitor badges allows exhibitors to use our members facilities over the 2 days of Show, but DO NOT admit to Show. For those using our members facilities, the dress code must be adhered to.

Badges will be allocated (based on paid trade stand frontage) as follows (maximum of 6 – any additional to be charged at £5 inc vat):

- Up to and including 9m frontage: 2 exhibitor badges
- 12 and 15m frontage: 4 exhibitor badges
- 18m frontage and above: 6 exhibitor badges

4) £50 Deposit Passes

This allows exhibitors to gain access on Show Days before 8:00am to re stock their stand. This pass is issued and a £50 deposit is payable at the entry gate on Show days which is refunded upon exit before 8:00am. This system is in place to ensure that the Showground is not littered with vehicles during the time the Show is open to the public. If the vehicle is still on the Showground after 8:00am the vehicle will be towed away, the £50 deposit retained by the Society and any costs of removal of the vehicle will be invoiced to the exhibitor.

5) Static Vehicle Pass

All vehicles parked on the Showground **must display** a Static Vehicle Pass. This must be completed with full contact details.

For **Mews and Food Court Traders** these are issued free of charge (one pass per stand).

For **other stands**, vehicles may park within the booked boundary of their stand free of charge, but must display a static vehicle pass in the front of their vehicle at all times. The Society cannot guarantee vehicular access on or off the back of trade stands once set-up is complete. The owners of any vehicles parked outside the

boundaries of their stand or elsewhere on the Showground must purchase a static vehicle pass at a cost of £90 inc VAT for the duration of the Show. This charge is payable on booking. Alternative parking, free of charge, is available in the public car parks.

Please note that all vehicles parked on the Showground cannot be moved between 7:30am and 7:00pm on Show Days and must display a static vehicle pass.

Caravan Pass

Caravan parking is available on the Showground but space must be booked in advance at a cost of £48 (inc vat) without electric and £75 (inc vat) with electrical hook up.

Caravan space will be allocated by the Society; it is a condition of the use of a caravan that the Stewards direction regarding the location of the caravan is followed.

Vehicle access to the Showground is closely managed to reduce vehicle movements during the Show and improve public safety. Any vehicle on site without the correct pass or, where the pass does not show the name, stand number, and contact phone number for someone on site, will be removed and £250 removal charge and costs of removal invoiced to the relevant exhibitor. These vehicles will not be made available until 7:00pm on the second day of Show, except at the discretion of the Society.

All Show information will be posted approximately 4 weeks prior to the Show, once full payment has been received.

Please note: Exhibitors must ensure they apply for enough tickets to include any contractor and catering staff. Additional tickets should be applied for on the application form at the cost of £18.50 inc vat per day.

It is the responsibility of the exhibitor booking the stand to order the passes and tickets.

Strict control is exercised at the gates and on the Showground regarding passes and tickets.

Any person, attempting to gain access to the Showground without a valid pass or ticket will be required to pay the general admission rate.

No refunds or free tickets will be given by the Society to exhibitors or members of staff who turn up without the appropriate pass.

Refunds should be sought from the person who initially booked the stand and failed to either pass on the tickets or order enough to cover staffing. No refunds will be given against passes purchased in advance or left behind.

All exhibitor tickets are issued on the understanding that they will be used only by exhibitor staff actually employed on the stand. Applications made direct by caterers, contractors or firm's representatives will NOT be entertained.

Health and Safety at Work Act 1974.

The Society requires that any person exhibiting or demonstrating equipment and machinery must comply with the *Health and Safety at Work, etc. Act 1974* and any other relevant *Health and Safety Legislations*.

The Society will not permit the operation of any tractor, machine or equipment which, in the Society's opinion, does not comply with current Health and Safety Legislation and/or the system of operation employed is not as safe as is reasonably practicable.

The Society reserves the over-riding right to stop/restrict all vehicle movement in the event of bad weather conditions.

Observance of Regulations

All Exhibitors, their contractors and employees shall be bound by and subject to the Articles of Association, Bye-Laws and Regulations of the Society. Copies are available on application to the Secretary.

Exhibitors' attention is particularly drawn to the following extract:-

A) COMPLIANCE WITH BYE-LAWS AND REGULATIONS: The Society's Bye-Laws and Regulations and any conditions in the Prize List or any other rules, regulations or schedules in any document published by the Society shall be binding on all members and exhibitors. All persons, animals, vehicles, equipment and articles of whatsoever kind entering the Showground or any land used by the Society shall be bound by and comply with the Bye-Laws and Regulations of the Council of the Society and to the lawful directions of any servant or agent appointed by them.

B) Should any member or exhibitor conduct himself in an improper or offensive manner on the Showground, or if it be proven to the satisfaction of the Council that any exhibitor has attempted to mislead the Society by any form of misrepresentation, or has violated any of the Bye-Laws or Regulations of the Society, then and in any such case the Council may decline to allow the member concerned to renew his membership or the exhibitor concerned to exhibit at any future Shows, and may forfeit any prize or prize money of such exhibitor.

C) The Society reserves the right to refuse any person admission to the Showground or entry and participation in any event promoted or organised by the Society or to withdraw permission at any time to remain on the

Showground or to participate in an event, and the Society shall not be required to give any reason for such action.

D) COMPLIANCE WITH GOVERNMENT AND LOCAL AUTHORITY REGULATIONS AND ALL CODES OF PRACTICE. All Shows, Exhibitions and Events organised by the Society on the Showground or elsewhere are subject to any relevant Orders issued by Government Departments and Local Authorities, and all Codes of Practice with which all exhibitors and others attending such Shows, Exhibitions or Events must comply.

Non-Compliance with Regulations

The Stewards or Officials have power to order the removal of any article from the Showground, or to close the stand of any exhibitor who does not conform to the regulations of the Society or the directions of the Stewards or Officials and, if necessary, to expel such exhibitor or their representatives from the Showground.

Lincolnshire Agricultural Society Membership

The Lincolnshire Agricultural Society is a registered charity, established back in 1869. Your membership helps our charity promote food and farming in a sustainable environment to school pupils, consumers and farmers through events, advice and support networks. Your membership includes entry to the Lincolnshire Show on both days plus:

- Access to the Members' car park, use of Members' facilities, Long Service Awards for agricultural employees, discounted rates on livestock and equine classes, discount on a trade stand.
- Invitations to the Lincolnshire Farming Conference and Members Preview Evening at the Lincolnshire Food and Gift Fair.
- 10% discount on hire charges at the Lincolnshire Showground.
- Discount on entry to selected events at the Showground.
- Regular Members' e-newsletters.

Membership Fees for 2023

Single Membership	£70
Joint Membership	£107
Vice President	£148

Please email membership@lincolnshireshowground.co.uk for more information.

Sponsorship and Hospitality

The County's flagship event of the year, the Lincolnshire Show attracts circa 60,000 people over two days. You and your business can be a part of its success story in many ways alongside taking a trade stand. Advertising, engaging with our membership, sponsoring an area of the Show or entertaining your clients in our hospitality marquee are all options that could help raise the profile of your company.

Sponsorship opportunities start from £500 + VAT.

For more information on Sponsorship and Hospitality, please email sduxbury@lincolnshireshowground.co.uk.