



**Sunday 14<sup>th</sup> April 2024, 10.00am – 4.00pm**

### **Exhibitor & Trade Regulations**

All exhibitors shall be considered as having read and understood the following regulations.

*\*Organiser refers to the LAS (Lincolnshire Agricultural Society)*

#### **HEADLINE DATES**

Exhibitor Application Open	Now
Full Payment Due (If applicable)	At time of booking
Last date for application forms to include map entry	Friday 16 <sup>th</sup> February 2024
Site open for arrival of exhibitors (except Farmyard Zone)	Friday 12 <sup>th</sup> April, 10.00am – 4.00pm Saturday 13 <sup>th</sup> April, 11.00am – 3.00pm
Site open for arrival of Farmyard Zone Exhibitors	Sunday 14 <sup>th</sup> April, 7.00am – 8.15am
<b>Arrival deadline for all exhibits</b>	<b>Sunday 14<sup>th</sup> April, 8.15am</b>
No vehicle movement permitted on site after	Sunday 14 <sup>th</sup> April, 9.00am
<b>Event open</b>	<b>Sunday 14<sup>th</sup> April, 10.00am – 4.00pm</b>
<b>Breakdown of stands/exhibits must not commence until</b>	<b>Sunday 14<sup>th</sup> April, 4.15pm – 6.00pm</b>
All stands/exhibits must be cleared by	Monday 15 <sup>th</sup> April, 12.00pm

#### **INSURANCE AND EXHIBITOR'S LIABILITY**

Exhibitors must confirm that they maintain Employees and Public Liability Policies of at least £5m and indemnify the Society against all claims, including products liability, damage and expenses whatsoever in any way arising out of their presence. Exhibitors are responsible for their security, safety of their own goods and equipment.

The organiser shall not, under any circumstances whatsoever, be liable, or responsible for: Any damage, loss, theft or destruction whatsoever or howsoever caused, to any goods, equipment, or any property belonging to the exhibitor, or for which the exhibitor is responsible. Any damage or injury suffered by the exhibitor, or his servants, or agents or by any other person. The exhibitor shall be liable for all loss, damage, injury, expenses and costs whatsoever, or howsoever caused to any person or property in any situation whatsoever, by the exhibitor, his servants, or agents, or the company's fittings, exhibits, machinery or other property belonging to the Exhibitor or for which the exhibitor is responsible.

The transport and installation of all exhibits shall be the sole responsibility of the exhibitor, as shall be the responsibility for any damage caused by the exhibitor, his servants or agents, to any structure, fixture or fittings, permanent or temporary at the venue. The exhibitor will indemnify the organiser in respect of any such loss, damages, injury or claim, costs, expenses as described above. The organiser recommends that insurance cover is arranged by each exhibitor to cover his responsibilities.

## **BOOKING STAND SPACE**

- Applications should be made via the online form and details of all requests must be given at the time of application. You should also supply all relevant information as requested (insurance policy, risk assessments etc).
- It should be noted that the acceptance of any form by the organiser does not necessarily confirm your booking, please wait to receive confirmation from the organisers.
- The space booked is the footprint area for an exhibitor/trade stand and no infrastructure is supplied by the organisers, other than chairs and tables which must be ordered at the time of booking.
- The organiser reserves the right to refuse application without necessarily giving the reasons for so-doing.
- Full payment is due at time of booking. If an exhibitor withdraws from the event, the payment is non-refundable under any circumstance.
- The organiser reserves the right to vary the general layout of the event and the space allocated to any exhibitor if, in their opinion, such amendment is in the general interest of the exhibition, or if the organiser is requested to do so by the local or any other competent authority.

Please remember the following points when applying for Exhibitor and Trade Space:

- Some stands are allocated space in open ground. Exhibitors/traders must make their own arrangements for any gazebos or marquees required.
- Your application must allow sufficient space to accommodate any tow bar, gazebo, marquee, etc INCLUDING guy ropes and foot plates.
- You will only be allowed to sell/promote the goods listed on your application form.
- **Public liability documentation must be included with your application.**

## **RISK ASSESSMENTS**

- As part of the exhibitor/trade application procedure and to conform to health and safety regulations, a risk assessment must be completed and returned. The HSE website provides guidance and advice for completing risk assessments (<https://www.hse.gov.uk/simple-health-safety/risk>).
- Tickets and passes will not be forwarded unless a suitable and sufficient risk assessment has been returned. Please note that a return stating that no risks have been identified is unacceptable. It is not essential that the form is completed by a professional. In most cases the exhibitor's own examination of risk will be sufficient and must realistically reflect how you will set up and operate your stand.
- A copy of your risk assessment must be available on the stand for possible inspection by officials during the event. Should any problems arise during set up/breakdown periods and on the event day, exhibitors should ensure that any risk to health is minimised and all necessary precautions taken.

## **ALLOCATION OF SITES**

- The allocation and positioning of the exhibitor/trade space is at the discretion of the organiser.
- When an exhibitor does not wish to be placed next to a specific exhibitor, this must be clearly stated in writing at the time of the application. Whilst every endeavour will be made to meet exhibitor requirements no guarantee will be given.
- Site boundaries will be marked and in no circumstances will exhibitors be allowed to occupy a larger space than that allocated to them. All activity must be contained within the limits of your own stand unless the organiser gives written permission.
- If an exhibitor uses any part of the showground outside their site boundary, they will be liable to pay for the additional space used.
- No exhibitor shall sub-let any portion of space allocated or move to any other site other than that allocated. Those found sub-letting space may not be offered space at future events. Those found occupying a sub-let space without the knowledge of the organiser may be removed from the showground.
- Product exclusivity will NOT be offered to any exhibitor, nor will the organiser be held liable for the existence of any form or competition for any reason.
- It is the responsibility of the exhibitor or his contractor to check the stand number plate before unloading to ensure they are on the correct stand.

### **TEMPORARY DEMOUNTABLE STRUCTURES**

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. 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.

- If you are proposing to erect a gazebo type structure or lightweight marquee as part of your stand, please be advised that the site regularly experiences wind gusts that may damage or move your structure.
- All self-build structures must be of sound construction, assembled in line with manufacturer's instructions and must be suitably braced and anchored.

### **STAKING AND EXCAVATIONS**

- All Exhibitors who break soil: There is significant DANGER posed by high voltage power cables, water pipes, main sewers and cables throughout the showground.
- Prior to erecting structures/marqueses, signs or flagpoles, or driving anything into the ground, exhibitors must report to the LAS team who will arrange to scan the site.
- **IMPORTANT:** Due to underground services, including high-voltage cables; **Under NO circumstances may any penetration of the ground be made until consent has been given by the site grounds team** – exhibitors who do not comply with these health and safety instructions will be liable for any damage caused and all subsequent fines.

### **TESTING OF ELECTRICAL EQUIPMENT**

- **All electrical requirements must be booked in advance at the time of application.**
- All portable appliances must have current test certificates and the appropriate labels attached to equipment.
- The use of generators is strictly prohibited. Any exhibitor found to be using a generator will have to cease use.

### **TICKETS (Requests to be made on the application form)**

- Exhibitors may apply for up to 2 staff tickets (wristbands) for every unit of space, which can only be used by their own staff and volunteers.
- Any additional need to be purchased at £4 each (inc. VAT).
- Strict control is exercised at the gates and on the Showground regarding passes and wristbands. Any person attempting to gain access to the Showground without a valid pass or wristband will be required to pay the general admission rate.

### **SETTING UP AND MANNING OF STANDS**

- Timescales for set-up may be found in the 'Headline Dates' section on Page 1.
- Access to the site is available from:
  - Friday 12<sup>th</sup> April, 10.00am – 4.00pm
  - Saturday 13<sup>th</sup> April, 11.00am – 3.00pm
  - Sunday 14<sup>th</sup> April, 7.00am – 8.15am.
- If prior access is required, please contact the organisers to confirm if it is possible.
- Prior to your arrival all exhibitor/trade stands will have been marked out and numbered/named. Any stand positioned incorrectly will not be allowed to open until they are relocated.
- All exhibits must be on view and in the charge of the competent representative of the exhibitor during the whole of the period that the event is open. Should an exhibitor neglect to open or uncover the stand during the period when the event is open, the organiser may do so at the exhibitor's risk and the exhibitor shall be liable for any charges that may be incurred thereby. Where display space only is let, this does not allow for the attendance or manning of the display by any member of staff during the exhibition open hours
- **All Exhibitors/traders must be on-site no later than 8.15am on Sunday 14<sup>th</sup> April 2024, with their stand set up by 9.00am.**

- **Breakdown will commence no earlier than 4.15pm on Sunday 14<sup>th</sup> April**, when the event has closed to the public. Any stands packing down earlier may be liable for any charges incurred. It may also jeopardise your attendance at future LAS events.
- Exhibitors/traders will be asked to leave the site by 6.00pm.
- Any exhibits not cleared by Monday 15<sup>th</sup> April, 12.00pm will be removed to a convenient storage area. The risk of removing all items solely remains with the exhibitor/trader.

#### **EVENT DAY – TRADING TIMES**

- All stands must remain open from 10.00am – 4.00pm on the event day.

#### **SECURITY**

- Responsibility for security will be in the hands of the exhibitor/trader, any items left on site will be at the exhibitors own risk.
- The organisers will appoint security from the evening of Saturday 13<sup>th</sup> April until the event closes on Sunday 14<sup>th</sup> April. The security officials will have the right to search persons, stands and vehicles should it be deemed necessary to do so. The organiser has the right to expel any person or persons whose presence within the confines of Countryside Lincs, in their opinion, is prejudicial to the interests of the event.

#### **VEHICLES ON THE SHOWGROUND**

Any vehicles remaining at the event and not forming an integral part of the exhibit/stand must be removed to the visitor or exhibitor's car park and remain there throughout the event.

All other vehicles must abide by the following:

- One vehicle may be parked discreetly behind the trade stand within the boundary booked. This vehicle must display a static vehicle pass completed with full contact details.
- Static vehicle passes must be ordered at the time of booking.
- All other vehicles to be parked in the designated exhibitor parking area or visitor car park.
- There is a 10mph speed restriction in place across the showground.
- **ALL VEHICLES PARKED ON THE SHOWGROUND MUST NOT MOVE BETWEEN 9.00am AND 4.15pm.**
- **NO VEHICLE MAY BE REMOVED FROM A STAND BEFORE 4.15pm.**

#### **DOGS**

Dogs are allowed at the event; 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 short-fixed lead at all times and will not be permitted in the EXO Centre, EPIC Centre and in the Farmyard Zone (cattle sheds). The LAS supports the welfare of animals and retains the right to contact the RSPCA if it feels any animal is being mistreated.

#### **STAND CLEANING**

- Exhibitors are responsible for the good order and cleanliness of their own stands.
- Exhibitors are required to ensure the removal of all refuse from stand sites to designated refuse areas.
- No rubbish may be placed in the walkways whilst the event is underway, or for one hour prior to opening.
- All stands should be cleared of rubbish and waste when clearing down.

#### **PUBLIC ADDRESS/MUSIC**

The use by exhibitors of public address systems is prohibited, and loudspeakers and similar devices employed in the demonstration of exhibits will only be permitted so long as such use causes no inconvenience to visitors and other exhibitors. Music is also not permitted on any stands without prior written permission.

#### **PROHIBITED ITEMS**

The sale of silly string, air horns, stink bombs and all imitation weapons for any purpose whatsoever is **NOT** permitted at Countryside Lincs.

## **PR AND COMMUNICATION**

A PR company will be appointed to act on behalf of the LAS to promote Countryside Lincs. We encourage all exhibitors to promote the event via their own social media platforms, artwork elements will be provided to assist with this. When you apply to exhibit/trade at the event, you are giving your permission for the PR Company to make contact with you.

If you would prefer to opt out and not have your details shared please email

[education@lincolnshireshowground.co.uk](mailto:education@lincolnshireshowground.co.uk).

The LAS will also employ an official photographer to be on site on the event day - so if you would prefer not to appear in these photographs, please speak with the organisers or the photographer directly.

## **CHARITIES, COLLECTIONS AND APPEALS**

Charitable or other institutions wishing to make appeals for contributions to their funds must first obtain permission from the event organiser. If permission is granted, collections **MUST NOT** be made outside the limits of the institutions own exhibit/stand.

## **FIRE RISK ASSESSMENTS**

- Exhibitors must conform to precautions against fire and provide a fire risk assessment for any space allocated to them and in any stand, exhibit, tent, marquee or any other temporary or moveable structure erected or installed within such allotted space.

## **FIRE PRECAUTIONS**

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 LAS reserves the right of inspection by the Event Safety Officer of all tents and/or stands. The Event Safety Officer has the 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.

All exhibitors offering catering or having an electrical supply to their stand 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 the Event Safety Officer 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.

## **HEALTH & SAFETY**

Exhibitors are reminded that they are responsible for the observance, by themselves, their employees, and their contractors, of the *Health and Safety at Work Act 1974*. This includes its relevant statutory provisions and all associated safety regulations. The Health and Safety Executive and local authority inspectors will enforce these requirements; the organiser will offer advice to exhibitors if requested.

- Exhibitors will be held responsible for the adequate fencing off of all exhibits and erections (including tent pegs, ropes, etc) which can pose as a danger to event visitors and staff. All mechanical and hydraulic devices must be guarded and safely secured against dangerous or unintended operation.
- Those exhibitors bringing machinery exhibits must ensure that these are parked with the handbrake on, keys removed and with chocks at the wheels if necessary. Any raised hydraulic equipment must be securely locked into position with ram locks or fixings for further security. Where steps/ramps are provided, these must be firm & strong and must have non-slip surfaces and hand rails.
- Storage of flammable liquids on the showground by exhibitors will not be allowed, without prior consent.
- Storage of gas in cylinders above 1kg, on the showground by exhibitors, will not be allowed without prior consent.
- Exhibitors are responsible for ensuring there are no trip hazards on their stand. Any raised platforms or steps should be clearly marked.

### **FOOD COMPLIANCE**

- 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. The Event Safety Officer has right of access to all stands during the event, 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. 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.

### **ALCOHOL – SALE AND SUPPLY**

- All sales of alcohol at Countryside Lincs will be made under the Society's premises license/s.
- All relevant documentation must be available and any exhibitor selling alcohol must complete an alcohol sales form and pay the relevant alcohol license fee (at time of booking).
- 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 Event Safety Officer to ensure compliance with the regulations. The Event Safety Officer will inspect stands to ensure that the appropriate signage is being displayed.
- All exhibitors/traders supplying alcohol must work within the Challenge 25 policy (details at [www.wsta.co.uk/Challenge-25.html](http://www.wsta.co.uk/Challenge-25.html)).
- Failure to comply with the Licensing Act 2003 will result in your trade stand being closed.

### **POSTPONEMENT OR ABANDONMENT**

In the event of all or part of Countryside Lincs being postponed or abandoned or being held wholly or partly in premises other than the venue (Lincolnshire Showground) or in the event of failure of any of the supplies, services or facilities afforded to exhibitors due to lockouts, strikes or other circumstances beyond the control of the organiser, the organiser shall be under no liability in any way whatsoever in respect of any expenditure, liability, damage or loss sustained or incurred by the exhibitors. The organiser shall be entitled to retain all sums paid them or such percentage thereof as the organiser may in the absolute discretion consider it necessary to cover the expenses incurred in connection with the event. The organisers shall not be liable for loss, damage or expenses which exhibitors may sustain or incur by reason of any Local Authority intervening and preventing or restricting the use of the event premises or any part thereof in any particular manner. In the event of any incident which precipitates the closure either in whole or in part of the event, the organiser will not be held responsible for any curtailment of promotional facilities resulting in a possible reduction in sales or opportunity

### **LIVESTOCK OR BIRDS ON STANDS**

Exhibitors wishing to include livestock or birds on their stands must first contact the LAS 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 LAS.