

TRADE STANDS: REGULATIONS & GUIDANCE



LINCOLNSHIRE
SHOWGROUND

Visit lincolnshireshow.co.uk
or call **01522 522900**

#lincsshow24



LINCOLNSHIRE
AGRICULTURAL
SOCIETY

Dear Trade Exhibitor,

Applications for the 139th Lincolnshire Show are now open and we hope to welcome you to the county's flagship and largest event. You, our exhibitors are one of the key factors that make the Lincolnshire Show what it is and we hope to see you exhibit and celebrate the very best of food, farming and the countryside.

After each Show we review all feedback received and make slight alterations to the event layout and it's processes so we urge you to read this guide fully to understand any changes. It is also the responsibility of each exhibitor to brief all contractors, especially in regards to set up and breakdown – so please ensure all relevant information is communicated with your contractors.

Throughout the year we will also send email communication regarding any new additions/processes etc so please keep an eye out for this information, along with regularly checking our social media. Final information will be posted to you in late May/early June along with all passes and tickets so please ensure you have ordered all that is required by then!

Below are some key points to consider when applying to exhibit:

- All exhibitors wishing to attend the Show are requested to complete and return the trade stand application form, via the electronic link supplied. You must also include:
 - » Completed Risk Assessments (template can be found in the downloadable documents section).
 - » Completed Health and Safety Form (template can be found in the downloadable documents section).
 - » Copy of Public Liability Insurance (Minimum £5m).
 - » Completed alcohol sales/hospitality form (if applicable to your stand).
 - » Caterers – we will require separate documentation, so please refer to the application form for details.
- 2023 exhibitors are offered first refusal of their same stand space for 2024. This is valid until 14th January 2024. Applications to new exhibitors open on 15th January and any space can then be let. All applications received after this date are subject to a 3% cost increase.
- All exhibitor stands are worked out in 3m frontages (as detailed on the trade price list). Non-standard sizes will be considered, so please contact the team to discuss.
- **Payment:** A 25% deposit is due once the Lincolnshire Agricultural Society (LAS) has processed your application to secure your booking with the balance due on or before 17th March. The LAS reserves the right to re-let any site which has not been paid for in full by 18th March 2024. Applications made after 18th March must be paid in full once the LAS have processed your booking. Any exhibitor (except for those within the Lincolnshire Lifestyle marquee) who is a member of the Lincolnshire Agricultural Society will receive a £48 (inc.) discount on their trade stand site fee. For more information on becoming a member see page 29.

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

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

The LAS trade team are always on hand to help and assist so should you have any questions regarding your booking or the event please get in touch – trade@lincolnshireshowground.co.uk

We look forward to welcoming you to the Showground in June!
Best wishes,
Sarah & Alice

WHY EXHIBIT AT THE LINCOLNSHIRE SHOW

THE LINCOLNSHIRE SHOW

SUPPORTED BY



DUCKWORTH LAND ROVER

Market Rasen & Boston

www.duckworth.co.uk

1869
THE LINCOLNSHIRE AGRICULTURAL SOCIETY WAS FORMED

1959

THE FIRST

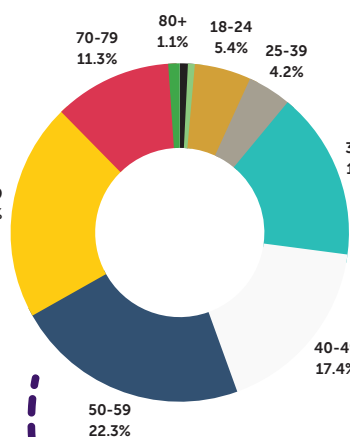
LINCOLNSHIRE SHOW HELD AT THE SHOWGROUND

58,000
ATTENDED
THE 2023 SHOW

SUPPORT FROM THE LINCOLNSHIRE SHOWGROUND'S SOCIAL MEDIA ACCOUNTS
165k USERS REACHED & 2.1 MILLION IMPRESSIONS

JOURNALISTS PHOTOGRAPHERS BLOGGERS & INFLUENCERS
FROM OVER 70 MEDIA OUTLETS

AGE DEMOGRAPHICS



EXTENSIVE PR COVERAGE

15 Million People
ACROSS PRINT, DIGITAL, TV & RADIO



WITH OVER 500 EXHIBITION STANDS

WITH OVER 70% OF VISITORS ARE FROM LINCOLNSHIRE

84%
RATE THEIR EXPERIENCE OF THE SHOW ABOVE AVERAGE, GOOD & EXCELLENT

200 Stewards
SUPPORT THE SHOW

20,000 ICE CREAMS SOLD IN 2022
THAT'S A LOT OF ICE CREAMS!



ON AVERAGE PEOPLE SPEND £29 AT THE LINCOLNSHIRE SHOW ON FOOD AND DRINK

£56 IS SPENT ON CLOTHING BY THE AVERAGE PERSON

Hand CRAFTED £26 IS SPENT ON CRAFTED ITEMS BY THE AVERAGE PERSON

APPROXIMATELY 4,500 SCHOOL CHILDREN WILL ATTEND THE SHOW THIS YEAR

51 SCHOOLS ENTERED SCHOOLS' CHALLENGE!

THE LINCOLNSHIRE SHOW WEBSITE HAS

151 THOUSAND USERS
232 THOUSAND SESSIONS
530 THOUSAND PAGE VIEWS
ON AVERAGE LAST YEAR

OVER 16,000 VEHICLES PARKED IN 2023
THAT'S X3.6 PEOPLE PER VEHICLE

OVER 1000 EQUINE ENTRIES IN 2023

THE LINCOLNSHIRE SHOW 2023



Please note this is not the final layout for 2024

*please note this map is for guidance purposes and subject to change.

THE LINCOLNSHIRE SHOW 2023

- INFORMATION POINT & MEMBERS AREA (EPIC CENTRE)
- TOILETS
- CASHPOINT
- LAND TRAIN ROUTE
- FIRST AID
- DISABLED FACILITIES
- SHOW ENTRANCE GATES
- CHANGING PLACES FACILITY
- LOST PROPERTY (ROTARY CLUB STAND)

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TRADE STAND APPLICATION PROCEDURE

HEADLINE DATES

Bookings Open	Now
Balance payments due for Trade Stands	17th March
Last date for applications to include Programme entry	5th May
Last date for Electricity Applications (direct to TSV Electrical Services Ltd)	12th May
Last date for Water Applications (direct to Gelder Ltd)	12th May
Last date of grass cutting by the LAS (See Page 12)	12th June

SITE OPEN FOR ARRIVAL OF STANDS/EXHIBITS - 13TH JUNE 8:30AM

Post Hole boring	Friday 14th June
Folk Lift Truck available daily from	Friday 14th June - 8:30am - 4:30pm
Arrival deadline for Heavy Exhibits	Sunday 16th June - 4:00pm
Last date for Electricity Applications (direct to TSV Electrical Services Ltd)	Sunday 16th June - 4:00pm
Arrival deadline for all Temporary/Portable Buildings/Structures	Sunday 16th June - 4:00pm
Deadline for all Contractor-erected Marquees & furniture <i>If anything is arriving after 18th June, permission is required by the LAS – please contact the team.</i>	Sunday 16th June - 6:00pm
Arrival deadline for all other Machinery Exhibits	Monday 17th June - 6:00pm
Arrival deadline for all other Exhibits	Tuesday 18th June - 5:00pm

SHOW OPEN

WEDNESDAY 19TH – THURSDAY 20TH JUNE 2024 (8:00 AM TO 6:00 PM)

Any exhibitor found closing their stand/packing up prior to this time, may not be permitted to attend the following year's Lincolnshire Show.

BREAKDOWN OF STANDS/EXHIBITS MUST NOT COMMENCE UNTIL 20TH JUNE 6:00PM

Light vehicles allowed entry onto the Showground via Gate 5	Thursday 20th June - 7:00pm
Heavy vehicles allowed entry onto the Showground via Gate 5	Thursday 20th June - 9:00pm
Vehicle access (all types) allowed via Gate 1	Friday 21st June - 8.00am
Security stands down	Monday 24th June - 7:00am

Please note all times are correct as of 1st November 2023 when exhibitor applications open for the 2024 Lincolnshire Show. The LAS has the right to amend any dates and times if required, but exhibitors will be notified.

EXHIBITOR 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. If you have any specific requirements then please contact the trade team.
- Exhibitors are only permitted to sell items as described on their completed application form.
- The LAS has the authority to reject or amend any application made and to adjust fees accordingly.
- 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 LAS.
- The LAS 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.

OPENING HOURS OF THE SHOW TEAM

Thursday 13th - Friday 14th June	7:30am - 6:00pm
Saturday 15th - Sunday 16th June	8:00am - 4:00pm
Monday 17th - Tuesday 18th June	7:30am - 7:00pm
Wednesday 19th - Thursday 20th June	Show Days
Friday 21st June - Monday 24th June	8:00am - 4:00pm

The Lincolnshire Show security team will be onsite out of these hours and will be able to assist exhibitors if required.

EXHIBITOR INFRASTRUCTURE



The Mews exhibitors: Are sited in temporary canvas shedding provided by the LAS.

Food Court exhibitors: Non-cooking stands are sited in temporary canvas shedding provided by the LAS.

The temporary marquees provided will be the same specification as per the 2023 Lincolnshire Show, so all exhibitors need to ensure they have suitable refrigeration for their products. Direct sunlight may impact your products, so please consider this when booking.

Lincolnshire Lifestyle/Rural Crafts exhibitors: Are sited within marquees provided by the LAS.

Tables and chairs are available to order for the above exhibitors only– please make your request on the application form.

All other exhibitors: Are allocated space in open ground (grassed). Exhibitors have to make their own arrangements for any marquees/trailers/infrastructure required – the LAS only supply the open ground space.



CANCELLATION OF EXHIBITS/ TRADE STANDS

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

Before 17th March 2024	Loss of deposit (25%).
From 18th March to 30th April 2024	50% of the total stand cost.
From 1st May 2024 onwards	100% of the total stand cost.

Full payment is due on or before 17th March 2024. The LAS reserves the right to re-let any site which has not been paid for in full by 18th March 2024.

PLEASE REMEMBER THE FOLLOWING POINTS WHEN APPLYING FOR A TRADE STAND

- Stand sizes are detailed in metres (frontage and depth).
- Boundaries of sites are clearly marked and in no circumstances will exhibitors be allowed to occupy a larger space than they have purchased. All stands will be marked with their stand number at the bottom left of the stand (as you look at the front of the stand). It is the responsibility of the exhibitor/contractor to check the stand number before unloading to ensure they are on the correct stand.
- Exhibitors must book enough space to accommodate tow bars, guy ropes, footplates, flooring and marquee structures as well as vehicles you may wish to have on or behind the stand including stock vehicles and caravans. If in doubt please do check with your marquee contractor.
- Any encroachment on adjoining trade stands will not be accepted by the LAS and may result in an exhibitor being asked to move their stand (at a cost to the exhibitor) or asked to leave the Showground. In such a situation, no refund will be given.
- The LAS 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.





WHAT TO EXPECT WHILST ON SITE

CONTRACTORS / EXHIBITORS ARRIVAL / SITE INDUCTION

All contractors and exhibitors must take part in a site induction prior to accessing the site. More information will follow about this closer to the event days.

Once inducted contractors will be issued with a wristband that must be worn at all times on site, prior to commencing any work.

Any contractor wishing to strike the ground **MUST** make themselves known to LAS staff, Show security or steward. The LAS water, telephone cabling and electricity supplies are all underground and to prevent these services from being damaged, LAS staff, Show security or steward 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.



TEMPORARY DEMOUNTABLE STRUCTURES/MARQUEES

- 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.
- 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 the LAS reserves the right to charge for this service.

SUB-LETTING AND MOVEMENT OF SITE

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

SERVICES

Services (water and electric) application forms are provided by the LAS trade team. Applications for the services listed below should be made no later than the date stated and sent directly to the contractors.

- Water: Deadline for applications is 12th May 2024 (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. You must also book enough space to accommodate the waste tank within your boundary.

- Electricity: Deadline for applications is 12th May 2024 (Applications for electricity received after this date will incur a 25% surcharge)

GENERATORS

- The use of generators is strictly prohibited at all times. Any exhibitor 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 ELECTRICAL SUPPLY

- The mains electricity will be switched on Tuesday 18th 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 LAS'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 14th to Friday 21st 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 a member of LAS show staff or show security (on behalf of the LAS).
- All responsibility for damage howsoever caused, remains with the driver of the fork-lift truck at the time the damage occurs.

POST HOLE BORING (MARQUEES/FLAGPOLES)

- 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 LAS.
- Any damage to underground or other services or the Showground caused by unauthorised diggings will result in the exhibitor being liable for any/all repair charges. Holes will be bored on 14th June only. Post holes are an additional £6.00 inc. VAT and must be purchased in advance via the application form.

GRASS CUTTING

- The last grass cut by the LAS will take place on 12th June 2024. 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 a 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.

SHOW SET-UP AND BREAKDOWN

SET-UP

Timescales for Set-Up may be found in the “Headline Dates” section on Page 6.

- All Trade Stands must be on-site and set up no later than 6:00pm on Tuesday 18th June 2024.

BREAKDOWN

Closing or dismantling trade stands **MUST NOT** 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 prié 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 21st June 2024.
- Any exhibits not cleared by 4:00pm on 24th June 2024 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 6:00pm or opening later than 8:00am, they may not be permitted to attend the following year's Lincolnshire Show.



TICKETS AND PASSES

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.

EXHIBITOR PASSES/TICKETS

All exhibitors will receive a standard trade ticket pack which is 4 entry tickets. These are not dated but can only be used for one day. Any additional tickets for your staff must be purchased at the exhibitor rate of £20 inc. VAT and these should be ordered on the Trade Application form. Any exhibitor, or their staff found selling these tickets will be prohibited from trading at the Show and will be asked to remove their stand.

All tickets/passes will be sent at the end of May/beginning of June – however no tickets/passes will be sent until all payments and paperwork required have been received.

EXHIBITOR BADGES

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. All exhibitor badges are to be requested if required, via your trade application:

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



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). Parking spaces directly behind stands within the Food Court and the Mews is at a premium, so please be considerate of your adjoining stands.
- For other stands, vehicle 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 LAS 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.
- All caravan passes must be booked by Friday 7th June.
- Caravan space will be allocated by the LAS; 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 LAS.

***Please note in regards to tickets and passes**

- It is the responsibility of the exhibitor booking the stand to order all passes and tickets required.
- 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 £20 inc. VAT per day.
- 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 LAS 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.

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 LAS 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 LAS, its servants or agents, the LAS 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 LAS 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 LAS.

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

F) The LAS 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 LAS. 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 LAS, the LAS 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.**



GENERAL REGULATIONS

ACCESS/SITE ETIQUETTE

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 security.
- 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 LAS 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 LAS 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 state this on the application form and agree to pay the £30 inc. 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 the stand.
- All exhibitors supplying alcohol will be visited by the LAS 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 LAS. 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 LAS Chief Steward of Trade'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 stand for their own customers. Please ensure you include details of your caterer on the application form.

- No food or drink is to be sold to members of the public unless you have booked a catering concession unit.
- 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/compliance officers 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.
- Exhibitors may offer complimentary samples to visitors, but these must only be small bite size samples (Food 1-2 bites maximum and drink 10ml maximum) and allergen information must be displayed.

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 LAS. 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 LAS. In addition, the operation must be covered by licence under the Lotteries and Amusement Act, 1976, and any subsequent amendment.

DELIVERIES – ON SHOW DAYS

- Couriers are permitted to make deliveries on both Show days, but all vehicles MUST be off site by 8.00am. The LAS needs 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, and any costs of removal of the vehicle will be invoiced to the exhibitor.
- Any deliveries to the Showground by a courier pre-Show and during Show days (after 8.00am) should be met by the exhibitor at either Gate 1 (Green Gate) or Gate 3 (Blue Gate). LAS staff or stewards will not meet any couriers – it is the responsibility of all exhibitors to ensure their deliveries are collected.

DISABLED ACCESS

Under the Equality Act 2010, everyone has the right to have access to stands. For further information regarding this visit the Equality & Human Rights Commission. www.equalityhumanrights.com 0808 800 0082.

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 Floral Arts or Members and Vice Presidents enclosures.
- The LAS 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.

EMPLOYMENT OF CHILDREN

No child under 13 years of age may be employed at the show. Any exhibitor intending to employ any child between 13-16 years of age should apply to West Lindsey District Council for the appropriate employee notification form.

FIREARMS, SHOTGUNS, AIR PISTOLS, ETC

- Special authorisation for the sale of firearms, shotguns, air pistols, etc., must be obtained from the LAS 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 LAS 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 LAS, its officials or representatives in this matter must be accepted as final.
- 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 a LAS 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.

FOOD AND DRINK VOUCHERS

- LAS Staff and stewards 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, may 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 2024. Payment will then be made by BACS.

FORCE MAJEURE

If an event defined hereafter as Force Majeure occurs the 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.

GDPR

The LAS and its subsidiary companies are committed to protecting your personal data and processing it only in accordance with legal requirements. For more information, please contact LAS via T:01522 522900 or E: info@lincolnshireshowground.co.uk.

The LAS shall have the permission to store, process and retain, including electronically, all data, CCTV imagery from the Showground, and personal information provided by exhibitors for the purpose of operating the Show and maintaining appropriate records. We retain your data to simplify future applications.

The name, contact details and any promotional material provided by an exhibitor may be used in show catalogues, guides, show website/App and elsewhere as part of the operation and promotion of the Show and any future Show. We will not transfer your data outside of the EEA (European Economic area) and will not share your data with third parties (unless permissions have been given on your application form).

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.

LIVESTOCK/ANIMAL ON STANDS

- Exhibitors wishing to include livestock or animals 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.

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 LAS will undertake the work and charge the exhibitor accordingly.

MEDICAL

There will be medical cover on site from 09.00am on Monday 17th June until 12.00pm Friday 21st June, providing 24hr cover.

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 LAS to cause annoyance.

- The LAS 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 LAS. The LAS 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.

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

SECURITY

- The LAS will provide competent security throughout the period of the Show (including pre and post Show).
- Exhibitors are advised to make their own arrangements for items of equipment which are valuable and need special security arrangements. The LAS 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.
- 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.

PUBLIC PERFORMANCES OF COPYRIGHT MUSIC

Exhibitors should obtain their own licenses as they are not covered by the LAS'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 LAS reserves the right to limit the use of two-way radios on the Showground. The LAS must receive the list of frequencies which are to be used at the Show at least one month prior to the event.
- The LAS 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 LAS'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.



SIGNS AND ADVERTISING

- 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 LAS. 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.
- PLACARDS, LEAFLETS etc - No exhibitor or other person shall be allowed to affix any placard or advertisement to any part of the LAS's plant or premises unless permission to do so has been obtained from the LAS, nor will any person be allowed to distribute leaflets or display advertisements except within the remit of their own stand.
- AIRCRAFT WITH TRAILING BANNERS - The LAS 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 LAS's wishes and refrain from this form of advertising.

SMOKE-FREE LEGISLATION UNDER THE HEALTH ACT 2007

- It is the responsibility of the exhibitor 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 LAS 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 LAS.
- Exhibitors who in the opinion of the Stewards or LAS 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 damaged by an exhibitor or contractor.

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 exhibitor staff shall be parked 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

- 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.
- Machinery and vehicles must be of a suitable standard. The LAS 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 LAS of Great Britain.

HEALTH AND SAFETY AT WORK ACT 1974

- The LAS 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 LAS will not permit the operation of any tractor, machine or equipment which, in the LAS'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 LAS 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 LAS. Copies are available on request.

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

- **COMPLIANCE WITH BYE-LAWS AND REGULATIONS:** The LAS Bye-Laws and Regulations and any conditions in the Prize List or any other rules, regulations or schedules in any document published by the LAS 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 LAS shall be bound by and comply with the Bye-Laws and Regulations of the Council of the LAS and to the lawful directions of any servant or agent appointed by them.
- 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 LAS by any form of misrepresentation, or has violated any of the Bye-Laws or Regulations of the LAS, 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.
- The LAS reserves the right to refuse any person admission to the Showground or entry and participation in any event promoted or organised by the LAS or to withdraw permission at any time to remain on the Showground or to participate in an event, and the LAS shall not be required to give any reason for such action.
- **COMPLIANCE WITH GOVERNMENT AND LOCAL AUTHORITY REGULATIONS AND ALL CODES OF PRACTICE.** All Shows, Exhibitions and Events organised by the LAS 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 LAS staff, Show security or stewards 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 LAS or the directions of the Stewards or Officials and, if necessary, to expel such exhibitor or their representatives from the Showground.

TRADE AWARDS

Each year prestigious awards are presented to exhibitors across the Show for various criteria including; stand design, innovation, staff presentation, content and overall attractiveness. All exhibitors are entered into the awards and our judges will make their decisions on the first morning of the Show and all winners notified Wednesday afternoon. The President of the Lincolnshire Agricultural Society will then visit all winners on Thursday morning to decide who will be awarded the Hugh Bourn Trophy for Best Trade Stand.

LAST YEARS OVERALL TRADE AWARD WINNERS

THE HUGH BOURN TROPHY **NUNNY'S FARM**

For the best Trade Stand or Exhibit in the Show selected from the winners of classes T1 to T14. Judged by the President of the Society.

THE WITHAM GROUP CUP **TIFFIN & CO BAKEHOUSE**

For the reserve best Trade Stand in the Show selected from the winners of classes T1 to T14. Judged by the President of the Society.





ADVERTISING, SPONSORSHIP, MEMBERSHIP & SUPPORTING THE SHOW

Lincolnshire Agricultural Society Membership – you don't need to be a member to exhibit, but you will be supporting our charity if you join!

The Lincolnshire Agricultural Society is a registered charity, established back in 1869. By becoming a member you are helping us to 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, opportunity to nominate an employee for our Long Service Awards, discounted rates on livestock and equine classes and a discount on your exhibitor stand (£48 inc. VAT).

Your annual membership fee supports our educational work all year round, so you will also receive:

- Invitation to the Lincolnshire Farming Conference and Members Preview Evening at the Lincolnshire Food and Gift Fair.
- Free family ticket to Countryside Lincs.
- 10% discount on hire charges at the Lincolnshire Showground.
- Discount on entry to selected third party events at the Showground.
- Regular Members' e-newsletters including discounted offers and exclusive benefits.

2024 MEMBERSHIP PRICES

Single Membership - £70

Joint Membership - £107

Vice President - £148

Please email membership@lincolnshireshowground.co.uk or visit our website for more information.

SPONSORSHIP, ADVERTISING AND HOSPITALITY

Not only can you support the County's flagship event of the year by having an exhibitor stand or by becoming a member of the LAS you can also build your audience and engaging with our visitors by sponsoring an area of the Show, advertising on one of our event platforms or by entertaining your clients with Show Hospitality!

For more information on sponsorship, advertising and/or hospitality, please email



USEFUL EXHIBITOR INFORMATION

MARQUEE SUPPLIERS

- Crockers Marquees – www.crockerbros.co.uk
- LH Woodhouse & Co Ltd – www.lhwoodhouse.co.uk
- Wells Marquees Ltd – www.wellsmarqueesltd.co.uk
- George Mudford and Sons Ltd - www.mudfordmarquees.co.uk

SIGNAGE / EVENT PRODUCTION / DESIGN / POINT OF SALE MATERIAL

- Henson Franklyn – www.hensonfranklyn.co.uk
- Ruddocks – www.ruddocks.co.uk
- Optima – www.optimadesign.co.uk
- Systematic - www.systematic.uk
- Root Studio – www.rootstudio.co.uk

AV / TECH / WIFI SUPPORT

- Peachy Events - www.peachy.events
- Dolphin ICT - www.dolphinict.co.uk

PLACES TO STAY

We have a number of accommodation providers listed on our website.
For more information visit: www.lincolnshireshow.co.uk/getting-here/where-to-stay



SAVE THE DATES

FOR OUR UPCOMING EVENTS



8TH
FEBRUARY
2024

INTERNATIONAL
WOMEN'S DAY

AT THE SHOWGROUND

8TH
MARCH
2024



14TH
APRIL
2024



19TH & 20TH
JUNE
2024

LINCOLNSHIRE
FOOD
& GIFT
AT THE SHOWGROUND

30TH
NOVEMBER &
1ST DECEMBER
2024

Be part of it
**BECOME
A
MEMBER**
of the Lincolnshire
Agricultural Society

Find out more & apply
for your membership
on our website



LINCOLNSHIRE
AGRICULTURAL
SOCIETY