



Sunday 14th April 2024, 10.00am – 4.00pm

GENERAL REGULATIONS & CONDITIONS FOR CATERING

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

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

1. Application for 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, food safety documentation 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.
- Upon confirmation an invoice for the stated deposit will be sent to you for prompt payment.
- The space purchased is the footprint area for a trade stand and no infrastructure is supplied by the organisers.
- The organiser reserves the right to refuse application without necessarily giving the reasons for so-doing.
- The balance of payment including VAT must be paid by 1 March 2024. No exhibitor will be allowed to exhibit unless and until these conditions have been complied with, and your exhibitor space may be resold. Any additional costs incurred by the exhibitor during the event will be subject to a separate invoice.
- 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.

2. Cancellation of Trade Stands

If an exhibitor withdraws from the event the following cancellation charges will apply:

- **Before 15th March (inclusive):** 50% of payment
- **After 16th March (inclusive):** 100% of payment

If the event is cancelled by the organisers of the event, a full refund will be issued.

3. Compliance

All food businesses must comply with all current legislation (The Food Safety and Hygiene (England) Regulations 2023) and must be registered as a food business with their relevant Local Authority. All relevant documents must be uploaded with the catering application online, failure to provide the documents may result in the application not being accepted.

All food businesses must use the “safe food, better business for exhibitors” manual, or similar. The manual is available from WLDC (it is charged from £13-20). Alternatively, you can print it for free from the Food Standards Agency Website.

All exhibitors will receive a visit from the LAS appointed Food Safety personnel. They will have right of access to all stands prior to the event (on set up days) and during the event. Enforcement Officers from West Lindsey District Council may also attend the event and if so, have right of access to all stands during the event.

Whilst not an exhaustive list, all exhibitors handling food **MUST**: Have access to adequate hot water hand washing facilities. Store food at the correct temperatures. Keep raw and cooked foods separate and all equipment and work surfaces should be regularly cleaned and sanitised.

NEW LAS regulation - All caterers serving hot drinks MUST serve these with a fitted lid prior to handing the product to the customer.

4. Allergen & Food Safety Information

For all food products, an allergen information sheet and your food safety documents should be available for inspection and for customers.

5. Prices and Description of Products

Description of products, minimum raw weights and approved selling prices must be clearly displayed at each point of sale and in line with the maximum prices schedule.

Exhibitors must provide good quality local or regional reared meats and other products wherever possible and prominent signage to this effect is encouraged.

Only FRESH MILK must be used. No UHT.

Responsible sourcing – priority will be given to exhibitors who use containers and cutlery made from recycled or sustainable material, e.g. wooden forks, recycled cardboard plates etc.

6. 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. Exhibitors must provide adequate fire protection and first aid boxes.

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.

Exhibitors 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, staff, 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 staff 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.

7. Setting up and manning of stands

Access to the site for set up is available from:

- Friday 12th April, 10.00am – 4.00pm
- Saturday 13th April, 11.00am – 3.00pm
- Sunday 14th 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 exhibitors must be open during the whole event. 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.

The exhibitor is responsible for the behaviour of all their employees who should be polite and suitably dressed at all times. Polite, efficient and speedy service is paramount. Temporary staff must receive training that is appropriate to their job requirements. Food hygiene certificates should be available for inspection for appropriate staff.

All Exhibitors/traders must be on-site no later than 8.15am on Sunday 14th April 2024, with their stand set up by 9.00am.

8. Trading times.

All units must remain open from 10am – 4pm.

9. Breakdown

Breakdown will commence no earlier than 4.15pm on Sunday 14th 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 15th April, 12.00pm will be removed to a convenient storage area. The risk of removing all items solely remains with the exhibitor/trader.

Catering vehicles will be subject to the same traffic regulations as all other vehicles of no vehicle movement until the event has closed, and there are no members of the public on site.

The sub-letting of stands/space will only be permitted if written application is made to the organiser before the event and a connection between the lessee and sub-lessee is proven to exist.

10. Tickets (Requests to be made on the application form)

Exhibitors may apply for up to 4 staff tickets (wristbands) per day for each unit, which can only be used by their own staff. 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.

11. Recording Sales Figures.

At the time of booking you agreed to pay a deposit payment to secure your booking. After the event you will be charged 22.5% commission on all event takings which will be offset against the deposit. Your catering unit must be equipped to provide proof of sales following the event. Figures should be sent post event to the trade team with receipts to complete the commission invoicing.

12. Disposal of Rubbish

All units are to be kept clean and tidy throughout the event, litter around each unit should be placed in lidded containers that must be provided by each exhibitor. Sites must be cleaned of litter each evening. After the event all equipment must be removed and the area cleaned before leaving the site.

13. 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 13th April until the event closes on Sunday 14th 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.

14. 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.

15. 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.

16. Fire Precautions

Stands with cooking features or relevant fire risks should be equipped with a fire extinguisher. Exhibitors should also be familiar, if applicable, with regulations concerning the use of inflammable liquids and gasses and use in enclosed areas.

17. 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.

18. 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

trade@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.