



Newark Showground

9 & 10 November 2021

Show Guidelines & Exhibitor Information

Events, Shows and Development Manager
Elizabeth Halsall
elizabeth.halsall@newarkshowground.com

EXHIBITOR STAND ENQUIRIES:
rebecca.knight@newarkshowground.com
01636 705796

Midlands Machinery Show
Newark Showground, Lincoln Road, Newark, Nottinghamshire, NG24 2NY

GENERAL CONDITIONS

All exhibitors, their employees, representatives and contractors shall be subject to the rules and regulations of the Society whilst on the Society's property, as interpreted by the Council and officials appointed by the Society. Any changes in legislation prevailing on the day of the Show will be circulated to exhibitors who should pass relevant details on to their representative, sub-contractors and staff. On notification to the exhibitor, these changes will become binding on all associated parties, as an integral part of these regulations.

The stand regulations are issued subject to orders and advice of the Department for Environment, Food and Rural Affairs, the Health and Safety Executive and local authorities, which may be operative during the period of preparation, show days and dismantling of the Show. Traders are responsible for full compliance with all such legislation or orders.

Newark Showground is a public place. The full provisions of the Road Traffic Act 1991, including the specific offences of dangerous, careless and inconsiderate driving of a mechanically propelled vehicle, apply to this show.

Roads, car parks and other areas on the Society's property shall be regarded as highways with special reference to road markings, speed restrictions (10 mph on all Society property) and the observations of parking restrictions.

NON-COMPLIANCE WITH REGULATIONS OR ACTING IRRESPONSIBLY

Show officials are authorised to order the removal from the showground of any article, animal or person, who in the opinion of the Society is causing or likely to cause, a nuisance, disturbance or breach of the peace, or an infringement of the Health and Safety Act (Etc.) 1974, or to close the stand of any exhibitor who does not fully conform to these regulations or the instructions of Society officials.

RECOVERY OF FINES, FEES AND CHARGES

All fines, fees and charges imposed by and due to the Society shall be recoverable by the Society's officers and until payment is made, persons owing them shall be barred from exhibiting at the Society's events. All fees are payable in full, in advance of the show.

STAND APPLICATION

Exhibitors will only be allowed to sell/promote goods as listed on their application. Stand applications will not be accepted, and space will not be allocated until full cleared payment is received. Payment methods are incorporated in the stand application form. See Stand Rates in the Exhibitor Booking Guide.

CANCELLATIONS:

If an exhibitor cancels a trade stand application prior to 15 September 2021, an administration fee of £40.00 plus VAT will be deducted from any refund. Cancellation after 15 September 2021, for whatever reason, will result in the forfeit of all fees. The Society reserves the right to re-let the space.

ELECTRICITY SUPPLY & INSTALLATION

All electrical connections are to be made by the Society's approved electrical contractors, McConnell's Electrical Services, whose form is included within the exhibitor online application and is to be returned directly to them with payment.

THERE WILL BE NO ELECTRICITY SUPPLIED TO ANY STAND UNLESS BOOKED AND PAID FOR PRIOR TO THE SHOW

ADMISSION TICKETS AND VEHICLE PASSES

Entrance for the public/visitors is free of charge therefore no admission tickets or Vehicle Passes will be issued. However all visitors on site will be required to register their attendance and the registration link will be circulated in your exhibitor pack.

HEALTH & SAFETY RISK ASSESSMENT

All exhibitors are required to complete a Risk Assessment form, and this should be returned with your application. Alternatively, if an exhibitor has their own Risk Assessments, these may be acceptable. The appropriate risk assessment forms must also be available for inspection on your stand during the Show period.

INSURANCE

Exhibitors must be insured in respect of public liability. A copy of the valid Certificate of Insurance **must** be uploaded with your application form as proof of evidence. If your current Certificate is due to expire before the dates of the Show, then you must email to the show office a copy of your newly issued Certificate of Insurance which will cover the dates of the Show. In all instances, **we strongly recommend that you bring your Certificate of Insurance with you**. Exhibitors must insure against fire, theft and other appropriate risks, not only as regards their property, but also against third party claims. Any firm or organisation employing people must have Employer's Public Liability Insurance to satisfy Health and Safety requirements.

IMPORTANT INFORMATION

SET UP & BREAKDOWN

Set Up

Exhibitors will be given AM and PM set up slots over the setup days to build their stand. These slots are based on stand positions and to give everyone enough space to get machinery/products onto stands. The number of forklifts on site for exhibitor set up are allocated and available based on the number of stands setting up within a given time slot. The setup plan will be emailed to exhibitors in advance of the show (to the email address provided on the booking form).

Set Up Days

OUTSIDE STANDS: Thursday 4 November 2021 until Monday 8 November 2021.

INSIDE STANDS: Friday 5 November 2021 until Monday 8 November 2021.

All stands must be setup and open by 8.00am on both days and manned throughout the time the Show is open to the public

Opening Times of the Show:

8.00am to 5.00pm on the first day and 8.00am to 4.00pm on day two of the show. There will be no traffic movement from 7.00am on either day of the show. All exhibits must be completed and set up by 7.30am on the first day of the Show. **Stands MUST NOT close before 5pm on the first day and 4.00pm on day two of the show.** Please take these times into account when booking travel arrangements with hauliers, ferries, trains, etc. The organisers reserve the right to refuse any future applications from any company breaking down their stand before the close of the show.

Failure to Open on the First Day:

Any exhibitor who fails to open his/her stand on the first day will not be allowed to open his/her stand on the second day (except where special conditions apply). There will be no refund, or any fees paid to anyone who fails to open his/her stand.

George Stephenson and Lady Eastwood Buildings

Exhibitors with stands inside the George Stephenson and Lady Eastwood Buildings are requested to take great care with the floors, particularly during set up and break down. Objects being dropped or dragged can result in damage. Repairs will be charged to the Exhibitor.

Breakdown:

Once the show has closed to the public, there will be official announcements regarding traffic movement, please do not move any vehicles situated on the showground until this announcement has been made.

Exhibitors or their contractors may not close or dismantle any part of their stands before 4.00pm on the second day of the Show. Vehicles arriving for the removal of stands will not be allowed to enter the Showground under any circumstances until after 4.30pm on the second evening, or such later time as circumstances may require.

Wednesday Evening Stand Breakdown.

Site access will be through BLUE GATE on the Wednesday evening.

Forklifts will be available on the Wednesday evening to help exhibitor's breakdown their stands.

Articulated Lorries are not permitted on site during the breakdown period. Access will be controlled by Society staff and its contractors. Please discuss any specific breakdown and/or dismantling requirements with the Show Manager.

Thursday Morning Stand Breakdown.

Site access will be through RED GATE on the Thursday morning - from 8am - 12noon only.

Anyone collecting on the Thursday morning must report to the office at RED GATE and have proof of collection. Articulated lorries will be required to park at RED GATE and be loaded there. Any machinery left on site after 12pm on the Thursday will be taken to a holding area and may have restricted access due to build up of another event.

The Society will not accept responsibility for any losses or damage to equipment during build up and break down periods. During the breakdown period, exhibitors should note that in view of the increasing audacity of thieves, security staff may at any time, demand from transport drivers' proof of their entitlement to load equipment. Exhibitors should therefore issue their transport drivers with paperwork detailing equipment to be collected. This measure is specifically designed to help avoid theft of exhibitors' equipment. Your co-operation would be appreciated to deter thieves.

Final Clearance of Showground: Trade stands must be cleared of content and rubbish by 12pm Thursday 11 November 2021. Exhibitors are reminded that security will be on site until 12pm Thursday 11 November 2021. The site needs to be cleared by this time, please liaise with the Show Manager if equipment needs to be left after this date.

STAND REGULATIONS

1. Catering:

The catering rights on Newark Showground are held exclusively by the Society. This is a B2B show and the provision of meals, tea or coffee or similar corporate hospitality by the stand holder to visitors to the stand is not permitted.

2. Display Tanker Vehicles:

Vehicles used previously for carrying bulk flammable gas or liquid are to be purged and charged with inert gas. The certificate should be available for inspection at any time.

3. Excavations:

The site has extensive field drains and underground utilities (cables, water, electrics). No excavations are permitted on site without the written permission of the owners (NNAS). Permitted excavations must be re-instated within two days of the closure of the Show, at the exhibitor's expense; otherwise the Society will make good the ground and charge the exhibitor responsible for the excavation for such work.

4. Generators:

Where exhibitors have permission to use diesel generators, they must be completely silenced and not cause any annoyance to either other exhibitors or the public. The Show Manager's decision shall be final should any complaint arise. The continued use of any offending equipment will result in closure of the offending stand.

5. LPG:

The Guidelines of the Health and Safety Executive should be adhered to if LPG is used. All persons using LPG must submit a full risk assessment and ensure that all equipment has the relevant test certification, which must be available for inspection on the day of the show.

LPG cylinders should be stored on firm, level ground at least 1 metre away from any building. To prevent tampering, every LPG storage area should be enclosed in a lockable compound of robust wire mesh or similar. Cages or surrounds made of wood or other combustible material are not acceptable.

Propane cylinders must be used only in the open air and must not be used inside marquees, tents or other enclosures. The use of gas bottles is prohibited within the Exhibition Halls - please order sufficient electricity supply.

Flammable gas or liquid is not to be dispensed on the Showground without prior notice to the Fire Authority.

Connection to the Showground gas supplies is strictly forbidden.

Security will be on site, including overnight patrols, from 9.00am Thursday 4 November 2021 through to 12pm Thursday 11 November 2021. All buildings will be secured overnight.