

LINCOLNSHIRE
**FOOD
& GIFT**
AT THE SHOWGROUND

TRADE REGULATIONS 2025

28th November - 30th November 2025

Lincolnshire Showground
Grange-de-Lings, Lincoln LN2 2NA

01522 522 900
trade@lincolnshireshowground.co.uk

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**LINCOLNSHIRE
SHOWGROUND**
HOME OF THE LAS

www.lincolnshireshowground.co.uk/food-gift



Hello

We're delighted to announce that applications for the Lincolnshire Food & Gift Fair are now open! We hope to welcome you to the county's flagship Christmas event, where your presence as an exhibitor plays a vital role in making the event a success. Together, we celebrate the finest flavours, heartfelt gifts and the rich traditions of food, farming, and countryside life, which are all proudly rooted within Lincolnshire.

Following each event, we carefully review all feedback and make improvements to the event layout and processes. We kindly ask that you read this document thoroughly to familiarise yourself with any updates. It is also the responsibility of each exhibitor to brief all contractors, particularly regarding setup and breakdown, so please ensure all relevant information is communicated clearly.

Below are some key points to consider when applying, but please ensure you read through all details of the trade regulations further in this document:

Application Process:

All applications must be submitted via our online booking system, Showing Scene. You will be asked to provide the following completed documents when submitting the form, failure to provide the forms may result in your application being rejected.

- Risk Assessment (template available in the downloadable documents section)
- Copy of Public Liability Insurance (with dates valid for the event and a minimum £5 million)
- Completed Alcohol Sales/Hospitality Form (if applicable)
- Caterers: Additional documentation is required—please refer to the application form for details.

Stand Allocation:

Exhibitors from 2024 are offered first refusal on their previous stand space for 2025. This offer is valid until 12th September 2025. Applications for new exhibitors open on 15th September 2025, after which any unclaimed spaces will be made available.

Payment Terms:

A 50% deposit is required once your application has been processed by the Lincolnshire Agricultural Society (LAS) to secure your booking. The remaining balance is due by 26th September 2025. The LAS reserves the right to re-let any unpaid sites after this date.

Applications submitted after 26th September 2025 must be paid in full upon confirmation.

LAS Members receive a £40 reduction on their trade stand fee. For membership details, please contact: membership@lincolnshireshowground.co.uk

Payment Methods:

- Debit/Credit Card
- Payment link on Showing Scene (see link on payment invoice)
- BACS Transfer

Account Name: Lincolnshire Agricultural Society

Account Number: 00013514

Sort Code: 82-66-20

Bank: Virgin Money

If you have any questions or need assistance with your booking, please don't hesitate to contact our trade team at: trade@lincolnshireshowground.co.uk

We look forward to welcoming you to the Showground this November!

Best wishes,

Sarah, Alice & Maddie



Sarah Duxbury

Head of Commercial



Alice Joyce

Trade and Membership Manager



Maddie Beeden

Commercial Apprentice

I just wanted to say thank you very much for allowing me to trade at this weekends show. I had a fabulous time. It was a really enjoyable weekend, I had lots of returning customers and their general feedback from the event was very positive.

There were also many new visitors who were also very complimentary.

Please thank every one of the team who were involved with the organisation of the show, I know how much work goes into organising events.

Lesley Porter - Designs by Lesley

Trade Regulations

All exhibitors will be required to confirm they have read and understood the trade regulations when submitting an application, therefore please ensure you read thoroughly before completing an application.

**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 etc)
- It should be noted that the submission of any application form to the organiser does not necessarily confirm your booking, please wait to receive confirmation from the organisers.
- A 50% deposit will be required upon submitting the application form.
- The space purchased is the footprint area for a trade stand and no infrastructure is supplied by the organisers, other than chairs and tables which must be ordered at the time of booking.
- Exhibitors are only permitted to sell what is stated and accepted on the application form.
- The organiser reserves the right to refuse application without necessarily giving the reasons for so doing.
- The balance must be paid by 26th September 2025. 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 25th September 2025: Loss of deposit
 - From 26th September 2025: 100% of total stand cost
- If your trade stand application is rejected, a full refund of the deposit will be issued.
- If the event is cancelled by the organisers of the event, a full refund will be issued.

3. 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.

4. SETTING UP AND MANNING OF STANDS

- All exhibitors are required to trade on the Preview Evening (Friday 28th November 2025) from 6pm and must be set up by 5pm on that day.
- Traders can access the site on Friday 28th November from 9am and must be set up by 5pm. If prior access is required, please contact the Trade team to confirm if it is possible. Prior to your arrival all trade stands will have been marked out and numbered/named. Any trade 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.
- Breakdown will commence no earlier than 4pm on Sunday 30th November, 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.
- All stands must be cleared on Sunday 30th November unless prior agreement with the organisers has been made.
- 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.

5. TRADING TIMES

- All units must remain open from 9am – 4pm each event day, plus 6pm-9pm on Friday 28th November for the LAS Members' Preview Evening.
- At this year's Lincolnshire Food and Gift, we're introducing a Quiet Hour during the first hour of trading on Sunday morning (9am-10am). This calmer period is designed to support visitors with sensory sensitivities or those who prefer a quieter shopping experience. During this time music and announcements will be paused, lighting will be dimmed and performances will not take place to help create a relaxed and quiet atmosphere. Everyone is welcome to enjoy the event in a quieter setting.

6. TICKETS (REQUESTS TO BE MADE ON THE APPLICATION FORM)

- Exhibitors may apply for up to 2 staff tickets (wristbands) per day per 2 meters of trade space frontage, which can only be used by their own staff. Any additional need to be purchased at £7 (adult) and £5 (child).

7. FOOD AND DRINK COMPLIANCE

- Any exhibitor supplying food and drink will be visited by our compliance officer to ensure correct procedures are in place.
- Exhibitors may offer complimentary samples to visitors, but these must only be small bite size samples and allergen information must be displayed. Any exhibitor offering food samples, must ensure that all food is stored at correct temperatures. Raw and cooked food must be kept separate and all equipment and work surfaces should be regularly cleaned and sanitised.
- All exhibitors supplying alcohol, whether for sale or as a sample must work within the Challenge 25 policy (www.wsta.co.uk/Challenge-25) and both must complete the relevant application form. Any exhibitor selling alcohol must also pay the relevant alcohol license fee (at time of booking) as you will operate under the LAS premises license – a TEN from the local authority is **NOT** required. All exhibitors must agree to abide by the terms of the LAS licence.
- Enforcement officers from West Lindsey District Council may potentially attend the event and will have right of access to all stands during the event.

8. STAND CLEANING

- Exhibitors are responsible for the good order and cleanliness of their own stands. No rubbish may be placed in the aisles while the event is underway. All stands should be cleared of rubbish and waste when clearing down.

9. ELECTRIC

- Electrics must be pre-ordered upon completion of the application form.
- It is the responsibility of the exhibitor to ensure the electrical supply ordered is sufficient for the usage required.
- All equipment must have current test certificates and the appropriate labels attached to the equipment.
- There will be a 10% surcharge for any electrical on the day requests.

10. SECURITY

- The organisers will appoint 24/7 security from Friday evening to Sunday evening. When the Lincolnshire Food & Gift Event is closed, responsibility for security will be in the hands of the security guards appointed by the organiser. The security officials will also have the right to search persons, stands and vehicles should it be deemed necessary to do so. Access to the venue after hours will only be permitted by the designated entrance: any persons found making entry or exit by any other means will be treated as an unlawful intruder and may be subject to restraint. The organiser has the right to expel any person or persons whose presence within the confines of the Lincolnshire Food & Gift Event, in their opinion, is prejudicial to the interests of the event.

11. MEDICAL

- There will be medical cover on site for the duration of the event. The First Aid point is within the EPIC Centre.

12. 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.

13. 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.

14. PROHIBITED ITEMS

- The sale of silly string, air horns, stink bombs and all imitation weapons for any purpose whatsoever is **NOT** permitted at the Lincolnshire Food & Gift Event.

15. LINCOLNSHIRE SHOWGROUND FACILITIES

- Please note that kettles are not permitted to be used on your stands due to movement of hot water across the venue. Exhibitors are permitted to bring their own refreshments (flasks) but kettles must not be filled in public toilets.

16. 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

17. SMOKE FREE LEGISLATION UNDER THE HEALTH ACT 2007

- It is the responsibility of the exhibitor to enforce the Smoke-Free legislation during the event within both permanent and temporary structures. Smoking is not permitted in any building or temporary structure.

18. DOGS

- Due to the event being indoors with food and drink stands, dogs are not permitted within the buildings unless they are an assistance dog.

19. POSTPONEMENT OR ABANDONMENT

- In the event of all or part of the Lincolnshire Food & Gift Event 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.

20. 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 event 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 guides, Lincolnshire Showground website/ App and elsewhere as part of the operation and promotion of the event and any future event. 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).

21. NON-COMPLIANCE WITH REGULATIONS

- The LAS staff, event 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 confirm to the regulations of the LAS or the directions of the staff or officials.

22. PR AND COMMUNICATION

- A PR company will be appointed to act on behalf of the LAS to promote the Food and Gift Event. 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 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 over the weekend – so if you would prefer not to appear in these photographs please speak with the LAS team or the photographer directly.

23. WI-FI

- The Lincolnshire Showground does have a number of WI-FI posts across the site, however due to the number of visitors and exhibitors we also advise exhibitors to have their own supply for the event, as full coverage cannot be guaranteed.



Did you know as a charity, we promote food, farming and the countryside, whilst proudly representing Lincolnshire and connecting communities.

**Last year we reached
20,000+
young people in Lincolnshire
and we engaged with
140+
Schools**

*To find out more about our charity work, visit:
www.lincolnshireshowground.co.uk/our-charity*

Our Prices

We believe in keeping things simple and transparent. Pricing for the Lincolnshire Food & Gift event is designed to offer real value, helping you make the most of your time with us.

With thousands of eager visitors and a strong reputation for quality, this is your chance to showcase your offerings within a vibrant, high-energy setting.

Let your brand shine at one of Lincolnshire's most anticipated seasonal events.

Single Spaces for Food & Drink or General Retail Exhibitors

LAS Member - £260

Standard - £300

All single stands are 2m frontage x 3m depth.
Additional 2m frontages can be purchased at the time of booking.
All stands on a corner, will be charged the corner stand fee.

	Standard	LAS Member
■ Additional 2 metre frontage	£115	£105
■ Corner Stand Surcharge	£93	£87
■ Alcohol Sales Form	£35	£35
■ 13 amp Single Socket	£65	£65
■ 13 amp Double Socket	£85	£85
■ 16 amp Blue Connector	£90	£90
■ 32 amp Connector	£200	£200
■ Vehicle Connection	£90	£90





**LINCOLNSHIRE
AGRICULTURAL
SOCIETY** EST 1869

BE A PART OF IT

Become a Member

By becoming a Member you are helping us to achieve our key objective of promoting food, farming and the environment. With your support, we are able to reach over 16,000 young people through our initiatives.



FREE ADMISSION

- Lincolnshire Business Showcase
- Lincolnshire Farming Conference
- A FREE family ticket for Countryside Lincs



HAVE YOUR SAY

The opportunity to join our council



LINCOLNSHIRE SHOW

- Two-day admission
- Access to Members area with a view of the Main Ring
- Dedicated VIP parking



DISCOUNTED TRADE STANDS

- Lincolnshire Business Showcase
- Lincolnshire Show
- Lincolnshire Food & Gift



ADVERTISE WITH US

Members are able to advertise their business via e-shots and we offer a discounted rate for advertising in our printed newsletters



OFFERS & DISCOUNTS

- Discounted tickets to our International Women's Day Event
- Discount on Livestock and Equine entries for the Lincolnshire Show
- Offers and discounts for local attractions and businesses



OPPORTUNITY TO ATTEND EXCLUSIVE MEMBER EVENTS AND VISITS



NEWS FROM THE LAS

Regular communication via email and twice yearly printed newsletters from the Society



ACCESS TO FUNDING FOR PROFESSIONAL DEVELOPMENT

Via the Trafford Fund

VIP INVITE TO LINCOLNSHIRE FOOD & GIFT PREVIEW EVENT



AWARDS

The opportunity to nominate an employee for a Long Service Award or an individual for The Rising Talent Award

Find out more

lincolnshireshowground.co.uk/membership

Call: 01522 522900

Email: membership@lincolnshireshowground.co.uk