

# General Regulations & Conditions for Catering

28th November - 30th November 2025

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

01522 522 900

trade@lincolnshireshowground.co.uk

Issued:

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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.

#### 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** 

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



# General Regulations & Conditions for Catering

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)

#### 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 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 21st September 2025: 50% of deposit payment
- » From 22nd September 2025: 100% of deposit payment
- 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.

#### COMPLIANCE

- All food businesses must comply with all current legislation (The Food Safety and Hygiene (England) Regulations 2025) 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.

# 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

- All units must be on site and in position by 5pm, Friday 28th November (trading on Friday 28th November is optional). Sites will have been marked out and numbered/named. Units incorrectly positioned 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
- 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.
- Catering vehicles will be subject to the same traffic regulations as all other vehicles of no vehicle movement until 4pm on Sunday 30th November when the event has closed.
- 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.

#### 8. TRADING TIMES

• All units must remain open from 9am – 4pm each event day (Friday 28th November is optional, but if trading the units must be open for the duration of the event 6-9pm).

# 9. 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 £7 each.

#### 10. RECORDING SALES FIGURES

• At the time of application, you agreed to pay a deposit payment to secure your booking. After the event you will be charged commission on all event takings which will be offset against the deposit – this will be charged at 22.5% +VAT on your net sales. Your catering unit must be equipped to provide proof of sales following the event. Figures should be sent post event (with receipts) to the LAS accounts team (accounts@lincolnshireshowground.co.uk) within one month after the event date.

# 11. 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.

#### 12. SERVICES

#### » 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 requests made on the event days.

#### » Water

- Water is available from the toilet blocks close to the EXO Centre.
- It is the exhibitors responsibility to dispose of waste water at the Elsan disposal points at the toilet blocks close to the EXO Centre.

#### 13. LPG

- Any exhibitor fuelled by LPG must ensure all gas connections and pipes have been tested and certified by a Gas Safe engineer. Certificates must be available for inspection if requested.
- All cylinders are to be disconnected/ connected by competent persons using the correct tools.
- No smoking signs must be in place and observed.
- Only two LPG cylinders are permitted per unit (one in use and one spare). Any others required must be placed in a separate cage and not on the stand or in a vehicle. Please ensure all hoses and fire extinguishers are in date. Please ensure all hoses are crimped.

#### 14. SINGLE USE PLASTICS

• All serve-ware including cups, plates, cutlery and stirrers should be compostable e.g. made of wood, cardboard or paper. Alternatives for the following items should be sought: plastic bottles, drinking straws, bag, stirrers, condiment sachets, milk pots.



# 15. STAND CLEANING AND 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. Skips will be provided by the LAS for you to remove your rubbish to. Sites must be cleaned of litter each evening. After the event all equipment must be removed and the area cleaned before leaving the site.

#### 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. SECURITY

• 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.

#### 18. PUBLIC ADDRESS AND 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.

#### 19. 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.

#### 20. 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

# 21. 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.

#### 22. 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.

#### 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.

#### 24. POSTPONEMENT OR ABANDONMENT

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

#### 25. NON-COMPLIANCE WITH REGULATIONS

• The LAS staff, event security or stewards have power to order the removal of any article form 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.

#### 26. 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).

#### 27. PR AND COMMUNICATION

- A PR company will be appointed to act on behalf of the LAS to promote the Food and Gift Fair. 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 <a href="mailto:trade@lincolnshireshowground.co.uk">trade@lincolnshireshowground.co.uk</a>
- 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.



# **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.

### Catering Concessions

All catering concessions are required to pay a deposit of £300+vat to secure their place at the event. After the event you will be charged commission on all event takings which will be offset against the deposit – this will be charged at 22.5% +VAT on your net sales.

	Standard	LAS Member
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





# 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



#### LINCOLNSHIRE SHOW

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



#### **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



#### **NEWS FROM THE LAS**

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





#### **HAVE YOUR SAY**

The opportunity to join our council



### 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 newslatters.



OPPORTUNITY TO ATTEND EXCLUSIVE MEMBER EVENTS AND VISITS



# ACCESS TO FUNDING FOR PROFESSIONAL DEVELOPMENT

Via the Trafford Fund



#### **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

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

20,000+
young people in
Lincolnshire and we
engaged with
140+
Schools



