80th ANNUAL HEATHFIELD AGRICULTURAL SHOW

SATURDAY 29th MAY 2027

TOTTINGWORTH FARM, BROAD OAK, HEATHFIELD, SUSSEX
By kind permission of the Trustees of Mr & Mrs D. W. Browning

Trade Stand Exhibitor Information Pack

Dear Exhibitor

We are now preparing for the 80th annual Show on Saturday, 29 May 2027 and are delighted to supply this information pack.

In 2027 we will continue to offer top entertainment in all show rings, free admission for children under 16yrs and free show programmes. With around 12,000 people attending the Heathfield Agricultural Show (HAS) last year, the Show continues to be one of the best one-day Agricultural shows in the UK.

This information pack contains everything you need to know about the Show and what you must do as a trade stand to attend and exhibit. Our application forms for each trade section are based online via our website to make your booking process quick and easy.

Important Information

- The **final booking deadline** for all applications is Friday, 9 April 2027.

All general trade stands are automatically entered into our **Trade Stand Competition** which is judged on Show Day. Full details and rules can be found on our Trade Stands webpage.

If you have any questions or need help with stand sizes and locations of where to exhibit, please contact the relevant section organiser listed below.

We look forward to hearing from you soon with your application for 2027.

Kind regards, the Heathfield Show Team.

General Trade Stand / Food & Beverage Marquee
Gemma Nicholson
Email: tradestands@heathfieldshow.org
Tel: 07598 969533

Arts & Crafts Marquee
Lily Wise
Email: arts.crafts@heathfieldshow.org

Farmers Market
Alex Malam
Email: farmersmarket@heathfieldshow.org

Information & Regulations

1 PAYMENT

Payment must be made online when booking. ALL payments must be received by 3 May 2027. Trade stands not paid for by that date will be re-allocated. Refunds are strictly at the discretion of the Heathfield Agricultural Show (HAS) and will not be made to those cancelling after 29 April 2027. A cancellation fee of 10% will be charged. No payment can be made by the Show in respect of any preliminary or setting up costs incurred by trade stands or to any third party contractors (e.g. marquee companies) who are solely the responsibility of trade stand exhibitors.

2 CLOSING DATES

The final general trade stand booking date is Friday 9 April 2027.

3 DETAILS OF EXHIBITS

Please give details of the goods you propose to exhibit in no more than five words. Motor dealers, please give the makes of the vehicles to be exhibited; franchise holders should note that the showground is in the TN21 postal area.

4 LAYOUT OF EXHIBITS

Exhibitors **must** book sufficient space to contain their entire exhibit including guy ropes, caravan tow bars, restock vehicles etc. No part of an exhibit will be allowed to project over the boundary lines allocated. Infringement of this rule could result in a penalty charge of up to £500.

5 PUBLIC LIABILITY INSURANCE

It is essential that all exhibitors supply a copy of their public liability insurance certificate adequate for their stand, covering the date of the Show. We must have this document by 3 May 2027 so you can exhibit.

6 FOOD, DRINK & CONFECTIONERY

In order not to infringe the catering & ice cream concessions, only exhibitors in the Food Marquee and Farmers Market are permitted to sell food, drink and confectionery. Any Exhibitor offering refreshments to clients must ensure preparations do not offend other people and conform with local Environmental Health requirements. The Food Marquee and Farmers Market is primarily for the sale of foodstuffs for consumption away from the showground.

7 FARMERS MARKET

Stallholders must adhere to the certified Farmers Market FARMA rules, all goods and produce must have been grown, crafted, reared, caught, brewed, pickled, baked, smoked or processed by the smallholder or farmer. Bookings for this section should be made online via the Show's website. Any questions relating to the Farmers Market section must be made to:

Alex Malam
farmersmarket@heathfieldshow.org

8 ELECTRICITY

Orders for power must be made on the provided application form and sent direct to Excell Electrical Event Solutions Ltd with the required fees. Exhibitors must provide their own cable to reach from the socket at the back of their site. The Show cannot be held responsible for the standard of supply or its failure due to circumstances beyond the Show's control.

9 TRADE STANDS COMPETITION

All general trade stands will be judged. Criteria for judging will include attractiveness, friendliness of staff, interest to the public and creative and effective use of stand layout. A trophy will be awarded to the winner of each class. A full set of rules and information is available on our website.

10 CHARITIES

Registered charities or community organisations benefitting the people of Heathfield & District may apply for one of the few specially designated stands 6m x 6m at the discounted rate of £181.00 + VAT which will be allocated at the discretion of the Show Council.

11 LARGE VEHICLES

It is important to show on your application form the length and weight of any vehicles to be sited on the trade stand. Vehicles must be able to manoeuvre within the space reserved. Buses are not allowed without special permission obtained in writing from the Trade Stand Secretary.

12 GENERATORS

Generators are **NOT** permitted on the showground. Any queries must be addressed to the Trade Stand Secretary

13 PERSONNEL PASSES

Admission passes will be allocated as per the Trade Stand prices on our website.
Extra adult passes are available at the discounted super early bird rate of £28.00 (inc VAT).

14 TRADE STAND VEHICLES

Vehicles wishing to enter the showground must have the appropriate Trade Stand parking pass clearly displayed in their vehicle otherwise they will not be admitted.
No vehicle movement is permitted on the showground on Show Day **between 8.00am - 5.30pm.** Enquiries on the ground should be made to the Trade Stand Secretary situated in the BLUE office by the main Blue Gate.

Access to Showground: The colour of the vehicle pass dictates which entry gate should be used, i.e. blue, red or green. In the event of severe weather, please observe any routing signs on the roadside.

15 SHOWGROUND ACCESS HOURS

Mon 24 – Thurs 27 May:	9am – 5pm
Fri 28 May:	7am – 8pm
Sat 29 May:	5am – 8am
Show closes to the public:	5.15pm

No vehicle movement will be permitted on the showground on Show Day between 8.00am and 5.30pm.

16 MEMBERSHIP

Details can be found on our website. Please note, car park passes issued to Members **do not** give vehicle access to the showground.

17 REGULATIONS

All exhibits or articles remaining on the showground are at the sole risk of the Exhibitor. Security guards will be on duty continuously from 9am on Thursday 27 May to 9am Sunday 30 May.
No Exhibitor will be permitted to exhibit, sell or offer for sale any article or service except on the stand allocated to his/her company or organisation.

Balloons are banned, even as decorations, inflated or not. They can frighten livestock, cause harm to wildlife and the environment and can cause accidents.

17 REGULATIONS cont.

No Exhibitor shall call attention to his goods in such a manner as to cause annoyance. Hawking, shouting or behaviour causing a nuisance is forbidden. Activities likely to cause annoyance, such as karaoke etc. are not allowed. **Fly posting is forbidden.**

Permission must be obtained to exhibit livestock of any description and exhibitors must comply with DEFRA & Environmental Health regulations. Official movement orders must be complied with.

Stands must be open and all exhibits displayed for public view by 8.00 am and remain open until the Show closes at 5.15 pm.

The whole showground will be mowed two weeks prior to Show Day. If you want to mow your pitch again prior to Show Day, you may, but you will need to arrange this privately. All grass cuttings must be removed from site at your expense.

18 ARTS & CRAFTS MARQUEE

Bookings for this section must be made online via the Show's website. Any questions relating to this section must be made to:
Lily Wise
arts.crafts@heathfieldshow.org

19 ADVERTISEMENTS, BANNERS etc.

Fees are charged to display banners, placards or other advertising material on any part of the showground apart from your own Trade Stand. **Any banners displayed on the showground without permission will be removed. Please apply to the Show Sponsorship Secretary via email: sponsorship@heathfieldshow.org.** It is desirable that the name of the Trade Stand Exhibitor be displayed on their Stand for ease of identification.

20 CHILDREN'S AMUSEMENTS

In order not to infringe our current concessions, Exhibitors will not be permitted to have fairground rides, bouncy castles etc. on their stands. If you are in any doubt, contact the Trade Stand Secretary.

21 RADIO MICROPHONES

Exhibitors wishing to use radio microphones must inform the Show Office of the frequencies they intend to use. The Show reserves the right to limit the number of frequencies and power should they interfere with the Show's own equipment.

22 REMOVAL OF EXHIBITS

Trade Stands must not be dismantled or removed from the showground before 5.30 pm. Exhibitors must leave their stand areas clean and tidy at the end of Show Day. Trade Stands are solely responsible for their OWN rubbish and must dispose of it in the bins and skips provided. Failure to do so will lead to a penalty charge of £500.

All stands must be completely cleared from the Showground by 12 noon on Sunday 30 May 2027 or they will be removed at cost and risk of their owners.

All sites must be left in their original state. All holes in the ground must be properly filled in. If the Show must repair your site, you will be charged accordingly.

The Red Gate must not be used for clearing exhibits, please use the Blue Gate.

23 LIABILITY TO THE PUBLIC AND/OR EXHBITORS.

The Heathfield Agricultural Show (HAS), its officers or servants shall not be responsible for any persons whatsoever while in or upon the premises being used by the Show, or while entering or leaving the same for any damage or loss however caused to the property (including marquees) of any such person or for any injury, fatal or otherwise to any such person.

Exhibitors, the Public and all Stock and Servants are subject to the Rules and Regulations or Orders of the HAS. Neither the HAS nor any of its Officers or Servants shall be responsible for anything that may happen from any cause or circumstance whatever to exhibitors, their servants, or any persons visiting or attending the HAS, or through or to any Animal or Article exhibited at the HAS, and it shall be considered a condition of entry or admission to the Ground that each person shall hold the HAS harmless, and that they shall indemnify the HAS against any legal proceedings arising from any such case or circumstance.

24 HEALTH & SAFETY AT WORK ACT and PUBLIC LIABILITY INSURANCE

It is a condition of entry to the showground that all contractors, trade exhibitors, entrants of livestock, competitors in events and vendors of food, beverages or produce comply fully with the Show's Health & Safety Policy. Copies of this document are available from the Show Coordinator.

Guidance Notes for Persons Entering the Showground (other than the general public). All exhibitors are required to read this document below. By making your trade stand booking you are agreeing to the Show's terms and conditions.

All exhibitors, vendors and competitors must comply in full with all legislation and requirements for His Majesty's Government Acts concerning health and safety for the occupation in which they are involved.

Risk assessment forms must be completed and be available for inspection at any time. A sample form is available on our website.

All Trade Exhibitors should have current public liability insurance cover that is appropriate to their involvement on the showground.

The Show Safety Officer and His Majesty's Inspectorate may wish you to demonstrate compliance with these conditions on the showground.

All Trade Stand holders MUST have suitable fire extinguishers ON THEIR STAND to comply with Health & Safety rules. Failure to do so could result in eviction from showground. Smoking is not permitted in any enclosed marquee or tent as laid down by Law.

Sponsorship & Advertising

There are some great ways to sponsor the Heathfield Agricultural Show from materials and set up costs to livestock classes and specialist areas. There are also many ways to advertise your company, from ringside bamnners, to adverts in our show programme distributed free to everyone that comes through the gates on Show Day. To discuss these opportunities please contact our Sponsorship Secretary.

Email: sponsorship@heathfieldshow.org

IMPORTANT NOTICE
The Health & Safety at Work etc. Act 1974
GUIDANCE NOTES FOR PERSONS ENTERING THE SHOWGROUND
(other than members of the public)

Your Legal Responsibilities

It is a condition of entry to the showground that all contractors, trade stand exhibitors, entrants of livestock, competitors in events and vendors of food, beverage and produce comply fully with the Health & Safety policy published by the Heathfield Agricultural Show (HAS), copies of which can be obtained from the Trade Stand Secretary. All persons listed above must also ensure that they comply fully with all the relevant requirements of current health & safety legislation. Failure to do so could result in individuals, companies or organisations being asked to withdraw their personnel from the site, at no additional cost to the HAS. The Show Safety Officer and/or a member of the enforcing authority may wish to ensure your compliance with these requirements. All signs and notices on the showground, the property of and erected by the HAS must not be tampered with or moved under any circumstances.

These guidelines are issued by the Heathfield Agricultural Show (HAS). They are not a substitute for any verbal briefing that may be necessary and additional controls may be required for some tasks i.e. A 'Permit to Work'. Please ensure every effort is made to assist the HAS in their aim for zero accidents on site.

Public Liability Insurance

All entrants to the showground, other than members of the general public, must have public liability insurance that is suitable, adequate and appropriate to their level of involvement in the activities within the showground.

Smoking Policy

You should be aware that to comply with the Law, smoking is only allowed outside of any tented or permanent buildings. Persons observed smoking within any enclosed spaces will be requested to extinguish their cigarette or to move outside of the enclosed space. This prohibition also applies to electronic vaping devices.

Site Access

Persons entering the showground are free to move around the site but must abide by all traffic management directions and the instructions of stewards and others working on behalf of the HAS. Personnel should be aware that during various periods throughout the pre- Show preparations and on Show Day, the volume of vehicle movements in some areas is high. Personnel should be aware of the threat posed by reversing vehicles.

Site Security

The HAS will provide general ground security cover from midday Thursday 27 May to the morning of Sunday 30 May. However, traders are always solely responsible for the security of their trade stand.

Overhead Hazards

No overhead work is to be carried out without suitable safeguards being implemented. Where required, personnel must always wear suitable head protection and appropriate warning notices must be posted at all likely access points to the area at risk.

Hoists and Lifting Tackle

Any equipment of this type brought onto the premises must have a current copy of the relevant test and inspection certificate available for presentation to the Show Safety Officer. All such equipment must comply with the legal requirements detailed in the Lifting Operations and Lifting Equipment Regulations 1998.

Electrical Work

All electrical connections to the HAS supply must be carried out in accordance with current safety procedures outlined in the latest edition of the IEE Regulations and carried out only by the appointed HAS Electrical Contractor.

All appliances and systems used, must comply fully with the Electricity at Work Regulations 1989. Evidence of suitable Portable Appliance Testing may be requested by the HAS Electrical Contractor or the Show Safety Officer.

Fire Precautions

No bonfires or open air burning of refuse will be permitted on site without the permission (in writing) of the HAS.

Any person discovering a fire, no matter how small, must report it immediately (See Fire Procedure). The Show has fire-fighting equipment available, this is not to be used for any other purpose other than firefighting. All personnel on site should ensure they are aware of the action to take in the event of fire.

ALL TRADE STANDS must have their **own Fire Extinguishers on their Stand** to comply with Health and Safety legislation.

Permit to Work

To control hazardous elements of some activities, the HAS operate a 'Permit to Work' system. This entails a responsible person discussing the proposed activity with those persons undertaking the task. A Permit to Work is then issued which lists the controls required to ensure the safety of all those likely to be affected by an activity, operation, etc. The Permit is issued for a specified period and must be returned upon completion of the task or when the time limit expires.

Some activities, such as soldering, use of a cutting torch or abrasive wheels, may be termed as 'Hot Work' and these activities are not permitted on the Showground.

Machinery

All machinery used by contractors must conform to all relevant legislation. Attention should be paid to the Electricity at Work Regulations 1989; Employers Liability (Defective Equipment) Act 1969; Provision and Use of Work Equipment Regulations 1998.

Pressure Vessels

Any pressure vessel brought onto site must conform with current legislation, Pressure Systems Safety Regulations 2000. Persons bringing this type of equipment onto site must be able to present a current certificate of test and inspection to the Show Safety Officer.

Services Below Ground

It is important that before any person commences any digging operations or insertion of marquee spikes they ascertain the position of below ground services, please note, there are gas lines under the showground. Additional details and advice may be obtained from the Show Safety Officer. Persons who fail to do so will be held liable for any subsequent damage or loss arising.

Transport

The entrances and exits of the HAS show site are in constant use. All pedestrians should take extreme care, particularly during the pre-Show set up days and when the area is being dismantled. Any vehicle driven within the confines of the HAS site should take extreme caution, have hazard lights on and be always aware of pedestrians. The 5mph speed limits must be strictly adhered to and drivers deemed to be driving their vehicles more than the speed limit will be prohibited from site.

To keep all vehicle movement areas safe, the parking of vehicles should be carried out without causing an obstruction. Consultation with the Show Safety Officer or Security personnel should take place and should

result in the optimum safe access for all users of the areas. Copies of the HAS Workplace Transport Risk Assessments can be obtained from the Show Safety Officer.

Issues – Spillages and Waste Disposal

Spillage of hazardous substances into any drains, ditches or local water courses on site should be reported to the Show Safety Officer immediately. Persons using the site are responsible for the regular removal of their waste materials from the site. This must be carried out in an appropriate manner that complies with all current waste handling regulations. Persons **MUST NOT** deposit hazardous waste materials into any HAS waste skips or other waste containers. The HAS request every effort is made to recycle all waste generated by the trade stands and their activities.

COSHH

Persons using hazardous substances must ensure that any relevant COSHH Assessments are available for inspection by the Show Safety Officer. No personnel working on behalf of HAS or members of the general public should have unauthorised access to these substances. All hazardous substances brought onto site must be stored, used and disposed of in a proper and safe manner.

Accident Reporting

If any person is involved in an accident that results in damage to materials, vehicles or premises, or results in an injury being suffered by themselves or other person, he/she must report the details to the Show Safety Officer. The individuals concerned will be expected to co-operate fully in any subsequent investigation by the Show Safety Officer. Refusal to make a statement at time of an incident may prejudice any possible findings made during further investigations.

First Aid Facilities

Pre-Show first aid facilities are to be found in the Blue Office by the Main Entrance gate. On Show Day first aid is available by the Blue Gate & western end of Row C (near Green Shed) from the appointed service provider.

Health & Safety & Licensing

All persons working in any capacity on the showground must adhere to the Governmental Rules & Regulations of the Health & Safety Act 1974 and the Licensing Act 2003. Any Trade Stand requiring an alcohol license must apply for their own Temporary Event Notice (TEN) from Wealden District Council.

Use of Drones

The HAS does not permit the use of drones or powered radio-controlled aircraft in the air space above and surrounding the showground. Permission may be granted to holders of the correct CAA licences, but this will be after due consideration of the areas where the drone is to be used, in relation to livestock and members of the public.