



Held at Newark Showground

8 & 9 November 2023

Show Guidelines & Exhibitor Information

Events and Development Manager

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Midlands Machinery Show

Newark Showground, Lincoln Road, Newark, Nottinghamshire, NG24 2NY

The Midlands Machinery Show is an event run by the
Newark & Nottinghamshire Agricultural Society

Charity Number 514080
A Company Limited by Guarantee Registered in England
Certificate of Incorporation 1716766



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IMPORTANT DATES TO NOTE

Closing Dates:

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| Early bird Stand applications | Friday 31 st March 2023 |
| Stand applications | Friday 1 st September 2023 |

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|---------------------------------------|--------------------------------------|
| Water and/or Electricity Applications | Friday 13 th October 2023 |
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Other Dates to Note:

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| Earliest access for setting up (Stands will be given time slots) | Monday 6 th November 2023 (Outside Stands) Tuesday 7 th November 2023 (Inside Stands) |
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| Latest date for clear-down | 5pm Friday 10 November 2023 |
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CONDITIONS & IMPORTANT INFORMATION

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. Exhibitors 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.

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 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 stand application prior to **01 September 2023**, an administration fee of £100.00 plus VAT will be deducted from any refund. Cancellation after 01 September 2023, 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.

NO ELECTRICITY WILL BE 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 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 forms must also be available for inspection on your stand during the Show period.

INSURANCE

Exhibitors must be insured in respect of public liability with cover no less than £5 million. 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.

VEHICLES

There is a maximum speed limit of 10MPH on the showground at all times.

SET UP & BREAKDOWN

Set Up - All stands must be open by 8.00am on both days and manned for the duration of the show. 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: Monday 6 & Tuesday 7 November 2023.

INSIDE STANDS: Tuesday 7 November 2023 (Monday by request only)

Opening Times of the Show:

The show is open **8.00am to 4.00pm** on both days. There will be no traffic movement from 7.30am 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 4.00pm on either day of the show.** Please take these times into account when booking travel arrangements with hauliers, ferries, etc. **Organisers reserve the right to refuse 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 at 8.00am 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 and oil spillages can result in damage. Repairs and cleaning charges will be charged to the Exhibitor.

Breakdown - Stands MUST NOT close before 4.00pm on either day of the show

Once the show has closed to the public, there will be official announcements regarding traffic movement. Do not move vehicles 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.

Thursday 9 November 2023 - Stand Breakdown.

Site access will be through BLUE GATE on the Thursday evening after 4.30pm.

Forklifts will be available 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.

Friday 10 November 2023 - Stand Breakdown.

Site access will be through BLUE GATE from 8am - 5pm only.

Anyone collecting on the Friday must report to the office at BLUE GATE and have proof of collection. Articulated lorries will be required to park at BLUE GATE and be loaded there. Any machinery left on site after 5pm on the Friday 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: Stands must be cleared of content and rubbish by 5pm Friday 10 November 2023. Exhibitors are reminded that security will be on site until 5pm Friday 10 November 2023. The site needs to be cleared by this time, please liaise with the Show Manager if equipment needs to be left after this date. Equipment left/stored is at the risk of the exhibitor.

SECURITY

Will be on site, including overnight patrols, from 7.30am Monday 6 November 2023 through to 5pm Friday 10 November 2023. All buildings will be secured overnight. There will be continuous night security patrols during the Show weekend but it is the responsibility of exhibitors or their agents to safeguard their property. The Society does not accept any responsibility whatsoever for any losses.

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.

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.

STAND REGULATIONS

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.

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.

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.

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.

Noise

Exhibitors must not use any loudspeaker apparatus, or any other offensive noisy practices to cause annoyance in any way. Guidelines to minimise noise and the risk of hearing damage etc. may be obtained from the Health and Safety Executive. A risk assessment must also cover noise.

Raffle Tickets, Collections and Appeals

Raffle tickets may only be sold with the prior written consent of the Society and strictly within the stand space confines. Stands selling raffle tickets must be registered under the Lotteries and Amusements Act 1976. Written consent must be displayed on the stand. Games of Chance etc. will also need written consent to be displayed on the stand. The raffle of live animals is prohibited. Charities or other institutions wishing to make appeals for contributions to their funds must first obtain written permission from the Society. If permission is granted collections must not be made outside the limits of the stand.

Advertisements

No exhibitor or other person will be allowed to affix or distribute any placard, leaflets, publicity material or advertisement to any part of the Society's plant or premises without the written permission of the Society. No exhibitor or other person will be allowed to distribute handbills or display advertisements except on their own stand. Show stewards have the right to confiscate any publicity material being distributed contrary to this regulation.

Threatening and Intimidating Behaviour

Threatening and intimidating behaviour of any kind will not be tolerated and will result in that person/s being removed from the Showground.

Knives, Imitation Weapons, Cap Guns, BB Guns, Laser Pens, Pea Shooters, Catapults and Explosive Devices.

The sale of cap guns, BB guns, laser pens, pea shooters, catapults and explosive devices is strictly forbidden. Any exhibitor found selling such items will be asked to leave the Showground and will not be invited to exhibit again at either the Newark Vintage Tractor & Heritage Show or the Nottinghamshire County Show.

Special authorisation for the sale of firearms, shotguns, air pistols etc., must be obtained from the following: Firearms Officer, Nottinghamshire Constabulary Headquarters, Sherwood Lodge, Arnold, Nottingham, Nottinghamshire NG5 8PP. A copy must also be sent to the Community Safety Co-ordinator at Newark & Sherwood District Council, Newark & Sherwood District Council, Castle House, Great North Road, Newark, Notts, NG24 1BY

Protests, Demonstrations, Deputations, Delegations and Canvassing of members of the Public other than within the confines of the exhibitor's stand space.

Balloons and Kites.

The selling or donating of hand-held size inflated or deflated balloons and of kites is forbidden to avoid frightening livestock. The Society will not permit hand-held size balloon races to be organised from the Showground or car parks. The release of Chinese Lanterns is prohibited.

Aircraft Advertising, Loudspeaker Advertising, Trailing Banner Advertising.

Exhibitors are not allowed to advertise by means of aircraft, loudspeakers or trailing banners.

Ground Condition

The Society will not be responsible for the ground condition of the sites offered and will not guarantee to make any modifications to such sites.

Painting & Varnishing

Any paint or varnish used in the set-up of your stand must be dry by 7.15 a.m. on the first day of the Show.

Exhibition of Livestock on Stands

- a. Exhibitors wishing to include livestock on their stands must first obtain the Society's approval and an application to exhibit animals, including the hatching of eggs, must be received by the Society no less than 60 days before the Show with full details.
- b. Animals exhibited on stands cannot exhibit in Show classes.
- c. All livestock is subject to: (i) Movement control; (ii) Controls applied by DEFRA and any other authorities in relation to health status within DEFRA or other recognised scheme for a species; (iii) Declaration of disease-free certifications; and (iv) all livestock and birds must be accompanied by the appropriate documentation.
- d. All livestock and birds are subject to the orders of DEFRA and local authorities, which may be operative at the time of the show.
- e. Exhibitors are wholly responsible for obtaining all certificates and permits, including those required to leave the Showground at the end of the Show.
- f. All livestock on stands must be halter led at all times. Such livestock must not be allowed to come into contact with any animals competing in the Show that are of a different health status.
- g. No livestock may be removed from the competitive classes and housed on a stand either before or after judging of the class in accordance with the arrangements agreed between the Society and officers of DEFRA.
- h. A competent stockman must attend animals on stands throughout the Show and this includes overnight. Exhibitors are responsible for the security of their stand and stock and all claims arising from this.
- i. Exhibitors must, at all times, comply with any instruction or request made by the Society Veterinary Officer.

Health and Safety

- All exhibitors must provide a Risk Assessment under the Health & Safety at Work Act. A template is available from the Show Team, please ask. The Risk Assessment document will be checked by our H&S team. Applications will be rejected if the Risk Assessment is considered inadequate. Applications can not be processed or authorised without these forms. Please retain copies for your records. All risk assessments must be available for inspection on your stand at the Showground if required. **Exhibitors are reminded that they are responsible for the observations, by themselves, their employees and their contractors of all Health & Safety regulations and legislation.**
- All exhibitors must carry Public Liability Insurance to a minimum of £5M. A copy of the valid Certificate of Insurance must be submitted with your stand application as proof of evidence. Applications can not be processed or authorised without this certificate. If your current Certificate is due to expire before the dates of the Show, then it is **your responsibility to submit to the Show Office the 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.
- Exhibitors are responsible for security of their stand and stock and all claims arising from this.
- Any exhibitor behaving in a threatening or intimidating manner towards showground staff, other exhibitors or the general public will be asked to leave site and not allowed to trade with the Nottinghamshire County Show in the future.
- Electricity **MUST** be pre-booked at extra cost. Generators are not allowed on the showground.
- Equipment brought to the site by an Exhibitor is the sole responsibility of the Exhibitor and must meet all current regulations including PAT tested electrical goods. Non-compliance will provoke possible exclusion from the site.
- Stands, where the public can walk within the stand, must be kept tidy and safe and the operators must obey any advice given by the show organisers and their associates.
- Stands that operate rides must do so within Health and Safety Regulations. All equipment must be maintained and copies of insurance, risk assessments and electrical testing must be shown.
- All vehicles must be driven in an appropriate manner around the show ground. If a stand vehicle is parked on the showground there must be a member of that staff available at all times, who is capable of driving that vehicle responsibly, in case of evacuation.
- Stand holders, contractors working or delivering on site for a stand must not obstruct entrances, exits, roads with unattended vehicles.

- Exhibitors must conform to precautions against fire and provide a fire risk assessment if necessary.
- The show organisers accept no responsibility for any damage to vehicles or stands by the actions of others.
- Vehicle movement restrictions do not apply to emergency vehicles or vehicles displaying official badges.
- No exhibitor will be allowed to place his exhibits, boards or placards beyond the limits of the space allotted. Advertising banner space on the Rings or around the grounds may be booked through the show office.

The following points will be checked before and during the Show by our Health & Safety Team:

- Erection and dismantling of marquess and structures
- Transportation of goods
- Electrical Supply and Connections
- Working at height including using appropriate ladders and PPE
- Migrant workers
- Fire Risk Assessment if applicable

Litter

Exhibitors are responsible for ALL litter in the vicinity of their stand. All trade waste must be removed by the exhibitor before and after the show and under no circumstances must it be out in bins provided for the show visitors. A **charge of £100** will be invoiced directly to the stand holders if the Society has to remove any waste including cable ties after show breakdown.

Underground services

Exhibitors must avoid damaging underground cables, water pipes and drainage channels by ensuring tent pegs are no longer than 250mm. If you are intending to break ground, please seek appropriate permission from the Site Manager. Any remedial work to re-instate ground or repair damage will be charged for.

Unoccupied space

Any space allotted which is not occupied by 8am on show day shall be considered not required and the Society has the right to re-allocate the space.

Vehicles

There is a maximum speed limit of 10MPH on the showground at all times.

Vehicles re-entering the Showground for the removal of stands from the stand car park will not be allowed to do so until after 4.30pm, or when it is deemed safe and the public have departed from the show. The Society reserves the right to restrict vehicle movement in adverse weather conditions.

Riding of Cycles, Motorcycles etc.

The riding of cycles, motorcycles, motor trikes, farm bikes, quad bikes, monkey bikes & motorised scooters etc. on the Showground, in the car parks or caravan areas is not allowed except by authorised Showground personnel.

Site services

Water is available at various points around the Showground. If you require a water connection on your stand, this must be pre-booked and paid for in advance. A charge will be made for stands requiring water for filling spas, pool, ponds etc.

Electricity must be pre-booked and paid for in advance. Electric is provided by our on-site contractor, McConnells. A separate booking form is available to download from online booking system.