



Sunday 16th April 2023, 10.00am – 4.00pm
Exhibitor & Trade Rules and Regulations

HEADLINE DATES

Exhibitor Application Open	Now
Full Payment Due (If applicable)	At time of booking
Last date for application forms to include map entry	Friday 24 February 2023
Site open for arrival of exhibitors (except Farmyard Zone)	Friday 14 April, 10.00am – 4.00pm Saturday 15 April, 11.00am – 3.00pm
Site open for arrival of Farmyard Zone Exhibitors	Sunday 16 April, 7.00am – 8.00am
Arrival deadline for all exhibits	Sunday 16 April, 8.30am
No movement permitted on site after	Sunday 10 April, 9.00am
Event open	Sunday 16 April, 10.00am – 4.00pm
Breakdown of stands/exhibits must not commence until	Sunday 16 April, 4.30pm – 6.00pm
All stands/exhibits must be cleared by	Monday 17 April, 12.00pm

HEALTH & SAFETY

- Exhibitors are reminded that they are responsible for the observance, by themselves, their employees, and their contractors, of the Health and Safety at Work Act 1974. This includes its relevant statutory provisions and all associated safety regulations. The Health and Safety Executive and local authority inspectors will enforce these requirements; the organiser will offer advice to exhibitors if requested.
- Exhibitors will be held responsible for the adequate fencing off of all exhibits and erections (including tent pegs, ropes, etc) which can pose as a danger to event visitors and staff. All mechanical and hydraulic devices must be guarded and safely secured against dangerous or unintended operation.
- Those exhibitors bringing machinery exhibits must ensure that these are parked with the handbrake on, keys removed and with chocks at the wheels if necessary. Any raised hydraulic equipment must be securely locked into position with ram locks or fixings for further security. Where steps/ramps are provided, these must be firm & strong and must have non-slip surfaces and hand rails.
- Storage of flammable liquids on the showground by exhibitors will not be allowed, without prior consent.
- Storage of gas in cylinders above 1kg, on the showground by exhibitors, will not be allowed without prior consent.
- Exhibitors are responsible for ensuring there are no trip hazards on their stand. Any raised platforms or steps should be clearly marked.

LIABILITY

- The organiser reserves the sole right of decision to postpone, cancel, abandon, or curtail the event. Where such decision arises from directive happenings or circumstances outside the control of the organiser, it shall not create liability to claim for loss or damages, nor for the refund of any fees and charges paid. Exhibitors are advised to organise their own insurance against these circumstances.
- The organiser shall not be liable for any loss or damage arising from any error in the apportionment of space or for any encroachment by an exhibitor on the space apportioned to another.

- The organiser, its officers or servants will not be in any way liable to any persons whatsoever for any damage or loss to the property of any such person or for any injury, however caused, fatal or otherwise, to any such person while upon the organiser's showground, car parks or other property while entering or leaving the site.
- The organiser will not be held responsible for damage caused to sites, exhibits or goods by a third party during the build-up, during the event or during breakdown and will not be liable to rectify the damage.
- Each exhibitor shall be solely liable for any loss, injury or damage that may be done to or from any article or property exhibited or brought on to the showground by or for him, and he shall indemnify the organiser on account of or in respect of such damage or injury which may be so caused.
- Exhibitors shall be held liable for the behaviour or for any misconduct or negligence by their servants or contractors and the consequences thereof.

BOOKING SPACE

- Exhibitor stand space is as specified in the application form. Applications should be made using the official application form and all details requested must be given. It should be noted that the acceptance of any form by the organiser does not necessarily constitute an offer of space or facility.
- The form will be held to be binding upon the applicant as an acceptance of liability of allocated space.
- The organiser reserves the right to refuse application without necessarily giving the reasons for so doing.
- No exhibitor will be allowed to take up tenancy unless and until these conditions have been complied with. Exhibitors must ensure that completed, signed Health and Safety Risk Assessment documents and valid Public Liability documents are submitted with the application form.
- Full payment is due at time of booking.
- If an exhibitor withdraws from the event, the payment is non-refundable under any circumstance. The organiser reserves the right to vary the general layout of the exhibition 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.
- Please remember the following points when applying for Exhibitor and Trade Space:
- Boundaries of sites are clearly marked and in no circumstances will exhibitors be allowed to occupy a larger space than they have booked.
- Some stands are allocated space in open ground. Exhibitors/traders must make their own arrangements for any gazebos or marquees required.
- Your application must allow sufficient space to accommodate any tow bar, gazebo, marquee, etc INCLUDING guy ropes and foot plates.
- You will only be allowed to sell/promote the goods listed on your application form.
- **Public liability documentation must be included with your application.**

RISK ASSESSMENTS

- As part of the exhibitor/trade application procedure and to conform to health and safety regulations, a risk assessment must be completed and returned. The HSE website provides guidance and advice for completing risk assessments (<https://www.hse.gov.uk/simple-health-safety/risk>).
- Passes will not be forwarded unless a suitable and sufficient risk assessment has been returned. Please note that a return stating that no risks have been identified is unacceptable. It is not essential that the form is completed by a professional. In most cases the exhibitor's own examination of risk will be sufficient and must realistically reflect how you will set up and operate your stand.
- When completing the form exhibitors should consider any possible risks brought about by their operations at the event. These risks may be obvious, such as an exhibitor selling sharp objects minimising risks by the correct storage of products, or less obvious, such as the layout of the stand causing a tripping hazard.
- A copy of your risk assessment must be available on the stand for possible inspection by officials during the event. Should any problems arise during set up/breakdown periods and on the event day, exhibitors should ensure that any risk to health is minimised and all necessary precautions taken.

ALLOCATION OF SITES

- The allocation and positioning of the exhibitor/tradestand space is at the discretion of the organiser.
- When an exhibitor does not wish to be placed next to a specific exhibitor, this must be clearly stated in writing at the time of the application. Whilst every endeavour will be made to meet exhibitor requirements no guarantee will be given.

- Site boundaries will be marked and in no circumstances will exhibitors be allowed to occupy a larger space than that allocated to them. All activity must be contained within the limits of your own stand unless the organiser gives written permission.
- If an exhibitor uses any part of the showground outside their site boundary, they will be liable to pay for the additional space used.
- No exhibitor shall sub-let any portion of space allocated or move to any other site other than that allocated. Those found sub-letting space may not be offered space at future events. Those found occupying a sub-let space without the knowledge of the organiser may be removed from the showground.
- Product exclusivity will NOT be offered to any exhibitor, nor will the organiser be held liable for the existence of any form of competition for any reason.
- It is the responsibility of the exhibitor or his contractor to check the stand number plate before unloading to ensure they are on the correct stand.

TEMPORARY DEMOUNTABLE STRUCTURES / MARQUEES

- If you are proposing to erect a gazebo type structure or lightweight marquee as part of your stand, please be advised that the site regularly experiences wind gusts that may damage or move your structure.
- All self-build structures must be of sound construction, assembled in line with manufacturer's instructions and must be suitably braced and anchored.
- The Showground has its major water, telephone cabling and electricity supplies underground and to prevent these services from being damaged the Society's staff or stewards must be contacted before the erection of marquees or framed tents.
- All marquee contractors must be MUTA registered. Please visit www.performancetextiles.org.uk.
- On breakdown all disposable waste including carpets needs to be removed from site by the appointed marquee contractor or Lincolnshire Agricultural Society reserves the right to charge for this service.

ELECTRICITY

- All electrical equipment must comply with current UK regulations and must have been tested by a qualified person in the previous 12 months and display a test label.
- All electrical requirements must be booked in advance at the time of application.
- The use of generators is not permitted. Any exhibitor found to be using a generator will have to cease use.

TICKETS AND PASSES

PASSES WILL NOT BE SENT OUT UNTIL FULL PAYMENT (IF APPLICABLE), RISK ASSESSMENTS AND CONFIRMATION OF INSURANCE ARE RECEIVED.

- Admission wristbands are required for event day only (not during build up or break down) and are issued to exhibitors on the following basis:- 2 free of charge exhibitor wristbands for every unit of space.
- A maximum of 2 additional exhibitor wristbands are available at £4 +vat and should be ordered on the application form. It is the responsibility of the exhibitor booking the stand to order the passes and wristbands.
- Strict control is exercised at the gates and on the Showground regarding passes and wristbands. Any person attempting to gain access to the Showground without a valid pass or wristband will be required to pay the general admission rate.
- No refunds or free tickets will be given by the Society to exhibitors who turn up without the appropriate pass. All exhibitor wristbands are issued on the understanding that they will be used only by exhibitor staff.

SETTING UP YOUR STAND

Set-Up

- Timescales for set-up may be found in the 'Headline Dates' section on Page 1.
- Access to the showground is available from Friday 14 April, 10.00am – 4.00pm; Saturday 15 April, 11.00am – 3.00pm. Further information on access will be sent prior to the event with your passes.
- Admission wristbands are not required during build up, but vehicle passes will need to be displayed showing your stand reference and the telephone number of the driver.
- Vehicles should not be left unattended at the showground if the driver is leaving site.
- All Exhibitors/traders must be on-site no later than 8.30am on Sunday 16 April 2023.

STAKING AND EXCAVATIONS

- All Exhibitors who break soil: There is significant DANGER posed by high voltage power cables, water pipes, main sewers and cables throughout the showground.
- Prior to erecting structures/marquees, signs or flagpoles, or driving anything into the ground, exhibitors must report to the showground team who will arrange to scan the site.
- IMPORTANT: Due to underground services, including high-voltage cables; Under NO circumstances may any penetration of the ground be made until consent has been given by the site grounds team – exhibitors who do not comply with these health and safety instructions will be liable for any damage caused and all subsequent fines.

EVENT DAY AND BREAKDOWN

STANDS MUST BE OPEN FOR 9.30am HOURS AND REMAIN OPEN UNTIL 4.00pm HOURS – FAILURE TO DO SO MAY MEAN NON-ACCEPTANCE AT FUTURE EVENTS.

- Closing or dismantling exhibitor/trade stands MUST NOT commence until after 4.30pm hours on Sunday 16 April 2023. Exhibitors/traders will be asked to leave the site by 6.00pm.
- Any exhibits not cleared by Monday 17 April, 12.00pm will be removed to a convenient storage area. The risk of removing all items solely remains with the exhibitor/trader.
- All exhibits/stands must be on view and in the charge of the competent representative of the exhibitor/trader 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 thereby. Where display space only is let, this does not allow for the attendance or manning of the display by any member of staff during the events opening hours.

SECURITY

- Responsibility for security will be in the hands of the exhibitor/trader, any items left on site will be at the exhibitors own risk.
- Exhibitors are advised to make their own arrangements for items of equipment which are valuable and need special security arrangements.
- On the night of Saturday 15 April / early hours of the morning of Sunday 16 April, overnight security will be in the hands of an appointed security company arranged by the organiser. The security officials pre-event and on the event day, will have the right to search persons, stands and vehicles should it be deemed necessary to do so.
- The organiser and security officials have the right to expel any person or persons whose presence within the confines of the event in their opinion, is prejudicial to the interests of the event.

VEHICLES ON THE SHOWGROUND

Any vehicles remaining at the event and not forming an integral part of the exhibit/stand must be removed to the visitor or exhibitor's car park and remain there throughout the event.

All other vehicles must abide by the following:

- One vehicle may be parked discreetly behind the trade stand within the boundary booked.
- The vehicle must display a static vehicle pass completed with full contact details.
- Static vehicle passes must be ordered at the time of booking.
- All other vehicles to be parked in the designated exhibitor parking area or visitor car park.
- There is a 10mph speed restriction in place across the showground.
- ALL VEHICLES PARKED ON THE SHOWGROUND MUST NOT MOVE BETWEEN 9.00am AND 4.30pm.
- NO VEHICLE MAY BE REMOVED FROM A STAND BEFORE 4.30pm.

DOGS

- Dogs are allowed at the event; however, the appearance of the Showground is important, therefore clearing up after the dog remains the sole responsibility of the trader/exhibitor.
- All dogs must be kept on a short-fixed lead at all times and will not be permitted in the buildings.
- The Society supports the welfare of animals and retains the right to contact the RSPCA if it feels any animal is being mistreated.

WASTE AND RECYCLING

- Exhibitors are required to maintain their stands and surrounding area in a clean, tidy and hygienic condition.
- Exhibitors/traders are required to ensure the removal of all refuse from stand sites to designated refuse areas.
- No rubbish may be placed in the walkways whilst the event is underway, or for one hour prior to opening. In the event of failure to clear debris or refuse from the stand site the Society will undertake the work and charge the exhibitor/trader accordingly.

PUBLIC ADDRESS

- The use by exhibitors/traders 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/traders.

PROHIBITED ITEMS

- The sale of silly string, air horns, stink bombs and all imitation weapons for any purpose whatsoever is NOT permitted at Countryside Lincs.

PHOTOGRAPHY

- It is a condition of entry to the showground and car parks that no person shall ply for trade as a snap-shot photographer or solicit trade with visitors to the event in any other capacity deemed by the Society's Officers to cause annoyance.
- The Society reserves the right to expel from the showground and car parks, without repayment of the admission charge, anyone who infringes this Regulation. Any other person wishing to take photographs professionally of stands or animals must first obtain authority from the organiser.

CHARITIES, COLLECTIONS AND APPEALS

- Charitable or other institutions wishing to make appeals for contributions to their funds must first obtain permission from the event organiser. If permission is granted, collections MUST NOT be made outside the limits of the institutions own exhibit/stand.

FIRE RISK ASSESSMENTS

- Exhibitors must conform to precautions against fire and provide a fire risk assessment for any space allocated to them and in any stand, exhibit, tent, marquee or any other temporary or moveable structure erected or installed within such allotted space.

FIRE PRECAUTIONS AND EMERGENCIES

- Exhibitors should have an emergency fire procedure with an appropriate means of raising the alarm.
- Sufficient fire extinguishers of the correct type should be available and identified with a sign stating 'fire point'.
- Exhibitors must provide at least one suitably sized fire extinguisher on their stand (water or foam, and/or CO2 where electrical appliances are in use).
- Staff on stands should be aware of the operating instructions of any firefighting equipment / extinguishers provided.
- Consider what materials on your stand could burn if they were ignited, and how they could potentially be ignited – this may be someone discarding a cigarette or a spot lamp getting hot.
- Where combustible materials are essential on your stand they should be appropriately stored away from sources of ignition.
- Exhibitors wishing to use heating or cooking appliances for serving refreshments or other purposes in their stands or tents must have these appliances installed outside the tent at a safe distance from combustible materials. Heating appliances must be fixed securely on a firm, non-combustible, heat insulating base and surrounded on three sides by shields of fire-resisting non-combustible material. Exhibitors must ensure that the use of any heating appliance is covered by their risk assessment.
- Heating appliances, gas piping and gas cylinders must be kept out of reach of the public and stocks of inflammable liquids and spare gas cylinders must be kept in a safe position outside tents or stands, suitably guarded against unauthorised access with care being taken to avoid leaking or spilling.
- Burning of any materials is strictly prohibited.

- All exhibitors/traders are advised to insure against fire and to ensure that the Public Liability Insurance covers fire.

LPG

- Any exhibitor unit fuelled by liquid petroleum gas (LPG) must ensure gas connections and pipes have been tested and certificated by a 'Gas Safe' engineer annually. The certification must be available for inspection. Installations must comply with UKLPG Code of Practice CoP24 Part 3. The cylinders are to be disconnected/connected by competent persons only using the correct tools.
- No smoking signs must be in place and observed.
- Unless authorised in writing by your point of contact, no more than two LPG cylinders (totalling 200KG) are permitted per unit.
- LPG cylinders must be stored vertically on firm, level ground at least 1 metre from any structure or heat source, in the open air, with no obstructions in the vicinity to impede ventilation.
- Cylinders must be restrained in a suitably designed cylinder stand. Propane cylinders must be located only in the open air and must not be used inside marquees, tents or other enclosures.
- Each exhibitor is permitted to handle one spare LPG cylinder. Additional cylinders must be stored in the Showground's lockable storage area located in the compound.

FOOD SAFETY

- Exhibitors providing edible foodstuffs/catering on their stands whether the food is for sale or not are reminded that they must conform to the requirements of EU Hygiene Legislation, the UK Food Safety Act, the Food Hygiene (England) Regulations and any statutory amendments.
- The UK Food Safety Act, the Food Hygiene (England) regulations and associated legislation make it an offence for anyone to sell, process food for sale or offer food which is harmful to health.
- They also place an obligation on businesses/organisations to ensure that their activities are carried out in a hygienic way.
- The organiser's minimum hygiene requirements are:
- People handling food should wear clean and washable over-clothing/aprons.
- Hair should be contained and/or covered by either a hairnet or suitable hat/head covering.
- All food stands handling food must have access to a hand washbasin or bowl with a supply of hot and cold (or warm) water for the hygienic cleaning of hands at their stand. (Disinfectant hand cleanser will assist with hygiene but is not an adequate replacement.)
- The use of regularly changed gloves will further help to ensure that food can be handled in a hygienic manner.
- Cuts and other wounds must be covered by a waterproof dressing or similar.
- All foods should be stored at correct temperatures, refrigerated if necessary.
- The minimum legal requirements being above 63°C for hot holding of food and below 8°C for refrigerated food (the ideal being 3° to 5°C).

Examples of food requiring refrigeration are: Cream cakes, Meat and fish, soft cheese, pates and cooked meats/fish, Raw or cooked meat or fish

Raw and cooked foods must be separated. A thermometer must be used to check, (where applicable), the temperatures in fridges, freezers and for hot holding of food and it is a legal requirement that written records of these checks are maintained. Food should always be stored at least 90mm from the ground to protect against contamination. All equipment and work surfaces should be regularly cleaned and disinfected, and written cleaning schedules maintained. All machinery used for cutting, slicing, mincing, etc should be properly guarded and all people operating such equipment should be properly trained in its use.

ALCOHOL – SALE AND SUPPLY

- All sales of alcohol at the event will be made under the Society's premises license/s.
- Trade Stands supplying alcohol as part of their Hospitality offering must indicate this clearly on their application form.
- Trade Stands selling alcohol must complete the appropriate line on the application form and enclose the £25 (excluding VAT) licence fee.
- A personal license holder must be present on each stand at all times whilst the sale of alcohol takes place. The personal licence holder is responsible for the sale and supply of alcohol on your stand.

- All trades/exhibitors will be required to provide the name of their personal licence holder/s and all staff serving prior to the event. No alcohol may be sold from any stand without the presence of one of the named Personal Licence Holders.
- All traders/exhibitors supplying alcohol will be visited by the events Health and Safety Officer to ensure compliance with the regulations. The Health and Safety Officer will inspect stands to ensure that the appropriate signage is being displayed.
- All exhibitors/traders supplying alcohol, whether for sale or as part of their hospitality offering must work within the Challenge 25 policy (details at www.wsta.co.uk/Challenge-25).
- Failure to comply with the Licensing Act 2003 will result in your trade stand being closed.

LIVESTOCK OR BIRDS ON STANDS

Exhibitors wishing to include livestock or birds on their stands must first contact the Society for further guidance and permission. It is the responsibility of the exhibitors to maintain correct movement licenses for sheep and goats (ARAMS) and for cattle (BCMS). If an MV/CAE accredited animal is to be used on a stand, individual approval must be sought by the exhibitors from PSGHS (Tel: 01387 267260) and the exhibitor must also notify the Society.