



# SOUTH OF ENGLAND SHOW

9,10,11 JUN 23



## TRADE EXHIBITOR INFORMATION PACK 2023





# WHY EXHIBIT AT THE SOUTH OF ENGLAND SHOW?

## Welcome to the 2023 South of England Show trade exhibitor pack.

This booklet contains all the information you will need to know about exhibiting at the South of England Show

### Why exhibit at the South of England Show?

- The premier Agricultural Show in the South East
- Circa 60,000 visitors over three days
- Suburban and rural visitors from major towns and cities including London, Brighton, Guildford, Maidstone and Crawley
- High quality, high spending visitors – 35% spend over £76
- Free dedicated exhibitor Wi-Fi network & 4G coverage across the showground
- Easy online booking and stand management system - reduces the need for paperwork



### IMPORTANT DATES

6 January 2023 – Deadline for applications and 50% deposit for existing Exhibitors wishing to retain their 2022 site.

Late January 2023– Sites will be offered to existing Exhibitors, requesting a change of site location.

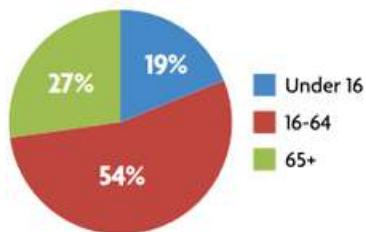
Early February 2023– Sites offered to new Exhibitors.

1 April 2023 – Outstanding 50% of stand costs due.

3 – 4 weeks Before the Show – Exhibitor packs issued.



### Age Range of Visitors



83% OF PEOPLE SAID THE SHOW WAS GOOD, VERY GOOD OR EXCELLENT



35% OF VISITORS SPEND OVER £76



72% RATED SHOPPING AS GOOD, VERY GOOD OR EXCELLENT





# APPLYING FOR A STAND

## 2022 Exhibitors

If you exhibited at the 2022 show, you get priority to retain your stand site from the 2022 show, please complete the application form and return, with 50% deposit by the deadline of the 6th January 2023. Sites are not guaranteed for applications received after the deadline.



## Stand Location

If you wish to request a change of location, these will be offered before new exhibitors, as long as stand application is received before the deadline. Space will be offered in date of application order. Please indicate on your application your preferred location. We do try to accommodate as many as possible in their preferred locations, although please understand this is not always possible.



If you wish to make changes to the dimensions of your stand, we unfortunately cannot guarantee you will be able to retain your 2022 location.



There may be a few layout changes for the 2023 show, if these affect you we will try and let you know as soon as possible and offer you sites close to your previous location as possible.



PLEASE NOTE: You may lose your space if deposits and final payments are not received by the deadlines, of the 6th January & the 1st April.





# APPLYING FOR A STAND

## New Exhibitors

If you would like to apply to exhibit at the show for the first time, please complete and return the application forms, with 25% payment of stand costs. Accompanied by a full description of your products/ services, any photos you may have of your stand as well as website or social media details.

## Stand Location

New applications will be reviewed in date of receipt order and suitable available sites will be offered from February onwards. Once a stand site is agreed, we ask for an additional 25% payment within 30 days of site confirmation. The remaining 50% will be due by the 1st April 2023.

Once a stand has been confirmed the cancellation policy applies as outlined on page 9.

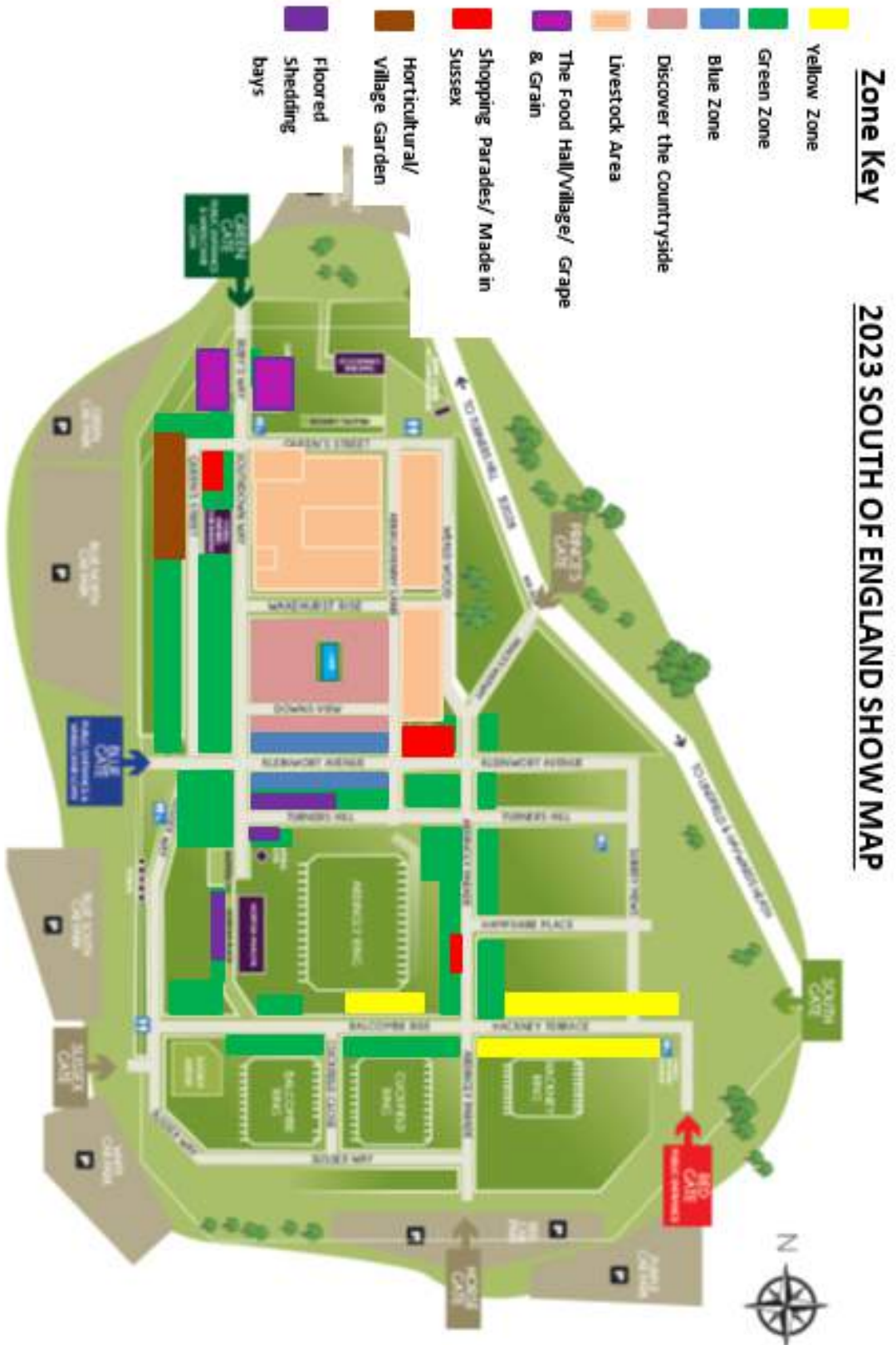
Applications received after the 1st April 2023 must be accompanied by full payment.

Please indicate on your application your preferred location. We do try to accommodate as many as possible in their preferred locations, although please understand this is not always possible.





# 2023 SOUTH OF ENGLAND SHOW MAP



\* Map subject to change



# 1 - OPEN SPACE STANDS

Open Space stands are located on grass and face tarmac walkways. Exhibitors need to make their own arrangements for appropriate cover of their stand space.

## Trade stand space is divided into three zones:

- YELLOW ZONE** Hackney Terrace- minimum stand size 4 x 3m
- GREEN ZONE** Ardingly Parade and below (excluding Lower Kleinwort Avenue) minimum stand size 6.5 x 6.5m
- BLUE ZONE** Lower Kleinwort Avenue- minimum stand size 9.5 x 9.5m

## REGISTERED CHARITIES

A restricted number of stands are available for Charities registered with the Charities Commission. A 25% discount will be applied to stands 6.5 x 6.5m (42.25m Squared) or bigger.

## EQUESTRIAN SUPPLIERS

A 25% discount will be applied to stands 6.5 x 6.5m (42.25m Squared) or bigger selling feed, bedding, transport, stabling, equine fencing or tack and accessories.

## AGRICULTURAL & NURSERY EXHIBITORS

To apply for these stands, Exhibitors must be agricultural companies or nurseries. A 50% discount will apply to all stands 6.5 x 6.5m (42.25m Squared) or bigger.

## VILLAGE GARDEN

Located in the vicinity of the horticultural section of the show, these options are for plant/flower sellers only. This is outside space and will be on grass, you will need to provide your own cover if required. The spaces come in two size options of 3 x 3m or 6 x 3m



OPEN SPACE PRICING 2023	MIN SIZE	COST PER M2
Commercial/ General Trade/ Motor Trade Yellow Zone only	4 x 3 m	£27.40
Commercial/ General/ Motor Trade	6.5 x 6.5 m	£17.10
Commercial/ General/ Motor Trade	9.5 x 9.5 m	£16.95
Agricultural & Nursery Exhibitors	6.5 x 6.5 m	£8.60
Registered Charity/ Equestrian Suppliers	6.5 x 6.5 m	£13.10
Discover the Countryside		POA

Village Garden (3 x 3 m)	£130.00
Village Garden (6 x 3 m)	£200.00



## 2 - COVERED SPACE STANDS

We offer 3 covered options for exhibitors who require a smaller space and prefer to have cover provided.

- Apart from the floored bays, all other options will be on grass
- Additional frontage available in 3m increments
- Exhibitors will need to provide their own furniture
- Covered stands do not come with guaranteed space behind for storage/parking

### SHOPPING PARADE

Located on Kleinwort Avenue these individual 3 x 3m canvas bays are designed for companies selling smaller or more delicate items who prefer to be undercover. Comes with tie-front curtain.



### FLOORED SHEDDING BAYS

Located on both the west side of the Main Ring and below the Member's Pavilion, these 3 x 6m or 6 x 3m canvas shedded bays are designed for high-quality stands that want the benefits and prestige of proximity to the Main Ring and Member's Enclosure.



### MADE IN SUSSEX

Located on the corner of Queen Street this area is specifically for Sussex based producers/growers. Products need to have been grown or produced in Sussex. These are 3 x 3m canvas bays on grass. Please apply to be part of this area before sending in application forms



COVERED SPACE PRICING 2023	UNIT SIZE	PRICE PER BAY (+VAT)
Floored Bay	3 x 6 m	£841.80
The Shopping Parade	3 x 3 m	£400.00
Made In Sussex	3 x 3 m	£300.00



## 3 - FOOD & DRINK

### FOOD HALL

Located in our Queen's Jubilee Hall, along from the Green Gate entrance, our Food Hall is one of the most popular areas of the Show. Sold in units of 2 x 3 or 3 x 3m, they are all open space, with concrete flooring. You will need to provide your own screening materials and furniture etc.

### FOOD VILLAGE

Located adjacent to the Food Hall, these 3 x 3m bays are designed for food or drink-related exhibitors. (take away only).

### GRAPE AND GRAIN

This parade of 3 x 3m bays, offers English Wine producers and local Microbreweries the perfect opportunity to show case their products to visitors. With two pricing options depending on whether you will be selling by the bottle to take home only or by the glass for consumption at the show & by the bottle to take home.



Option	UNIT SIZE	PRICE PER UNIT (+VAT)
Food Hall	2 x 3 m	£279.60
Food Hall	3 x 3 m	£419.45
Food Village	3 x 3 m	£320.80

Option	UNIT SIZE	PRICE PER UNIT (+VAT)
Grape and Grain (to take home)	3 x 3 m	£320.80
Grape and Grain (by the glass)	3 x 3 m	£427.95



## 4 - STAND PAYMENT

### 2022 EXHIBITORS

All 2022 exhibitors are entitled to split their payments with a 50% deposit of their stand costs, due by the 6th January 2023. With the remaining balance due by the 1st April 2023.

### NEW EXHIBITORS

New exhibitors (didn't exhibit in 2022) are required to pay 25% of the stand costs on application. Sites will not be offered without this payment. Once a site has been agreed, a further 25% payment is due within 30 days. With the remaining balance due by the 1st April 2023.

Applications received after the 1st April 2023 are required to pay in full when applying.

### PAYMENT OPTIONS

**CHEQUES** made payable to SEAS

**ONLINE/ BANK TRANSFER** to Lloyds, a/c: 01265561 sort: 30-18-30 (please use your company name as a reference)

**CARD PAYMENTS** can be taken over the phone, please call 01444 892700 Ext 206 with your card details

### CANCELLATIONS

Once a stand site has been agreed it is considered confirmed. So our terms and condition policy applies. After this point if you need to cancel your stand for any reason, please notify us in writing as soon as possible. Charges/ Refunds will apply as follows:

**Before 1 May 2023= 50% of stand costs plus VAT**

**After 1 May 2023= 100% of stand costs plus VAT**

Invoices for any outstanding amounts will be raised and due for payment immediately.





# EXHIBITOR TICKETS AND PASSES

## EXHIBITOR TICKET ALLOCATION

COVERED SPACE	1 BAY	2 BAYS	3 BAYS
Shell Scheme	2 Wristbands	3 Wristbands	4 Wristbands

OPEN SPACE	
Up to 40 sqm 3 wristbands	Up to 300 sqm 9 wristbands
Up to 100 sqm 4 wristbands	Up to 340 sqm 10 wristbands
Up to 140 sqm 5 wristbands	Up to 380 sqm 11 wristbands
Up to 180 sqm 6 wristbands	Up to 420 sqm 12 wristbands
Up to 220 sqm 7 wristbands	Over 420 sqm 13 wristbands
Up to 260 sqm 8 wristbands	

Maximum free allocation is 13 wristbands.

Wristbands must be worn at all times whilst on the Showground and to gain entry into the Showground. For security reasons everyone on site out of show hours must be wearing a wristband. Anyone not wearing one, may be asked to leave the Showground.

## ADDITIONAL ADMISSION TICKETS

**Exhibitor Wristband** (3 day) - £44.40 each (inc VAT)

**Daily Exhibitor Tickets** Valid for any one day- £15.60 each (inc VAT)

**Guest Tickets (Valid any day)** £15.60 each (inc VAT). For use by Exhibitor guest(s).

## TRADE MEMBERSHIP

A reduced Trade Membership (valid of the South of England Show only) is available for exhibitors, at a cost of £46.80 (inc VAT).

This will entitle you to receive a Member's badge, and forward Member's Car Parking (not guaranteed after 10am). The badge permits entry in to the show and the Member's Pavilion on all three days, the badge will be issued in your Exhibitor Pack.



## EXHIBITOR VEHICLE PASSES

**NO VEHICLES WILL BE ADMITTED TO THE SHOWGROUND WITHOUT THE CORRECT PASS**

### TRADE EXHIBITOR PARKING PASS

Pre-show vehicles will be admitted at the North entrance (opposite the Gardnerers Arms) between 09.00 to 17.00 from Sunday 4th June until Tuesday 6th June 2023. The blue gate will be opened from 06.00 until 23.00 from Wednesday 7th June to Thursday 8th June 2023. Only vehicles with passes duly filled in with requested details will be admitted to the Showground. Vehicles displaying this pass will be permitted to park behind your stand if space permits (A maximum of 2 vehicles may be parked behind a stand). During the show vehicle movement on the showground is restricted. There is no vehicle movement between the hours of 08.30 and 18.30 each show day. (the exact timing will depend on the amount of foot traffic in the Showground).

Restocking is permitted between 06.00 - 08.00 and again from 18.30 - 21.00 each show day. This pass also gives access to parking in Forward Exhibitor's Car Park as directed. If vehicles need to be moved during show hours they should be parked here.

This pass must be displayed to gain access to the showground on Monday 14 June for break-down.

### CARAVAN PASS

Caravans used for sleeping and not forming part of a stand, will require a pass. Availability is limited and on a first come first served basis. Limited caravan parking is available on the east edge of the showground. Overflow caravan parking space will be as directed outside the perimeter of the Showground with foot access available (on presentation of appropriate wristband) to the basic facilities in the interior.



## UTILITIES

Exhibitors requiring either electricity or water should book this when applying online or complete and return the appropriate forms before the 1st May 2023 (surcharges will be added for orders received after this date).

### WIFI

Free dedicated exhibitor network available.  
Details will be provided in the exhibitors packs.

### ELECTRICITY

This is provided through Mains Distribution Services (MDS), please see the electrical booking form for options. If your requirements are not listed on the electricity form or you want to discuss them in more detail, please call MDS on 07973 386377.

THE USE OF GENERATORS, INCLUDING INTEGRAL TYPES IS STRICTLY FORBIDDEN.

### 4G

4G coverage across the Showground

### WATER

This is available in several areas on the Showground, however a private supply can be provided direct to your trade stand, please complete and return the appropriate form. Sump emptying is also available, please order this via the Water Order Form, or online application form.



# THE HEALTH & SAFETY AT WORK ACT

## MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATION 1992

We, the Board of Trustees of the South of England Agricultural Society, South of England Centre, Ardingly, Haywards Heath, West Sussex, RH17 6TL (hereinafter called the Society) in order to comply with the above named Regulations are required to carry out an assessment as to the risk to health and safety of our employees while at work, and any other person who may be affected by our work activity. This assessment is necessary so that the risks can be identified and preventative and protective action taken to ensure compliance with the law.

The Society acknowledges and accepts these responsibilities in respect of staff who are in their direct employment, and those who are self-employed on contract, when working where other teams of workers or self-employed persons are engaged, and where each other's activities could present a potential hazard to the health, safety and welfare of all parties.

Regulation 9 of the above named Statute identifies the need for co-operation and coordination to ensure that a high standard of health, safety and welfare is maintained on a shared workplace at all times. This will include:

- a. Co-operation with other employers
- b. Taking reasonable steps to co-ordinate the measures taken to comply with relevant statutory provisions
- c. Taking all reasonable steps to inform other employers of the risk to their employees' health and safety

We recognise that in order for the above action

to be effective, it will be necessary for an assessment to be made in order that foreseeable events likely to cause risks or hazards can be identified and a decision made between the site occupants as to what action will be taken. This joint plan of action will be written down and exchanged between all parties involved on the site. NB In situations of serious and/or imminent danger and for dangerous areas, the emergency procedures will clearly set out instructions as to what action is to be taken by all staff irrespective of employment status and will be ACTIONED WITHOUT QUESTION.

CO-OPERATION WITH SITE AGENTS (THE CONTROLLING EMPLOYER AND MULTIOCCUPANCY WORKPLACE).

Where the main employer controls the work site, our employees, the staff of other firms at work on the site and self-employed persons under contract to our Society will at all times assist the controlling employer or his agent in assessing the shared risks and co-ordinate any measures. However, where there is no controlling employer, it is agreed that for such sites there shall be appointed a health and safety co-ordinator who shall be competent to meet the needs of these Regulations and whose responsibilities will extend to bringing together the efforts of individual employers and self-employed on the site. It is recognised that this appointed person may need to seek advice from another competent person (i.e. location of underground power lines, gas and water utilities etc.) in order for the risk assessment to be made and to determine appropriate measures.



# THE HEALTH & SAFETY AT WORK ACT

To eliminate these possible risks, the Society will, as far as is reasonably practicable, undertake to provide such financial and material support to establish a safe working environment. All staff are required to follow the safety procedures and practices as laid down at all times.

## IMPORTANT

Personnel who are employed by the Society or those who are self-employed are listed in the attached appendix. However, you are reminded that it is your duty to report to the Society details of any dangerous work situations that might represent a serious or imminent risk to yourself or others (e.g. broken or defective guards that would render a component as failing to comply with relevant Regulations).

## ERECTION OF TEMPORARY BUILDINGS, TENTS, AWNINGS AND SIMILAR STRUCTURES

The Society requires that with any tender and/ or application for erection of the above named structures, a risk assessment that relates to health and safety is carried out in accordance with the following:

1. Health and Safety (The Management of Health & Safety at Work) Regulation 1992 (Risk Management Assessment).
2. A method statement for the activities that would be undertaken in respect of the work to which that tender refers.
3. A copy of the tender candidate's current Statement of Safety Policy Health & Safety at Work etc. Act 1974 section 2 (3) refers.
4. A copy of the Manual Handling Operations Regulations 1992 assessment in respect of the movement of heavy and/or difficult articles (where relevant).

5. Evidence that, following all relevant site inspections (where necessary) due consideration has been given to the protection of the essential services of electricity (both above and below ground), telephone, gas, water and drainage.

6. An assurance that at all entrances to such temporary structures, positive steps will be taken to alert the user as to the change of levels so as to provide a safe means of access to and egress from by securely placed ramps etc. Tripping hazards must be clearly identified by demarcation tape or similar. Availability for disabled access should also be considered.

7. Confirmation that each exit will be equipped with the current and correct fire/emergency exit signs.

8. Where guy ropes etc. are used these will be located so as not to impede the safe and free egress from these temporary structures in event of an emergency.

9. Confirmation of the understanding of and the procedures in place to ensure compliance with the Reporting of Accidents, Disease and Dangerous Occurrences Regulations 1995 and the details to whom such incidents are to be reported on site and to the Society.

## PROTECTION OF PEDESTRIANS

The Society accepts that they have a responsibility to ensure that visitors to any event for which they have overall control are not placed at risk.

With regard to the duties imposed by Regulation 9 of the Health & Safety (The Management of Health and Safety at work) Regulations 1992 (Risk Management) the Society requires that the organisations, firms and their staff will co-operate in order to maintain the following requirements:



# THE HEALTH & SAFETY AT WORK ACT

## VEHICLE MOVEMENT

Suppliers to trade stands must ensure that they vacate the site before public admission to the event.

The only exception to this rule will be:

1. The movement of emergency vehicles (Fire, Police, Ambulance) these vehicles will be identified by blue colour flashing beacons.
2. Doctors on duty their vehicles will display a green colour flashing beacon.
3. The transportation of Honoured Guests of the Society, during visits to and from events, stands or other official business, these vehicles will use an orange colour flashing beacon where fitted or use hazard warning lights and display dipped headlights.
4. The movement of the Society's own service/ supply vehicles or those authorised by the Society i.e. contractors, caterers service vehicles etc. These vehicles will use an orange coloured flashing beacon and display dipped headlights when fitted.
5. The Society requires that all contractors' vehicles travel on the Showground at a safe speed and be aware of the risks to others. Failure to observe this requirement could jeopardise current and future contractual agreements.

## SERVICE PROVIDERS

In order that the Society can satisfy itself that all due attention has been given to the matter of Health & Safety by firms engaged to provide a service at events for which the Society has overall control, it will be necessary to submit the following documents:

- Statement of Safety Policy
- Risk Management Assessment (including regulation 9)
- Details of staff training in respect of procedures in an emergency

## SOCIETY PERSONNEL

- Society Chairman: Mr Charles Burgoyne
- Show Director: Mrs Corrie Ince
- Health & Safety Advisor: TBC
- Grounds Manager: Mr James Botting



# TERMS AND CONDITIONS

All Exhibitors, their Contractors and employees, while on the Showground, shall be subject to the terms and conditions of the Society, as interpreted by the Trustees, Council, Stewards and Officials appointed by them.

## 1. APPLICATION FOR STAND SPACE

All applications must be submitted on the appropriate entry form, which must be signed by the Exhibitor or their representative, such signature being an acceptance of the terms & conditions. Online applications cannot be submitted unless Terms & Conditions are agreed. A remittance for all charges must accompany the Application Form and be returned by the required date.

A tax receipt will be issued on banking the remittance. Applications without a remittance will not be accepted. Each Exhibitor MUST complete and return with their Application Form a current risk assessment including Covid Safety measures. A free entry will be given in the catalogue giving the block number and exhibitor's name, together with up to 20 words of descriptive matter if returned by the deadline stated.

The show will be run under Covid Secure measures, so all exhibitors must follow the latest government guidelines and those of the Society at all times in order to exhibit at the show.

## 2. RETENTION OF SITES - 2022 EXHIBITORS ONLY

The site agreed for the 2022 show can only be guaranteed up until 6th January 2023. If an Exhibitor wishes to change their location written notification must also be attached along with the map showing at least 3 choices of site position or the appropriate section of the online booking completed. We will then do our best to accommodate you. Verbal conversations with Trade Stand Staff are not sufficient and sites allocated for other shows held throughout the year have no bearing.

## 3. MEMBERSHIP

Exhibitors, are entitled to be Members of the South of England Agricultural Society. The annual subscription is reduced to £46.80. (inc. VAT). Membership privileges include free admission by Badge to the ground throughout the Show, use of the Pavilion and Members' facilities and forward parking before 10:00 subject to availability.

## 4. ALLOCATION OF SITES

The allocation of sites and positioning of stand space will be entirely at the discretion of the Society, although every endeavour will be made to meet any request made by an Exhibitor regarding the position of their stand.

a) Exhibitors booking open space must apply and pay for sufficient space for all stays, plates or guy-ropes required for any building, tent or caravan and awnings to be erected in the space, together with any stock vehicle/living accommodation required on the site for the duration of the Show. Please check with your marquee contractor the overall marquee dimensions.



# TERMS AND CONDITIONS

b) Boundaries of sites will be marked and in no circumstance will Exhibitors be allowed to occupy a larger space than that allocated to them. No exhibitor, whether a registered charitable organisation or otherwise, may carry on any activity outside the limits of their own stand.

c) Exhibitors must not exceed beyond the front line as identified by the blue marker post.

d) If an Exhibitor does not wish to be placed adjoining any other particular Exhibitor, this must be clearly stated in writing at the time of making the application.

e) The Society will not be held responsible for damage caused to sites by a third party during the Show period and will not undertake to make good such damage.

f) No Exhibitor shall sub-let any portion of space allotted to them or move to any site other than that allocated to them.

## 5. CANCELLATION BY THE SOCIETY OR WITHDRAWAL OF SPACE RESERVED

The Society reserves the right to postpone or cancel the Show or any particular event or events if such cancellation or postponement arises out of strikes, lock outs, trade disputes or labour troubles or any other cause beyond the Society's control including, but without limitation, act of God, government act, regulation or request, fire, accident, disease, war, riot, inability to obtain adequate labour or materials, or inability to obtain a sufficient number of entries. Full refunds of Trade Stand and associated fees will be made, however the Society reserves the right to levy an Administration fee of 5% of all such Trade Stand and associated fees.

If the Show is cancelled after it has commenced the Society will make a refund of a proportion of the Trade Stand and associated fees subject to the deduction of an administration fee. The amount of the refund should be determined by the Board of Trustees whose decision shall be final.

Once a stand location has been agreed, the booking is considered confirmed, after this should any Exhibitor withdraw from the Show or cancel the space reserved for them for any reason, the following rates of forfeit shall apply.

Written confirmation received before  
1 May 2023 charge/refund of 50% of stand costs.  
From the 1 May 2023 100% of stand costs/no refund.  
Any outstanding amounts due at time of cancellation will be due immediately.

## 6. REFUSAL OF ENTRY

The Society reserves the right to refuse any entry whatsoever, whether received prior to the closing date for entries or not, and also reserves the right to cancel any entry which may have been accepted, without any reasons being given.

## 7. RESPONSIBILITY OF EXHIBITORS

THE SOCIETY WILL NOT BE RESPONSIBLE IN ANY WAY FOR ANY ARTICLE, MACHINERY OR OBJECT OF ANY KIND EXHIBITED ON THE SHOWGROUND. The Exhibitor shall assume full responsibility therefore including liability for all claims arising out of the exhibition, handling or housing of such exhibits and the conduct of the stand generally. The Exhibitor shall indemnify the Society against all claims, damages or expenses whatsoever in any way arising out of the presence of the exhibitor or their exhibits on the Showground. Acceptance of the foregoing provisions



# TERMS AND CONDITIONS

shall be a condition of entry. EXHIBITORS ARE ADVISED TO INSURE AGAINST FIRE NOT ONLY AS REGARDS THEIR OWN PROPERTY, BUT ALSO AGAINST THIRD PARTY CLAIMS.

## 8. DISCLAIMER OF LIABILITY

The Society will not be responsible for the death, injury, disease, or loss caused to any Exhibitor or to their agent or servant, or to any animal, insect, bird or thing of whatever nature, exhibited by the said Exhibitor, from whatever cause death, injury, disease or loss arises.

The Exhibitor of any animal, insect, bird or thing of any nature whatsoever will indemnify the Society for any damages, loss, injury or disease occasioned by the said Exhibitor, their agent or servant or by the said animal, insect, bird or thing of any nature whatsoever, however such damage, loss injury or disease shall be caused.

Under the requirements of the Reporting of Accident, Diseases and Dangerous Occurrences Regulation 1995 (RIDDOR) all accidents that are classified as major under these Regulations must be reported to the Society and also to the appropriate statutory authority. All injuries that occur to Exhibitors, their staff or members of the public who visit stands, displays or any other facility, no matter how minor they may appear to be, must be reported to the Society in order that the incident can be recorded in the accident book.

The Exhibitor will indemnify the Society for all claims arising out of the exhibit and the Exhibitor's show staff and invitees conduct at the Trade Stand generally and against all claims,

demands, damages, proceedings, costs or expenses whatsoever in any way relating to or arising out of use of the Trade Stand by the Exhibitor.

The Exhibitor will indemnify the Society for any claims which may at any time be made against the Society (whether under the Occupiers Liability Act 1957 or otherwise) in relation to the Trade Stand (including any claim made by any of the Exhibitors employees) arising wholly or in part from any act or omission of the Exhibitor.

## 9. EXHIBITION OF LIVESTOCK ON STANDS

Exhibitors wishing to include livestock or horses on their stand must first obtain the Trade Stand office's approval.

## 10. REGULATIONS APPLICABLE TO MACHINERY IN MOTION, ENGINES, ETC.

- a) Only smokeless fuels will be permitted during the times the Show is open to the public.
- b) All Exhibitors during the erection and demolition, or while demonstrating, must ensure that their machinery and/or equipment methods of operation and work practices complies totally with the relevant Health & Safety Regulations.
- c) All Exhibitors must ensure that any component i.e. shafting, belts, pulleys, gears and similar items, that could be a danger to members of the public either as spectators or those who pass by, that such items are adequately guarded.
- d) Exhibitors of chainsaws, strimmers, choppers or similar equipment or where demonstrations could be a source of potential danger, must provide full details (including distance of separation barriers/screens or similar protection) in writing to the Society at least 28 days before the show opens.



# TERMS AND CONDITIONS

e) While the Society reserve to themselves the right of excluding any petroleum or spirit they may deem unsafe, they in no way relieve the exhibitor from responsibility in the event of accident or fire. Exhibitors must confirm regulations of the local authority in all that relates to the transport of petroleum and the precautions to be taken against fire.

The Society reserves the right for the Safety Officer or other Authorised Officers to prohibit such demonstrations if unsafe practices are witnessed.

## 11. CATERING AND LICENSING

Exhibitors are not permitted to sell any foodstuffs or beverages for consumption by visitors on the Showground from their stand. Exhibitors selling food or drink from their stand for visitors to take home must comply with the requirements of the current Food Hygiene Regulations.

### FOOD HYGIENE

Maintaining high standards of food hygiene is important for the safety and confidence of visitors to our shows, reducing the risk of infection and safeguarding the reputation of all trade exhibitors and our shows. Therefore, all trade exhibitors must have a Food Hygiene Rating of 3, 4 or 5 to exhibit at our shows. All food exhibitors must ensure that they have basic food hygiene facilities in place including; handwashing facilities, correct temperature control, raw and ready-to-eat food separation and appropriate documentation. Failure to comply with these minimum standards of food hygiene practices will result in withdrawal of permission by the Society for the exhibitor to trade at the show and could affect future permission to trade at future shows.

## SALE OF ALCOHOL

All sales of alcohol on the Showground will operate under the Society's premises licence, cost per exhibitor is £15.00 PLUS VAT. Alcohol can only be sold or authorised by an individual who holds a personal licence. Alcohol being defined as any drink with an ABV of over 0.5%. This means that if an individual employed by the trade stand is not a personal licence holder, that person can only sell alcohol on the Showground licensed premises if permission to do so has been given by the trade stand personal licence holder. The society requires that every individual engaged in the sale of alcohol must be aged 18 or over and have received training from the trade stand personal licence holder regarding the four licensing objectives as follows; The Prevention of Crime and Disorder, Public Safety, The Prevention of Public Nuisance

The Protection of Children from Harm.

## 12. 'CHEAP JACK' TRADERS AND AUCTIONS/JOKES AND TRICKS/KNIVES

Exhibitors' goods displayed must be in accordance with the description on the Application Form. Vendors of 'Cheap Jack' articles or itinerant vendors who may have gained admission to the ground will be removed. The selling of goods by auction, shouting or behaviour that causes a nuisance to Visitors or Exhibitors is strictly forbidden. The definition of 'Cheap Jack' shall rest with the Society's Stewards and Officials who have the power to remove offending Exhibitors and their goods from the Showground. All goods sold must clearly be displayed to the public before sale.



# TERMS AND CONDITIONS

The sale of jokes and tricks is not permitted, and any misrepresentation in catalogue entries to gain admittance will result in expulsion from the Showground without compensation. The sale of knives and catapults is restricted to persons over the age of 18 years.

## 13. NON COMPLIANCE WITH TERMS & CONDITIONS

The Society's Officials have power to order the removal of any article from the Showground or to close the stand of any Exhibitor who does not conform to the Regulations of the Society, or the directions of the Stewards and, if necessary, to expel such Exhibitor or their representatives from the Showground without any refund being made. Unattended vehicles parked outside the remit of their stand risk being towed away.

## 14. SERVICES

Exhibitors requiring any of the following services should so indicate on the appropriate form.

### Electricity

THE USE OF ANY GENERATORS, INCLUDING INTEGRAL TYPES IS STRICTLY FORBIDDEN AT ALL TIMES.

This requirement is on the grounds of Health & Safety in order to control noise, exhaust pollution and any potential risk while refuelling, also to ensure a safe and uniform standard of electrical installation is maintained.

Exhibitors are reminded that all electrical equipment must have a current Portable Appliance Test (PAT) and must be operated in accordance with manufacturer's instructions.

(Particularly regarding the use of halogen flood lighting and manufacturers minimum distance instructions between light fitting and any other object).

Any equipment used or positioned in the open air or unprotected areas must be designed and suitable for use in inclement weather. The Society's Safety Officer is empowered to carry out spot checks on all electrical appliances and if found in default, arrange for the item to be taken out of service.

Additional wiring and lighting can be carried out by Mains Distribution Services (MDS). Any such work carried out by MDS will be charged directly to the Exhibitor. The Society or their Agent reserves the right to inspect electrical installations not carried out by MDS.

SHARING OF ELECTRICITY BETWEEN STANDS IS STRICTLY FORBIDDEN. OFFENDERS WILL BE CHARGED THE FULL RATE FOR ELECTRICITY CONNECTION PLUS A 20% SURCHARGE. FAILURE TO COMPLY MAY RESULT IN EVICTION FROM THE SHOWGROUND.

Electricity connections will be disconnected by 12noon on Monday 12th June, unless previously arranged with MDS.

### Gas Appliances

It is the responsibility of the Exhibitor that any item of gas equipment forming part of a trade stand has a current Gas Safe Tested Certificate, which should be available for inspection by the Society's Safety Officer at any time, who is empowered



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to carry out spot checks on all gas appliances and certificates and if in default, will arrange for the item to be taken out of service. Any work on LPG gas systems must be carried out by a Gas Safe registered fitter. Exhibitors using LPG gas to cook on their stand must complete and return the Mid Sussex District Council Questionnaire prior to the Show and display the LPG Safety Instructions, both of which will be sent to appropriate Exhibitors prior to the Show. In addition to one connected gas cylinder, only one spare may be stored per Exhibitor.

## Water

Available at many points on the Showground. A private supply can, however, be made to the Exhibitor's stand for an additional cost with prior notice. Please complete the appropriate application form.

## Sumps

Sumps can be dug by Exhibitors or their contractors following permission from the Trade Stand Office (with regard to the siting, to avoid any underground apparatus). These can be emptied once daily on Show days with prior payment made to the Trade Stand office at £18.50 + VAT per show. Sumps must be lined and of sufficient size to accommodate a whole day's effluent as they can only be emptied once daily. Grey water only (see also regulation 20 Reinstatement).

Flooring, Tables, Chairs, Fascia Signs, etc, Other Services (grass cutting, etc)

Contractors List (page 15) can be supplied by the Trade Stand Office. Grass on Trade Stands will be mown up to two weeks prior to the start of the Show,

providing weather conditions permit. Fine cutting thereafter will be the Exhibitor's responsibility. Grass cuttings should be collected up and disposed of by the Exhibitor. In the unlikely event of disruption or loss of all or any of the services howsoever, arising, the Society and its contractors will not be held responsible.

## 15. DURING THE SHOW, SUPPLIES/DELIVERIES TO STANDS

- a) Vehicle access with the appropriate pass for deliveries and restocking during Show days will be permitted from 06:00 and 08:00 and 19:00 and 21:00 ONLY.
- b) All delivery/restocking vehicles must leave the showground by 08:30 each morning and 21:30 each evening.
- c) ABSOLUTELY NO TRAFFIC MOVEMENT IS PERMITTED WITHIN THE SHOWGROUND BETWEEN 08:30 AND 19:00. (OFFICIAL SHOW VEHICLES ARE EXEMPT).
- d) Exhibitors and Contractors are reminded that it is a condition of exhibiting at the show that you may be subject to random vehicle searches and identity checks upon entering and leaving the Showground.
- e) SECURITY STAFF ARE ON SITE BETWEEN MONDAY 5th AND MONDAY 12th JUNE 2023.



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## 16. STAND PREPARATION, ADMISSION, DELIVERY AND REMOVAL OF EXHIBITS

- a) Open Space Exhibitors may commence work on their stand from 1st June 2022.
- b) Exhibitors who have booked a shell scheme may commence work on their stand from 6th June 2022. Subject to the shedding being erected, please call to confirm availability.
- c) Any Exhibitor who wishes to break the soil on their stand must obtain permission from the Organiser's Office.
- d) If erecting a marquee or gazebo, please do not use stakes longer than 900mm anywhere on the showground.
- e) Any paint or varnish used must be dry by 08:00 on the first day of the Show.
- f) All stands must be fully stocked and ready for business by 08:45 on each Show day.
- g) All Stands must be open and manned throughout the time the Show is open to the Public 09:00 to 18:30 daily.
- h) Exhibitors with large mobile units should arrange to have these in position at least one week before the Show. This is especially important when it is necessary to encroach on adjoining stand space to manoeuvre the unit into position.
- i) Goods and packages cannot be received by the Society and should not be sent to the Showground unless there is a representative on the stand to receive them.

## 17. AFTER THE SHOW

- a) NO PART OF A STAND MAY BE CLOSED OR DISMANTLED UNTIL 18:30 ON THE LAST DAY OF THE SHOW. Vehicles to be used for the

removal of stands will not be allowed to enter the Showground until 19:00 on the last day of the Show, or such later time as circumstances may require.

EXHIBITORS IN BREACH OF THIS RULE MAY NOT BE INVITED TO ATTEND FUTURE SHOWS.

- b) Open Space stands and exhibits must be cleared from the Showground by 17:00 on Wednesday 14th June. Shell Scheme and Covered stands must be cleared from the Showground by 21:00 on Sunday 11th June.

## 18. REINSTATEMENT OF GROUND

Any exhibitor who breaks the soil in the Showground for any purpose, must restore the same by 17:00 on Wednesday 14th June 2023 by which time the site of the stand must also be clear of all materials, rubbish, etc. Failing this, the Society will undertake any work required and charge the expense to the exhibitor.

## 19. SIGNS

- a) All Exhibitors must provide a clear sign bearing the name of the company or organisation as entered in the catalogue.
- b) All stands and/or sites allotted to Exhibitors will be clearly numbered by the Society. Stand number markers must not be removed, disturbed or obscured.
- c) Trade Stand signs must not be erected in a way that they overshadow a neighbouring stand.
- d) Exhibits must be so placed that they do not obscure the name of adjacent stands.
- e) Flagpoles and other structures must be erected not less than 10 feet/3 metres from any electricity or telegraph pole and at least 6 feet/2 metres clear from any electricity or telephone wires.



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f) The bottom of signs on shell schemes (which has been provided by the Society), must be level with the eaves and not exceed 4 feet/1.2 metres in height.

Signs must be fixed so that no damage is caused to the canvas or the shedding. Under no circumstances must nails be driven through the canvas. ANY EXHIBITOR DAMAGING THE CANVAS IN ANY WAY WILL INCUR A PENALTY OF £50, PLUS THE FULL COST OF ANY REPAIRS REQUIRED.

Showground Stewards shall have the power to remove any exhibits from the Showground.

g) Barrage type advertising balloons may only be used with prior permission from the Trade Stand Office. They must be on a fixed line, firmly secured at 2 points.

## 20. LITTER, ETC.

Exhibitors must have their stands and immediately adjoining avenues cleaned up at the close of the Show daily, and any litter and refuse stacked and ready for collection by the Society's Contractors. Caterers and Exhibitors providing refreshments must provide their own bins for waste food and drink.

## 21. RADIO HANDSETS

Exhibitors wishing to use two-way radio equipment must have the appropriate licence from the Home Office for the use of the same. The Society reserves the right to limit the use of two-way radios on the site and request that the Society receives lists of frequencies which are to be used at the Show, at least one month prior to the Show. The Society also has the right to limit the number of frequencies used and the power of the equipment. Should an Exhibitor's frequency interfere with the Society's own equipment, the Exhibitor will be asked to change

frequencies. At no time must C.B's VHF/FM or AM be used on the Showground during the week of the Show.

## 22. RADIO MICROPHONES

Exhibitors, Demonstrators or Display Acts wishing to use radio microphones during the Show are required to inform the Society or the Society's Contractor of the frequencies they are intending to use, at least one month prior to the event. In order to accommodate additional frequencies the Society will charge £10 + VAT per additional line. The Society or association reserves the right to limit the number of frequencies used and the power, should they interfere with the Society's own equipment or that of the main contractors. Any organisation using the same frequency would be asked to change frequencies or cease using the equipment.

## 23. AUDIO EQUIPMENT

No Exhibitor shall be permitted to use audio equipment including music as a sales aid or attraction without prior written permission from the Society. Subject to such written permission, the volume of sound equipment must be controlled to avoid annoyance to other Exhibitors or to the Public, and in any case, must not be at such a level as to exceed 80 decibels at source. The Chief Showground Steward's decision will be final as to the acceptable level of noise emanating from the stand. Should the volume be increased following the decision on an acceptable level, the Chief Showground Steward is empowered to ban the use of said equipment for the remainder of the Show.



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## 24. ADVERTISEMENTS

No Exhibitor or other person shall be allowed to affix any placard or advertisement to any part of the Society's plant or premises nor will any Exhibitor be allowed to distribute handbills or display advertisements on the Society's property except on their own stand. No kites or balloons will be allowed on the Showground and no Exhibitor will be permitted to advertise by means of aircraft, loudspeakers or trailing banners. The practice of flyposting leaflets on vehicles in car parks is strictly forbidden.

IN THE INTERESTS OF SAFETY, THE SALE, DISPLAY AND HANDING OUT OF KITES AND BALLOONS IS STRICTLY PROHIBITED.

## 25. COLLECTIONS, APPEALS & RAFFLES

The Society will only accept applications from Charities registered with the Charities Commission. Charitable and other institutions wishing to make appeals for contributions to their funds and/or to hold any type of draw must first obtain permission in writing from the Chairman of the Society, in the latter case, submitting a sample of any ticket to be used, plus full details of such proposed activity.

## 26. DOGS

Due to the large size of the Show dogs are not encouraged. All dogs must be kept on leads at all times and must not be left in cars. Dogs will not be allowed near Livestock, Food Halls, Marquees or in any part of the Members Pavilion. This prohibition does not apply to Guide Dogs.

## 27. RECOVERY OF FINES, FEES AND CHARGES

All fines, fees and charges shall be recoverable by the Society, and until payment is made, persons owing them shall be debarred from exhibiting at future shows of the Society.

## 28. EMERGENCY EVACUATION PROCEDURES

Exhibitors will be issued with an Emergency Evacuation Procedure Leaflet within their Exhibitor Pack. The instructions on this leaflet form part of the rules and regulations of the Society.

IMPORTANT FIRE PROTECTION NOTICE ALL EXHIBITORS ARE REQUIRED TO SUPPLY A SUITABLE FIRE EXTINGUISHER OR EXTINGUISHERS IN THE INTEREST OF FIRE PRECAUTIONS, SOCIETY OFFICIALS MAY VISIT STANDS

a) No heating or cooking appliance is permitted to be installed inside a tent or stand which is not specifically laid out for the purpose. 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, and heating appliances must be fixed securely on a non-combustible heat insulating base and surround on three sides by shields of similar material.

The shields of non-combustible material should be at least 2 feet/60 cm away from combustible fabrics or other materials, and care must be taken to ensure that no combustible materials can be blown against the heaters. 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 the tents or stands, and care taken to avoid leaking or spilling. Tall cylinders, in particular, should be securely fixed by tying to a stake driven well into the ground.

b) The Society reserves the right of inspection by one of its official representatives of all tents or stands and the officials shall have full authority to order that the use of any appliances or equipment be discontinued immediately if in their opinion they constitute a danger. All stands using bottled gas



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are required to have the installation checked by a qualified fitter to ensure that the apparatus is safely installed.

The decision of the Society in this matter must be accepted as final.

c) Exhibitors will realise that these precautions are essential and non-compliance with them renders the stand liable to closure.

d) Exhibitors are advised to insure against fire, not only as regards their own property, but also against third party claims.

## HEALTH AND SAFETY AT WORK ACT 1974 & FOOD SAFETY ACT 1990

Enforcement Officers from the local Authority will be undertaking spot checks for Health & Safety and Food Hygiene and if major contraventions are found, the Exhibitor will be asked to close his stand and leave the Showground immediately. No refund of fees will be given in these circumstances.

### Risk Assessment

All Exhibitors must provide a written risk assessment and a Health & Safety Policy. You will also be asked to produce these if the local enforcing Authority inspects your stand.

### Public Liability Insurance

All Exhibitors are required to have Public Liability Insurance and may be asked to provide a copy upon request.

### Working at Height on Temporary Structures

Working at height should be avoided wherever possible, if unable to avoid then risks must be controlled. Risk Assessments and Method Statements must be provided to the Society prior to the show.

Erection of temporary structures should be undertaken in a safe manner to ensure the health and safety of erectors and others who may be affected by their undertaking. If constructing roofs then appropriate access equipment must be provided and if necessary fall arrest systems and temporary mobile platforms must be provided in accordance with your risk assessments. All necessary equipment for the erection of temporary structures must be provided by the Exhibitor/ Contractor. Ensure all equipment is suitable for the task and all necessary health and safety checks on the equipment are undertaken. Exhibitors must comply with instructions provided by Society Stewards or the Health and Safety Advisor.

### Food Exhibitors

All Exhibitors selling food items must be registered with their local authority.

### Smoking Ban:

A no smoking policy is operative in all buildings and marquees on the Showground, and all enclosed trade stand areas where the Public may enter and where more than one employee has access at any one time.

### First Aid

A suitable first aid kit must be provided in accordance with H & S Reg. 1981. Food Exhibitors must include coloured waterproof dressings in addition to standard requirements.