SPRING LIVE!

18,19 APR 26







TRADE EXHIBITOR INFORMATION PACK 2026







EXHIBIT AT SPRING LIVE!

Welcome to the 2026 Spring Live! trade exhibitor pack.

This booklet contains all the information you will need to know about exhibiting at the Spring Live!

Why exhibit at the Spring Live?

- Circa 16,000 visitors over two days
- Suburban and rural visitors from major towns and cities including London, Brighton, Guildford, Maidstone and Crawley
- High quality, high spending visitors – 43% spend over £75
- Free dedicated exhibitor Wi-Fi network
- Easy online booking and stand management system - reduces the need for paperwork

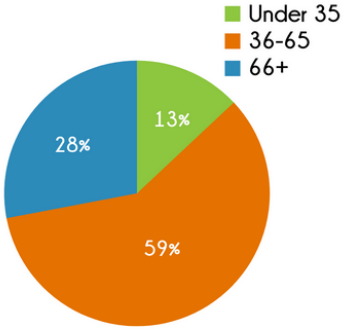


43% of visitors spend over £75

72% of visitors spend most of their money on exhibitors at the show

60% of visitors spend over 3 hours at Spring Live!

Age Range of Visitors





IMPORTANT DATES

12th January 2026 – Deadline for applications and 50% deposit for existing Exhibitors wishing to retain their 2025 site.

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Late January 2026 – Sites will be offered to existing Exhibitors, requesting a change of site location.

****

Early February 2026 – Sites offered to new Exhibitors.

****

2nd March 2026 – Outstanding 50% of stand costs due.

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An information email will be sent out two weeks prior to the show. Packs will be available for collection on the gate.



APPLYING FOR A STAND

2025 Exhibitors

If you exhibited at the 2025 show, you get priority to retain your stand site from the 2025 show, please complete the application form and return, with 50% deposit by the deadline of the 12th January 2026. 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 your 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 2025 location.

There may be a few layout changes for the 2026 show, if these affect you we will try and let you know as soon as possible and offer you sites as 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 12th January & the 2nd March 2026.











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 50% 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. The outstanding 50% payment will be due by the 2nd March 2026.

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

Applications received after the 2nd March 2026 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.

Catering Concessions

Please note that we are unable to accept any applications for catering concessions.

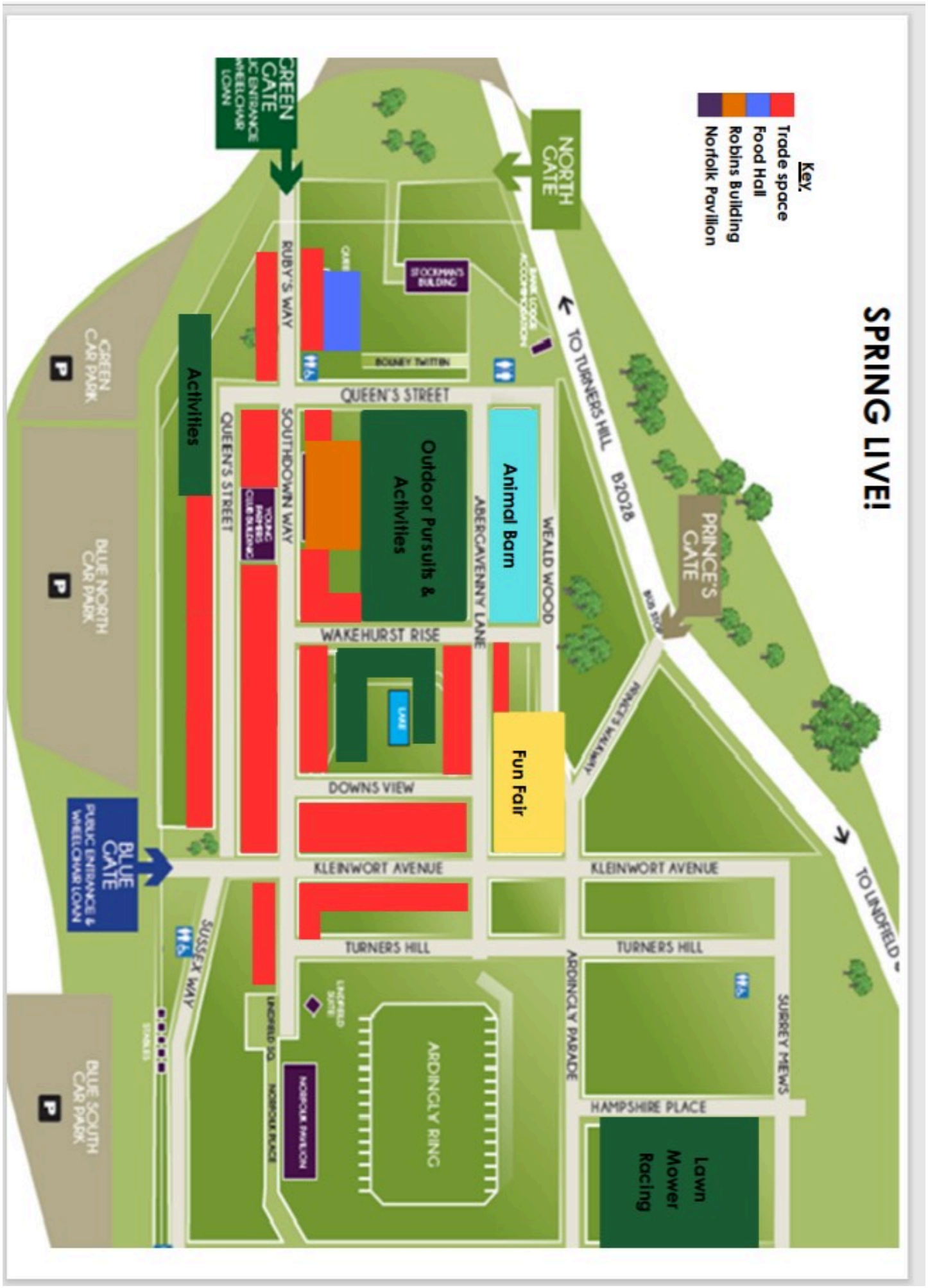
If you would like to apply to sell food for consumption at the show please contact events@fivestarcaterers.co.uk










SPRING LIVE!
Key
Trade space
Food Hall
Robins Building
Norfolk Pavilion
GREEN GATE
NORTH GATE
PRINCE'S GATE
BLUE GATE
TO TURNERS HILL B2028
TO LINDFIELD
RUBY'S WAY
QUEEN'S STREET
SOUTHDOWN WAY
WAKEHURST RISE
DOWNS VIEW
KLEINWORT AVENUE
TURNERS HILL
SUSSEX WAY
WEALD WOOD
ABERGAVENNY LANE
ARDINGLY PARADE
SURREY MEWS
HAMPSHIRE PLACE
Activities
Outdoor Pursuits & Activities
Animal Barn
Fun Fair
Lawn Mower Racing
ARDINGLY RING
GREEN CAR PARK
BLUE NORTH CAR PARK
BLUE SOUTH CAR PARK



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.

GENERAL TRADE

All exhibitors that do not fall under the agricultural or nursery category will be considered as general trade.This includes but is not limited to motor trade, clothing, garden supplies, charities. Regardless of whether commercial or promotional**.**

AGRICULTURAL & NURSERY EXHIBITORS

To apply for these stands, exhibitors must be agricultural companies or nurseries. A discount will apply to all stands.

OPEN SPACE PRICING 2026	MIN SIZE	£ PER Msq (ex VAT)
General Trade	4 x 3 m	£11.90
Agricultural & Nursery Exhibitors	4 x 3m	£9.75



NEW FOR 2026 - ENTERPRISE ZONE

The show is keen to support new, local businesses and enable them to promote their business at the show. We are therefore offering 10 local business start-ups a free 4 x 3m space (you will need to provide your own gazebo/cover) at the show.

This is a great opportunity for someone just starting out, whether you are a trades-person, producer, supplier, designer, artist we are open to anyone, the only stipulations is your company needs to be no older than 2yrs old and you are based within a 30 mile radius of the showground and have not exhibited at the Spring Live Show previously.

Applicants must complete and return the application form by Friday 27th February. Please only apply if you are able to attend both days of the show.

A judging panel will pick the best 10 applicants and you will be informed if you are successful by Friday 13th March



2 - COVERED SPACE STANDS

We offer 2 covered options for exhibitors who require a smaller space and prefer to have cover provided.

- Exhibitors will need to provide their own furniture
- Covered stands do not come with guaranteed space behind for storage/parking
- Access to and from the back of your stand will be included in stand size.

Norfolk Pavilion - a large building located to the south of the show. The stands are in our large downstairs room which is carpeted. Also in the building is a chocolate workshop and cafe for members and public.

The NFU Building - an open fronted barn. Located very close to the Blue Gate entrance and the crossroads of Southdown Way and Kleinwort Avenue.







COVERED SPACE PRICING 2026	UNIT SIZE	PRICE PER BAY (+ VAT)
Norfolk Pavilion	2 x 2 m	£167.25
Norfolk Pavilion	3 x 2 m	£250.85
NFU Building	2 x 2 m	£120.80
NFU Building	3 x 2 m	£181.15



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 HALL SUSSEX PRODUCERS

We offer a discount to Sussex Producers/Growers. Products need to have been grown/produced in Sussex.

OPTION	UNIT SIZE	PRICE PER UNIT (+ VAT)
Food Hall	2 x 3 m	£197.95
Food Hall	3 x 3 m	£297.40
Food Hall Sussex Producers	2 x 3 m	£142.45
Food Hall Sussex Producers	3 x 3 m	£213.60







4 - STAND PAYMENT

2026 EXHIBITORS

2025 stand costs will be held until the 1st January 2026.

All exhibitors are entitled to split their payments with a 50% deposit of their stand costs, due by the 12th January 2026. With the remaining balance due by the 2nd March 2026.

New exhibitors (didn't exhibit in 2025) are required to pay 50% of the stand costs on application. Sites will not be offered without this payment.

All applications received after the 2nd March 2026 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 202 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 23rd March 2026 = 50% of stand costs plus VAT
After 23rd March 2026 = 100% of stand costs plus VAT
At this point invoices for any outstanding amounts will be raised and due for payment immediately.



SPONSORSHIP

Sponsorship at the show, is a great way to gain further exposure for your business. We have options to suit all budgets and areas of interest.

Sponsorship Opportunities



Included but not limited to:

- Displays
- Activities
- Competitions
- Show collateral
- Show area/section

Sponsorship Benefits

Included but not limited to:



- Banner Advertising
- Media Advertising
- Mention in PA announcements
- Entry into the show

Please email sponsorship@seas.org.uk for more information and to discuss further.







EXHIBITOR VEHICLE & PASSES

NO PERSONS OR VEHICLES WILL BE ADMITTED TO THE SHOWGROUND WITHOUT THE CORRECT PASS

ADMISSION PASSES

Exhibitors will receive 2 x 2-day passes as part of their stand application. Passes are electronic and will need to be printed or displayed on a phone etc. and available for checking and scanning when entering the showground.

ADDITIONAL ADMISSION PASSES

Exhibitor Pass (2 day) - £20.00 each (inc VAT)

TRADE EXHIBITOR PARKING PASS

Please ensure you print your vehicle pass and clearly displayed in your vehicle window

Pre-show vehicles will be admitted at the Princes Gate between 09.00 to 17.00 from Thursday 16th April 2026. Only vehicles with passes clearly displayed 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 17.30 each show day. (the exact timing will depend on the amount of foot traffic in the Showground and only allowed when the Event Safety Officer deems it safe).

Restocking is permitted between 06.00 - 08.00 on Sunday 19th April 2026. If vehicles need to be moved during show hours they should be parked in public car parks. This pass must be displayed to gain access to the showground on Monday 20th April 2026 for breakdown.



UTILITIES

Exhibitors requiring either electricity or water should book this when applying online.

ELECTRICITY

This is provided through Mains Distribution Services (MDS), please see the booking options on application form. 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.**

WATER

This is available in several areas on the showground, access to the nearest stand pipe will be provided if booked on your application form, this may not be a private supply but we will try to provide you with a supply as close as possible. You will need to provide your own hoses pipes and connections , as these are not available onsite.

WIFI

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

We recommend that the use of iOS devices running iOS 12 or later and Android devices running Android 9 (pie) or later. As well as Smartphone/Tablet payment EPoS and payment devices such as SumUp, Square and iZettle (please note that SEAS is not affiliated with any particular payment provider).

Wi-Fi access is provided for traders and staff only and as such we ask that access credentials are not shared with the public as this will negatively impact your Wi-Fi experience and may prevent you from being able to take payments during the show. We also ask that you do not use the exhibitor Wi-Fi for streaming or downloading anything that is not specifically related to your presence at the show.



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 freeegress 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

Show Director: Mrs Corrie Ince
Health & Safety Advisor: Mr Steve Tomlin
Working Foreman: 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 SPACE

a. All applications must be submitted on the appropriate application form, which must be signed by the exhibitor or their representatives, such signature being an acceptance of the terms and conditions.
b. A remittance for all charges must accompany the Application Form.
c. A general Risk Assessment as well as a Covid-19 Risk Assessment must accompany the Application Form and remittance.
d. The show will be run under secure Covid 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. ALLOCATION OF SITES

a. The allocation of sites and positioning of trade stand space will be entirely at the discretion of the Society, although every endeavour will be made to meet any requests made in writing by an exhibitor regarding the position of their stand. Notwithstanding layout changes applied by the Society, sites from the equivalent show in the previous year will be reserved until the closing date indicated on the application. Any site change requests must be made in writing and attached to the application.
b. 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
c. Site boundaries will be marked & in no circumstances will exhibitors be allowed to occupy a larger space than that allocated.
d. No exhibitors, whether a charitable organisation or otherwise, may carry on activities outside the limits of their own stand.
e. No exhibitor shall sublet any portion of space allotted to them or move to any site other than that allocated to them.

3. LATE ENTRIES

Applications received closer to the show dates will be considered subject to available space.

4. CANCELLATIONS BY THE SOCIETY OR WITHDRAWAL OF SPACE RESERVED

The Society reserves the right to postpone or cancel the Show or particular event or events if such cancellations or postponement arises out of strikes, lockouts, 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 10% 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 a deduction of an administration fee. The amount of the refund should be determined by the Board of Trustees whose decision is final.



TERMS AND CONDITIONS

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 up to 30 days prior to the date of the Show – 50% refund, after this time NO REFUND. Any outstanding balance at point of cancellation will be due for payment immediately.

5. 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.

6. SERVICES

ELECTRICITY – Please indicate your requirements on your Application Form. The use of any generators including integral types is **strictly forbidden** on the grounds of noise and to ensure a safe and uniform standard of electrical installation is maintained. All electrical appliances must carry a current and valid Portable Appliance Test certificate (PAT). Mains Distribution Services (MDS) can carry out additional wiring and lighting. 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. FAILURE TO COMPLY MAY RESULT IN EVICTION FROM THE SHOWGROUND.

WATER – Please indicate your requirement on the Application Form regarding a water connection to fill pools and spas.

GAS – It is the responsibility of the exhibitor that any item of gas equipment forming part of a trade stand has a current **CORGI** tested certificate, which should be available for inspection by the Society's Safety Officer at any time, who is empowered to carry out spot checks on all gas appliances and certificates and if in default arrange for the item to be taken out of service.

In the unlikely event of disruption or loss of all or any of the electricity or water supplies howsoever, arising, the Society will not be held responsible.

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 a way arising out of the presence of the exhibitor or their exhibits on the Showground.

Acceptance of the foregoing provisions 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.



TERMS AND CONDITIONS

8. DISCLAIMER OF LIABILITY

a. 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.

b. Under the requirements of the Reporting of Accident, Disease 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.

9. EXHIBITION OF ANIMALS

Exhibitors wishing to include livestock, animals or any living creature on their stand must first obtain the Society's approval.

10. REGULATION APPLICABLE TO MACHINERY IN MOTION, ENGINES, ETC.

a. Only smokeless fuels will be permitted during the time the Show is open to the public.

b. All exhibitors during the erection and demolition of their stand, 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.

e. Exhibitors of chainsaws, strimmer's, choppers or similar equipment or where demonstrations could be a source of potential danger, must provide full details (including of separation barriers / screens or similar protection) in writing to the Society at least 29 days before the show opens.

f. 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.

g. The Society reserves the right to prohibit such demonstrations if unsafe practices are witnessed.



TERMS AND CONDITIONS

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.

12. EXHIBITORS' VEHICLE PASSES AND ADMISSION TICKETS

Each exhibitor will be allocated two 2-day passes. Further passes may be purchased via the application form at a cost of £20.00 + VAT each.

Passes must be presented to gain admittance into the showground.

13. ADMISSION OF VEHICLES, STAND PREPARATION AND REMOVAL OF EXHIBITS

a. Set-up times will be from Thursday 16th April for outside stands. For the Pavilion & Food Hall from Friday 17th April. On Friday the buildings will be opened at 8.00am and locked at 7.00pm. On Saturday the Pavilion will be opened from 7.00am and locked at 7.00pm. On Sunday it will be opened at 7.00am and locked at 8.00pm. The Food Hall will be open on Saturday from 6.00am and locked at 7.00pm. On Sunday it will be opened at 6.00am and locked at 8.00pm.
b. With regard to the buildings, all wet or greasy goods are to be put on polythene sheets.
c. No adhesive tape is to be used on floor surfaces, and if food spillages are likely please ensure that the floor is adequately protected.
d. The maximum length of tent/marquee pegs is 900mm, stakes longer than this, are not permitted to be used.
e. All paint and varnish used must be dry by 8.00am on the first day of the Show.
f.There will be no vehicle movement on the showground after 8.30am, all vehicles not forming part of the trade stand should be parked in the appropriate parking area. All stands are to be open and ready for business by 8.45am until 5.00pm on both Saturday 18th & Sunday 19th April.
g.No part of a stand may be closed or dismantled until after 5.00pm on the last day of the Show, failure to comply with this regulation may exclude you from exhibiting at future shows.
h. Vehicles to be used for the removal of stands will not be allowed to enter or move on the Showground whilst the public are still in attendance, or such later time as circumstances may require.



TERMS AND CONDITIONS

i. All stands and goods are to be removed no later than 12noon on Monday 20th April, with the exception of the Buildings where exhibitors who must be cleared by 8.00pm Sunday 19th April

j. All Trade Exhibitors are requested to move all vehicles that do not form part of their exhibit to the Exhibitor Car Park.

14. REINSTATEMENT OF GROUND

Any exhibitor who breaks the soil in the Showground for any purpose, must restore the same by 12.00 noon on the day after the Show, 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 expenses to the exhibitor.

15. SIGNS

a. All exhibitors must provide a clear sign bearing the name of the company or organisation as entered in the catalogue.

b. 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.

c. Barrage type advertising balloons may only be used with prior permission from the Society. They must be on a fixed line, firmly secured at 2 points.

16. LITTER

Exhibitors must have their sites and immediate area 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.

17. RADIO HANDSETS

a. Exhibitors wishing to use two-way radio equipment must have the appropriate licence.

b. The Society reserves the right to limit the use of two-way radios on the site and request that the Society receives a list of frequencies which are to be used at the Show at least one month prior to the event.

c. The Society also has the right to limit the number of frequencies used and the power of the equipment.

d. Should any exhibitor's frequency interfere with the Society's own equipment, the exhibitor will be asked to change it.

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

18. RADIO MICROPHONES

a. Exhibitors, demonstrators or display acts wishing to use radio microphones during the Show are required to inform the Society of the frequencies they are intending to use, at least one month prior to the event.

b. The Society reserves the right to limit the number of frequencies used and the power, should they interfere with the Society's own equipment. Any organisation using the same frequency would be asked to change frequencies or cease using the equipment.



TERMS AND CONDITIONS

19. 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 5 metres. The Society'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 Society is empowered to ban the use of said equipment for the remainder of the Show.

20. "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. 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.

21. COLLECTIONS, APPEALS AND 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 Show Director, in the latter case, submitting a sample of any tickets to be used, plus full details of such proposed activity. (Please note 2d)

22. DOGS

All dogs must be kept on a lead at all times. Dogs will not be allowed in any buildings, Food or Craft Marquees. This regulation does not apply to Assistance Dogs.

23. NON COMPLIANCE WITH REGULATIONS

a. 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.

b. The South Of England Agricultural Society will not be responsible for death, injury, disease or loss caused to any exhibitor or to his or her servant or agent, or to any animal, insect, bird or thing of whatsoever nature, exhibited by the exhibitor.

c. The exhibitor shall assume full responsibility, including all claims arising out of the exhibition, handling or housing of such exhibits and the conduct of the stand generally.

d. 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 his exhibits at the South of England Showground.



TERMS AND CONDITIONS

24. RECOVERY OF FINES, FEES OR 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 held by the Society.

25. EMERGENCY EVACUATION PROCEDURES

All exhibitors must follow the directions of the Stewards and or officials for their area without question.

26. IMPORTANT FIRE PROTECTION NOTICE

a. ALL EXHIBITORS ARE REQUIRED TO PROVIDE A SUITABLE FIRE EXTINGUISHER OR EXTINGUISHERS IN THE INTEREST OF FIRE PRECAUTIONS, COUNTY FIRE OFFICERS MAY VISIT STANDS.

b. It is not permitted to install any heating or cooking appliance 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 surrounded on three sides by shields of similar material. The shields of non-combustible material should be at least 2 feet / 60cms 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 tent or stand, 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. Strictly no Halogen lights.

c. The Society reserves the right of inspection by one of its official representatives of all tents or stands and the official 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 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.

d. Exhibitors will realise that these precautions are essential and non-compliance renders the stand liable to closure.

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

27. HEALTH & SAFETY AT WORK ACT 1974 AND 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 their stand and leave the Showground immediately. No refund of fees will be given in these circumstances. **Risk Assessment** All exhibitors must have written risk assessments and a Health & Safety Policy, you will be asked to provide these if the local enforcing Authority inspects your stand. **PUBLIC LIABILTY INSURANCE** All exhibitors are required to have valid Public Liability Insurance to the value of at least £5m, and may be asked to provide a copy upon request.



TERMS AND CONDITIONS

28. SALE OF ALCOHOL

All sales of alcohol on the Showground will operate under the Society's premises licence; cost per exhibitor is £15.00 + VAT. A copy of the Personal Licence must also be forwarded to the Society at time of application. Alcohol can only be sold or authorised by an individual who holds a personal licence. Alcohol is defined as any drink or product with an ABV of over 0.5%. This means that 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 strand personal licence holder. The Society requires that every individual engaged in the sale of alcohol must be age 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

29. SMOKING LEGISLATION

In accordance with the Health Act 2006, smoking is prohibited in all buildings and marquees and enclosed trade stand areas where the public may enter and where more than one employee has access at any time.

30. FIRST AID

A suitable first aid kit must be provided in accordance with the Health and Safety (First Aid) Regulations 1981. Food exhibitors must also include coloured waterproof dressings in addition to the standard requirements.