



## CRAFT / SHOPPING MALL / HEALTH & BEAUTY TRADE MARQUEES

### Booking Information, Terms & Conditions

Heckington Show is one of the County's leading Agricultural Shows with attendance in excess of 30,000 over the two days. We believe that it is also the largest and longest running village show in the country. The Show which is organised entirely by volunteers is renowned for its range and quality of events including International show jumping, athletics, cycling, and livestock classes, traditional at a country show, plus top class entertainment in the arena. The large and varied Trade Stand section is always a vital and very popular part of the Show. Last year, over two hundred trade exhibitors attended and all trade stand space was sold out in advance.

Please read this information carefully.

### APPLICATION PROCEDURE

Applications for inside space should be submitted using the on-line booking form available on the Tradestand page on our website [www.heckingtonshow.org.uk](http://www.heckingtonshow.org.uk). You will be required to submit a photograph of your stand with this application. Please note that submission of application does not guarantee a space.. Accepted stands will be emailed confirmation that they have a space. If an application is received but we are unable to accept it, then I will let you know

### Confirmation of Booking

Within four weeks of receipt of your application, you will be sent an email as confirmation that your booking has been accepted. If you do not receive a confirmation email, your booking is not yet confirmed. If we cannot accept your booking within this time frame, you will receive notification that you have been placed on the reserve list. If a booking is cancelled more than four weeks before the Show, a refund of the amount paid. If a booking is cancelled within four weeks of the Show date, no refund is due. Bookings made within four weeks of the show will only be processed if accompanied by full payment of the trade stand space..

### ENTRY & PARKING

#### Entry Tickets

All exhibitor's tickets are sent out two weeks prior to the show provided the final payment has been received.

Tickets will be issued at the rate of 2 per 10ft frontage booked.

**Exhibitors without tickets will be charged at the gate and no refund will be given.** If you require additional tickets, you will need to purchase Advance Tickets before the Show (buy online at [www.heckingtonshow.org.uk](http://www.heckingtonshow.org.uk) ) or otherwise pay the daily rate on the gate.

#### Vehicles & Parking

All exhibitors are required to park in the main public car parks within the show ground.

All vehicles entering the showground are required to display a car pass with their mobile number on at all times. These will be sent out to successful tradestands at the rate of one per stand. Please ask if you need more. Please note these are not permits to enter the showground and tickets will still be required.

No vehicular movement is permitted on the showground between 9am and 6pm each day

### CRAFT / SHOPPING MALL / HEALTH & BEAUTY

All spaces will be clearly marked out and, to avoid any friction with the other trade stand owners, you are asked to set up your stand inside the white lines. You are not permitted to place any items in the trade aisles or on the white lines, eg clothes rails, display stands etc.

Please note that the show is held in an agricultural field and the ground may be uneven in places. Therefore the condition of the pitches offered cannot be guaranteed.

### **Operating Times**

All stands must be erected and ready for trading by 9.00am on Saturday. You must trade at a minimum between **9.00am and 6.00pm on both days**. You may start setting up your stand from Friday evening onwards, between 6pm & 8pm & Saturday morning between 7am & 9am.

If you fail to turn up either/both days, you will not be allowed to apply for a stand for the following year.

### **SITE SERVICES**

The Show Ground has electricity (maximum 5amp) available from 6pm on the Friday prior to the Show. The cost of electricity is £25 per socket for your stand within the marquee.

Water taps are located across the grounds

No adaptations must be made to the electrical system provided by the show. No multi-socket adaptors are to be used. .

Caravans, tents & motorhomes are not allowed anywhere on the showground.

BBQs are not permitted at all on site; this includes behind stands for personal use. There are basic caravan facilities at the playing fields in the village (200 yards from Cameron Street entrance to show ground). Please see website for details.

Exhibitors are required to keep their stands and the area adjoining their stands clean and clear of litter at all times during the Show and place litter in the appropriate containers.

### **GOODS SOLD**

Please consider very carefully how you complete the section in the form describing your stand and what you intend to sell. It is very important that you complete this section fully so as to avoid having two stands close to each other selling the same items. If you fail to mention an item on your booking form which you subsequently offer for sale, you may be asked to withdraw that item from your stand.

Exhibitors must comply with all relevant Trading Standards legislation. The sale of alcohol for consumption within the showground is restricted to stands who have tendered for the right to sell alcohol.

It is not permitted to promote items for sale by way of demonstrations using microphones or otherwise, thereby attracting a large number of people to congregate around a stand. If the item/s you are selling involves this, please do not book a stand. Please also note that canvassing/offering for sale items whilst standing in the main aisles is strictly forbidden, as is calling/shouting out to potential customers who are walking in the aisles

The sale of plants, fruit and vegetables other than in the Horticulture Section is forbidden.

**Dangerous Items** – It is forbidden to sell (or give away) guns, knives, catapults, weapons or any item that the Trade Stand Secretary considers may cause offence or danger to members of the public. This includes toys and replica items. Please contact the Trade Stand Secretary if clarification is required.

### **Firework Display**

On the Saturday evening of the Show, we hold a concert and fireworks display, approximate timings of which are 7.30pm until 10.00pm.

Selling items in the main ring during the concert and firework display is also forbidden without express permission of the Trade Stand Secretary.

### **Charity Fund Raising**

We have a limited number of charity stands at the show. Tombolas, lucky dips etc are **strictly forbidden** on the showground unless operated by one of our charity stands. This rule is strictly enforced and you will be asked to leave the Show Ground if you contravene this requirement. Non-charity stands are not

permitted to fundraise for or promote a charity as this impacts on the charity stands who pay to attend the show.

## **HEALTH & SAFETY**

It is the responsibility of the Exhibitors to ensure that their stands and all parts of their display comply with all current Health and Safety Regulations, which relates to the safety of employees and all other people. The Health & Safety sections of the booking form must be completed at the time of booking.

All stands must have Public Liability Insurance, a relevant Risk Assessment, and where appropriate, Employers Liability Insurance, Safety Testing Certificates. Copies should be uploaded via the online booking form and should be available for inspection.

All trade stands must have fire extinguisher/s and/or fire-fighting equipment appropriate to their risk. The current law regarding 'no smoking' applies to all tents, marquees and other structures and appropriate signage should be displayed.

Security staff are on duty every day and on the Thursday, Friday, Saturday and Sunday nights and perform patrols across the site. It is the responsibility of exhibitors or their agents to safeguard their property. The Society does not accept any responsibility whatsoever for any losses.

All staff and/or volunteers working on your stand must be advised of, and agree to abide by, these terms and conditions.

The Society shall accept no liability whatsoever for any losses suffered by the applicants in the event that Heckington Show is cancelled, or if there shall be any alteration to its date or venue at short notice or otherwise. Should the Committee feel that cancellation in advance of the Show is necessary, all tradestands will be refunded or offered space at next year's event at the current year prices.