TRADE STAND BOOKING INFORMATION

Please read this information carefully and contact the Trade Stand Secretary for all queries.

APPLICATION PROCEDURE

New applicants will be required to submit a photograph of their stand with this application. Payment of the total fee should be paid by credit/debit card on application. Accepted tradestands will be emailed confirmation that they have a space. If we are unable to accept your application all payments will be refunded

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 application is not yet confirmed. Once accepted, if a booking is cancelled more than four weeks before the Show, a refund of the amount paid less a cancellation fee will be made. If a booking is cancelled within four weeks of the Show date, no refund is due.

DO YOU WANT TO CHOOSE YOUR LOCATION?

For outside tradestands for £120 extra, you can choose your row (subject to availability – a choice of 3 rows must be given), or for £260 you can request a premium space. These are very limited and not guaranteed. This payment is in addition to the stand booking fee.

EXTRA DEEP STANDS

A standard trade stand is 9m deep, there are a limited number of extra deep stands are available at an extra 20% surcharge above the normal trade stand price

SPONSORSHIP

We have wider sponsorship opportunities available – please see our website for details.

ENTRY TICKETS

Trade stand exhibitor's tickets are sent out (by signed-for post) 2 weeks prior to the show provided payment has been received in full. If payment has not been received by this date, your reserved Trade Stand space will be allocated to other applicants on the waiting list.

Tickets will be issued at the rate of 2 per 3m frontage booked to a maximum of 6 tickets and all exhibitors will require tickets to enter the ground. Exhibitors without tickets may not be permitted entry as no tickets will be sold on the gate. If you require additional tickets, you can purchase Advance Tickets before the Show with your application form or online before the show.

TRADE STAND AREA

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 INSIIDE the white lines. You are <u>not permitted to place any items in the trade aisles</u> or on the white lines, eg, marquees, tents, guy ropes, display stands etc. If you are unable to fit within the space booked we will endeavour to relocate you, but if this is not possible no refunds will be given. 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.

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 next 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 stan.

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 request a stand. Please 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

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.

FOOD RETAILERS
Food retailers must agree to comply with all existing Food Safety and Hygiene regulations and staff must be appropriately trained. The retailer is to be available for inspection prior to, and at any time during the event, on the request of North Kesteven District Council.

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. You may start setting up your stand from Friday morning onwards. If you wish to arrive earlier, please obtain written permission from the Trade Stand Secretary. If you fail to turn up, you will not be allowed to apply for a stand for the following year.

FIREWORK DISPLAY
On the Saturday evening of the Show, we hold a concert and fireworks display, approximate timings of which are 7.00pm until 10.00pm. Trade stands are free to remain open and trade or just enjoy the evening. Selling items in the main ring during the concert and firework display is also forbidden without express permission of the Trade Stand Secretary.

SITE SERVICES
ELECTRICITY
The Show Ground has electricity (available from 6pm on the Friday prior to the Show. No adaptations must be made to the electrical system provided by the show. No multi-socket adaptors or multi-extensions are to be used. These overload the generators and can cause loss of power to you and the adjacent stands. If you bring your own generator it must be diesel powered, fenced off and a maximum of 5ltr of fuel (in addition to the on-board tank) is to be stored on site out of direct sunlight.

WATER
Drinking water taps are located across the grounds.

MARQUEES & GAZEBOS
We can quote for marquees of varying sizes. Please allow an extra 2m frontage for a marquee with

guy ropes. If you use your own marquee, gazebo, etc please ensure that it is erected and secured according to manufacturer instructions and placed within the white lines.

CAMPING
Caravans, tents & motorhomes are not allowed anywhere on the showground other than within your designated trade stand space. Please ensure that you book space for your caravan within your stand if required – there is no allowance made for squeezing people in! BBQs are not permitted at all on site; this includes behind tradestands for personal use. There are basic camping facilities in the village at Heckington Pavilion & Playing Fields. See our website for details.

LPG
All LPG installations should be safety tested to current regulations and in particular hoses must be secured using crimping rather than push fit connectors. No more than 2 gas canisters per stand.

CHARITY FUND RAISING
We have a limited number of charity stands at the show. Tombola's, lucky dips etc are strictly forbidden at the show 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 fund raise 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.

All tradestands must have minimum of £5m Public Liability Insurance, a relevant Risk Assessment, and where appropriate, Employers Liability Insurance, Safety Testing Certificates & Food Hygiene Certificates. Copies should be uploaded via the online booking form and should be available for inspection. It is recommended that you hold insurance to cover your stand and its contents.

Traders are responsible for erecting and securing their gazebos, marquees, displays, etc in accordance with manufacturer's instructions and for checking these regularly during the show.

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
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

VEHICLES & PARKING
Trade exhibitors are required to park in the exhibitor's car park adjacent to the public car parks off the Blue Gate. If you need to park close to your stand, you should book sufficient space to allow you to park at the rear of your stand space. Please note service aisles/open space provided behind some stands are for services for the show, eg, generators, etc. These are NOT for access to your stand or for additional parking. If you wish to be able to drive onto your stand and park behind your marquee, please ensure you can do so from the front and allow extra space if necessary. Remember that other stands will occupy the space to either side.

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 that these are for vehicles only and individual tickets for you and your team will still be required.

No vehicular movement is permitted on the showground between 9am and 6pm on both days

TERMS & CONDITIONS

All businesses must comply with all relevant legislation including, but not limited to, Health & Safety, Food Hygiene, Fire Safety, etc.

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

The Society complies with GDPR and will hold the data relating to your application on our database to facilitate this and future bookings. Please contact us if you wish to have your details removed. No payment details are held.

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.

This booking information forms part of our general Terms and Conditions.