



Fri 8th - Sat 10th May 2020
10am - 11pm
Sunday 10th May 2020
10am - 6pm

| | |
|-----------------------|--|
| FOR OFFICE USE: | |
| 2020 Stand Number | |
| Electricity | |
| Public Liability ins. | |
| Risk Assessments | |
| Receipt No. | |

Application For Trade Stand

Please complete this form and return to:

Email: trade@eastcoastshowground.co.uk

VE75 Festival Skegness
 East Coast Showground
 1 North Parade, Skegness
 Lincolnshire PE25 2TE

Preferred payment method is by BACS, the account details are:

Account Name - Art For The People Ltd
 Account Number - 63407225
 Sort Code - 20-52-78

Please include copies of the following with your application:
 Risk Assessment
 Public Liability
 Sale of Alcohol (if applicable)

I attach/enclose copies of the following with my application for a trade stand:

Risk Assessment

Public Liability

Sale of Alcohol
(copy of personal licence)

A25% deposit is due at the time of booking. Please note that no refunds will be given after 8th April 2020, when the balance is due.

Please read the full terms and conditions, general rules and regulations attached.

Alternatively, if you would like to pay by credit/debit card please tick and we will get in contact with you for payment.

Applications received after 31st March will NOT be published in the events programme.

Contact for card payment

Contact and Product Details

Company Name:

Contact Name:

Address Line 1:

Address Line 2:

Address Line 3:

Town:

Postcode:

Telephone:

Mobile:

Email:

Website:

In order to avoid too many traders selling similar products please detail goods for sale:

N.B. Applications are dealt with on a 1st come 1st served basis.

Preferred stand Number(s):

Stallholder Requirements

All prices are exclusive of VAT. Please note all stands will be sold on a first come first served basis

| Undercover Space | Price | Quantity | Price ex VAT |
|---|--------------|------------------|---------------------|
| Shedding - 3m Frontage x 6m Depth | £450 | | £ |
| Shedding - 6m Frontage x 6m Depth | £750 | | £ |
| Gift & Craft Marquee - 3m Frontage x 3m Depth | £240 | | £ |
| Gift & Craft Marquee - 6m Frontage x 3m Depth | £340 | | £ |
| Gift & Craft Marquee - 9m Frontage x 3m Depth | £500 | | £ |
| Food Hall Marquee - 3m Frontage x 3m Depth | £240 | | £ |
| Food Hall Marquee - 6m Frontage x 3m Depth | £340 | | £ |
| Food Hall Marquee - 9m Frontage x 3m Depth | £500 | | £ |
| | | Sub Total | £ |

| Outdoor Space | Price | Quantity | Price ex VAT |
|-------------------------|--------------|------------------|---------------------|
| 6m Frontage x 6m Depth | £375 | | £ |
| 9m Frontage x 6m Depth | £695 | | £ |
| 12m Frontage x 6m Depth | £895 | | £ |
| 15m Frontage x 6m Depth | £995 | | £ |
| | | Sub Total | £ |

Please Note

Some stalls are subject to a premium rate of an additional 50% which are highlighted on the stall map.

Electrical Supply & Extras

Electrical supply must be paid for in advance - the use of extension cables and multi-way adapters will NOT be permitted.

Electrical supplies cannot be requested on the day. All electrical appliances must be PAT tested.

| Undercover Space | Price | Quantity | Price ex VAT |
|---|-------|----------|---|
| Single 13 Amp Sockets | £40 | | £ |
| Twin 13 Amp Sockets | £55 | | £ |
| 16 Amp Blue Connector | £60 | | £ |
| 32 Amp Blue Connector | £100 | | £ |
| Caravan Connection (Outside) | £60 | | £ |
| Separate Vehicle Connection (Outside) | £60 | | £ |
| Exhibitor Passes Required (max 2 per 3m Frontage) | £0 | | £ |
| Additional Passes Required | £10 | | £ |
| Trestle Tables (1.8m x 0.8m) | £8 | | £ |
| Chairs | £5 | | £ |
| | | | Sub Total £ |
| | | | Total Due (net) £ |
| | | | VAT @ 20% £ |
| | | | Total Due (gross) £ |
| | | | Deposit Paid 25% £ |
| | | | Balance Due by £ |
| | | | 08.04.220 £ |
| | | | If paying a different amount to the deposit above please state: £ |

I/we hereby apply for trade space as stated above. I/we have read, and agree, to abide by the rules, regulations and conditions of the East Coast Showground as set out in the regulations for trade exhibitors 2019. I also enclose a copy of my/our Public Liability insurance certificate and our risk assessments relating to this application.

Signed: _____

Print: _____

Date: _____

Please note: balance payments are due on or before 8th April 2020

Trade Applications, Regulations and Liability Agreement

TRADE STAND APPLICATIONS

All Exhibitors must complete an Application Form (and any necessary supplementary Application Forms) which should be sent to the Sponsorship & Trade Sales Manager at the East Coast Showground.

There are 4 separate trade areas covered by the application form:

- i) The Covered Marquee Shops,
- ii) The Gift & Craft Marquee,
- iii) The Food Hall and
- iv) Open Trade Area (all other).

Catering Concessions are treated separately.

Applications made before two calendar months or more prior to any show must be accompanied by a 25% deposit payment. The balance will be payable on or before the date one calendar month before the show.

Applications made after two calendar months prior to any show must be accompanied by full payment. Payment can be made by cash, debit card, credit card, or BACS.

BACS details:

Account name: Art for the People

Account number: 63407225

Sort Code: 20-52-78

Passes will not be sent until full payment has been received.

Exhibitors/traders must ensure that completed, signed Health and Safety Risk Assessments, the General Health and Safety form and valid Public Liability documents are submitted with applications.

Cancellation of Exhibits/Trade Stands

If an exhibitor/trader withdraws from the Show, the following scale of cancellation charges will apply:

- A) Two or more calendar months of any show date: Loss of deposit (25%).
- B) Between two calendar and one calendar month prior to any show 50% of the total stand cost.
- C) Between one calendar month and the date of any show 100% of the total stand cost.

Full payment is due on or before two calendar months before any show. The Company reserves the right to re-let any site which has not been paid for in full by this date.

What forms do I need to complete and return?

To apply, we will need:

- i) Completed Application form
- ii) Completed Risk Assessments
- iii) Completed Health and Safety Form
- iv) Copy of Public Liability Insurance (Minimum £5m)
- v) 25% Deposit / payment in full if after two months prior to any show
- vi) Forms for electric / water (If applicable).

If applicable: Completed Alcohol Sales form and license fee

Completed Alcohol Hospitality form

When is payment due?

25% deposit is due at time of application, with the balance due on or before one calendar month prior to any show. Art for the People Ltd reserves the right to re-let any site which has not been paid for in full by ONE MONTHS PRIOR TO ANY SHOW.

Applications made after two months prior to any show must be paid in full at time of applying.

Set-up of Marquees, Flag Poles etc.

Please note a permit is required to strike the ground should you wish to erect a marquee or temporary structure, a fence or flag pole etc. as our services are buried underground. Please do not break the ground until a member of our site team has been to scan the area and issued a permit. They can be contacted through one of our trade stewards who will be wearing a yellow hi viz jacket during set-up. All marquees must be provided by the exhibitor (unless previously agreed in writing).

Liability Agreement

In this Liability agreement the term exhibitor shall include persons taking part in any event, competition or display, promoted or arranged by the East Coast Showground Ltd (the Company) or any subsidiary company or event organising company authorised by the Company and the owner of any exhibit, animal, plant, vehicle, equipment, machinery, article or other things, of whatever nature involved in any such event, competition or display or otherwise exhibited or used on the Showground or elsewhere.

Save for death or personal injury caused by the negligence of the Company, its servants or agents, or any subsidiary company or event organising company authorised by the Company, the Company or any subsidiary company or event organising company authorised by the Company will not be responsible for death, injury, disease, damage or loss caused to any exhibitor or his or her servants or agents to any exhibit, animal, vehicle, equipment, plant, machinery, articles or other things, of whatever nature brought onto the Showground by the exhibitor or involved in any said event, competition or display.

Save as aforesaid, the exhibitor shall indemnify the Company or any subsidiary company or event organising company authorised by the Company against all claims, losses, damages and expenses whatsoever in any way arising out of the presence of or taking part of the exhibitor or his or her servants, agents, exhibits, animals, plant, vehicle, equipment, machinery, articles or other things, of whatever nature on the Showground or elsewhere and shall assume full responsibility therefore.

Acceptance of this Liability Agreement shall be a condition of entry or participation in any event, competition or display promoted or arranged by the Company or any subsidiary company or event organising company authorised by the Company.

The Company or any subsidiary company or event organising company authorised by the Company accepts no responsibility or liability whatsoever for any statement or information in any

document published by the Company or the Show.

The Company or any subsidiary company or event organising company authorised by the Company reserves the right to postpone, cancel, abandon or curtail any Show, display, event, meeting, happening or otherwise to be held on the Showground or elsewhere if under the auspices of the Company or any subsidiary company or event organising company authorised by the Company. Where the decision to postpone, cancel, abandon or curtail any such Show, display, event, meeting, happening Company will not under any circumstances be under any liability to refund fees and charges and, furthermore, will not be under any liability for any loss or damage (whether direct or indirect, consequential or otherwise) arising from or caused by a postponement, cancellation, abandonment, curtailment or otherwise. Exhibitors/traders are required to arrange their own appropriate insurance cover.

GENERAL REGULATIONS

Space Available and Allocation of Sites

Whilst every effort is made to accommodate Trade Stands in the space/s they may have occupied in previous years or previous shows, this cannot be guaranteed. Applications received earlier in the process will, of course be more likely to be able to return to their previous location (subject to any Showground or Site layout alterations). All Trade Stands are subject to being re-numbered each year.

The Covered Marquee Shops (are sited in temporary canvas shedding).

A plan of the Shops may be found at www.eastcoastshowground.co.uk and traders are asked to select their choice of stand number on their application form. Should the requested stands not be available, we will contact you to discuss alternatives.

Craft, Gift and Food Court Stands

Non-cooking stands are in temporary canvas shedding with a separate section for Lincolnshire based businesses. Craft & Gift and Food Court stands are only permitted to sell those products stated on the application form. Any additional items may be sold with the prior approval of the Show MD.

A plan of the Craft & Gift and Food Court marquees may be found at www.eastcoastshowground.co.uk and traders are asked to select their choice of stand number on their application form. These will be allocated on a first-come, first-served basis. Should the requested stands not be available, we will contact you to discuss alternatives.

All other Trade Stands are allocated space in open ground. Exhibitors/traders must make their own arrangements for any smaller marquees required.

Please remember the following points when applying for a Trade Space:

A) Stand sizes (frontage and depth) are as detailed on your confirmation of allocated space. Variance to these sizes will only be

authorised on written request to the Show MD, and only then if it is deemed necessary.

B) Boundaries of sites are clearly marked with plaques in the ground and in no circumstances will exhibitors be allowed to occupy a larger space than they have purchased.

C) Exhibitors/traders must book enough space to accommodate tow bars, guy ropes, stays, as well as vehicles you may wish to have on or behind the stand including stock vehicles and caravans.

D) Any encroachment on adjoining trade stands will not be accepted by the Company and may result in an exhibitor/trader being asked to leave the Showground. In such a situation, no refund will be given.

It is the responsibility of the exhibitor or his contractor to contact the Company office on arrival to be sited.

The Showground has its major water and electricity supplies underground and to prevent these services from being damaged the Company's staff or trade stewards must be contacted before the erection of small marquees or framed tents.

All marquee contractors must be MUTA registered. Please visit www.performancetextiles.org.uk for details.

On breakdown all disposable waste including carpets needs to be removed from site by the appointed marquee contractor or the exhibitor in the case of non-compliance the Company reserves the right to charge for this service.

It is the responsibility of the exhibitor or his contractor to check the stand number plate before unloading to ensure they are on the correct stand. Allocation of sites and space limitation will be dealt with at the discretion of the Company. The Company has the authority to reject or amend any application made and to adjust fees accordingly. The Company shall not be held responsible for loss or damage caused by an error in the allocation of space or through the encroachment on space by another exhibitor/trader.

At the discretion of the Show MD charges paid on space, of which an exhibitor/trader has been deprived, may be refunded if this has been caused as the result of an error by the Company. The Company will not be held responsible for damage caused to sites during any Pre-Show period and will not undertake to make good such damage.

Exhibitors/traders may not carry on any activity whatsoever outside the limits of their own stand, nor may any business be solicited in any avenue, open area or car park. Any exhibitor/trader contravening this provision may be asked to leave the Showground.

All contractors must complete our site induction process and will be issued with a wristband before commencing any work.

Sub-Letting and Movement of Site

No exhibitor/trader shall sub-let any portion of their site or move to any other site, unless prior authorisation has been obtained in writing from the Show MD.

Services

Service application forms are provided for your convenience and applications for the services listed below should be made no later than the date stated, directly to the address stated.

Water:

Must be ordered by no later than One Calendar Month prior to any show (Applications for water received after this date will incur a 25% surcharge). Please note that if you are booking a sink, this will include a waste tank for the disposal of your wastewater.

Electricity:

Must be ordered by no later than One Calendar Month prior to any show (Applications for electricity received after this date will incur a 25% surcharge)

The use of generators is always strictly prohibited

Any exhibitors/traders found using a generator will be required to pay for a connection to the main electricity supply if such a connection is available. If a connection is not available, the use of a generator will remain prohibited and the exhibitor/trader will be unable to have an electrical supply. It is the exhibitor's responsibility to ensure that the electricity supply that is ordered, is exactly what is required.

Mains electricity will be switched on at 8am on the day prior to any show. If you require electricity any earlier than this, please contact the Show MD.

Testing of Electrical Equipment:

All portable appliances or pre-wired stands/porta cabins must have current test certificates and the appropriate labels attached to equipment. Equipment not having such certificate will not be connected until the Company's Electrical Contractor has been authorised by the exhibitor/trader or the exhibitor's/trader's contractor to carry out any necessary test and issue the required test certificate. This service will be charged for.

Fork-lift Truck Service:

A fork-lift truck will be available for exhibitors to unload and load their exhibits from 8am on the day prior to any show through to 6pm on day 2 following the show inclusive. This service is free of charge.

The fork-lift will be located at showground compound and will only be available to 'competent persons' to operate. Evidence of this will be required (current licence) and authorisation given by our security firm on behalf of the Company. A competent forklift operator will be available on site however the Company reserves the right to charge for this service at the rate of £55 per hour or part thereof.

All responsibility for damage howsoever caused, remains with the driver of the fork-lift truck at the time the damage occurs.

Post Hole Boring:

Applications for holes to be dug should be made on the Trade Stand Application Form. No post holes shall be bored or dug by an

exhibitor without prior authority from the Company's office. Any damage to underground or other services or the Showground caused by unauthorised diggings will result in exhibitor/trader being liable for any and all repair charges. Holes will be bored on day prior to any show ONLY.

Access:

Showground avenues must not be obstructed or encroached upon during the erection or dismantling of stand structures by vehicles used in the course of erection. A one-way system will be in operation and must be complied with to improve safety. Multi-Axle Vehicles will not be permitted to enter the Showground in wet weather and will be required to off-load their goods at Gate 1

Tracked Vehicles or those vehicles on spiked wheels will not be allowed to move about the Showground but must be brought in on trailers or other pneumatic-tyre vehicles and unloaded directly onto the exhibitor's stand.

The Company reserves the right to refuse entry to any vehicle which in the opinion of the Officers of the Society or their representatives will cause damage to roads.

Alcohol:

Sale and Supply: (only available strictly with prior written permission from the Company)

All sales of alcohol at the Show will be made under the Companies premises license/s.

Any Trade Stands supplying alcohol as part of their Hospitality offering must indicate this clearly on their Application Form and complete the relevant sections of the separate Alcohol Licence Form

Any Trade Stands selling alcohol must complete the appropriate line on the application form and enclose the £25 (excluding VAT) licence fee, together with the completed Alcohol Licence Form. A personal license holder must be present on each stand at all times whilst the sale of alcohol takes place. The personal licence holder is responsible for the sale and supply of alcohol on your stand.

All traders/exhibitors supplying alcohol will be visited by the Companies Licensing Officer to ensure compliance with the regulations.

All exhibitors/traders supplying alcohol, whether for sale or as part of their hospitality offering must work within the Challenge 25 policy (details at www.wsta.co.uk/Challenge-25.html).

Audio Equipment:

Radio microphones are forbidden on the Showground. No exhibitor/trader shall be permitted to use audio equipment including disco music as a sales aid or attraction, without prior written permission from the Show MD. Subject to such written permission being granted, the volume of the sound equipment must be controlled so as to avoid annoyance to other exhibitors/traders or to the public, and in any case noise shall not be at such a

level as to exceed 60 decibels at 20 metres.

The Companies Trade Stand Chief Steward's decision shall be final as to the acceptable level of noise emitted. Should the volume be increased following the decision on an acceptable level, the use of the equipment will be prohibited for the remainder of the Show.

Catering:

Exhibitors may appoint their own caterer; however, they may only offer complimentary food and drink on their stands for their own customers. All food offered, whether it is for hospitality or for sale, will fall within the provisions of: -The Food Safety Act Food Safety (General Food Hygiene) Regulations Food Safety (Temperature Control) Regulations and we would remind all traders of the following. Environmental and Health & Safety Officers from East Lindsey District Council will be attending the Show and will have a right of access to all stands during the Show, and exhibitors/traders should expect a visit at some point.

- 1) All exhibitors handling food MUST have access to a washbasin or bowl with a supply of hot and cold water. Our Stewards will be checking to ensure that such facilities are in place prior to the Show opening and at regular intervals during show times.
- 2) All food should be stored at correct temperatures.
- 3) Raw and cooked food must be kept separate and all equipment and work surfaces should be regularly cleaned and sanitised
- 4) Catering vehicles will be subject to the same traffic regulations as all other vehicles.
- 5) Food and Drink vouchers (if used at any show) valued must be accepted. No cash refunds. Food & drink vouchers CANNOT be redeemed on Show days. Please post them back to the Showground Office by one calendar month following any show – payment will be made by BACS. Vouchers received after this date will not be redeemed.

Charities, Collections and Appeals:

The sub-letting of exhibition space to charities is not permitted. Charitable or other institutions wishing to make appeals for contributions to their funds must first obtain permission from the Show MD.

If permission is granted, collections must not be made outside the limits of the institution's own exhibit/stand and must be operated without annoyance to neighbouring exhibitors/traders or Show visitors.

The raising of funds should not include the holding of auctions, tombola's or raffish, other than when the draw is to take place at a later date and with the permission of the Show MD. In addition, the operation must be covered by licence under the Lotteries and Amusement Act, 1976, and any subsequent amendment.

Deliveries:

Any couriers making a delivery on to the Showground before 8:00am on Show days will be required to purchase a £50 refundable deposit pass at the gate which is refunded upon exit before 8:00am. This system is in place to ensure that the Showground is not littered with vehicles during the time the Show

is open to the public. If the vehicle is still on the Showground after 8:00am the vehicle will be towed away, the £50.00 deposit retained by the Company and any costs of removal of the vehicle will be invoiced to the exhibitor.

Any deliveries to the Showground by a courier pre-show should be met by the exhibitor at Gate 1

Dogs:

Dogs are allowed at the Show; however, the appearance of the Showground is important, therefore clearing up after the dog remains the sole responsibility of the trader/exhibitor. All dogs must always be kept on a fixed lead and will not be permitted in any Food Court or VIP areas. The Company supports the welfare of animals and retains the right to contact the RSPCA if it feels any animal is being mistreated.

Firearms, Shotguns, Air Pistols, etc:

Special authorisation for the sale of firearms, shotguns, air pistols, etc., must be obtained from the Show MD and Lincolnshire Police Authority: -Lincolnshire Police Authority, PO Box 999, Lincoln, LN5 7PH.

BB GUNS, REPLICAS OR IMITATION WEAPONS are not permitted under any circumstances.

Fire Protection:

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.

Heating appliances must be fixed securely on a fixed, non-combustible, heat insulating base and surrounded on three sides by shields of fire-resisting non-combustible material. Exhibitors must ensure that the use of any heating appliance is covered by their risk assessment.

Such shields of non-combustible materials should be at least 620mm 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 tents or stands, suitably guarded against unauthorised access with care being taken to avoid leaking or spilling.

The Company reserves the right of inspection by one of its authorised Stewards/appointed contractors or a representative of Lincolnshire Fire and Rescue of all tents and/or stands. These officials shall have full authority to order that the use of the 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 Company, its officials or representatives in this matter must be accepted as final. All exhibitors/traders are required to supply a suitable fire

extinguisher or extinguishers.

Advice can be obtained from looking at "The Places of Assembly Guide" on page 2 of the following link or by calling Lincolnshire Fire Safety – Tel: 01476 565441. <https://www.gov.uk/workplace-fire-safety-your-responsibilities>

Any exhibit/stand which does not have a suitable fire extinguisher or fails to comply with the above precautions, will be immediately closed by a Showground Steward or member of staff, and will remain closed until such precautions are in place.

Burning of any materials is strictly prohibited.

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

Force Majeure:

If an event defined hereafter as Force Majeure occurs the Company or any subsidiary company or event organising company authorised by the Company will not be responsible for the financial consequences or any losses or any actions claims or demands caused to or made by an exhibitor or their servants or agents caused by the failure of any show on the showground to be held on one or more of the days but for the event of Force Majeure on which it would otherwise to be held. Force Majeure means for the purposes of this clause exceptionally inclement weather; flooding of the whole or any part of the East Coast Showground or the whole or any part of the car parks associated with it; an act of God including but not limited to fire, flood, earthquake, windstorm or other natural disaster; act of any sovereign including but not limited to war, invasion, act of foreign enemies, hostilities (whether war be declared or not), civil war, rebellion, revolution, insurrection, military or usurped power or confiscation, nationalisation, requisition, destruction or damage to property by or under the order of any government or public or local authority or imposition of government sanction embargo or similar action; law, judgment, order, decree, embargo, blockade, labour dispute including but not limited to strike, lockout or boycott; interruption or failure of utility service including but not limited to electric power, gas, water or telephone service; failure of the transportation of any personnel equipment, machinery supply or material required by the Company or any subsidiary company or event organising company authorised by the Company or any subsidiary company or event organising company authorised by the Company to run any Show; breach of contract by any essential personnel; any other matter or cause beyond the control of the Company or any subsidiary company or event organising company authorised by the Company. The Company or any subsidiary company or event organising company authorised by the Company recommends that all traders and exhibitors ensure that adequate insurance is in place to cover all potential risks.

Health and Safety Regulations and Public Hygiene Codes:

Exhibitors are reminded that they are responsible for the observance, by themselves, their employees and their contractors of all Health & Safety regulations and legislation.

You must provide all required information required under health and safety law prior to attending site. This will include copies of risk assessments, method statements and training certification relevant to your activities at the show during the show or setup (if applicable) and certifications of inspection, test and examination under LOLER, PUWER and other regulations as relevant.

Livestock or Birds on Stands:

Exhibitors wishing to include livestock or birds on their stands must first contact the Company for further guidance and permission. It is the responsibility of the exhibitors to obtain any movement order/licence from the Department of Environment, Food and Rural Affairs or other appropriate authority.

If an MV/CAE accredited animal is to be used on a trade stand, individual approval must be sought by the exhibitors from a competent vet or body and the exhibitor must also notify the Company.

Litter, etc:

Exhibitors are required to ensure the removal of all refuse from stand sites to designated refuse areas giving special attention to glass, bottle caps, cans, nails and wire. In the event of failure to clear debris or refuse from the stand site the Company will undertake the work and charge the exhibitor accordingly.

Photographs, etc:

It is a condition of entry to the Showground and Car Parks that no person shall ply for trade as a snap-shot photographer or solicit trade with visitors to any Show in any other capacity deemed by the Companies Officers to cause annoyance.

The Company reserves the right to expel from the Showground and Car Parks, without repayment of the admission charge, anyone who infringes this Regulation.

Any other person wishing to take photographs professionally of stands or animals must first obtain authority from the Show MD.

Prohibited Items:

KITES - Kites of any kind will NOT be allowed to be displayed or flown in the Showground.

SILLY STRING - The distribution, sale or use of silly string for any purpose whatsoever is NOT permitted at the Show.

AIR HORNS - The distribution, sale or use of air horns for any purpose whatsoever is NOT permitted at the Show.

STINK BOMBS - The distribution, sale or use of stink bombs for any purpose whatsoever is NOT permitted at the Show.

DRONES - The use of drones for any purpose whatsoever is NOT permitted at the Show.

REPLICA WEAPONS - The distribution, sale or use of replica or imitation weapons (guns, swords etc.) for any purpose whatsoever is NOT permitted at the Show.

BALLOONS - The distribution, use, or sale, of toy balloons, inflated or otherwise, for any purpose whatsoever is NOT permitted. Neither may exhibitors organise balloon races.

GENERATORS – The use of any generator on any stand for any purpose whatsoever is NOT permitted at the Show. All electricity must be booked through our electricity contractors.

Public Performances of Copyright Music:

Exhibitors should obtain their own licenses as they are not covered by the Companies license.

For further information exhibitors should contact PPL, 1 Upper James Street, London, W1F 9DE. Tel 020 7534 1030 / www.ppluk.com.

Radio Transmissions:

The Company reserves the right to limit the use of two-way radios on the Showground.

The Company must receive the list of frequencies which are to be used at the Show at least one month prior to the event.

The Company also reserves the right to limit the number of frequencies used and the power of the equipment. Should an exhibitor's frequency interfere with the Company's own equipment, the exhibitor will be asked to change frequencies. CB radios – either VHF/FM or AM – are prohibited from use on the Showground during the period of any Show.

Security:

The Company or any subsidiary company or event organising company authorised by the Company will provide competent Security Staff on the Showground throughout the period of the Show. Exhibitors are advised to make their own arrangements for items of equipment which are valuable and need special security arrangements. The Company or any subsidiary company or event organising company authorised by the Company cannot accept responsibility for the full-time security of individual stands or exhibits. In the interests of security, Exhibitors are requested to remove all valuable items on the late evening after the Show closes. Showground Security Staff will be reduced after midday on the night following the Show and will stand down at midday on the second day following the Show. It is a sad reality of life that large events attract persons intent on committing crime. To this end, the Company or any subsidiary company or event organising company authorised by the Company have made it a condition of entry onto the Car Parks and the Showground itself that any person or vehicle may be searched. Security Staff have the right to inspect trade stands and vehicles on and prior to departure from the Showground. We sincerely hope and expect that trade exhibitors will give these officers every co-operation.

We request that all exhibitors review their current security arrangements and ensure that all equipment where possible is secure, all batteries are disabled or removed from all vehicles displayed on their stand. An out of hours number for security will be issued to all exhibitors prior to the Show.

Show Set Up and Breakdown:

Set-Up – Timescales for Set-Up may be found in the Trade Bookings Pack. All Trade Stands must be on-site and set up no later than 6:00pm on the day prior to any show.

Breakdown - Closing or dismantling trade stands MUST NOT be commenced until after 6:00pm on the last day of the Show.

Set up and breakdown of trade stands will be overseen by security and will not be permissible during the hours of darkness due to health and safety issues. Exhibitors and contractors must consider this when allocating drivers' hours.

Vehicles will NOT normally be allowed to enter the Showground to remove exhibits before 7:00pm. This is in the interests of public safety and will be determined by the Show Director.

At 7:00pm or earlier, at the discretion of the Show Director and Chief Stewards of Traffic and Trade, cars and light vehicles may be permitted to enter the Showground via Gate 1, in order to recover exhibits and/or secure valuable items.

A 'light vehicle' means a private car, pick-up or van not larger than a Transit-type.

At 9:00pm or earlier, at the discretion of the Chief Steward, heavy vehicles will be allowed to enter via Gate 1, provided they possess a relevant Pass.

Dismantling must be completed, and all exhibits must be removed within 2 days of the close of any show. Any exhibits not cleared by 5:00pm on the second day following any show will be moved to a convenient storage area and a charge of 10% of the total site fee per day will be invoiced. The risk for all remaining items remains with the exhibitor.

Show Days:

To ensure the enjoyment of our visitors, stands MUST be open and manned throughout the Show days from 9:00am and remain open until 6:00pm each day or the closing time of the show when advertised closing time of the show is later.

Signs and Advertising:

Exhibitors must provide a clear sign bearing the name of the firm or organisation as entered in the Show Guide. All sites allotted to exhibitors will be clearly numbered by the Company. Stand number plates must not be removed, disturbed or obscured throughout the duration of the Show. Trade Stand signs must not be erected in such a way that they over-shadow a neighbouring stand or obscure the name signs of adjacent stands.

PLACARDS, LEAFLETS etc:

No exhibitor or other person shall be allowed to affix any placard or advertisement to any part of the Company's plant or premises unless permission to do so has been obtained from the Show MD, nor will any person be allowed to distribute leaflets or display advertisements except within the remit of their own stand.

Smoke-Free Legislation Under the Health Act 2007:

It is the responsibility of the Organiser to enforce the Smoke-Free Legislation during the Show within both permanent and temporary structures. Smoking is not permitted anywhere in the structures.

Smoke Nuisance: Barbecues, Steam Engines and Tractors:

Any exhibitor wishing to use a barbecue on their stand (eg for demonstration purposes) must apply in writing to the Show MD in advance for authority to do so. In the event of this causing annoyance to neighbours, the Stewards have the authority to request the exhibitor to cease. Similarly, steam engines and tractors are requested to use smokeless fuel and take every precaution not to cause annoyance to others when firing up.

Standards and Behaviour of Traders and Exhibitors:

The Stewards and Officials shall have power to remove from the Showground any exhibitor whose articles are not in accordance with the description given on the entry form or any vendor of sub-standard articles or any itinerant vendor who may have gained admission to the Showground. The definition of what constitutes 'sub-standard articles' shall rest entirely with the Stewards and Officials. Exhibitors who in the opinion of the Stewards or Official infringe the regulation shall be liable to be ordered out of the Showground. Traders found to be under the influence of alcohol, drug-related substances or using abusive language likely to cause offense will be escorted from the Showground.

Vehicles:

All vehicles remaining at the Show and not forming an integral part of the exhibit must be removed to a car park and remain there throughout the Show. Vehicles required for the transport of exhibitors' staff shall be placed in the Public Car Park. No vehicle may be visibly parked on an exhibit during the Show unless it is an integral part of the display. Vehicles and equipment must be contained within the area they have booked. No exceptions will be made to this rule. Traders may be asked to leave the Showground if this rule is not complied with.

Vehicles, Machines, Engines, etc – Regulations re On-Stand Display:

The Chief Steward of Trade shall be the sole arbiter in determining whether or not the vehicle or machine is of an acceptable standard. If the equipment is not of the required standard the Chief Steward may request its removal from the Showground. Machinery and vehicles must be of a suitable Show standard. The Company retains the right to ask exhibitors to remove sub-standard displays. Keys must be removed from all vehicles when immobilised.

All exhibits containing moving parts must be fitted with guards to comply with standard safety regulations governing the exhibit. All shafting, belt, gearing, or anything which might be dangerous to the public must be fitted with adequate guards. All tractors or power units fitted with implements or attachments must, if working, be effectively protected.

Veterinary Products, Medicines, etc:

Exhibitors are reminded that the Medicines Act 1968 and the Poisons Act 1972 apply to the display and sale of veterinary products, medicines, etc. All displays and sales must comply with the provision of these Acts, and other relevant Acts, and the Rules and Regulations of the Pharmaceutical Society of Great Britain.

Tickets & Passes

Pre-Show/Post-Show Vehicle Passes:

This pass does NOT allow access to the Showground during valid Show days. This pass is valid for set up before 5:00pm on the day prior to any show and break down after 7:00pm on the closing day of the show.

Exhibitor Passes:

All traders will automatically be allocated 2 x weekend exhibitor tickets. Additional one-day tickets are available at £10 and these should be ordered on the Trade Application form. Additional free tickets will only be given in exceptional circumstances and any such requests will only be considered if they are received in writing. Such requests will only be authorised by the Show MD.

£50 Deposit Passes:

This allows exhibitors to gain access on Show Days before 8:00am to restock their stand. This pass is issued, and a £50 deposit is payable at the entry gate on Show days which is refunded upon exit before 8:00am. This system is in place to ensure that the Showground is not littered with vehicles during the time the Show is open to the public. If the vehicle is still on the Showground after 8:00am the vehicle will be towed away, the £50 deposit retained by the Society and any costs of removal of the vehicle will be invoiced to the exhibitor.

Static Vehicle Pass:

All vehicles parked on the Showground must display a Static Vehicle Pass. This must be completed with full contact details. For other stands, vehicles may park within the booked boundary of their stand free of charge but must always display a static vehicle pass in the front of their vehicle. The Company cannot guarantee vehicular access on or off the back of trade stands once set-up is complete. The owners of any vehicles parked outside the boundaries of their stand or elsewhere on the Showground must purchase a static vehicle pass at a cost of £75 excluding VAT for the duration of the Show. This charge is payable on booking. Alternative parking, free of charge, is available in the public car parks.

Please note that all vehicles parked on the Showground cannot be moved between 7:30am and 7:00pm on Show Days and must display a static vehicle pass.

Caravan, Tent and Motorhome Passes:

Caravan parking is available on the Showground, but space must be booked in advance at a cost as advertised for each show. Caravan, tent and Motorhome spaces will be allocated by the Company; it is a condition of the use of a caravan that the Stewards direction regarding the location of the caravan is followed.

Vehicle access to the Showground is closely managed to reduce vehicle movements during the Show and improve public safety. Any vehicle on site without the correct pass or, where the pass does not show the name, stand number, and contact phone number for someone on site, will be removed and £50 removal charge and costs of removal invoiced to the relevant exhibitor. These vehicles will not be made available until 7:00pm on the second day of Show, except at the discretion of the Show MD. Passes and tickets will be posted/emailed approximately 2 weeks prior to the Show. No passes/tickets will be sent until full payment has been received.

Please note: Exhibitors must ensure they apply for enough tickets to include any contractor and catering staff. Additional tickets should be applied for on the application form at the cost as advertised each per day.

It is the responsibility of the exhibitor booking the stand to order the passes and tickets. Strict control is exercised at the gates and on the Showground regarding passes and tickets. Any person, attempting to gain access to the Showground without a valid pass or ticket will be required to pay the general admission rate.

No refunds or free tickets will be given by the Company to exhibitors or members of staff who turn up without the appropriate pass.

Refunds should be sought from the person who initially booked the stand and failed to either pass on the tickets or order enough to cover staff.

No refunds will be given against passes purchased in advance or left behind.

All exhibitor tickets are issued on the understanding that they will be used only by exhibitor staff actually employed on the stand. Applications made direct by caterers or firm's representatives will NOT be entertained.

Health and Safety at Work Act 1974:

The Company requires that any person exhibiting or demonstrating equipment and machinery must comply with the Health and Safety at Work, etc. Act 1974 and any other relevant Health and Safety Legislations.

The Company will not permit the operation of any tractor, machine or equipment which, in the Company's opinion, does not comply with current Health and Safety Legislation and/or the system of operation employed is not as safe as is reasonably practicable.

The Company reserves the over-riding right to stop/restrict all vehicle movement in the event of bad weather conditions.

Observance of Regulations:

All Exhibitors, their contractors and employees shall be bound by and subject to the Regulations of the Company. Copies are available on application or on the website at www.eastcoastshowground.co.uk. Exhibitors' attention is particularly drawn to the following extract: -

COMPLIANCE WITH REGULATIONS:

The Company's Regulations and any conditions or any other rules, regulations or schedules in any document published by the Company shall be binding on all exhibitors. All persons, animals, vehicles, equipment and articles of whatsoever kind entering the Showground, or any land used by the Company shall be bound by and comply with the Regulations of the Company and to the lawful directions of any servant or agent appointed by them.

Should any member or exhibitor conduct himself in an improper or offensive manner on the Showground, or if it be proven to the satisfaction of the Company that any exhibitor has attempted to mislead the Company by any form of misrepresentation, or has violated any of the Regulations of the Company, then and in any such case the Company may decline to allow the exhibitor to exhibit at any future Shows.

The Company reserves the right to refuse any person admission to the Showground or entry and participation in any event promoted or organised by the Company or to withdraw permission at any time to remain on the Showground or to participate in an event, and the Company shall not be required to give any reason for such action.

COMPLIANCE WITH GOVERNMENT AND LOCAL AUTHORITY REGULATIONS AND ALL CODES OF PRACTICE:

All Shows, Exhibitions and Events organised by the Company on the Showground or elsewhere are subject to any relevant Orders issued by Government Departments and Local Authorities, and all Codes of Practice with which all exhibitors and others attending such Shows, Exhibitions or Events must comply.

Non-Compliance with Regulations:

The Stewards or 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 Company or the directions of the Stewards or Officials and, if necessary, to expel such exhibitor or their representatives from the Showground.