Saturday 13 & Sunday 14 May 2017

IMPORTANT DATES

Closing Dates for:

Returning traders, for same position	Monday 27 February 2017
Early Bird Booking Closes	Monday 27 February 2017
Trade Stand Entries	Friday 31 March 2017
Water Applications	Friday 31 March 2017
Electricity Applications	Friday 31 March 2017

Other Dates to Note:

Earliest access for setting-up your stand	Thursday 11 May 2017
Latest date for clear-down after Show	Tuesday 16 May 2017

CONTACT DETAILS

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METRIC CONVERSION TABLE

All measurements are approximate

1 m	=	3ft 3 in	1 ft	=	0.3 m
3 m	=	9ft 10 in	10 ft	=	3.05m
6 m	=	19ft 7 in	15 ft	=	4.6m
9 m	=	29 ft 6 in	20 ft	=	6.1m
12 m	=	39 ft 4 in	25 ft	=	7.6m
15 m	=	49 ft 3 in	30 ft	=	9.1m
18 m	=	59 ft	35 ft	=	10.7m
21 m	=	68 ft 10 in	40 ft	=	12.2m
24 m	=	78 ft 9 in	50 ft	=	15.2m
30 m	=	98 ft 5in	75 ft	=	22.9m

NCS REGULATIONS

Section 1- Application for Space

1.1 **Trade Stand Charges**

NOTE: RATES ARE EXCLUSIVE OF VAT.

There is limited space available for stock vehicles behind some trade stands. To ensure that you have sufficient space allocated for any vehicles/caravans, please include within the space that you book. Rates are for the weekend

TRADE STANDS – Open Grass Sites**.**

Early Bird (Deadline Monday 27 February 2017)

Area on Showground	Depth	FRONTAGE (metres) Prices exclude VAT						
		3m	6m	9m	12m	15m	18m	21m
Various Areas	3m	£107.00	£214.00	£321.00	£428.00	£535.00		
	6m	£113.00	£224.00	£339.00	£452.00	£566.00	£679.00	
	9m	£119.00	£238.00	£358.00	£477.00	£596.00	£716.00	
	12m	£125.00	£250.00	£376.00	£501.00	£627.00	£752.00	£878.00
	15m	£131.00	£263.00	£394.00	£526.00	£657.00	£789.00	£921.00
	18m	£137.00	£275.00	£413.00	£550.00	£688.00	£826.00	£963.00
	21m	£143.00	£287.00	£431.00	£575.00	£719.00	£862.00	£1006.00

General (Deadline Friday 31 March 2017 to be included in the catalogue)

Area on Showground	Depth	FRONTAGE (metres) Prices exclude VAT						
		3m	6m	9m	12m	15m	18m	21m
Various Areas	3m	£128.00	£256.00	£385.00	£513.00	£642.00		
	6m	£135.00	£268.00	£406.00	£542.00	£679.00	£814.00	
	9m	£142.00	£285.00	£429.00	£572.00	£715.00	£859.00	
	12m	£150.00	£300.00	£451.00	£601.00	£752.00	£902.00	£1053.00
	15m	£157.00	£315.00	£472.00	£631.00	£631.00	£946.00	£1105.00
	18m	£164.00	£330.00	£495.00	£660.00	£825.00	£991.00	£1155.00
	21m	£171.00	£344.00	£517.00	£690.00	£862.00	£1034.00	£1207.00

1.2 **Closing Dates**

All entries are to be received by Monday 31 March 2017 if they are to be entered into the catalogue or are going to be paid for by cheque.

1.3 **Application for Space**

All applications must be submitted on the enclosed official application form which must be signed by the exhibitor or his/her representative; such signature being an acceptance of the regulations. Please ensure that you complete the form correctly. A remittance for all charges must accompany the Application Form. **No signed Application Form and no remittance = no stand space reserved**.

No goods other than those stated on the Application Form may be displayed or sold without prior approval of the Society. The Society reserves the right to veto any exhibit or part thereof at any time. **The Trade Stand Coordinator's decision is f Sub-letting or allowing another exhibitor to occupy part of your stand is forbidden. Any stand found to be infringing this rule will be asked to close down and cease trading**.

1.4 **Cancellation of space reserved.**

Cancellations must be notified in writing. The Society reserves the right to re-let any cancelled space. For cancellations received before **Friday 31 March 2017** an administration fee of £50.00 plus VAT will be deducted from any refund. The payment of refunds in respect of the cancellation of trade space will be at the discretion of the Society. **No refunds whatsoever will be given in respect of cancellations for space reserved that are received after Friday 31 March 2017**.

1.5 **Craft Area**

Crafts are to be handmade/designed. Trestle table(s) are included.

1.6 **Charities**

Please note that there are a **limited number** of sites available for charities which will be allocated at the Society's discretion. The Charity Registration number is required as proof of status. The Society may refuse any Charity whatsoever without reason.

1.7 **Tables and Chairs**

1.8m trestle tables and chairs are available for hire. The cost of hire for tables is £6.00 plus VAT each and chairs £3.00 plus VAT each. Please pre-book on the Application Form.

1.8 **Description of Exhibits in Show Publication**

Each exhibitor must complete the Description section of the Application Form and will receive, free of charge, an entry in the Show Publication giving the Stand Number, Name and Email together with up to 30 words of descriptive matter. **Exhibitors will not be allowed to sell or demonstrate goods which have not been included in their catalogue description unless prior permission is granted.**

1.9 **Recovery of Fines, Fees and Charges**

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

SECTION 2 – NEW TRADERS

2.1 **Guidelines for New Traders**

The siting of traders will be at the discretion of the Trade Stand Co-ordinator who will endeavour to accommodate any requests.

- On the Application Form please tick one relevant category from the list that best describes your product.
- Describe your goods/services in a maximum of 30 words on the Application Form. These details will be shown in our Programme.
- New traders must submit a colour photograph of their trade stand and their website address.
- You will be allocated a Trade Stand Number at least two weeks before the Show and your designated area will be highlighted on the plan sent to you with your tickets. You are required to set up WITHIN your allocated area and not move your markers.
- During the set-up days and the Show weekend the Trade Stand Information/Booking-in Office will be located at Blue Gate.

SECTION 3 – TICKETS, PASSES AND ACCESS TO THE SHOWGROUND

PASSES WILL BE SENT APPROXIMATELY 2 WEEKS BEFORE THE SHOW AND NOT BEFORE.

3.1 **Definitions**

(a) Pre-Show Period – Thursday 11 May 12 noon – 6.00 p.m., Friday 12 May 8.00 a.m. – 9.00 p.m., Saturday 13 May 6.00 a.m. – 8.15 a.m. All vehicles without the correct vehicle pass MUST be removed to the Exhibitor Car Park area by 8.15 a.m. on 14 May 2016 and again by 8.15 a.m. on Sunday 14 May 2017.

(b) Show Period – Saturday 13 May 8.15 a.m. – 6.30 p.m. and Sunday 14 May 8.15 a.m. – 6.30 p.m.

(c) Post Show Period – from 6.30 p.m. Sunday 14 May until 6.00 p.m. Tuesday 16 May 2017.

Please note that all Vehicle Passes must be affixed to vehicle windscreens. Failure to comply will mean no entry to the Showground.

Under no circumstances will refunds be made to exhibitors or their staff or representatives who arrive at entrances without admission badges and who have to pay the public price to gain admission to the Showground.

3.2 **Exhibitors Complimentary Admission Wristbands**

Exhibitors will receive the following number of Exhibitor weekend wristbands based on the size of the trade stand booked:

Plot Area	**Number of Tickets allocated**
6 sq m	2
9 sq m	2
18 sq m	3
36 sq m	4
60 sq m	5
Over 60 sq m	5 max

3.3 **Additional Show Wristbands for Exhibitors**

Additional wristbands for exhibitors and their guests, over and above the free allocation, may be purchased at a cost of **£10.00** per wristband for one day and **£15.00** for the weekend. **Only written orders for additional wristbands received before Monday 1 May 2017 will be accepted.** Extra wristbands required after this date will be available from the Booking-in Office at the full gate price of £10.00 per day.

3.4 **Exhibitor Vehicle Passes**

(a) **Static Vehicle Pass**
All vehicles parked on the Showground **must display** a Static Vehicle Pass. This must be completed with full contact details. These are available free of charge if the vehicle is **situated within the space booked**. Static Vehicle Passes for vehicles parked to the **rear of the trade stand spaced booked** must purchase a Static Vehicle Pass for £20 plus vat.

PLEASE NOTE:
(a) **Vehicles will NOT be admitted to the Showground unless they clearly display a Vehicle Pass. Vehicle passes are also required on pre and post Show days**.
(b) **Vehicle Passes do NOT admit Driver or Occupants to the Show. All persons entering the Showground in a vehicle must be in possession of a valid ticket. Those without a ticket will not be admitted**.
(c) **All vehicles not forming part of an Exhibit must be removed from the Showground and parked in the Trade Stand Parking Area**.

SECTION 4 – SHOW REGULATIONS

4.1 **Exhibition of Livestock on Stands**
(a) Exhibitors wishing to include livestock on their stands must first obtain the Society's approval and an application to exhibit animals, including the hatching of eggs, must be received by the Society no less than 60 days before the Show with full details.
(b) Animals exhibited on trade stands cannot exhibit in Show classes.
(c) All livestock is subject to: (i) Movement control; (ii) Controls applied by DEFRA and any other authorities in relation to health status within DEFRA or other recognised scheme for a species; (iii) Declaration of disease-free certifications; and (iv) all livestock and birds must be accompanied by the appropriate documentation.
(d) All livestock and birds are subject to the orders of DEFRA and local authorities, which may be operative at the time of the show.
(e) Exhibitors are wholly responsible for obtaining all certificates and permits, including those required to leave the Showground at the end of the Show.
(f) All livestock on trade stands must be halter led at all times. Such livestock must not be allowed to come into contact with any animals competing in the Show that are of a different health status.
(g) No livestock may be removed from the competitive classes and housed on a trade stand either before or after judging of the class in accordance with the arrangements agreed between the Society and officers of DEFRA.
(h) A competent stockman must attend animals on trade stands throughout the Show and this includes overnight.
(i) Exhibitors must, at all times, comply with any instruction or request made by the Society Veterinary Officer.

4.2 **Noise**
Exhibitors must not use any loudspeaker apparatus, or any other offensive noisy practices to cause annoyance in any way. Guidelines to minimise noise and the risk of hearing damage etc. may be obtained from the Health and Safety Executive. A risk assessment must also cover noise.

4.3 **Raffle Tickets, Collections and Appeals**
Raffle tickets may only be sold with the prior written consent of the Society and strictly within the stand space confines. Stands selling raffle tickets must be registered under the Lotteries and Amusements Act 1976. Written consent must be displayed on the trade stand. Games of Chance etc. will also need written consent to be displayed on the trade stand. The raffle of live

animals is prohibited. Charities or other institutions wishing to make appeals for contributions to their funds must first obtain written permission from the Society. If permission is granted collections must not be made outside the limits of the trade stand.

4.4 **Advertisements**

No exhibitor or other person will be allowed to affix or distribute any placard, leaflets, publicity material or advertisement to any part of the Society's plant or premises without the written permission of the Society. No exhibitor or other person will be allowed to distribute handbills or display advertisements except on their own stand. Show stewards have the right to confiscate any publicity material being distributed contrary to this regulation.

4.5 **Prohibited Activities**

(a) **Balloons and Kites**.

The selling or donating of hand-held size inflated or deflated balloons and of kites is forbidden to avoid frightening livestock. The Society will not permit hand-held size balloon races to be organised from the Showground or car parks.

(b) **Aircraft Advertising, Loudspeaker Advertising, Trailing Banner Advertising**.

Exhibitors are not allowed to advertise by means of aircraft, loudspeakers or trailing banners. The release of Chinese Lanterns is prohibited.

(c) **Cap Guns, BB Guns, Laser Pens, Pea Shooters, Catapults and Explosive Devices**.

The sale of cap guns, BB guns, laser pens, pea shooters, catapults and explosive devices is strictly forbidden. Any exhibitor found selling such items will be asked to leave the Showground and will not be invited to exhibit again at either the Newark Vintage Tractor & Heritage Show or the Nottinghamshire County Show.

Special authorisation for the sale of firearms, shotguns, air pistols etc., must be obtained from the following: Firearms Officer, Nottinghamshire Constabulary Headquarters, Sherwood Lodge, Arnold, Nottingham, Nottinghamshire NG5 8PP. A copy must also be sent to the Community Safety Co-ordinator at Newark & Sherwood District Council, Kelham Hall, Kelham, Newark, Nottinghamshire NG23 5QX.

(d) **Protests, Demonstrations, Deputations, Delegations and Canvassing of members of the Public other than within the confines of t**

(e) **Riding of Cycles, Motorcycles etc**.

The riding of cycles, motorcycles, motor trikes, farm bikes, quad bikes, monkey bikes & motorised scooters etc. on the Showground, in the car parks or caravan areas is not allowed except by authorised Showground personnel.

4.6 **Ground Condition**

The Society will not be responsible for the ground condition of the sites offered and will not guarantee to make any modifications to such sites.

4.7 **Painting & Varnishing**

Any paint or varnish used in the set-up of your trade stand must be dry by 8.15 a.m. on the first day of the Show.

4.8 **Risk Assessments**

If an exhibitor holds a current full Risk Assessment, please send this with your Application. If not, exhibitors **MUST** complete the following enclosed forms:

- **Health & Safety Risk Assessment Form**

- **Fire Risk Assessment Form**

These forms must be returned with your Trade Stand Application, together with a copy of your Public Liability Certificate and copies retained for your records. **All risk assessments must be available for inspection on your trade stand if required**.

SECTION 5 – SET UP AND DISMANTLING OF TRADE STANDS

5.1 **Stand Set up**

All exhibitors must set up their stands on the Showground **by 8.15 a.m. Stands must be set up by 10.00 p.m. on Friday 12 May**.

5.2 **Encroachment**

Encroachment onto any adjoining stand will not be tolerated.

5.3 **Mobile Units**

Exhibitors with large mobile units should arrange to have these in position by **Thursday 11 May**. This is especially important when it is necessary to encroach on adjoining stand space to manoeuvre the unit into position. No articulated units may be sited during the hours of darkness.

5.4 **Delivery to Stands**

Goods and packages should not be sent to the Showground unless there is a representative of the trade stand to receive them.

5.5 **Time of Dismantling / Removal of Trade Stands**

NO PART OF A STAND MAY BE CLOSED OR DISMANTLED UNTIL 6.30 P.M. ON SUNDAY 14 MAY. Collecting vehicles will be allowed in after this time once the public have left site and it is declared safe to do so.

SECTION 6 - SECURITY

Security will be in operation from **Thursday 11 May until Monday 15 May 2017**.

There will be continuous night security patrols during the Show weekend but it is the responsibility of exhibitors or their agents to safeguard their property. The Society does not accept any responsibility whatsoever for any losses.