



Rules and Regulations

Exhibitor's Responsibility

All exhibitors and other persons in charge of exhibits and all persons admitted into the Showground shall be subject to the Rules of the Society and shall obey the orders of the Stewards, Show Secretary and other Officials of the Society. Exhibitors shall be answerable for the conduct of their assistants or representatives. Any persons found acting in breach of these conditions may be ejected from the showground and denied re-entry.

Public Opening Hours

The Show is open to the public from 8.30am until 6.30pm on all three Show days during which time all stands must be fully open for trading.

Stands

Applications For Stands

Applications for exhibition space at the New Forest & Hampshire County Show must be made on the relevant application forms obtainable from the Tradestand Secretary. Such forms must be lodged with the Society no later than the closing date indicated, accompanied by the necessary fees and health and safety information. The Society is empowered to reject incomplete applications and those not accompanied by the appropriate fees and supporting paperwork.

Refusal of Applications, Withdrawals and Show Cancellation

Applicants should be aware that the Society reserves the right to refuse any application, without giving any reason and reserves the right to determine the area and position of sites.

Where an exhibitor withdraws from the Show or cancels the space booked for any reason, all fees paid shall be forfeited whether the site is re-let or not. The Show Society will not be held responsible if, for any reason, the Show in any particular year or years is cancelled or the period of its advertised duration curtailed. In this instance the Society shall retain all fees.

Allocation of Space

The Society shall determine the area and position of the stand allocated to the trader, although The Society will endeavour to meet all reasonable requests made by the trader with regard to stand position. The Society reserves the right to re-position Tradestands at any time before or during the Show. Market Stalls i.e. clips, plastic sheets, unfitted covers etc. will not be permitted on the Showground.

Tenure

The Licence to occupy space is personal to the Exhibitor and granted for the period of the New Forest & Hampshire County Show only and expires at 12 noon on the day after the Show (28th July 2017).

Sub-Letting

Exhibitors may not sub-let or re-let the space allocated to them or display the sign of any other firm on their stand (this regulation

does not apply to manufacturers of machinery, implements or equipment exhibition in conjunction with their selling agents).

Deliveries of Stock

On Show days all deliveries will be made to Red Gate and a member of our Tradestand Committee will deliver directly to your stand. The New Forest & Hampshire County Show cannot accept any responsibility for loss or damage of parcels. Parcels will not be received at the Show Office prior to the Show unless agreed in advance. Please ensure all parcels are clearly marked with your stand name and number, contact name and mobile telephone number.

Stand Boundaries

The perimeters of all stands will be marked out in white line paint prior to the traders arrival. No tradestand is allowed to operate or use space outside of the allocated area. Exhibitors should ensure that adequate space is booked to accommodate tow bars, guy ropes, stanchion plates, stock vehicles etc. Exhibitors should be aware that any vehicles parked outside of their allocated area will be removed by Society Officials. Historic rights will not be allowed in 2017. The Society cannot guarantee a flat and even surface.

Promotional Materials and Activities

Canvassing and the distribution or display of advertising material of any sort is strictly prohibited outside the boundary of your allocated stand space.

Restoration of Site

No underground work may be carried out without written prior consent from the Show Secretary. Should you need to remove the turf, it must be carefully lifted and laid aside, the surface must be restored at the expense of the Exhibitor within one month of the Show. Failing this the Society will restore the ground and charge the cost to the Exhibitor. If the Exhibitor wishes to lay chips, gravel or other material on any part of their site, this should be done on canvass or other base material to facilitate easy removal of the chips.

Auctions, Noisy Behaviour, 'Cheapjack' Traders etc

Any shouting, offensive or intimidating behaviour, voice enhancing equipment, the playing of games of chance or lotteries for the selling of goods by auction which causes, or in the opinion of the Stewards and Officials of the Society, may cause annoyance to visitors or other exhibitors is strictly forbidden.

The Stewards and Officials of the Society have the power to remove any exhibitor who trades or behaves as above from the showground. Any exhibitor whose articles are not in accordance with the description given on their Application Form or any vendor of 'Cheapjack' articles will also be removed. The definition of what constitutes 'annoyance', 'noisy behaviour' and 'cheapjack' shall rest entirely with the Stewards and Officials of the Society.

Due to the presence of horses and livestock balloons are strictly prohibited from the showground.

Collections, Appeals and Raffles

Charitable or other institutions wishing to make appeals for contributions to their funds and/ or to hold any kind of draw must first obtain permission in writing from the Show Secretary, having submitted full particulars of such proposed activity. This is to protect the seven charity stands supported by the Society each year.

The Sales of Goods and Goods Ordered at the Show

Receipts

Receipts must be produced for all items sold (except food) over the value of £25 a receipt bearing the sellers trading name, address and telephone number must be provided.

Goods Ordered at the Show

Exhibitors are required to furnish customers who place orders at the Show with articles exhibited by them or others of equal quality at prices not exceeding those displayed on the exhibit. All items ordered at the Show are required to be despatched promptly and if there is a delivery time of more than three months the purchaser must be made aware of this at the time of ordering. Failure to comply with this will affect future applications for this event.

Sale of Firearms, Laser Pens, Shotguns, Air Pistols, Catapults and Items Likely to Cause Offence

All firearms on display must be secured with an appropriate chain or suitable fixing through the trigger guards at all times apart from when being handled for demonstration. No version of pistols, revolvers including replicas, toys, pea shooters and crossbows may be displayed, sold or used as promotional material. Catapults may be displayed and used only as part of an official range. All sales must be mail order only to be delivered after the Show. In addition to the above all legal firearm and police requirements must be met by exhibitors including age restrictions.

Open or unprotected blades of any description should be safely displayed.

The Show Organisers reserve the right to decline any exhibit it views to be selling items they deem to be unacceptable or offensive and request any such items be removed from stands.

Prohibited Items

The sale of the following objects are strictly prohibited at the Show: fireworks, garden flares, Chinese lanterns.

Services

Connection of Electricity

For the connection of electricity, please ensure that a 'Services Booking Form' is completed and returned with your stand application. Requests received after 1st June 2017 are taken at the discretion of the Society and will be liable to a 25% surcharge. Current charges can be found on the Services Booking Form. Electric connector blocks can be purchased or hired from the Society at an additional cost.

The unauthorised connection and sub-letting of electricity between tradestands is strictly prohibited. Only the Society's

appointed contractor is permitted to wire or make electrical connections on site unless prior written agreement has been given by the Show Secretary.

Generators

On Show days Traders are not permitted to use their own generators. Electricity can be requested through the relevant booking forms. Should you require electricity before 12 noon on Monday 24th July please contact the Show Office.

Water Supply

Water supply is available to Exhibitors via over ground pipe. See Services Booking Form for details. Requests received after 1st June 2017 are taken at the discretion of the Society and will be liable to a 25% surcharge. Please note that water supplies are only available for Open Space and Food Hall Stands.

Pools and Spas - In order to avoid pollution of our water course and drainage systems, if you use Chlorine within your exhibit a neutralizing agent must be added to the water before it is released and a record of the amount of chemical used in each unit retained. Authority inspections may be made to check compliance of the Environmental Protection Act.

Tentage, Furniture, Floor Covers etc

The Society's preferred contractor is John M Carter Ltd. To hire tents/ structures, tables, chairs, floor covering, screening and/or any other materials please contact them on 01256 324434.

Mobile Signal and Wifi

For up to date information on available mobile signal at the showground please contact the Show Office. Wifi is not currently available on site.

Disposal of Refuse

Exhibitors are responsible for the removal, from the showground, of any material resulting from the construction of stands or preparation of sites prior to the Show. On Show days the Society will be responsible for maintaining the cleanliness of public areas between stands, but exhibitors are responsible for the maintenance of tidy and hygienic conditions in the immediate area of their stands and for the removal of all waste material. A collection of refuse will be made early each morning of the Show and exhibitors wishing to avail themselves of this service must place sacks on the principal avenues prior to collection times. Any rubbish found on the ground after breakdown will be removed by the Society and a fine of £100 invoiced directly to the stand holder.

Security

Roaming site security will be on duty 24 hours a day from 9am on Thursday 20th July through to 5pm on Friday 28th July.

The Society will not be responsible for any loss or damage to any item or article that may be sustained at the Show or in transit to the Show. Exhibitors may make independent arrangements for the security of their stands, but all such arrangements must be through the Society's contracted security company. For contact details please contact the Tradestand Secretary.

Two Way Radio Equipment

If an Exhibitor wishes to use two-way radio communication whilst present on the showground the correct Home Office licence must be obtained and a copy made available on request. A list of frequencies must be submitted to the Show Secretary

one month prior to the Show. We reserve the right to restrict the use of two way radio communication and the number of frequencies used. Should an Exhibitor's frequency interfere with the Show's own equipment, the Exhibitor will be asked to either cease use or change frequency.

Health and Safety and Livestock on Stands

Health and Safety Questionnaire

All exhibitors must complete the mandatory questionnaire that forms part of the application pack. Tickets and passes will not be sent unless this document has been received and fully completed. Exhibitors must also enforce all Health and Safety regulations whilst at the Show and ensure all documentation requested is available for inspection throughout the Show. Please make sure your staff and contractors comply to ensure a safe working environment at all times.

Insurance

The exhibitor must fully ensure their exhibit at the showground including any fixtures and fittings. Relevant levels of Employers liability, Products liability and Public liability must be held and evidence available on request at all times whilst on the showground.

Fire Precautions

All Exhibitors must complete and return the mandatory Fire Assessment section of the Health and Safety Questionnaire. Exhibitors must comply with current Fire Safety requirements throughout the set up, Show and breakdown periods. A Society Official will visit all stands during the Show, if the stand is deemed unsafe he will close the area to the public until sufficient actions are undertaken.

Exhibitors must ensure that all upholstered furniture, curtains, drapes, tents and marquees, are fire retardant, or have been treated to give some fire retardancy. All fabric must meet an appropriate fire performance. Further guidance can be found in BS 7837. Failure to comply with this rule will lead to closure of the stand until the relevant item has been removed.

Cooking, heating or cooling appliances must be fixed to a firm base of non-combustible material and must be surrounded on all three sides by a suitable fire proof shield. All such appliances must also be kept out of reach of the public.

Whilst fire extinguishers will be provided by The Society, where possible Exhibitors should provide adequate fire extinguisher(s) for their stand and ensure a competent person is present to operate. Extinguishers must be used and maintained in accordance with the relevant regulations to include annual testing.

Exhibitors are required to clearly display a 'no smoking sign' on entrances to their stands. Alternative means of escape should be provided if the maximum travel distance within a tent exceeds 6m.

Liquid Petroleum Gas (LPG)

All cylinders must be located away from the public in the open air and should be cited so as to ensure they cannot easily topple over. Please refer to "Fire Precautions" above in relation to the fixing of all cooking, heating or cooling appliances. Combustible materials must be kept away from gas cylinders and gas

appliances. Replacement cartridges for portable appliances must be fitted in the open air well away from source of ignition. No refilling of gas cylinders is allowed on the Showground. When not required, gas supplies should be isolated at the cylinder as well as the appliance. Exhibitors with gas on their stands must comply with all H.S.E and Fire Safety requirements. Please refer to "Fire Precautions" above in relation to fire retardancy of all enclosures.

Appropriate fire extinguishers must be provided at all locations where LPG cylinders are in use/stored and a competent person present.

Working at Height

All work at height must be carried out in accordance with the Working at Height Regulations 2005. Exhibitors are responsible for assessing any activities involving working at height within their risk assessment and ensuring their staff and contractors are competent and correct equipment is used in a safe manner. The Show reserves the right to stop any activity if it or its advisers deem unsafe.

Livestock on Stands

If livestock (including poultry) forms any part of the exhibit, full details must be given on the application for space and Exhibitors must ensure that they comply with all current DEFRA regulations as well as those of the Show. Please contact the Show Office for further information. The Show Office must be sent/ given the relevant movement order and other applicable documentation. Any exhibitor (and their staff) with livestock on their stand must make themselves aware of where the nearest hand washing facility is and be able to direct members of the public to such facilities.

All animals and their pens must be kept in a clean condition and standards maintained for the duration of the Show. The holding number of the Showground is 15/167/8000-01.

Showground Access, Admission Tickets and Vehicle Passes

Access Times

Access to the Showground to construct stands is from Friday 21st July at 9am or earlier by prior agreement. Please note that Showground access is restricted at night between 10pm and 7am before the Show.

On Show days gates will be open for access from 6am to 8am; this gives fifteen minutes (until 8.15am) for the unloading of stock and the removal of all vehicles to car parks, except for food deliveries which must be agreed in advance with the Show Office. A one way system for all traffic movements will be enforced pre-Show, during the Show and post Show.

Vehicle access will be restricted prior to the Show for vehicles not delivering stock to a stand. In this case a car park will be provided and passengers will be asked to enter the showground on foot. All vehicles must be removed to the car parks by 8.15am on Show days as public safety becomes paramount once the Showground is open.

Gates will reopen to allow vehicles onto the site at 6.30pm on Tuesday 25th July and Wednesday 26th July and then 7pm on Thursday 27th July subject to the number of public still present

on the showground.

The Society reserves the right to remove, forcibly if necessary, any unauthorised or illegally parked vehicles found within the showground or New Park.

The one-way system and strict speed limits must be adhered to at all times – see signs at all entrances.

Vehicle Passes

Access will be denied if correct vehicle passes are not clearly displayed at all times. They must be attached to the inside of vehicle windscreens in an obvious location. Failure to abide by the above will result in delays in you being able to set up your stand.

On Show days vehicle passes are valid for the vehicle only. The driver and all passengers must produce separate Admission Tickets or pay the appropriate charge on arrival. Vehicle passes are available either for direct access to the Showground (Red or Green Gate) or for direct access to the Exhibitors Car Park immediately adjacent to the Showground (Purple or Green).

Admission Tickets

Admission Tickets are required from Tuesday 25th July to Thursday 27th July 2017. A valid Admission Ticket must be surrendered for each individual requiring access to the showground on Show days or the appropriate gate fee paid.

All exhibitors will be issued with appropriate tickets in proportion to the space paid for (see price list for further details). These tickets are not transferable and will be sent to Exhibitors approximately four weeks before the Show. Additional Exhibitor tickets can be purchased from the Show Office at the reduced rate of £14.50.

Pass Outs for use outside Show Opening Hours

After 6.30pm on Tuesday 25th July and Wednesday 26th July a Pass Out system will be in operation for all vehicles and occupants wishing to leave the showground and return later in the evening. All vehicles must be in possession of a valid vehicle pass and report to Security at Red Gate on exit where they will be issued with a pass detailing the vehicle registration and number of occupants. Providing the vehicle and corresponding number of occupants return before 11pm on the same day re-entry will be permitted.

Weather

If inclement weather prevails vehicle access to the showground may be restricted or alternative arrangements made. Your assistance in working with us is appreciated and will benefit all involved with the event.

Food, Drink and Confectionary

Sales for On-site Consumption

Exhibitors are not permitted to use any part of the space allocated to them for the sale of any article of food, fruit, liquids or confectionary which may, or could be, consumed on the Showground at the time of purchase.

Exhibitors who wish to provide catering facilities for their clients or customers, free of charge, must state this when making application for space.

Sampling

The giving away of samples is permitted. Cooking for sampling will be permitted but must be stated on the application. Samples of liquids to include alcohol must not exceed 50 ml in measure.

Regulations

All exhibitors providing edible foodstuffs must conform to all relevant Health and Safety Regulations including but not limited to: EU Hygiene Legislation, the Food Safety and Hygiene (England) Regulations 2013, and the Health and Safety at Work Act (1974) including any statutory amendments.

Exhibitors may be inspected by New Forest District Council Environmental Health Officers prior to, or during the Show, who have the legal authority to address matters of concern.

Alcohol

Any exhibitor wishing to sell alcohol or offer samples of alcohol (maximum sample measure 50ml) during the Show must contact New Forest District Council and obtain a TENS (Temporary Events Notice) licence (covering the dates and times of the Show) prior to the event.

Exhibitors are responsible for ensuring all alcohol sales are made in accordance with the Licensing Act 2003 including preventing alcohol to be obtainable from their stand by children or young persons.

Sales of alcohol must also comply with the Weights and Measures Act 1985.

Camping, Caravan, Sleeping Arrangements and Accommodation

Exhibitor's Campsite

The Exhibitor's Campsite is at the rear of the main Exhibitor's Car Park. Booking of this facility is only allowed if applied for on the Tradestand Application Form, prior to the Show. Any unauthorised caravan/ tent found within New Park or the Showground will be evicted immediately. A steward will be in place on the campsite from Friday 21st July until Friday 28th July. The Exhibitor's Campsite is open from the morning of Friday 21st July until Friday 28th July. Early booking is advised, as numbers are restricted. No electric hook-ups are available. The number on your Purple Caravan Pass corresponds to your pitch number within the campsite. Please ensure you pitch in the correct location. Showers and toilets are provided but can become crowded at peak times.

Sleeping on the Stand

If a caravan or extra vehicle is to be part of your stand, a Showground Caravan/Camping pass must be requested and displayed on the vehicle/caravan at all times. You must declare, for Fire, Safety and Evacuation reasons, the number of people sleeping on the stand. An overnight showground wristband must be worn at all times between the hours of 10pm and 5am to avoid being removed from the Showground. You may not place any vehicle/tent outside your purchased tradestand area. Toilets remain open within the Showground at all times; please note the showers situated next to the Flower Tent are closed between 9am and 6.30pm for public health reasons. Emergency contact details for at least one person staying within an Exhibitor's stand must be stated on the Health & Safety Questionnaire.

Local Accommodation

There are many Bed and Breakfast establishments and Hotels available locally at reasonable rates. For more information and bookings please visit our website www.newforestshow.co.uk or www.thenewforest.co.uk.

Disclaimer

The term exhibitors, stand-holders, contractor and suppliers, shall include people taking part in any competition, exhibition or display arranged by the Society and the owner of any animal, plant, machinery or any other thing involved in any such competition or display or otherwise exhibited on the showground. Save for death or personal injury caused by breach of its duty. The Society will not be responsible for death, injury, disease, damage or loss caused to any exhibitor, stand-holder, contractor, supplier, steward, or agent or to any animal, article, plant machinery or thing or whatever nature brought into the Showground by the exhibitor, contractor, supplier from whatever cause death, injury, disease, damage or loss arises. Save as aforesaid the exhibitor, stand-holder, contractor and supplier shall indemnify the Society against all claims, damages and expenses whatsoever in any arising out of the presence of the exhibitor, stewards, agents, exhibits, vehicles or equipment in the Showground and shall assume full responsibility. Acceptance of the foregoing requirements shall be a condition of entry.

Interpretation of regulations and conditions, the decision of the Officials of the Society shall in every matter arising in connection with the Show or event be final. Failure to comply with this document will result in the exhibitor being removed from the site with no refund being offered. The Show Secretary and the Board of the New Forest Agricultural Show Society have endeavoured to ensure the correctness of the particulars printed in the Schedule but will not accept responsibility for an error or mistake which may appear.

THE NEW FOREST & HAMPSHIRE COUNTY SHOW

The Showground, New Park, Brockenhurst,
Hampshire SO42 7QH

The New Forest and Hampshire County Show helps raise funds to support The New Forest Agricultural Show Society and other local and national charitable organisations. The New Forest Agricultural Show Society is a private company limited by guarantee.