



30th, 31st July & 1st August 2024

# Tradestand Information

## 2024

**START**

**Get Involved for 2024!**

# Tradestand Information 2024

Click on a section for further details



Tel: 01590 622400

email: [gordon@newforestshow.co.uk](mailto:gordon@newforestshow.co.uk)

**Rules & Regulations**

# About us

**D**ating back to 1920, The New Forest & Hampshire County Show is a long established event held in the heart of the beautiful New Forest National Park. While staying loyal to our traditions we have grown to become one of the top ten agricultural Shows in the Country with an average annual attendance of 91,000 visitors over three days.

We have a wide range of equine and livestock competitions which continue to grow in popularity as well as interesting and inspiring Show sections and attractions such as the Local Produce Market, Countryside Area and along with plenty of Main Ring entertainment. Combine that with over 300 tradestands selling a variety of products and services and we really do have something for everyone. We work hard to improve and develop the Show year on year to give our visitors new and exciting things to look forward to.

The Show is run by a registered charity, The New Forest Agricultural Show Society (Charity Number 1004255) whose charitable remit is to: 'Promote and encourage the development of agriculture, forestry, equestrianism and horticulture in all their branches and generally to improve and encourage the improvement in the breeding of stock and the achievement of agriculture, forestry, equestrianism and horticulture generally'.



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# Exhibiting Marketing and Publicity

The Show's impact goes well beyond the three days. We work tirelessly on our marketing strategy to look at new and innovative ways to increase our profile and exposure to ensure the Show is at the forefront of people's minds. We have excellent relations with press and media organisations both locally and more widely and our diverse PR campaign ranges from an extensive social media presence, e-newsletters, magazine and newspaper adverts to radio and television commercials.

We often feature our supporters and stand holders in editorial, e-newsletter articles and social media campaigns so you too could be a part of this.

## Average number of visitors 91,000



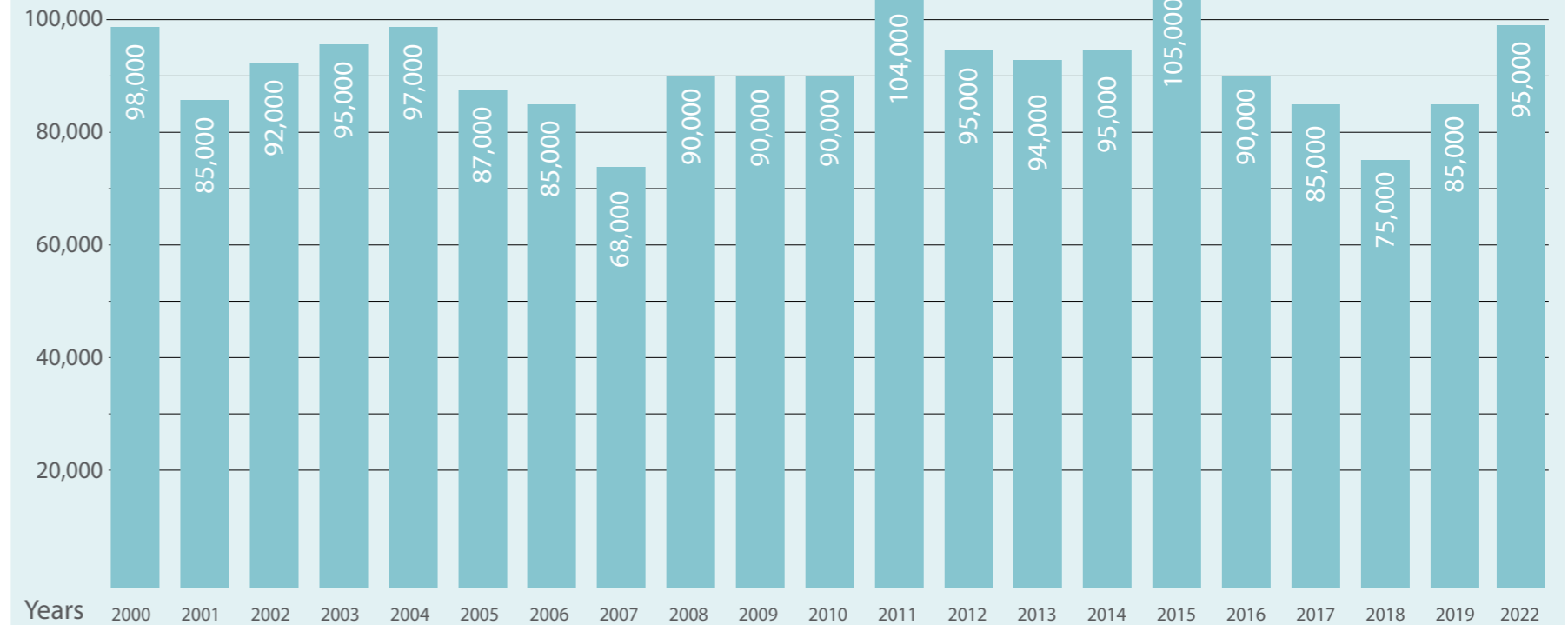
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## Number of visitors



Click to select

# Exhibiting

## Why exhibit with us?

As a high profile, well attended event The New Forest & Hampshire County Show offers the perfect opportunity to promote your company, engaging with customers both old and new. We have an excellent, proven reputation for successful trading with many businesses having attended for a number of years. Whilst our rebook rate is high, new opportunities arise each and every year.

With a flexible range of stand space options available to suit a wide variety of budgets and requirements we are confident in finding the right option for your business. Stand options and prices can be found on pages 8, 9 and 10. Please do not hesitate to contact us if you cannot find what you are looking for. Tradestand Exhibitors are crucial to the success of our Show; we are therefore committed to supporting you to make your experience with us a positive one. We have a reliable and professional team of contractors who work with us to offer additional services such as electricity, water and marquee hire.

### Important information for new exhibitors

We are delighted you wish to become part of our Show and look forward to receiving your application. Please ensure you send as much information about your company with your application as possible along with a photograph

or your products and/or stand. Failure to do so may impede our selection decision. It is our policy to invite existing exhibitors to rebook before offering space to new exhibitors. The closing date for existing exhibitors is Friday 6th March 2020. Please do not assume you have a stand until you have received written confirmation from the Tradestand Secretary.

## Benefits of Exhibiting at the New Forest and Hampshire County Show

- Flexible range of stand options
- Average attendance of 91,000 people – all potential customers for you
- Three full days of trading 8.00am to 6.30pm
- Dedicated exhibitor parking and camping areas
- Full company entry within our Show Guide (approx 10,000 copies sold) and listing on our website (annual visits 240,000)
- Promotional Opportunities within PR campaigns
- Allocated number of free of charge admission tickets with additional available at a heavily discounted price
- Dedicated Show Office team ready and willing to offer support and guidance
- 24 hour site security



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# Showground Map and Testimonials

Over the years, the New Forest Show has become a really successful event for us. We find by using sponsorship, the local area has become more familiar with our brand. We are pleased with the benefits sponsorship gives us and use the privileges to treat both our staff and customers alike. We look forward to continuing our successful partnership ..

James Hallett – Happy Hot Tubs

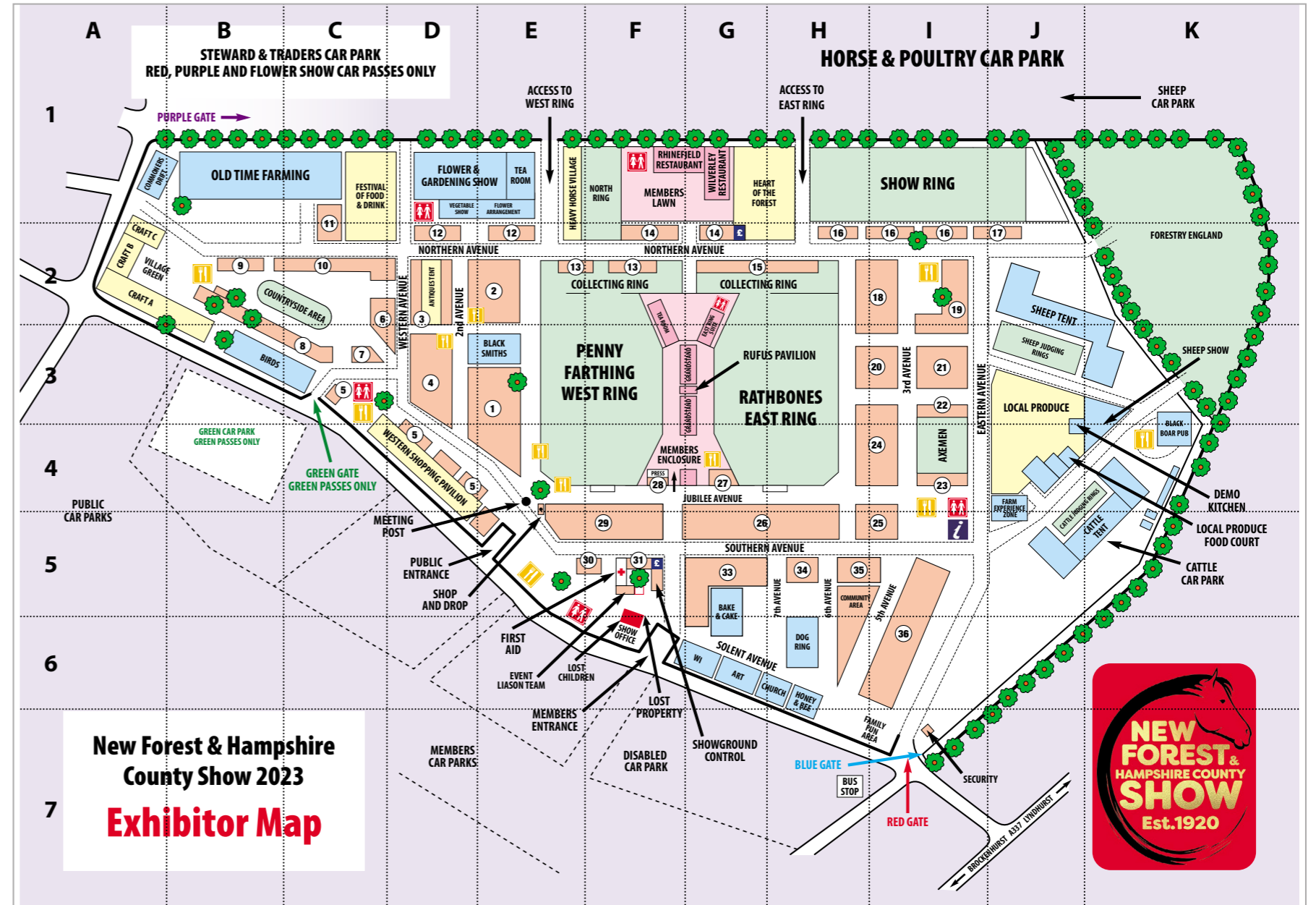
Rathbones is very pleased to be sponsoring the East Ring at the New Forest Show for a fourth year further strengthening our relationship. Rathbones has offices in Lymington and Winchester and the Show provides a perfect opportunity to meet clients informally as well as making new contacts. We are very much looking forward to the Centenary of the first Show in 2020 and particularly enjoy the friendly atmosphere and the varied exhibits and stands which showcase the best of the New Forest, Hampshire and Britain

Caroline O'Callaghan, Regional Director, Rathbones.

Stewarts are very proud to be part of the New Forest and Hampshire County Show and we hope to support this very special event for many years to come. Being local and also a weather dependent business, we know how important it is to support local events and commerce. The Show for us is everything we strive to be, it is professional, full of fun, offering a wonderful experience without forgetting its traditions.

It is a unique showcase of all that Hampshire has to offer; providing an unrivalled experience and giving each visitor a truly wonderful day out. It is a privilege to be able to share and learn from the other businesses and the hundreds of people involved with the Show. It has been a real pleasure and we feel very humble to be part of it.

Rebecca Moy – Stewarts



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# Exhibiting Stand Options & Information

We have grown to become one of the top ten agricultural Shows in the Country with an average annual attendance of 95,000 visitors over three days.



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## Tradestand Options

**Open Space:** Outside grass pitch area marked with painted white lines facing onto either hard standing or grass avenues. Sizes start at 6m x 6m. Standard, prime and ringside locations available. Prime and ringside locations are limited and incur additional rental fees but experience higher footfall.

**Shedded Stands:** 3m x 3m aluminium framed tent with three PVC walls and a pull across front curtain. A 16amp electricity supply is included. These are an easy option if you wish to minimise set up time and effort. Can be ordered in increments of 3m to a maximum of 9m. Banner rails and flooring available at an additional cost.

**Shopping Pavilion:** 3m x 3m stands within one of our two large marquees, in excellent locations. Both marquees are located on grass with individual plots marked with white lines. Favoured by many smaller businesses or first time exhibitors and suitable for a wide range of products. Additional space can be ordered in increments of 3m to a maximum of 6m.

**Festival of Food:** 3m x 3m stand including marquee within our large and extremely popular Festival of Food Area. Exhibitors must comply with current food and hygiene regulations. We are now able to offer a limited number of stands the opportunity to sell food for on-site consumption. We are particularly keen to encourage different and unusual products to the Festival of Food Area. Requests for stands to sell items such as burgers, hot dogs and chips will not be accepted. As in previous years stand holders are welcome to offer samples of their products and sell pre-packaged goods. Additional stand space can be ordered in

increments of 3m.

**Craft Marquee:** 3m x 3m stand space divided by wood panel partitions within one of our three linked craft marquees. Space is eligible to exhibitors who fully hand make and sell their own items. This is an exceedingly popular section of the Show. Additional space can be ordered in increments of 3m to a maximum of 6m.

**Local Produce Market:** New Forest Marque, Hampshire Fare and Hampshire Farmers Markets Members are eligible to exhibit in this fantastic area, a showcase of local produce and hosts a very popular Cookery Demonstration Theatre. Shedded stands are available within this busy and locally themed part of the Show.

**Charity Stands:** Each year we offer seven different charities a free of charge 6m x 6m Open Space stand in order to promote the work of the charity. Applications should be made in writing and on charity headed paper to the Show Office.

Please state how the charity would benefit from attending the Show and any displays or activities to be included within the space given.

**Catering and Bar Concessions:** Contracts for both on-site catering concessions and bar facilities are dealt with separately and agreements are already in place to provide these services at our 2024 Show.

# Exhibiting Open Spaces

- A limited number of Prime locations are available and charged at a 15% premium. These corner and high footfall areas are always popular.
- Ringside locations are also available on request and occupy enviable locations alongside or facing our two main Rings. These positions incur a 25% surcharge.
- Please refer to the enclosed Showground Map for locations and clearly indicate on your application if you would like a prime or ringside location.
- A discretionary 25% discount will be offered to exhibitors whose activity is directly linked to the agricultural, forestry, equestrianism or horticultural industries.

Additional items for Shedded stands such as banner rails, flooring and lining are available at an additional cost.

Additional exhibitor tickets can be purchased at a reduced rate of £15.00 each.

## Open Space price matrix 2024

Frontage	Depth	Cost	One Day Admission Ticket Allocation
<b>6 metre depth - £147 per metre frontage</b>			
6m	6m	£882	6
9m	6m	£1,323	9
12m	6m	£1,754	12
<b>9 metre depth - £148 per metre frontage</b>			
6m	9m	£888	6
9m	9m	£1,332	9
12m	9m	£1,776	12
15m	9m	£2,220	15
<b>12 metre depth - £149 per metre frontage</b>			
9m	12m	£1,341	9
12m	12m	£1,788	12
15m	12m	£2,235	15
18m	12m	£2,682	18
<b>15 metre depth - £150 per metre frontage</b>			
12m	15m	£1,800	12
15m	15m	£2,250	15
18m	15m	£2,700	18
21m	15m	£3,150	21
<b>18 metre depth - £151 per metre frontage</b>			
15m	18m	£2,265	15
18m	18m	£2,718	18
21m	18m	£3,171	21

The above table shows prices for standard pitch locations.



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# Tradestands

## Covered Space and Services

See our table on the right to view our price matrix

### Price matrix 2024

Stand Type	Frontage	Depth	Cost	One Day
Shedded Stand	3m	3m	£824	6
Shopping Pavillion	3m	3m	£582	6
Festival of Food (offsite sales)	3m	3m	£549	6
Festival of Food (onsite consumption)	3m	3m	£637	6
Craft Marquee	3m	3m	£330	6
Local Produce Market	3m	3m	£315	6
<b>Open Space Electricity</b>				
16amp (3kw) Single Phase Electricity (ceeform connection) (See image A on next page)				£218
Adaptor for 16amp outdoor ceeform connections (See image B on next page)				£30 (refundable)
32amp (7.2kw) Single Phase Electricity (ceeform connection) (See image C on next page)				£378
32amp (7.2kw) Single Phase in-line Electricity (ceeform connection) (See image D on next page)				£378
32amp Three Phase Electricity (ceeform connection) (See image E on next page)				£618
63amp Single Phase Electricity (ceeform connection) (See image H on next page)				£928
63amp Three Phase Electricity (ceeform connection) (See image H on next page)				£2,025
<b>Shopping Pavillion Electricity</b>				
13amp (1kw) Electricity (See image F on next page)				£137
13amp (3kw) Electricity (See image F on next page)				£200
<b>Festival of Food Electricity</b>				
13amp (3kw) Single Phase Electricity (See image F on next page)				£212
Car Park 16amp (3kw) Single Phase Electricity (for a refrigerated vehicle) (See image A on next page)				£218
32amp & 32amp inline				£378
<b>Craft Marquee Electricity</b>				
13amp (1kw) Lighting Electricity (See image F on next page)				£137
13amp & lighting (3kw) Electricity (See image F on next page)				£200
<b>Local Produce Market Electricity</b>				
16amp				£143
32amp & 32amp inline				£254
<b>Water</b>				
Stand Pipe				£200
<b>Marquee Hire (Does not include stand cost)</b>				
6m x 6m				£551
9m x 6m				£619
9m x 9m				£855
12m x 6m				£761
15m x 9m				£1422



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# Tradestands

## Electricity connection

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Connections available 2024



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# Tradestands

## Show Guide 2024

An effective way of advertising your company or product is through our Official Show Guide. With 10,000 copies on average being sold, it will give you the ideal opportunity to reach a high number of potential customers, both during and after the Show. The 2024 Show Guide proved to be a huge success with many new advertisers becoming part of this popular marketing method.

Our high quality, full colour, A5 size brochure is a must for Show visitors and provides all aspects of Show information along with the opportunity for captive audience advertising for your company.

### Rates and deadlines 2024

Booking Deadline: Monday 1st June 2024

Full Page: £415

Half Page: £218

Quarter Page: £172



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# Tradestands

## Award Winners

All tradestands will automatically be entered into our competition and judged unless otherwise requested.

### The Tradestand Award:

Stands exceeding 6m x 6m in size who make best use of their space and excel in promoting their company.

#### 2023 Winners:

- 1st Lymore Huts
- 2nd New Forest National Park Authority
- 3rd Gray Horse Boxes

### The Best Small Stand Award:

Stands 6m x 6m or smaller in size including shedded stands and Shopping Pavilions.

#### 2023 Winners:

- 1st Dorset Tree Shepard
- 2nd Fig & Fox
- 3rd Batheastern Bespoke Furniture

### The Motor Vehicle Award:

Stands displaying any type of motor vehicle.

#### 2023 Winners:

- 1st Tent Box
- 2nd Howard & Sons
- 3rd Horizon Magna

### The Maldwin Drummond Challenge Cup:

Best Agricultural, Horticultural or Forestry related stand or display.

#### 2023 Winners:

- 1st Farm & Stable
- 2nd New Forest Sawmills
- 3rd Stewarts

### The J W Howlett Challenge Cup:

Best local stand, any section, any size.

#### 2023 Winners:

- 1st Spencers New Forest
- 2nd Downton Distillery
- 3rd Christopher Hoare Tree Services

### Festival of Food:

#### 2023 Winners:

- 1st Maria's Cakes & Bakes
- 2nd Olive Architect
- 3rd Wiltshire Chilli
- 4th Punjabin

### Best Local Produce Market Stand Award:

Awarded to the best stand within the Local Produce Market.

#### 2023 Winners:

- 1st Strides New Forest Honey
- 2nd Rosie Lea
- 3rd Brock Ice
- 4th The Noble Bee

### Best Craft Marquee Stand Award:

#### 2023 Winners:

Awarded to the best stand in Arts & Crafts

- 1st Glass with Care
- 2nd KW Metal Flowers
- 3rd Matt Adkins Glass Relief



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# Rules and Regulations

## Rules and Regulations

The New Forest and Hampshire Agricultural Show Society of The Showground, New Park, Brocklehurst, Hampshire SO42 7QH ("the Society").

### 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, CEO 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 8.00am until 6.30pm on all three Show days during which time all stands must be fully open for trading.

### Stands

#### Applications for Stands

Application for all tradestands must now be made via [www.showingscene.co.uk](http://www.showingscene.co.uk). This can be accessed via their website or by clicking on the Showing Scene link on our website. Applications 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 will 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 Society shall not be responsible for any loss or damage, direct, indirect or consequential if the Event is cancelled, recommended to be cancelled (in whole or in part) or is hindered, impeded, impaired or delayed due to a Force Majeure occurrence. Force Majeure includes but is not limited to acts of God, fire, flood, earthquake, windstorm or other natural disaster, war, confiscation, nationalisation, requisition, destruction, government sanction or embargo, acts of civil or military authority, acts, regulations or laws of any government or government order or regulation law, judgement, riot, invasion, disease outbreak, epidemic, pandemic, public health crisis (in humans and/ or animals) and /or the potential transmission or risk of transmission of disease, interruption or failure of any utility service

including but not limited to electric, gas, water, telephone, failure of the transportation of any personnel, equipment, machinery or material or any other matter or cause beyond the control of the Society. The Society will take adequate precautions to avoid the event being cancelled, notify the Exhibitor of cancellation / delay and its intention to rely on this clause by e mail as soon as reasonably practicable and use reasonable endeavours to mitigate the effect of the Force Majeure. The Exhibitor should have his or her own insurance to cover such loss or damage.

### Allocation of Space

The Society shall determine the area and position of the stand allocated to the Exhibitor, although The Society will endeavour to meet all reasonable requests made by the Exhibitor 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 ("the Show") only and expires at 12 noon on the



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day after the Show (2nd August 2024).

## **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).

## **Hot Tubs**

No Tradestand bookings for Hot Tubs will be accepted for the 2024 Show. Please be aware that the Society reserves the right to remove any stand exhibiting these items without prior written approval.

## **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 Society does not 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 Exhibitor's 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 2024. 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 CEO. 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 CEO, 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 with the receipt bearing the sellers trading name,



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address and telephone number.

## **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 dispatched 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 to exhibit at the Show.

## **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 is strictly prohibited at the Show: fireworks, garden flares, Chinese lanterns and balloons.

## **Services**

### **Connection of Electricity**

Requests received after 1st July 2024 are taken at the discretion of the Society and will be liable to a 25% surcharge. Electric connector blocks can be hired from the Society at an additional cost of £30 refundable on return.

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 Exhibitors are not permitted to use their own generators. Electricity can be requested through the relevant booking forms. Should the Exhibitor require electricity before 12 noon on Monday 29th 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 July 2024 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 Festival of Food 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 Wi-Fi**

For up to date information on available mobile signal at the Showground please contact the Show Office.

The New Forest Show Traders Wi-Fi Network has been designed to provide optimal performance for iOS Devices running iOS 12 and later and Android Devices running Android 9 (Pie) or later. The New Forest Show recommend the use of Smartphone/ Tablet payment EPOS and payment devices,



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such as SumUp, Square and iZettle (please note, NFS is not affiliated with any particular payment provider). The Public will have access to a separate network and as such we would ask that access credentials for the Traders network or QR Codes are not shared with the public as this will negatively impact your Wi-Fi experience and may prevent you from being able to take payments during the Show. Should you require more bandwidth than what is necessary for taking payments or general browsing, such as for product displays or demonstrations, then this will be configured and delivered on an "as needed" basis. Please contact the Show Office to discuss.

## Diposal 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 Exhibitor.

## Security

Roaming site security will be on duty 24 hours a day from 6pm on Thursday 25th July through to 5pm on Monday 5th August. 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 Office one month prior to the Show. The Society reserves 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 either to cease use or change frequency.

## Health & 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. The Exhibitor must ensure its staff and contractors comply with the regulations to ensure a safe working environment at all times.

## Insurance

The exhibitor must fully insure their exhibit/s at the Showground including any fixtures and fittings. Relevant levels of Employers liability, Products liability and Public liability insurance 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 and if the stand is deemed unsafe, he will close the area to the public until sufficient remedial actions are undertaken.

Exhibitors must ensure that all upholstered furniture, curtains, drapes, tents and marquees, are fire retardant, or have been



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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.

The Society will provide general fire extinguishers but Exhibitors must provide adequate fire extinguisher(s) for their stand and ensure a competent person is present to operate them in line with their risk assessment. 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)

Exhibitors are prohibited from using LPG or any other heating or cooking gas. Electrical connections can be booked as part of the application process.

## 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 Society reserves the right to stop any activity 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 26th 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 6.00am to 7.45am. All vehicles must be removed to the car parks before 8am, 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 8am 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 30th July and Wednesday 31st July and then 7pm on Thursday 1st August 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.



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## 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 30th July to Thursday 1st August 2024. 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 £15.00.

## Pass Outs for use outside Show Opening Hours

After 6.30pm on Tuesday 30th July and

Wednesday 31st 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 vehicles 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. The Exhibitor's assistance in working with the Society 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 unless accepted to trade in either the Festival of Food & Drink or Local Produce Market and the appropriate surcharge is paid in full.

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.

All guidance relating to allergens and labelling rules on both pre-packed and non pre-packed food and drink must be followed. Please refer to the Food Standards Agency website ([www.food.gov.uk](http://www.food.gov.uk)) for guidance.

## 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 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. Any samples of alcohol offered must not exceed



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a measure of 50ml.

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 26th July until Friday 2nd August. The Exhibitor's Campsite is open from the morning of Friday 26th July until Friday 2nd August. 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. Anyone under the age of 18 years must be accompanied by an adult aged 18 years or older.

### **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](http://www.newforestshow.co.uk) or [www.thenewforest.co.uk](http://www.thenewforest.co.uk)

### **Disclaimer**

The term "Exhibitor, stand-holder, contractor and supplier" 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 or supplier from whatever cause death, injury, disease, damage or loss arises, whether before, during or after the Show. Save as aforesaid the Exhibitor, stand-holder, contractor and supplier shall indemnify the Society against all claims, damages and expenses whatsoever arising out of the presence of the Exhibitor, steward, agent, exhibits, vehicles or equipment in the Showground and shall assume full responsibility. Acceptance of the foregoing requirements shall be a condition of entry.

### **Interpretation**

In the 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 CEO and the Board of the 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.



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## Contact us

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