



## Trade Stand Information Pack

**9-10 November 2024**

**Service of Remembrance Sunday**

# Newark Vintage Tractor & Heritage Show 2024

At Newark Showground one of the UK's biggest vintage tractor shows takes place every year. A two-day event showcasing hundreds of vintage tractors, commercial vehicles, military and stationary engines from across the UK and Europe.

Visitors will browse a fantastic range of vintage tractors and machinery, and a variety of trade stands selling anything from vintage spare parts, models, food products, home goods, gifts and more. It is possibly the largest collection and gathering of owners and enthusiasts of vintage tractors and machinery in the UK.

**Will you be part of the 2024 show?**

## Why take a trade stand?

- Competitively priced trade stands - an affordable way to promote your business
- Showcase your latest products and services
- Purpose-built grounds on free-draining sand-based soil and indoor heating
- Hard standing parking areas which can accommodate thousands of vehicles
- Excellent facilities to make sure your show goes without a hitch
- Promotion on our marketing channels including web and social media
- Weekend camping available with onsite bar, food and entertainment



# Booking your stand

## You will need to provide important documents

Our booking system enables you to upload documents like Public Liability Insurance Certificates and Risk Assessments so have these ready before you start your booking. Ideally you will already have risk assessments to cover your attendance at the show, however we can provide a template if you don't have one. Useful information on completing risk assessments can be found at [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

## Showing Scene.com - our online booking system

Showing Scene is our online booking provider. They cover lots of other shows and events so if you already have an account with them you can use the same login details to book your stand with us. If you don't have an account, one can be created when you do your booking. The trade stand booking form is on one page, all you need to do is scroll down or up to fill in the form.

## Accurate contact information

We like to share important information with you before the show as well as list you on our website. So please make sure we have the correct trading name, contact name/s and email address/s on the booking form. A secondary contact can also be included in your booking.

## Stand sizes

We have a range of stand sizes starting from 4m x 4m both inside and outside. Start by reviewing the stand plan and choosing the best size and location for your company, not forgetting space you will require for guy ropes if outside. If you can't find what you are looking for, then please call the office. 01636 705 796.

## Submit Your Booking - *If you booked in 2023, you will have an account!*

Once your booking has been submitted it will be reviewed by the Show Team. Bookings will be declined or confirmed by email within 5 working days through Showing Scene, so please look out for them in your inbox.

## Invoices and Payment

The email confirming your booking will have your invoice attached and a link to pay for you stand by card. Payments can also be made by BACS. Payment is due within 30 days. If booking from 1<sup>st</sup> September, payment is due within 7 days. Your stand is not confirmed until full payment is received.

**This booklet contains lots of other information, rules and regulations but please call us if you have any questions, 01636 705 796**

## Advertising & Sponsor Opportunities

Get your brand in front of thousands of visitors at the Show! A range of opportunities are available from class sponsorship to an advert in the show guide and more.

View our digital brochure here

# IMPORTANT DATES

## Closing Dates for:

Trade Stand Bookings - **Friday 27 September 2024**

Electricity Applications - **Friday 27 September 2024**

## Other Dates to Note:

Final Balance due date - **Friday 27 September 2024**

Earliest access for setting-up your stand - **8.00am Friday 8 November 2024. Strictly no set up Thursday.**

Latest date for clear-down after Show - **7pm Sunday 10 November 2024**

**Marquees and Contractors** setting up on behalf of traders must pre-book a set up slot to ensure the grounds are checked prior to arrival. **It must be dismantled by noon, Monday 11 November 2024 due to the set up of another show.**

**Stand bookings can be made quickly and easily at [www.newarkvintagetractorshow.com](http://www.newarkvintagetractorshow.com)**

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# SECTION 1 -APPLICATION FOR SPACE

- Rates are for the two show days plus VAT and subject to a minimum of 4m frontage x 4m depth.
- All layouts can be viewed on Showing Scene.
- You are required to set up WITHIN your allocated area only so please take into account space required for guy ropes.
- You must clearly describe products you intend to sell at the show. Failure to do so may result in security asking you to remove items.
- Electricity is NOT included. If required, please book this with McConnells, details are further on. You must not plug into the mains otherwise a fine will apply.
- Camping hook up NOT included. Strictly NO camping behind halls.
- **Marquees and Contractors setting up on behalf of traders must pre-book a set up slot with the show team.**
- All halls are scheduled to be locked by security by 7.30pm each evening.

**To book a stand at this show, you must agree and adhere to our show regulations listed on the booking form.**

TRADE STAND AREA	RATE
OUTSIDE OPEN GRASS	£6.95 (+VAT) per sqm
JOHN CROCKER HALLS (1/2/3)	£12.00 (+ VAT) per sqm
NEWARK PAVILION	£12.00 (+ VAT) per sqm
LADY EASTWOOD CENTRE	£12.50 (+ VAT) per sqm
GEORGE STEPHENSON	£12.50 (+ VAT) per sqm
SUNDAY SORT OUT	See other info pack

## Catering Concessions

(Hot/Cold food for consumption on the day)

6m x 3m on open grass or hard standing. Electricity is not included. 3 entry wristbands will be included. Location and any queries discussed at the time of enquiry.

**Non-refundable deposit of £200.00 is due at the time of confirmation to secure your catering stand.**

Fees will be payable at the rate of 22.5% of gross turnover, less the deposit which is payable by 30 November 2024. A till receipt must be submitted at the end of the show. Sales figures may be subject to audit if you fail to do so.

# SECTION 1 - WEEKEND CAMPING - Must be pre-booked.

## OUTSIDE TRADE STANDS CAMPING LOCATION

- Hook up NOT required - no charge and your pitch will be located behind your stand, not exceeding the frontage .
- Hook up required - your pitch will be located in the exhibitor camping area, away from your stand for a fee of £35.

## INSIDE TRADE STANDS CAMPING LOCATION

- Hook up NOT required - no charge and your pitch will be located in the exhibitor camping area, away from your stand
- Hook up required - your pitch will be located in the exhibitor camping area, away from your stand for a fee of £35.

Portable generators are a means of providing an alternative to [mains hook-ups](#) which are available - but it is important to use them with due consideration to fellow campers. Noise along with emissions and safety, is one of the key considerations when using a generator - especially if there are other campers or caravanners in the vicinity. On the Showground, generators are not to be used between 11pm and 6am.

Keep your generator in good order and have it serviced as recommended by the manufacturer. You may be asked by the Health and Safety office to produce proof or a certificate that this is in good order. Most 'leisure type' generators use unleaded petrol (but check the user instructions). The fuel must be carried in approved containers carrying the British Standard mark and stored safely away from the generator.

Anyone found to be camping on the showground without a camping pass or seen to be using the electric without payment or authorisation from the Society will be disconnected immediately or subject to a £50 fine.

Please vacate the space no later than 8pm on Sunday 5 November 2024.



## 1.2 Closing Dates

In order for information regarding your stand to be entered onto the website we must have received a full application and payment by Friday 27 September 2024.

## 1.3 Application for Space

Applications are to be made in full through our secure online booking system including submitting an up to date Risk Assessment and a copy of your Public Liability insurance. The link to the booking system can be found on the website: <https://showingscene.com/> All online applications will be subject to authorisation. The Society reserves the right to refuse application, without giving any reason and reserves the right to determine the area and position of sites.

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 Society's decision is final. We offer an opportunity to trade at the show and operate a strict no refund policy.

## 1.4 Use of Space

Traders must comply with all relevant Trading Standards legislation - safety, fair trading and quality. Trading Standards representatives do attend the show. We will encourage the consumer to forward any complaints to the Trading Standards Office.

Trade space will be clearly marked out on the ground. Your stand MUST fit into the area you have booked and marked out by us, including any vehicle, guy-ropes and trailer drawbars. Traders must not arrange goods or signs that create an obstruction to other traders or the free flow of visitors.

Sub-letting or allowing another trader 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.

Traders who send a representative to set up their stand must ensure they have all the necessary documentation and passes required or they will be refused entry.

It is the traders responsibility to ensure that any construction of marquees or any other structure complies with the regulations stated in 2015 Construction (Design and Management) rules. **Marquees must be offsite by noon Monday, 11 November 2024.**

The Society reserve the right to decline any trader it views to be selling items they deem to be unacceptable or offensive and any product that could be a nuisance or annoyance to others. We offer an opportunity to trade at the show and operate a strict no refund policy.

**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.

## 1.5 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 27 September 2024, you will forfeit a £25 admin fee.

PLEASE NOTE - For cancellations received after Friday 27 September 2024, no refunds whatsoever will be given in respect of cancellation of space reserved. We offer an opportunity to trade at the show and operate a strict no refund policy. Should the show be cancelled due to Covid regulations, a full refund will be applied.

## 1.6 Tables and Chairs

1.8m trestle tables and chairs are available free of charge. Tables and chairs will be available and stacked in different locations around the showground for traders to use on a first come first serve basis. Breakages will need to be paid for.

## 1.7 Description of Stand and Products

Each trader must complete the Description section of the Application Form and will receive, free of charge, an entry in the show catalogue. Traders will not be allowed to sell or demonstrate goods which have not been included in their description.

## 1.8 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.

## 1.9 Guidelines for New Traders

The siting of new traders will be at the discretion of the Society who will endeavour to accommodate any requests.

- a. New traders must submit a colour photograph of their trade stand and their website address.
- b. 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.
- c. During the set-up days and the show day the Trade Stand Information/Booking-in Office will be located at Blue Gate.

# SECTION 2 - TICKETS, PASSES AND ACCESS TO THE SHOWGROUND

You will receive an email prior to the show with useful information. The remainder of your pack including wristbands will be available for collection at the show cabin through Blue Gate.

## 2.1 Timings

The Show opening times are 09:00 until 17:00 Saturday, 9:00 until 15:30 Sunday.

(a) Set up times: Friday 8 November 8:00 - 18:30, Saturday 9 November 7:00 - 8:30 then gates open again at 17:30 - 18:30. Sunday 10 November 7:30 - 8:30.

**ALL HALLS WILL BE LOCKED BY SECURITY BY 7.30PM EACH EVENING.**

(b) Breakdown times: Sunday 10 November 16:30 - 19:00. Please help us by disposing of your litter by using the litter collection points.

## 2.2 Traders Complimentary Admission Wristbands

Wristbands must be worn for set up and both days of the show. They will be checked by security on entry to the showground. Traders will receive the following number of wristbands based on the size of the trade stand booked:

Area Booked	Number of Tickets allocated
Up to 12 sq. m	2
13 - 18 sq.m	3
19 - 59 sq. m	4
Over 60 sq.m	5 max

If your wristband needs replacing please bring this to the show cabin.

## 2.3 Additional Show Wristbands for Traders

Additional wristbands over and above the free allocation, may be purchased on showing scene at a cost of £20.00 each. Additional wristbands can be added to your online booking at this price until 20 October. Extra wristbands required after this date can be purchased with cash only at the Show Cabin during set up.

## 2.4 Trade Vehicle/Camping Passes

Vehicle access to the Showground is closely managed to minimise vehicle movement during the Show and improve public safety. We operate a strict 10mph speed limit during set up times listed only.

**All vehicle occupants will be asked to show their wristbands on set up and show day prior to entering the showground and they must be worn at all times.**

### a. Camping Pass - £25.00 each

All camping on the Showground **must display** a Camping Pass that must be completed with full contact details. Please refer to 'Weekend Camping' earlier on in this document for more information.

### b. Show Day Trade Parking

All trade will be parking in Outer Blue Gate Trade Car Park.

Electricity **MUST** be pre-booked with McConnells at extra cost, please ask for details. If you are found to be using electricity without authorisation, you will be subject to a fine.

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

Stand bookings can be made quickly and easily at [www.newarkvintagetractorshow.com](http://www.newarkvintagetractorshow.com)

# SECTION 3 - SHOW REGULATIONS

## 3.2 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.

## 3.3 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.

## 3.4 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.

## 3.5 Prohibited Activities

### a. Threatening and Intimidating Behaviour

Threatening and intimidating behaviour of any kind will not be tolerated and will result in that person/s being removed from the Showground or issued a written warning.

### b. Balloons and Kites.

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

### c. Aircraft Advertising, Loudspeaker Advertising, Trailing Banner Advertising.

Exhibitors are not allowed to advertise by means of aircraft, loudspeakers or trailing banners.

### d. Knives, Imitation Weapons, Airsoft, Cap Guns, BB Guns, Laser Pens, Pea Shooters, Catapults and Explosive Devices.

The sale of knives, Imitation weapons including Airsoft, 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.

### e. Protests, Demonstrations, Deputations, Delegations and Canvassing of members of the Public other than within the confines of the exhibitor's trade stand space.

### f. 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.

## 3.6 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.

## 3.7 Painting & Varnishing

Any paint or varnish used in the set-up of your trade stand must be dry by 7.00 a.m. on the first day of the Show.

## 3.8 Security

Security will be in operation from **Friday 08 November - Monday 11 November 2024**. There will be continuous night security patrols during the Show period and all halls will be locked by 7.30pm but it is the responsibility of traders or their agents to safeguard their property. The Society does not accept any responsibility whatsoever for any losses. If you need to report something, please see Event Control or find a steward and they will radio through.

Stand bookings can be made quickly and easily at [www.newarkvintagetractorshow.com](http://www.newarkvintagetractorshow.com)

### 3.9 Health and Safety

- All traders must provide a Risk Assessment under the Health & Safety at Work Act. A template is available from the Show Team, please ask. The Risk Assessment document will be checked by our H&S team. Applications will be rejected if the Risk Assessment is considered inadequate. Applications can not be processed or authorised without these forms. Please retain copies for your records. All risk assessments must be available for inspection on your trade stand at the Showground if required. **Traders are reminded that they are responsible for the observations, by themselves, their employees and their contractors of all Health & Safety regulations and legislation.**
- All traders must carry Public Liability Insurance to a minimum of £5M. A copy of the valid Certificate of Insurance must be submitted with your stand application as proof of evidence. Applications can not be processed or authorised without this certificate. If your current Certificate is due to expire before the dates of the Show, then it is **your responsibility to submit to the Show Office the copy of your newly issued Certificate of Insurance which will cover the dates of the Show.** In all instances, we strongly recommend that you bring your Certificate of Insurance with you. Traders must insure against fire, theft and other appropriate risks, not only as regards their property, but also against third party claims. Any firm or organisation employing people must have Employer's Public Liability Insurance to satisfy Health and Safety requirements.
- Traders are responsible for the security of their stand and stock and all claims arising from this.
- Any trader behaving in a threatening or intimidating manner towards showground staff, other traders or the general public will be asked to leave site and not allowed to trade with the Nottinghamshire County Show or Newark Vintage Tractor & Heritage Show in the future.
- Electricity **MUST** be pre-booked with McConnells at extra cost, please ask for details. Generators are **not** allowed on the showground. If you are found to be using electricity without authorisation, you will be subject to a fine.
- Equipment brought to the site by an Exhibitor is the sole responsibility of the Exhibitor and must meet all current regulations including PAT tested electrical goods. Non-compliance will provoke possible exclusion from the site.
- Trade stands, where the public can walk within the trade stand, must be kept tidy and safe and the operators must obey any advice given by the show organisers and their associates.
- Trade stands that operate rides must do so within Health and Safety Regulations. All equipment must be well maintained and copies of insurance, risk assessments and electrical testing must be shown.

- All vehicles must be driven in an appropriate manner around the show ground. If a trade stand vehicle is parked on the showground there must be a member of that staff available at all times, who is capable of driving that vehicle responsibly, in case of evacuation.
- Trade stand holders, contractors working or delivering on site for a trade stand must not obstruct entrances, exits, roads with unattended vehicles.
- Exhibitors must conform to precautions against fire and provide a fire risk assessment if necessary.
- The show organisers accept no responsibility for any damage to vehicles or trade stands by the actions of others.
- Vehicle movement restrictions do not apply to emergency vehicles or vehicles displaying official badges.
- No trader will be allowed to place products, boards or placards beyond the limits of the space allotted. Advertising banner space on the Rings or around the grounds may be booked through the show office.

The following will be checked before and during the Show by our Health & Safety Team:

- Erection and dismantling of marquee and structures
- Transportation of goods
- Electrical Supply and Connections
- Working at height including using appropriate ladders and PPE
- Migrant workers
- Fire Risk Assessment if applicable

### 3.10 Litter

Traders are responsible for ALL litter in the vicinity of their stand. All trade waste must be removed by the trader before and after the show and under no circumstances must it be out in bins provided for the show visitors.

A charge of £100 will be invoiced directly to the stand holders if the Society has to remove any trade waste including cable ties after show breakdown.

### **3.11 Underground services**

Traders must avoid damaging underground cables, water pipes and drainage channels by ensuring tent pegs are no longer than 250mm. If you are intending to break ground, please seek appropriate permission from the Site Manager. Any remedial work to re-instate ground or repair damage will be charged for.

### **3.12 Unoccupied space**

Any space allotted which is not occupied by 8.30 on show day shall be considered not required and the Society has the right to re-allocate the space.

### **3.13 Vehicles**

There is a maximum speed limit of 10MPH on the showground at all times. All vehicles should be parked in the Trade car park before 08.30am on show days.

Any trade stand vehicle not parked in the appropriate place or without the appropriate pass after 08.30 will be removed or subject to a £50.00 fine.

Vehicles re-entering the Showground for the removal of stands from the trade stand car park will not be allowed to do so until after 16.30 on the Sunday, or when it is deemed safe and the public have departed from the show.

The Society reserves the right to restrict vehicle movement in adverse weather conditions.

### **3.14 Site services**

Water is available at various points around the Showground. If you require a water connection on your stand, this must be pre-booked and paid for in advance. A charge will be made for stands requiring water for filling spas, pool, ponds etc.

Electricity must be pre-booked and paid for in advance. Electric is provided by our on-site contractor, McConnells. A separate booking form is available to download from online booking system.

# SECTION 4 - SET UP AND DISMANTLING

## **4.1 Stand Set up**

### **Set Up Times:**

**Friday, 8 November 2024 8:00- 18:30**

**Saturday, 9 November 06:30- 08:30 - expected to be busy, please allow plenty of time**

**All exhibitors must set up their stands and be open by 08:30 on show day. There is a no vehicle movement policy from 08:30 until the close of the show.**

## **4.2 Encroachment**

Encroachment onto any adjoining stand will not be tolerated and you may be asked to move.

## **4.3 Mobile Units**

Traders with large mobile units should arrange to have these in position on the Friday afternoon. This is especially important when it is necessary to encroach on adjoining stand space to maneuver the unit into position. No articulated units may be sited during the hours of darkness.

## **4.4 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.

## **4.5 Time of Dismantling / Removal of Trade Stands**

**NO PART OF A STAND MAY BE CLOSED OR DISMANTLED UNTIL 16:30 hours ON SUNDAY 10 NOVEMBER.** Vehicles will be allowed in after this time once the public have left and it is declared safe to do so by show management. Announcements will be made over the PA system to inform you when vehicle movement can commence.



*Organisers of the:*

## **Newark Vintage Tractor & Heritage Show**

Newark & Nottinghamshire Agricultural Society is a registered charity dedicated to promote, celebrate and champion agriculture across the Midlands region.

If you would like to support our work, find out more about the benefits of becoming a member.

[www.nottinghamshirecountyshow.com/membership/](http://www.nottinghamshirecountyshow.com/membership/)

Newark & Nottinghamshire Agricultural Society  
Newark Showground, Lincoln Road, Newark, Nottinghamshire NG24 2NY

Tel: 01636 705796.

### CONTACT DETAILS

**Francesca Hayes**

Trade Stand Sales & Sponsorship Officer

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[www.newarkvintagetractorshow.com](http://www.newarkvintagetractorshow.com)