



Trade Stand Application Guide

You must read and abide by the full Show Rules and Regulations.

1. STAND SIZE & STAND LOCATION

- **Outdoor Stands** are calculated in multiples of 3m frontage; stands have a minimum of 7m depth, to a maximum of 15m depth depending on location, you must clearly state the depth required as this will determine location. Indicate by avenue choice; stands who require electrical supply and/or water please pay extra attention to corresponding location on the map.
You must ensure that your stand or display (including guy ropes & tow hitches etc) is contained within the confines of your pitch.
State clearly if grass or hardstanding is required.
Marquees are not to be erected on hardstanding; the local authority will make a minimum charge of £1,000 per hole/damage direct to the stand holder.
Please note that the showground reverts to an operational airport immediately following the show.
- **Food Hall Stands** are for the selling and promotion of food items. All stands will receive 2m depth as standard. The stand space is divided by 'shell scheme' panelling; traders must provide their own display material, tables, chairs and refrigeration units.
- **Indoor Stands**
Prendergast Arena is a permanent building. There is no restriction to what can be sold within this building, other than foodstuffs. All stands will receive 3m depth as standard. Floor space only is provided; traders must provide their own display boards, tables and chairs. Vehicles will only be allowed inside the building for setting up purposes. All vehicles must be sited in the T/S car parking area during opening hours of the show.
Ridgeway Arcade is a marquee structure with wood flooring for the selling of gifts and handmade items. Tables and chairs are not provided.

You must indicate clearly the stand size required.

2. SECURITY & TRADE MEMBERSHIP

The charge is compulsory – trade stands will not be processed if this charge is not met.
Security will be on site from the Friday before the Show for one week. Traders are reminded that Security is in place to secure the site. Traders must ensure their stands are secure; items left on site are at the Exhibitors own risk.
Traders will also receive two Trade Members Badges that will allow access into the Members Pavilion from the Monday prior to the Show.

PERSONNEL & VEHICLE ADMISSION PASSES

Show passes will be required for all exhibitors, caterers, contractors etc – under no circumstance will Exhibitors and/or their staff gain entry into the Show without admission tickets, they will be charged the public price. No refunds will be given.

Lost or forgotten Duplicate passes will be charged for.

All trade stands will be allocated free Personnel and Vehicle passes depending on size and location, please see the appropriate application for details.

3. ADDITIONAL PASSES

Pre-Show Vehicle Pass - all vehicles must have a Pre-Show vehicle pass on setting up days. Show passes must be produced to gain access onto the showground for setting up purposes; contractors will also have to produce identification. Two Pre-Show Passes will be issued as standard, indicate on trade stand application if additional passes required.

Personnel Passes - this will allow pedestrian entry on any one day only; you must park in the public car park if you do not have the appropriate vehicle pass.

Vehicle Pass - this pass will allow entry direct onto the Show site through the Main Entrance Gate 1, the exhibitor will receive one vehicle pass together with admission passes for the driver only.

4. ADVERTISING

Banner Advertising – advertising banners may be displayed around the perimeter of any of the show rings, also at the entrance gate. Banners must be supplied by the exhibitor, and placed. Banners will be registered and any banners on display that have not had authority will be removed.

Show Catalogue Advertising – if you would like to place an advert in the official Catalogue or Programme please contact Geerings Print Ltd direct on 01233 / 633366. Geerings Print Ltd will charge accordingly.

5. CARAVAN SITE

There is an onsite exhibitor caravan park. It is situated adjacent the main entrance Gate 1. There is no electrical supply. Portable toilets and showers are available.

6. **ELECTRICAL SUPPLY**

Please indicate clearly on the application if you require the Electrical Supply, however if the supply required is not provided please contact the Show Office to apply for an alternative.

Outdoor Stands - electricity supply is available in Zone A, and where indicated on the map. Please refer to map. Silent generators are permitted for those stands that require electricity that are not located where an electrical supply is available.

Indoor Stands – electricity is available in both the Prendergast Arena and Ridgeway Arcade, the supply is as follows:

Food Hall – electricity is available in the following supplies:

7. **WATER SUPPLY**

Water supply is available in Zone A, and where indicated on the map. Stands that book water will receive a standpipe that will be situated at the rear of the stand. The exhibitor must supply the connecting pipes required for the stand.

Trade Stand Set-Up and Show Day Basic Guide

You must read and abide by the full Show Rules and Regulations.

SETTING UP – trade stands holders will be issued with pre-show vehicles passes, this must be produced to gain access for setting up purposes, contractors will also require a pass. The Showground is available for setting up from Friday before the Show.

Traders are permitted to start erecting their stands from

Outside Trade Stands	– Friday prior to the show
Food Hall Trade Stands	– Friday prior to the show
Indoor Trade Stands	– Saturday prior to the show

SHOW DAYS – all staff / contractors will require daily admission passes to gain entry into the Show. Please ensure that you and all staff have the appropriate tickets. A charge will be made to those persons entering the Show without the appropriate admission pass.

TRADING – **ALL** trade stands must be open for business from 9am until 7pm, with exception of the third day when you may close and begin to dismantle after 6pm - **You must not dismantle before this time**

SECURITY will be onsite from Friday before the Show. Traders are reminded that Security is in place to secure the site. Traders must ensure their stands are secure; items left on the site are at the Exhibitors own risk. Security will remain on site until the Friday after the Show.

TRADING TIMES - all trade stands must be open for trading at 9:00 am each morning of the show. Trade stands must remain open until 7:00 pm on Tuesday & Wednesday, and 6:00 pm on Thursday. No exhibitor is to dismantle or leave the Showground until after this time. Traders who do not comply with this rule may be subject to refusal of future applications.

CANCELLATION OF TRADE STANDS

No refunds will be made to stand holders who cancel after 1st July.