



Trade Stand Information Pack

10.05.2025



Nottinghamshire County Show 2025

Visitors are looking to experience the best of farming, countryside and rural life.

As the first county show of the season, it's always a highlight in the summer events calendar. And this year's shaping up to be another brilliant show with 1000s of visitors expected to attend from Nottinghamshire, Lincolnshire, Leicestershire, Rutland, Derbyshire, South Yorkshire and beyond.

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
- Hard-standing parking areas which can accommodate thousands of vehicles
- Promotion on our marketing channels including web and social media
- All trade stands are entered free of charge into our Trade Stand Competition.

How to book a trade stand:

ShowingScene.com is our online booking provider. We have a range of stand sizes to select online. If you can't find what you are looking for, then please call the office. 01636 705 796.

The application form enables you to upload documents like Public Liability Insurance Certificate and risk assessments so have these ready before you start your booking.

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.

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.

2024 Awarded Best Agricultural Machinery Stand



**Over 15,000 people were
at the 2024 show. Would
you like to put your brand
in front of this growing
visitor base?**

Newark
Showground

2025 Trade Stand Layout

You can download the layout on [Showing Scene](#)

Closing Dates for:

Trade Stand Bookings - Friday 4 April 2025

Water Applications - Friday 4 April 2025

Electricity Applications – Friday 4 April 2025

Other Dates to Note:

Balance due date – full payment within 30 days for bookings before 1st February. After this, payment is due within 7 days.

Set up times: Friday 09 May 08:30 – 19:00, Saturday 10 May – 06:30 – 08:30.

Breakdown times: – 18:00 – 20:00 Saturday 10 May & 08:00 - 12:00 Sunday 11 May.

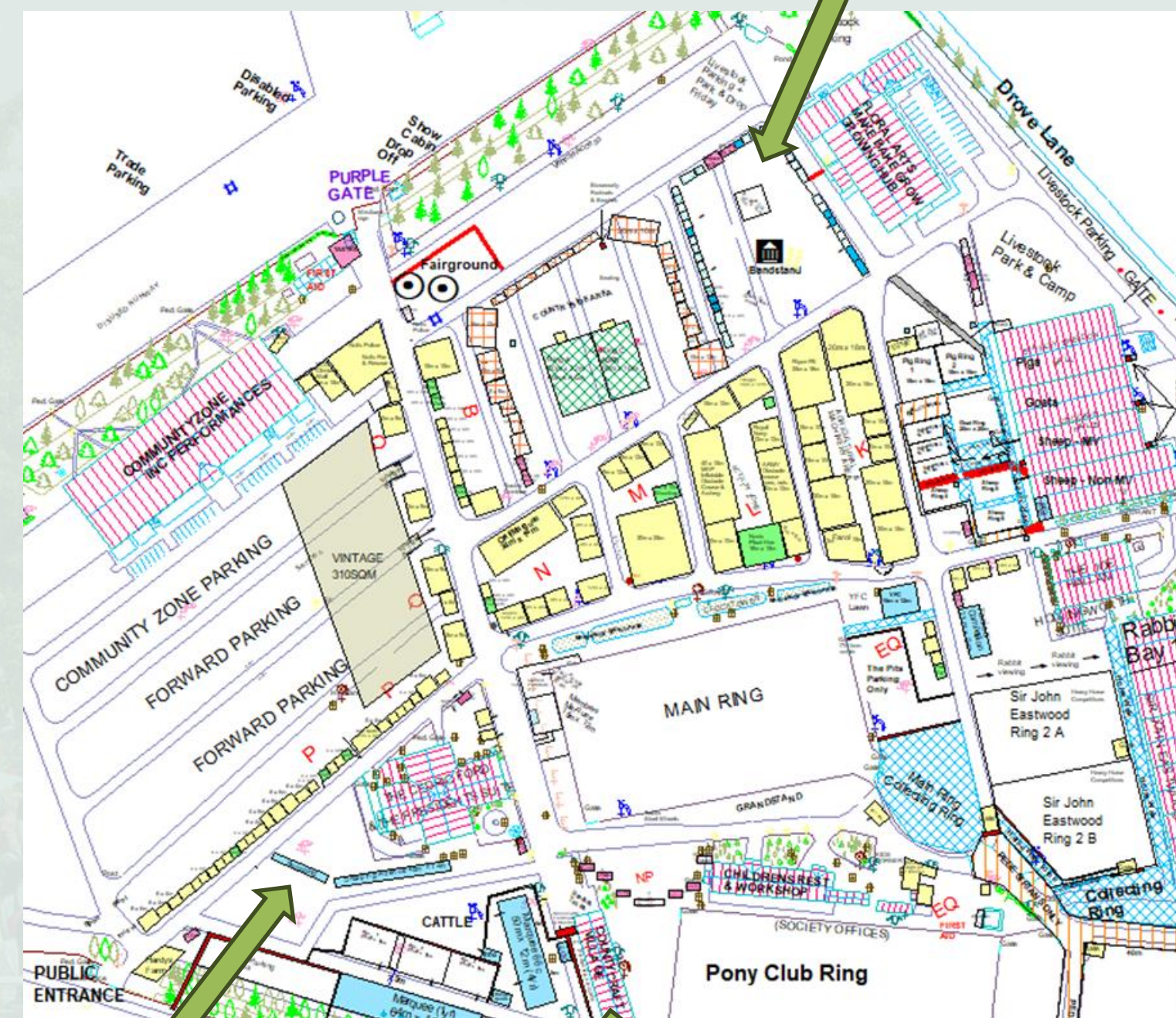
Stand bookings can be made quickly and easily at www.nottinghamshirecountyshow.com

“

We had a brilliant time at this years show and just wanted to say the biggest thank you to you and the team for all your hard work and organisation. It really is a great event and you should be tremendously proud!

- *Butternut Box*

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NEW – Shopping Avenue

NEW – County Craft

* Layout is subject to change.

Outside Open Grass Trade Space

- All over the show and plots shown are for guidance.

FRONTAGE (METRES)						
Rates are for the show day plus vat						
		4m	6m	8m	12m	15m
DEPTH (METRES)	4m	£111	£167	£212	£333	£417
	6m	£167	£250	£333	£502	£625
	9m	£234	£375	£502	£562	£704
	12m			£667	£750	£939
	15m				£939	£1172



NEW Shopping Avenue

Shopping Avenue Stands Includes marquee shedding (not for food/drink)	3m x 3m	6m x 3m
Rates are plus vat	£150.00	£300.00

NEW County Craft

- The Newark Pavilion is a hall situated between the Main Ring, food area and cattle section. Products must be handmade, not new or pre-purchased products and there is no food or drink craft in this area.

County Craft Stands (not for food/drink)	4m x 4m	6m x 4m
Rates are plus vat	£95.00	£142.50

Agricultural Traders

Agricultural Trade Stands (not for food/drink)	Plus vat
2024 MMS exhibitors, exhibiting machinery. Up to the same size pitch.	Complimentary
Open grass space in the agricultural and machinery area of the show.	£1.50 per sqm

Food and Drink Stands

- All food and drink traders must be registered with their local authority for Food and Hygiene regulations.
- A fee of £20.00 will be added to stands selling alcohol so that you can be covered by the Showgrounds license. You must work within the Challenge 25 policy.
- Nottinghamshire Local Producer cost is applicable only to Nottinghamshire food and drink producers. Not applicable for catering concessions.
- Small complimentary samples may be offered to visitors however they must be bit size and allergen information clearly displayed.

Food & Drink Stands (not produced and consumed on the day) Located in the Festival of Food area which is open grass space, no shelter provided.	3m x 3m	6m x 3m
Food / Drink stand	£110.00	£210.00
Nottinghamshire Local Producer	£80.00	

Concession Stands

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 and 1 static vehicle pass will be included. Location and any queries discussed at the time of enquiry.

A total non-refundable deposit of £250.00 is due by 1st December to secure your concession stand.

Fees will be payable at the rate of 25% of gross turnover, less the deposit which is payable by 30th May 2025. 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.

Where possible, please use compostable serve-ware including cups, cutlery and plates.

**** Any trader selling alcohol to the public for consumption on the premises will need to apply for a temporary events notice via the local council. Please use what3words for exact location.**



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 cabin between Blue and Purple Gates during the following times.

Timings

The Show opening times are 09:00 until 17:00.

(a) Set up times: Friday 09 May 08:30 – 19:00, Saturday 10 May – 06:30 – 08:30.

Please note, a £50 CASH deposit system will be in place for any vehicle (other than those who have a static vehicle pass) requiring access onto the showground on Saturday morning. Providing your vehicle is removed by 08:30 and the pass is returned, you will receive a refund.

(b) Breakdown times: – 18:00 – 20:00 Saturday 10 May & 8:00 - 12:00 Sunday 11 May.

Traders Complimentary Admission Wristbands

Wristbands must be worn for set-up and show day and 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	Wristbands Allocated
Up to 16 sq. m	2
17 - 36 sq.m	3
36 - 72 sq. m	4
Over 72 sq.m	6 max

Additional Show Wristbands for Traders

Additional wristbands over and above the free allocation, may be purchased on showing scene at a cost of £14.00 each. Additional wristbands can be added to your online booking at this price until Friday 2 May. Extra day tickets required after this date can be purchased with cash only at the Show Team Cabin during set up times. Children under 16 are free.

Trade Vehicle Passes

Vehicle access to the Showground is closely managed to minimise vehicle movement during the Show and improve public safety.

a. Static Vehicle Pass (caravan/stock)

All vehicles parked inside the show must display a Static Vehicle Pass that must be completed with full contact details. If the vehicle forms part of your stand (catering trailer for example) there is no charge however all vehicles parked to the rear of the trade stand must purchase a pass at the time of booking at a discounted rate of £25 plus Vat or £35 plus Vat after 02 May. You may stay in this vehicle overnight however it does not include water or electric facilities. Anyone found to be using the showground electricity will be subject to an on the spot fine. A £50 fine will be in operation for any vehicle that remains on the showground without a Static Vehicle Pass.

b. Trade Parking Pass

All traders will be allocated one free Trade parking pass which will allow parking in the Trade Car Park outside Purple Gate. They do not allow vehicle entry inside the showground on show day without a static vehicle pass.

Vehicle Passes do **NOT** admit Driver or Occupants to the Show. Trade wristbands must be worn with Vehicle Passes. All vehicle occupants will be asked show their wristbands on show day prior to entering the showground and they must be worn at all times.

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.nottinghamshirecountyshow.com**

Show Regulations

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/events/trade/nottinghamshire-county-show-2025-may-2025/trade-goods>

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.

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.

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.

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 5pm Monday, 11 May 2025.

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.

Guidelines for New Traders

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

New traders must submit a colour photograph of their trade stand and their website address.

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.

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 1st February 2025, you will forfeit the non-refundable deposit paid at the time of booking.

PLEASE NOTE - For cancellations received after 1st February 2025, no refunds whatsoever will be given in respect of cancellation of space reserved.

Should the show be cancelled due to Covid regulations, a full refund will be applied.

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.

Description on Show website

Each trader must complete the Description section of the Application Form and will receive, free of charge, an entry on the Show Website. The listing will display Stand Name and Website together with up to 30 words of descriptive matter. Traders will not be allowed to sell or demonstrate goods which have not been included in their catalogue description unless prior permission is granted.

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.

Show Regulations

Exhibition of Livestock on Stands

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

Noise

Traders 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.

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. You and employees must stay within the confines of the booked space.

Advertisements

No traders 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 traders 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.

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.
- b. **Balloons and Kites.**
The selling or donating of hand-held size inflated or deflated balloons and of kites is forbidden to avoid frightening livestock. Chinese Lanterns are prohibited.

**Stand bookings can be made quickly and easily at
www.nottinghamshirecountyshow.com**

Show Regulations

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

Traders 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 traders 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 traders'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.

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.

Painting & Varnishing

Any paint or varnish used in the set-up of your trade stand must be dry by 7.15 a.m. on the first day of the Show.

Security

Security will be in operation from Friday 09 until Sunday 11 May 2025.

There will be continuous night security patrols during the Show period 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.

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. 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 trade 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. Applications cannot 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 a 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 to the Show in case you are required to provide it. Traders must insure appropriately 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 also have Employer's Liability Insurance in accordance with statutory requirements.
- Traders are responsible for the security of their stand and stock and all claims arising from this.
- Any traders 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 in the future.
- 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.
- Equipment brought to the site by a trader is the sole responsibility of the trader and must meet all current regulations including PAT tested electrical goods. Non-compliance will provoke possible exclusion from the site.
- All persons using LPG must submit a full risk assessment and ensure all LPG appliances, hoses, regulators and related accessories display CE/UKCA or UKNI conformity markings, which must be available for inspection on the day of the show. [More guidance here](#)
- All stands that are selling alcohol products to take home, will automatically receive a £20 charge to come under the Showground license. All bars, selling for consumption on the day will need to apply for an alcohol license.

Show Regulations

- 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 showground. 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.
- Traders 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

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.

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.

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.

Vehicles

There is a maximum speed limit of 10MPH on the showground at all times. Vehicles are not permitted to be parked on or behind stands unless they have a Static Vehicle Pass. This can be purchased in advance for £25 + VAT with your booking. 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 18.00, 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.

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.

Set Up and Dismantling

2025 Times:

The Show opening times are 09:00 until 17:00.

(a) Set up times: Friday 09 May 08:30 – 19:00, Saturday 10 May – 06:30 – 08:30.

Please note, a £50 CASH deposit system will be in place for any vehicle (other than those who have a static vehicle pass) requiring access onto the showground on Saturday morning. Providing your vehicle is removed by 08:30 and the pass is returned, you will receive a refund.

(b) Breakdown times: – 18:00 – 20:00 Saturday 10 May & 08:00 - 12:00 Sunday 11 May.

You are welcome to collect your trade pack during any of the times listed above or we can send it to you via Royal Mail 48 Tracked for a charge of £3.60. However, if you arrive without your wristbands, you will be required to purchase new ones in order to trade at the show.

Encroachment

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

Mobile Units

Traders with large mobile units should arrange to have these in position by Friday 09 May, noon. 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.

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 Friday at Purple Gate during set up times.

Time of Dismantling / Removal of Trade Stands

NO PART OF A STAND MAY BE CLOSED OR DISMANTLED UNTIL 18:00 hours ON SATURDAY 10 MAY. Vehicles will be allowed in from 18.00 or 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: **Nottinghamshire County 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/

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

Tel: 01636 705796.

Contact Details

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“Just wanted to say a huge thank you to you and all the staff at the Show for a fantastic day, well attended and well organised. We had a great day and will definitely be back again next year.”

- Andrew Fletcher Photography