



**BALMORAL
SHOW 2024
15TH - 18TH MAY**



Ulster Bank



**TRADE
EXHIBITORS
MANUAL**

IT'S SHOWTIME!

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Steps to a Successful Exhibition

This checklist is intended to assist exhibitors to avoid any last minute difficulties.

- Read this trade manual re build up and break down times, entrance gates etc.
- Make your staff aware of exhibitor route to Show and entrance gates.
- Order Electricity/Audio-Visual/ Wi-Fi / Furniture / Plumbing if required well in advance.
- Risk Assessments– must be completed and submitted.
- Fire Safety Risk assessment – for outdoor stands must be completed.
- Order any floral decorations, furniture or stand fittings required.
- Order Corporate Tickets if required.
- Order extra admission wristbands for staff if required.
- Order extra car parking tickets if required.
- Take out exhibition insurance. All stand holders should also have public liability insurance of at least £5m.
- Make any accommodation/ travel arrangements in good time.

All above can be ordered on trade page of our website
<https://www.balmoralshow.co.uk/trade/trade-stands>

Contact Details

Show Opening Times

Wed 15 May 9.30am – 6.00pm

Thurs 16 May 9.30am – 8.00pm

Fri 17 May 9.30am – 7.00pm

Sat 18 May 9.30am – 6.00pm

Trade Exhibitor access with wristbands only from 6am on show mornings.

The Royal Ulster Agricultural Society

Eikon Exhibition Centre

Balmoral Park

Halftown Road

Lisburn

BT27 5RD (Sat Nav BT27 5RL)

SHOW OFFICE

Located in the RUAS offices
beside Gate G near Public
Entrance 1.

☎ (028) 9066 5225

✉ info@ruas.org.uk

🌐 www.balmoralshow.co.uk

Trade Stand Enquiries

Jenny McNeill

☎ (028) 9068 6183

M 07825 146 830

✉ jenny@ruas.org.uk

Livestock

Karen Hughes

☎ (028) 9068 6186 / (028) 9068 6182

M 07585 440 359 / 07809 907217

✉ karen@ruas.org.uk

✉ carolyn@ruas.org.uk

Equine Enquiries

Carolyn Houston

☎ (028) 9068 6186 / (028) 9068 6182

M 07585 440 359 / 07809 907217

✉ karen@ruas.org.uk

✉ carolyn@ruas.org.uk

Sponsorship Enquiries

Vickie White

☎ (028) 9068 6185

M 07585 505 326

✉ vickie@ruas.org.uk

Media Enquiries

Gemma Dickey

☎ (028) 9068 6181

M 07825 146 840

✉ gemma@ruas.org.uk

Operations Director

Rhonda Geary

☎ (028) 9068 6189

✉ rhonda@ruas.org.uk

Membership Enquiries

Katie Babolcsay

☎ (028) 9068 6193

✉ katie@ruas.org.uk

Services / Contractors

AUDIO VISUAL EQUIPMENT

Event AV (NI) Ltd ☎ 028 7035 1331 / 07825 512215 ✉ info@event-av.com

Syndicate Event Productions & Hire Ltd ☎ 07716866152 / 07795966789 ✉ info@syndicateltd.com

Corporate AV ☎ 02894 465 597 ✉ hire@cavh.co.uk

Focus AV ☎ 07874 006777 ✉ roy@focusav.co.uk

CATERING ON STANDS

Vanilla Black

☎ 07968 487 264 ✉ peter@vanillablackcatering.com

Exhibitors are permitted to provide only tea, coffee and biscuits for hospitality purposes on their stands. Any other catering required eg Sandwiches, pastries, finger food, soup or other hot food etc must be ordered through the official caterers Vanilla Black. No company or individual may bring any food or drink into the show for distribution other than small scale sampling

Posh Nosh (catering providers in Members/Hospitality area at Main Arena)

☎ 028 91 459 090 ✉ info@poshnoshireland.com

CLEANING

Ryan's Event Cleaning

☎ 00353 5042 4406 ✉ info@ryanscleaning.ie

ELECTRIC

Event Technical Services (ETS) **Surcharges apply for late orders on or after 30th April.**

☎ 028 9066 5296 ✉ orders@eventtech.uk All order should be made via the link on the website.

The use of generators is not permitted. Exhibitors may only arrange an electrical supply through the Society's nominated electrical contractor ETS. The Exhibitor shall pay the official contractor directly for their electrical supply. **Please note all electric is turned off at 7pm Saturday 18th May. If you need it to stay on during breakdown please advise the electricians ETS in advance.**

Please note that in some areas of the showgrounds the electric power will be switched from Mains to generator power during the Show. The switchover takes place at 7am each morning and 1 hour after show close each day. You will be advised in advance if your stand is in one of these areas.

Please ensure any electrical devices which could be affected by this switchover are not using the supply at the beginning and end of the day. The Royal Ulster Agricultural Society cannot accept any claim for any damage to equipment or loss of data

EXHIBITION UNITS

UMEX

☎ 07967 588 850 ✉ james@umexhire.com

Butlers

☎ 028 94 473 996 ✉ info@butlersevents.co.uk

Tailormade Events Bespoke Container Hire / Purchase

☎ 07957 628484 Chris Stewart



FURNITURE / CARPET / GRAPHICS

Thre360 Group

☎ 028 9600 1463 hello@thre360group.co.uk

Order online on trade page of website

REFRIGERATION & CATERING EQUIPMENT

Lowe Rental

☎ 028 9260 4619

✉ info@lowerental.com Order form on website.

STAND DESIGN / FITTINGS

Octanorm Shell Scheme System in the Eikon Shopping Village, Agri Pavilion & Sustainability Village supplied by:

Thre360 Group Tel 028 9066 5296 hello@thre360group.co.uk

Order online <https://www.balmoralshow.co.uk/trade/trade-stands>

Other stand fitting suppliers:

Expono Exhibition and Displays	☎ 028 9099 9475	exponodisplays.com
Kaizen	☎ 028 9002 2474	laura@wearekaizen.co
Blacksheep	☎ 028 9065 7407	info@blacksheepni.com
MAD Creative NI	☎ 028 9070 5205	hello@madcolour.com
Excite Exhibition & Display	☎ 028 9267 3030	excitedisplay.co.uk
Redhead	☎ 028 3883 2889	redheadni.co.uk
4 Corners Sign Print & Display	☎ 028 9262 2905	4corners.org.uk
RMC Design Co	☎ 028 9036 4445	rmcdesigco.com
Applied Signs & Display Ltd	☎ 00353 1 8163 350	appliedsigns.ie
Platinumexpo	☎ 028 9081 7555	platinumexpo.com

WIFI

WIFI will be provided by Connect Tech Services. Orders forms for Wifi can be found in the Trade Exhibitor Information section on the website.

MARQUEE HIRE – Approved marquee contractors

North Down Marquees

☎ 028 90 815535 ✉ info@northdownmarquees.co.uk

Executive Marquees Ireland

☎ 028 9756 4040 ✉ executivemarquees@gmail.com

Butlers Marquees

☎ 028 9447 3996 ✉ info@butlersevents.co.uk

AR Marquees

☎ 028 30878 296 ✉ mail@armarquees.co.uk

Event Co Marquees

☎ 028 2765 7711 ✉ info@eventcomarquees.com

MJM Marquees

☎ 07513 840509 ✉ info@mjmmarquees.com

Coopers Marquees

☎ 00353 46 924 2555 / 028 90 923 302 ✉ info@coopersmarquees.com

Cromore Events

☎ 028 7083 3511 ✉ info@cromoreevents.co.uk

Stretch Marquees Ltd

☎ 07541 458 887 ✉ barry@stretch-marquees.com john@stretch-marquees.com

Field & Lawn

☎ 01506 857938 ✉ scotland@fieldandlawn.com

ARC Marquees

☎ 01786 880578 ✉ enquiries@arcmarquees.com

Byrne Marquees

☎ 00353 59 972 7938 ✉ info@byrnamarquees.com

McLaughlin Marquees

☎ 028 3886 8141 ✉ peter@mclaughlinmarquees.co.uk

Please ensure that the marquee company you use must be on the Shows approved marquee contractor list. You must inform Jenny McNeill which marquee company you are using in advance. Any temporary structures erected within the showgrounds must have a structural certificate, fire certificate, insurance and wind loading spec and procedure. These documents must be available on request. Any change in levels should be appropriately protected by ramps and hand rails.

PRINTING SERVICES

Sign of the Times

☎ 028 9044 8471

✉ info@signsni.com

Minprint

☎ 028 9070 5205

✉ sales@minprint.co.uk

Kaizen

☎ 028 9002 2474

✉ laura@wearekaizen.co

SignTime

☎ 028 7938 6622

✉ Gary.OSullivan@signtime.co.uk

Henderson Print

☎ 028 9033 7826

✉ print@henderson-group.com

PLUMBING SERVICES

Ciaran Quinn Plumbing

Order form on trade page of website

Trade Stand Awards

- The purpose of the competition is to encourage exhibitors to create trade stands of a high quality that are interesting, creative, innovative and inviting to visitors.
- All stands are automatically entered into the trade stand competition.
- Judging will take place on the morning of the first day of the Show, with presentations being made in the afternoon. Presentations will be photographed and circulated on social media and the website.
- Trade stands will be judged by two experienced judges.
- A trade stand may only win the same category award for a maximum of 2 years in a row. The stand would then be exempt from winning the same award for 1 year.

Award Categories

- 1. Best Trade Stand displaying agri or horticultural machinery / equipment.**
- 2. Best Trade Stand displaying agri or agri related products or services.**
- 3. Best Trade Stand displaying anything not related to the agri/horticulture industries.**
- 4. Best Trade Stand displaying locally produced food or drink**
- 5. Best Trade Stand in the Eikon Shopping Village.**
- 6. Best Trade Stand displaying plant machinery or equipment.**
- 7. Best presented outdoor catering stand.**
- 8. Best Overall Stand at the Show.**

A Perpetual Trophy will be presented to the best overall stand, kindly sponsored by the Donnelly Group



Build-Up

Showground Exhibitors (outdoor stands)

Please ensure all vehicles coming on site have the correct passes displayed on their vehicles at **all** times. Wristbands are not required during build-up, only on show days.

NB: Large stands with longer build up required may enter the showgrounds before the dates below, please contact Jenny McNeill if you wish to do so. Some large build stands will be given build dates by the organisers in advance.

Please advise Jenny McNeill as soon as possible of any marquee / or stand build contractors you are intending to use at the Show. Any stand build contractor you are using must provide us with their health & safety documentation for the stand prior to the event.

Build up Day	Open/Close times	Access Gate
Tuesday 7 May	8am – 6pm	Gate 1, Halftown Rd
Wednesday 8 May	8am – 6pm	Gate 1, Halftown Rd
Thursday 9 May	8am – 6pm	Gate 1, Halftown Rd
Friday 10 May	8am – 5pm	Gate 1, Halftown Rd
Saturday 11 May	8am – 3pm	Gate 1, Halftown Rd
Sunday 12 May	8am – 3pm	Gate 1, Halftown Rd

NB: All large exhibits / machinery must be in place by Sunday 12 May latest. Small items and perishable items may be delivered on Monday and Tuesday.

Forklift

JCB 2550 available to lift loads up to max 2.5 tones. The service is offered first come first served. Please be patient during busy periods as waiting time can be 1hr +. Contact the show office on arrival. Forklift only available until 5.30pm Mon-Fri and 2pm Sat & Sun during build up.

Loading Ramp

A loading ramp is available on site. It is only available until 3.00pm on Sunday 12 May. Contact Davy Browne, Grounds Manager, 07825 146 810 on arrival or the Show Office.

Machinery Exhibits displayed in an elevated position

Exhibitors of Loaders, Telehandlers, Excavators, Cranes or machinery attachments displaying their machine in an elevated position must ensure that mechanical ram props are in place, even if the machine incorporates safety check valves on main lift rams or other standard safety features. This point of safety will be strictly enforced. Exhibitors should supply the Society with a letter from the manufacturer which covers the recommended method of elevated display in crowded show scenarios for each specific machine.

Ground Surface / Breaking Ground

The ground must not be broken (including tent pegs, marquee pins) by any exhibitor or their contractor during build up without prior permission from the Grounds Manager, Davy Browne 07825 146 810. All stand surfaces must be left as found. Eg If using any ground coverings like bark on your stand, a membrane must be laid first. (Bark on the ground blocks new drainage in place). Any coverings such as bark must be completely removed during breakdown. A charge of £250 + vat will apply to any stand holder that leaves bark or other covering etc on their stand after the Show.

If marquees are to be pinned into the ground please contact Davy Browne 07825 146 810 or Show Office before commencing work to ensure there are no services (electric/water etc) underground. Pins must be no longer than 500mm or alternatively use weights. If using pins on tarmac areas, holes must be drilled first.

Section H (Healthy Horticulture) of the Showgrounds – will have a new ground surface. This means that the ground cannot be broken at all. Everything must be on top of the surface.

Eikon Shopping Village, Makers Market, Sustainability Village, Agri Pavilion and Food Pavilion Exhibitors

Shell scheme stands in the Eikon Shopping Village, Agri Pavilion & Sustainability village only are supplied by Thre360 Group. Nails, Staples, Screws etc cannot be used, only Blu-Tack or other sticky fixtures that can be removed may be used to apply graphics to the panels. Damaged panels will be charged at £75 per panel. Accessories eg shelves etc can be ordered direct form Thre360 Group via their order form on trade page of the website.

Please ensure all vehicles coming on site must have the correct passes displayed on their vehicles at all times. Wristbands are not required during build-up, only on show days.

Build up Day	Open/Close times	Access Gate
Monday 13 May	8am – 7pm	Gate 6, Bog Road
Tuesday 14 May	8am – 7pm	Gate 6, Bog Road

Makers Market (2 day rental change over times)

Stands in the Makers Market who are breaking down on Thursday evening and for those who are building up on Thursday night for Friday/Saturday rental, please see admission gate & time below.

Breakdown /Build up Day	Open/Close times	Access Gate
Thursday 16 May	9pm – 10.30pm	Gate 1, Halftown Rd

All shell scheme stands (details of dimensions on website) that are not free build include a company name sign in standard lettering. If you do not require shell scheme on your stand as you are building your own stand please contact Jenny McNeill before 26 April.

Floor Types / loading - Eikon Shopping Village is in a built exhibition hall with a concrete floor. The Sustainability Village is a built building with a tarmac floor. There is roller door access to both buildings. Agri Pavilion is a glass fronted marquee with wooden floor.

Carpet is not provided on any stands. If you need carpet you can purchase through the stand builders Thre360 Group or bring your own. Any carpet put down yourself must be secured with NEC approved carpet tape that can be removed easily. Non approved tape leaves a residue and damages the floor.

Height Restriction - Maximum height of any indoor stand is 3m.

Getting stock to your stand

Please ensure you take into consideration that you may not always get stopped to unload beside your stand area particularly on Monday and Tuesday pre show. Having some sort of trolley or equipment to aid getting product to your stand area would be beneficial. We do not provide such equipment.

Courier Deliveries Pre Show

Any deliveries which are to be accepted by the Organisers prior to the show must be clearly labelled with your Company name, Stand location and Stand No. They should be addressed to the RUAS, Show Office, Balmoral Park, Lisburn BT27 5RD. We would advise that items be delivered between 7 & 10 May as traffic around the site after this date can make it very difficult for delivery drivers to reach the correct location. It is your responsibility to have a means of transport to get your delivered goods to your stand location from the show office.

Restocking of stands during the Show

During show hours no vehicles are permitted into the showgrounds. However if you need to restock your stand each day, we allow vehicles on site early morning and after show close for a limited time only. Entrance by Gate 6, Bog Road and then Gate D.

Wed – Sat mornings **6.30am -7.15am** **all vehicles must be off site by 7.30am.**
Last vehicle entry on site is 7.15am.

Wednesday evening **6.30pm – 8.00pm**
Thursday evening **8.30pm – 9.30pm**
Friday evening **7.30pm – 8.30pm**

Any vehicle found on site after the times above will be towed off site and a fee for return will apply.

Break-down

Please ensure all vehicles coming on site have the correct passes displayed on their vehicles at all times. Wristbands are not required during break down.

Outdoor stands

Break-down day	Open/Close times	Access Gate
Saturday 18 May	From approx. 7.00pm	Gate 6, Bog Road
Sunday 19 May	8am – 1pm	Gate 1, Halftown Rd
Monday 20 May	8am – 5pm	Gate 1, Halftown Rd
Tuesday 21 May	8am – 5pm	Gate 1, Halftown Rd

Due to other events taking place at Balmoral Park immediately after Balmoral Show all stands, their marquees, units and their contents **must be completely removed from the site by Tuesday 21 May.**
NO EXCEPTIONS.

Indoor stands - Eikon Shopping Village, Makers Market, Annex, Agri Pavilion & Food Pavilion

Break-down day	Open/Close times	Access Gate
Saturday 18 May	From approx. 7.00pm	Gate 6, Bog Road
Sunday 19 May	8am – 1pm	Gate 1, Halftown Rd

Due to removal of the marquees and the shell scheme stands, all indoor stands must be completely cleared by 1pm on Sunday. **NO EXCEPTIONS.**

As a security precaution, exhibitors should not leave small products, equipment or anything valuable unattended on their stands during break-down. Exhibitors are recommended to work in pairs so that their stand is manned at all times. The RUAS cannot be responsible for any stock or equipment left unsupervised. It is your stock on your stand, and is your responsibility to look after and store safely each day.

There will be no on site security after Tuesday 21 May.

NB Under no circumstances are exhibitors permitted to break down their stand and remove goods before show close (6pm) on Saturday.

Wristbands for staff

As per table below a free allocation of wristbands will be provided depending on the size of your stand space.

Indoor Stands	Wristband Allocation
0-11sqm	4 wristbands each day
12-18sqm	6 wristbands each day
19sqm +	8 wristbands each day
Outdoor Stands	
0-100sqm	8 wristbands each day
101-200sqm	10 wristbands each day
201sqm +	12 wristbands each day

ADDITIONAL WRISTBANDS

Additional wristbands can be ordered online via the website (trade stands page). Each one day wristband will cost £14 (includes vat). Specify days required. Click on link 'Additional orange parking & Wristbands' and then click on Extras/Stabling and scroll down to TRADE Wristbands.

https://ruas.showbiz-software.co.uk/semt/ls_extras.aspx

NEW: All additional wristband orders must be ordered before Tuesday 16 April, after this date a surcharge of £3.50 per wristband/parking ticket will be applied.

Please note it is your responsibility to ensure that all your staff have the relevant access passes for the Show. Staff members who pay at the entrance gates because they have eg forgotten, lost or not been given a wristband or ticket will not be refunded by the RUAS.

Corporate Tickets

Corporate Tickets are available to order by any trade stand exhibitor. The tickets are one day tickets, and can be used any day of the Show. Your company name is included on the ticket. Company logos cannot be added to tickets. These are useful if you wish to provide tickets to customers, additional staff or potential clients. **Please note corporate tickets only admit to the show if wanting to enter after show opens at 9.30am via Public Entrance 1 as they have to be scanned through the gates. Please use wristbands for staff if entering the show before 9.30am.**

Each ticket is £17.00 (including vat) and all tickets must be paid for in advance of the Show. No tickets will be issued before payment has been received. Minimum order applies of 25 tickets. Tickets after the minimum order of 25 not received through the gates are partially refunded after the show.

Details on order form available on trade stands page of website.

Parking & Trade Shuttle Bus

Each trade stand will receive 2 free 4 day parking passes for the Orange Car Park (location map on next page).

2 Shuttle buses are provided from the Orange car park to Gates B & C (see map page 16) They start at 7.30am each morning and finish 1 hour after show close each day.

Additional parking passes can be purchased on the website. A limited number of parking passes are available to order for the yellow car park (cars only). Separate order form on website for yellow car park. Large vans, lorries etc must use Orange car park. Orange car park can also be purchased online via the link on the trade stands page.

Alternatively, staff may wish to use the general public parking areas which are pay on the day.

Car Park	Cost	Notes
Orange	£10 per day	Purchase online
Yellow - 1 day	£18	Purchase online
Yellow – 4 day	£60	Purchase online
General Public Parking	£10 per day	Only payable on day to car park staff.

NEW: All additional parking orders must be ordered before Tuesday 16 April, after this date a surcharge of £3.50 per wristband/parking ticket will be applied.

Parking for Refrigerated Vehicles (24hr)

There are spaces for up to 6 vehicles requiring 24hr electrical power during the event Eg a fresh food stand. They will be located opposite Gate C in the Yellow Car Park.

Cost £195 + vat for the show week Tuesday - Saturday

To order please email Jenny McNeill jenny@ruas.org.uk

Gate & Car Parks Map



Trade Exhibitor Route Map (Show Days only)



Directions & Accommodation

Balmoral Park borders the M1 motorway on the outskirts of Lisburn and is a short distance from Sprucefield Shopping Centre and Down Royal Racecourse. From North, West and Belfast via M1 exit junction 7 or 8. Balmoral Park is 12 miles from Belfast city centre. Balmoral Park is 20 miles from Belfast International Airport and approx. 15 miles from George Best Belfast City Airport. The Show will be signposted from all main roads.

The Premier Inn Lisburn is the closest hotel to Balmoral Park (approx. 2 miles) or the Haslem Hotel, Lisburn (4 miles). There is a variety of accommodation available in the surrounding area. A full list of accommodation is available on our website in the visitors section or google Visit Lisburn.

Catering

The SPAR shop, located in the centre of the Show will be open for livestock & trade exhibitors, contractors etc. from Monday 8 May.

Pre Show

Monday 13 May 10am – 4pm

Tuesday 14 May 10am – 4pm

Show days

Wednesday 15 May 7am – 7pm

Thursday 16 May 7am – 9pm

Friday 17 May 7am – 7pm

Saturday 18 May 7am – 6pm

Pre show – A fast food trailer will also be open for exhibitors and contractors during build up.

Catering / Sampling on stands

Exhibitors are permitted to provide only tea, coffee and biscuits for hospitality purposes on their stands. Any other catering required eg Sandwiches, Pastries, finger food, soup etc must be ordered through the official caterers Vanilla Black. Contact Vanilla Black for details ☎ 07968 487 264 ✉ peter@vanillablackcatering.com

No company or individual may bring any food or drink into the show for distribution other than small scale sampling

Alcohol Sales

Licensing laws have recently changed, if you are a local producer of alcohol wishing to sell at Balmoral Show please contact Jenny McNeill for further details jenny@ruas.org.uk If your stand is located in the Food Pavilion please contact lindsay@nigoodfood.com

Livestock on Stands

All livestock to be exhibited on trade stands must be delivered and unloaded as per the Livestock Exhibitor Manual (available online) and must remain on the stand until permission has been given by the Show Organisers that it is safe to move the animals after the Show closes on Saturday. No animal must be moved during the event. Please let Jenny McNeill know if you intend to have an animal on your trade stand in advance of the Show.

Animals on stands must be securely tethered in pens which are not open ended. Clean bedding, water and feed must be provided. Should an animal become agitated or require a vet during the event please contact the Show Office. **Under no circumstances should the exhibitor attempt to remove the animal without contacting the Show office first.**

It is the responsibility of the exhibitor to ensure that any animal brought to the Show has all the correct paperwork to travel to and from the event. Please refer to the Prize Schedule available online for full details. Only animals free from disease restrictions, including Tuberculosis, Brucellosis, Bluetongue and Bovine Viral Diarrhoea (herd or individual animal restrictions) may be permitted to move to a Show.

To minimize the risk to other livestock, exhibitors are encouraged to have Show animals tested for Tuberculosis by their private veterinary practitioner in the 30 days beforehand.

Exhibitors from outside Northern Ireland

It is the sole responsibility of cattle exhibitors from outside Northern Ireland to ensure that their animals meet all current veterinary import and export regulations to enable their animals to travel to the Show, and return, with the necessary import and export certification.

If you have any questions regarding paperwork etc please contact Karen Hughes, Livestock Officer
028 9068 6186 karen@ruas.org.uk

Terms & Conditions / General Information

Full details of all Terms & Conditions for trade exhibitors attending the Show is available on the tradestand page of the website. We recommend that you take a moment to read them.

1. Advertising

Please note that the Roads Service has notified us that Article 87 of the Roads (NI) Order 1993 states that it is an offence for “any person who without lawful authority displays any advertisement, upon the surface of the road or upon any tree, structure or other works in or on a road”.

2. Advice to food businesses

Information document available on trade stand page of website.

3. Aerial Equipment / Drones

Exhibitors are not permitted to use drones or any other aerial equipment over the show site at any time (pre show or during) due to the proximity of the Air Ambulance based on site. This includes planes with advertising banners etc.

4. ATM's / Banking

ATM's are available outside Public Entrance 1 and in the Eikon Shopping Village. There are no other banking facilities at the Show.

5. Audio Equipment/ Music on stands

The use of radios and other sound reproduction devices is strictly controlled and if the noise level is deemed to be objectionable the exhibitor will be asked to lower the sound or prohibited from using the device.

Charges to cover the public performances of copyright music at the Show is payable in advance at a rate determined by the PRS. Further details can be found at www.prsformusic.com.

6. Banners

Banners and other forms of branding can only be placed within your stand area and not in/on any other part of the event site including all car parks.

7. Balloons and other objectionable exhibits

Are not permitted in any part of the Show at any time. This is necessary to ensure that no livestock become startled. The organiser reserves the right to refuse or order the removal of any article or articles brought for exhibition which they may deem unsuitable or objectionable. The sale or distribution of balloons, drones, air horns, laser pens, explosive caps, pellet/laser guns, replica guns, fireworks, knives, water pistols, crazy spray string, vapes etc are strictly prohibited together with any other items likely to cause offence to patrons or startle livestock.

8. Cancellation of stand / Refund Policy

In the event of withdrawal (up to 8 weeks before the Exhibition) the Society may resell or reallocate the Stand to a new or existing Exhibitor. The Society will only reimburse any payments made prior to withdrawal, once the Stand has been reallocated. Withdrawal less than 8 weeks before the Exhibition, any monies paid will be forfeited.

Withdrawal will be deemed to take place on the date upon which notice of withdrawal is received by the Society or given by the Society in the case of non payment by the Exhibitor of any instalment of the Fee.

9. Caravans / Mobile Homes / Camping

There are no facilities for staying on site during the event. See website accommodation list for details of local sites.

10. Cleaning of Stands

It is the responsibility of exhibitors to clean their own stand space prior to show opening. The show organisers will clean aisles and other communal areas.

11. CCTV

Will be in operation at various locations throughout the Show.

12. Complaints Procedure

Should for any reason you have a complaint during the Show please ensure that you contact Jenny McNeill in the Show Office at the time as often problems can be fixed quite quickly.

13. Electrics / Generators

All electric orders must be in place at least 3 weeks before the Show. Orders are made online from the trade stand page of the website. All electrical installations must be completed by the official contractor (ETS) in order to be connected to the mains distribution system. No generators are permitted on site.

Exhibitors should be advised that any portable appliance brought onto the premises must be PAT tested and be within the inspection period. Proof of testing will be required upon request.

14. Emergency Notes

In the event of an emergency situation the Public & Exhibitors may be asked to evacuate the premises. You will be advised discreetly by a steward or member of staff or via the PA system. We would ask you to secure your stand and leave as directed.

15. First Aid

There is a first aid unit situated in the centre of the showgrounds on Park Central East and inside the front of the Eikon Shopping Village. There are also various ambulance points around the Show. Details on visitor map.

16. Gas Installations

Butane gas may be used within the pavilions but must be removed overnight. Propane gas must be piped into the building from an exterior location, agreed in advance and under no circumstances will propane gas be permitted in any buildings or marquees. All trade stands with an LPG installation will be required to provide a Gas Safe certificate confirming the safety of the LPG installation.

17. Generators

No generators are permitted on site. All electrical requirements must be booked through the official electrical contractor ETS.

18. Insurance

Exhibitors must take out adequate insurance cover against the risks that could be incurred in connection with the Show, especially public liability of at least £5m, employer's liability, personal accidents to staff and all risks to exhibitors property or hired property. In addition exhibitors may wish to take out insurance for losses and wasted expenditure in the event of the Show being abandoned or curtailed.

19. Public Transport to the Show

On show days there are free shuttle buses to and from the Show from Lisburn train station. Shuttle buses for exhibitors only start at 8.45am each morning and finish 15mins after show close from Public Entrance 2.

20. Public Address

The public address system is provided for the use of the organisers and is not available to exhibitors or visitors.

21. Publicity Material

Exhibitors are not permitted to distribute leaflets, brochures, magazines, newspapers or any other promotional materials anywhere within the Show except on their own stand and they must not for this or any other purpose encroach upon the aisles or open spaces or do anything which may cause an obstruction.

22. Stand Numbers

Please note your final stand number will be listed on the exhibitor list which will be put on the trade page of the website end of March. It is subject to change so please check the latest list on the website.

23. Stand Visits by RUAS Stewards

The RUAS trade exhibits committee will endeavour to visit every stand during the course of the Show in order to gain feedback. An online survey will also be sent to each exhibitor after the event.

24. Overnight Screens

Overnight Screens are not provided. It is up to the exhibitor to provide their own overnight screen for their stand if required.

25. Security / Protection of Goods

The organiser will take such precautions as it may consider necessary for the protection of all articles exhibited but will not, at any time, be responsible for the loss, damage to, or safety of any exhibit, empty cases, tools or other property of an exhibitor or any person in any circumstances whatsoever.

24 hour Security will be maintained throughout the Show; however, if you have special high risk items or very valuable products on your stand, you may prefer to hire a Security guard to stay on your stand overnight. Please ensure that you inform the Organiser in writing of your intention.

26. **Stand Opening Hours** – All stands must remain open during the show opening hours.

27. **TAXI** Local Taxi firms are:

- i. Premier Taxi 📞 028 92 66 66 66
- ii. Fonacab 📞 028 90 33 33 33
- iii. 1st Choice Taxi 📞 028 92 66 88 68