

THE SUFFOLK SHOW **2024** 29 MAY & 30 MAY



TRADE STAND

General Information & By-Laws



Visitor Profile



63% Female visitors
37% Male visitors

£51

Average spend per person

+6hrs

52% of visitors spend more than 6 hours at the show.

19%

Of visitors spend between £100 and £500.

46%

Of visitors purchase clothes, shoes, accessories.

45%

Of visitors purchase items for home and garden.

82%

Of visitors purchase food and drink.

46%

Of visitors purchase food and drink to take home.

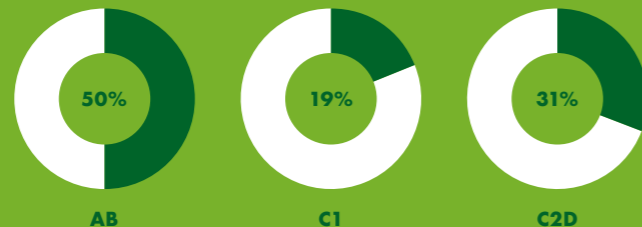
92%

Of visitors are likely or very likely to recommend the Show to others.

Where visitors come from



Socio-economic grade



SUFFOLK AGRICULTURAL ASSOCIATION

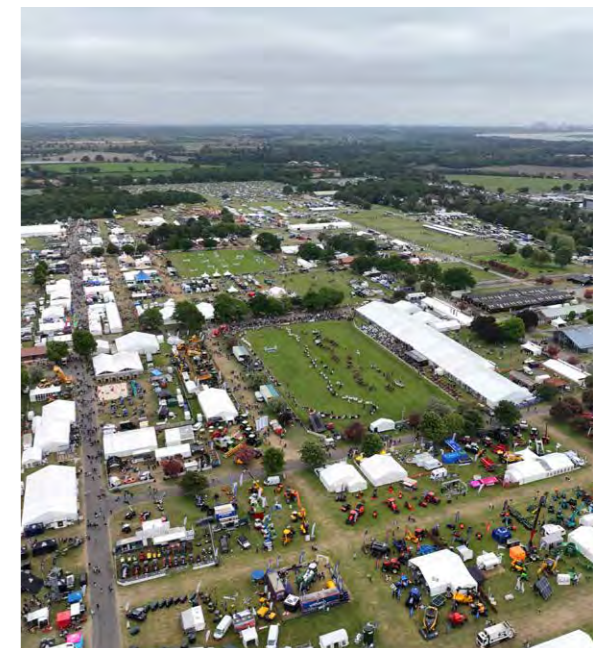
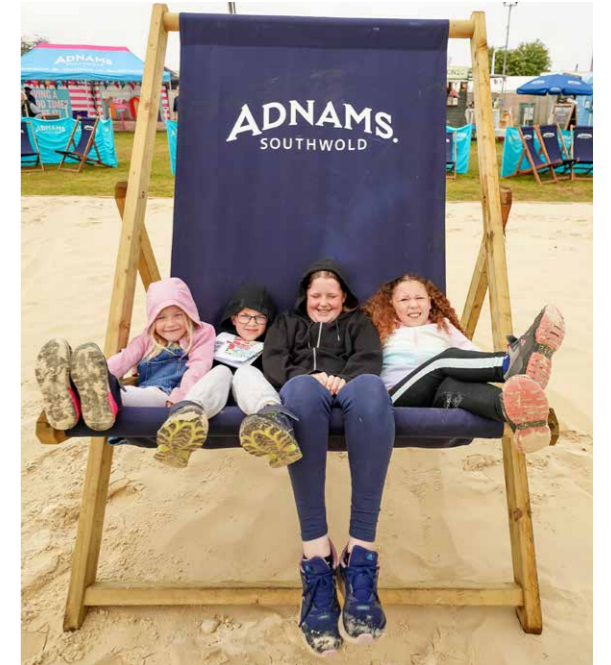
FOUNDED 1831

The Suffolk Show, run by a registered charity, Suffolk Agricultural Association (SAA), is regarded as one of the finest county shows in the country. Held over two days at Trinity Park, Ipswich, the Show attracts around 90,000 visitors, 850 tradestands and 3,000 livestock and equine entries from across the country.

Wednesday 29 May & Thursday 30 May 2024

The Suffolk Show helps raise funds to support the Suffolk Agricultural Association's charitable purpose.

[@suffolkshow](#) [@SuffolkShow](#) [suffolkshow](#)



ALL APPLICATIONS & CORRESPONDENCE TO BE ADDRESSED TO:

PAULA SLATER

TRADESTAND, CATERING, CONTRACTS & BUSINESS PLANNING MANAGER

Tel: (01473) 707114 Fax: (01473) 707120

Email: paula.slater@suffolkshow.co.uk

BACS PAYMENT DETAILS

Name: Suffolk Agricultural Association

Sort code: 20-44-51

Account No: 10865311

Barclays Bank

Suffolk Agricultural Association, Trinity Park, Felixstowe Road, Ipswich, Suffolk IP3 8UH.

www.suffolkshow.co.uk

Registered Office as above. Company Limited by guarantee 1775897. Registered Charity 288595.



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Suffolk Agricultural Association By-Laws & General Information

1. Disclaimer of liability

The Association reserves to its Trustee Board the sole right to postpone, cancel or abandon or curtail the Show. Where such decision arises from directive, happenings or circumstances outside the control of the Association, it shall not create liability to claim for loss or damages, nor for the refund of any fees or charges paid.

The Association, its officers or employees will not be responsible for or accountable to any person whatsoever for any damage or loss to their property of any person whatsoever or for any accident or injury fatal or otherwise or for any disease, damage or loss that may occur to any person excepting only death or personal injury arising directly from the negligence of the Association, its Trustee Board, officers or employees, whilst upon Trinity Park or whilst entering or leaving the same.

Excepting only the case of death or personal injury arising directly from the negligence of the Association, its officers or employees, the said Association, its officers or employees will not be responsible under any circumstances whatsoever for any accident, loss or damage that may occur to or be caused by any animal, article or vehicle exhibited or brought onto Trinity Park.

Save as aforesaid, each exhibitor or competitor shall be held solely responsible for any accident, loss, injury or damage that may occur to or be caused by any animal, article or property exhibited or brought onto Trinity Park or car parks by the exhibitor or competitor and that exhibitor or competitor shall indemnify the Association against any damages or claims whatsoever and any legal proceedings arising. Exhibitors shall be held liable for the behaviour and for any misconduct or negligence of their employees, volunteers or contractors.

The Association shall not be liable for any loss of income or damage arising from any error in the appointment of space or for any encroachment by an exhibitor on the space apportioned to another. No refunds will be issued after the 1st March each year.

2. Trade Description & Rates

Existing exhibitors will be issued with a booking reference number on the online booking form. This is not the stand number. Stand numbers are issued once the current year show plan is finalised in April each year.

Ensure that all staff setting up your stand are aware of the new Stand Number, which will be issued early April and that they are not using the Booking Number. Stands erected on the incorrect site will be asked to move immediately.

Closing date for returning exhibitors space applications will be emailed to them (including those who are requesting a change).

Returning Exhibitors

Stand space will be available under the category described on the booking form and from the terms and conditions set out in the By-laws of the Association relating to stand space. Previous exhibitors have the first opportunity of taking the same site again, unless the area is being redesigned. Any relevant exhibitors will be informed and given a priority relocation in due course.

Once invited, those exhibitors wishing to accept this offer must send a completed booking form with full payment to the Association as soon as possible and not later than 1 December. After that date unreserved sites will be offered to exhibitors wishing to change their position and then to new applicants. Exhibitors wishing to change their position must complete the Change Request on the online booking form and relevant payment, stating their request, asap.

The Association will look into all written requests; however, it may not always be possible to accommodate the change and a full refund would be offered in January, if we are unable to provide an alternative location.

New Exhibitors

All previous exhibitors have the first opportunity of taking their same site again, therefore the Association operates a waiting system for all new exhibitors. Before completing the application form, make sure you thoroughly read these By-Laws and General Information; by ticking the agreement on the online booking form, you are confirming your acceptance of the conditions as outlined in the By-Laws of the Association.

If you wish to apply for stand space, your application form, together with the requested photo and promotional material should be returned to the SAA Office. Please note that the Association cannot guarantee sites to all those companies who apply and sites are allocated between January and March, depending on sites available.

All applications will be acknowledged upon receipt. The Association send further information to those who have been successful. Look for the applicable depth price and multiply this figure by the number of metres of frontage required for your site (this price is for the two days in total), please allow space around your marquee or trailer.



CHOOSING YOUR STAND

Area of Showground, Depth (m), Price per metre frontage



A: Open Ground Agricultural

For the exhibition of agricultural machinery and implements only. Available in open ground space in depths of 10 metres and 18 metres.

10m or 18m £48.00+VAT p.m. of frontage

Open Ground Agricultural facing the Grand Ring or Flower Show Avenue

18m £92.00+VAT p.m. of frontage

Passes: 2 complimentary exhibitor passes will be issued per 3 metre stand then one extra pass for each extra 3 metres frontage and 1 complimentary car pass per stand.



C: Open Ground Allied Agricultural

For the exhibition of agri-related organisations including horticultural, seeds, fertilisers, feedstuffs, forestry, stabling/horseboxes, agricultural merchants and agricultural buildings.

7m £57.00+VAT p.m. of frontage
10m £75.00+VAT p.m. of frontage
18m £79.00+VAT p.m. of frontage

Passes: 2 complimentary exhibitor passes will be issued per 3 metre stand then one extra pass for each extra 3 metres frontage and 1 complimentary car pass per stand.



B: Open Ground Commercial

For general traders, displaying or making direct sales to the public at the show.

7m £115.00+VAT p.m. of frontage
10m £130.00+VAT p.m. of frontage

15m £175.00+VAT p.m. of frontage
18m £210.00+VAT p.m. of frontage

Open Ground Commercial on Flower Show Avenue, Members' retail area or facing the Grand Ring

10m £196.00+VAT p.m. of frontage
18m £260.00 +VAT p.m. of frontage

Passes: 2 complimentary exhibitor passes will be issued per 3 metre stand then one extra pass for each extra 3 metres frontage and 1 complimentary car pass per stand.

A FIXED PREMIUM IS PAYABLE FOR CORNER SITES OF £120.00+VAT



D: Open Ground Motor Vehicles and Marine

For the exhibition of motor vehicles, motor bikes and boats.

10m £122.00+VAT p.m. of frontage
15m £150.00+VAT p.m. of frontage
18m £180.00+VAT p.m. of frontage

Passes: 2 complimentary exhibitor passes will be issued per 3 metre stand then one extra pass for each extra 3 metres frontage and 1 complimentary car pass per stand.



E: Equine and Dog Village

Leading off the Main Avenue open ground or shedding.

Option A: open ground space with a 7metre or 10metre depth or see Commercial rates or Open Ground Allied Agricultural (as applicable).

Passes: 2 complimentary exhibitor passes will be issued per 3 metre stand then one extra pass for each extra 3 metres frontage and 1 complimentary car pass per stand.

Option B: temporary marquee structures divided into bays, all with outside facing frontage; canvas roof, back and sides with a grass floor.

£530+VAT per 3m x 6m bay
Price includes 1 x 13amp ring main socket.

Passes: 2 complimentary exhibitor passes will be issued per 3 metre stand then one extra pass for each extra 3 metres frontage and 1 complimentary car pass per stand.

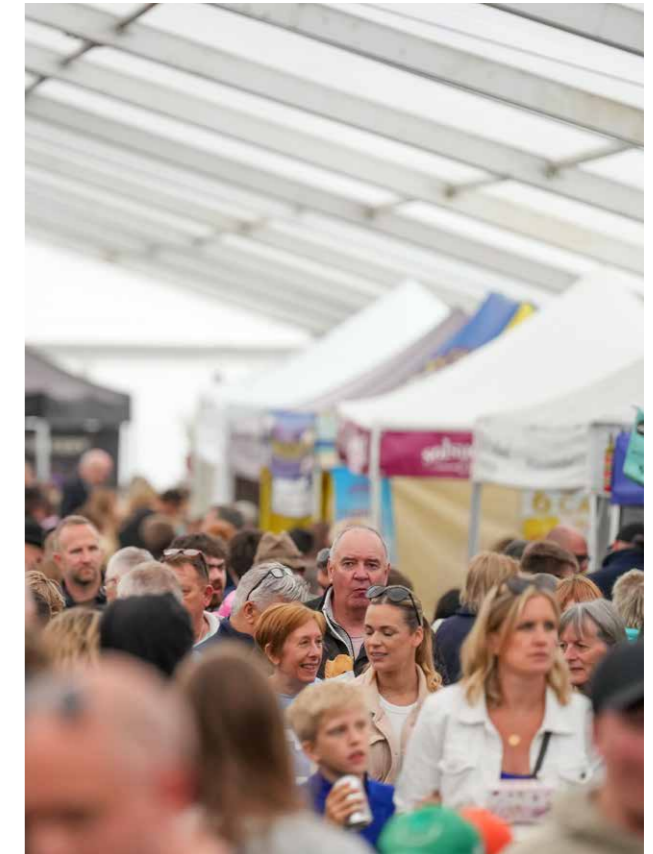


G: Catering Plots

Please contact paula.slater@suffolkshow.co.uk for a separate Catering Application Form.

A fixed non-returnable deposit will be set based on the predicted income and location on our showground.

Subsequently, commission will be calculated on total income (net of VAT) for the two days. This total income must be supplied at the close of the show or within 24hrs, although till reads may also be required sporadically during the show for auditing. Commission rates are: catering 23%, bars 17.5% and confectionery 25%. The non-returnable deposit will be taken into account when the final commission is calculated.



F: Food Hall

3 metre (minimum) frontage with 1 metre increments and static 3 metre depth, within the Food Hall marquee, on grass.

Option A: £220.00+VAT p.m. of frontage

Option B: £137.00+VAT p.m. of frontage
(Local & Regional Producers)

Option C: £92.00+VAT p.m. of frontage
(Local Producers within Suffolk, with under 20k profit per year – please submit proof of qualification with your application).

A FIXED PREMIUM IS PAYABLE FOR CORNER SITES OF £120.00+VAT

Passes: 1 complimentary exhibitor pass per 1.5m of frontage and 1 complimentary car pass per stand. i.e. 5m = 3 passes, 6m = 4 passes, and so on.

A forward parking pass for Food Hall Tradestand Vehicles (FHTSV) is given as complimentary with every stand. Additional FHTSV passes can be purchased at £20 per pass (these are limited). The use of an electrical hook-up can be booked at extra cost.

Important Food Hall Exhibitor Regulations

The Food Hall is for exhibitors to retail food and drink. No cooking allowed inside the marquee. All food for immediate consumption will come under catering pricing and will be placed in catering areas. Every exhibitor must provide their own facilities to comply with food hygiene standards. Officers from the Local Authority will require confirmation that you comply with relevant regulations and best practice, including Food Safety Management Systems and Trading Standards. The preparation of samples by using a small griddle or hot plate is permitted in the Food Hall providing it is solely for free tasters. Exhibitors are only permitted to promote their goods within the area of their stand. Any decision of the Show executive or the stewards is final. The definition of Local is Suffolk and North Essex as determined by the Show Committee.



H: Made in Suffolk Craft Tent

The Made in Suffolk Show Craft Tent on Grand Ring Avenue will showcase local craft stalls from ceramics, fine art, photography, jewellery, furniture and more; all lovingly crafted and created in East Anglia. Sold as a 8ft x 6ft, 14ft x 6ft or a 20ft x 6ft stand. On grass within a Craft Tent. Price is for a pitch only. The craft tent a covered marquee with a grass floor. Each space will have no division, so this must be considered when booking your stand. Your own gazebo may be used to define your space.

8ft x 6ft £192.00+VAT, 14ft x 6ft £336.00+VAT or 20ft x 6ft £480+VAT

Electric is an optional extra

Passes: 2 x complimentary exhibitor pass per bay booked and 1 complimentary exhibitor car pass per stand.



J: Lifestyle Pavilion on Grand Ring Avenue

Leading off the Fourth Avenue. Each bay will be within a marquee structure; with canvas roof, back and sides with a wooden floor and carpet. Divided by sectional panels. Available in a standard size of 3 metres frontage by 3 metres depth.

From £705.00+VAT per bay

Electric, floor and carpet optional extras.

Passes: 2 complimentary exhibitor passes will be issued per 3m of frontage and 1 complimentary car pass.



I: Tradestand Shedding for Retail & Business Stands

Temporary marquee structures divided into bays, all with outside facing frontage, canvas roof, back and sides with:

Option A: a grass floor

Option B: Fifth Avenue (Fashion retail) on grass with a complimentary pink carpet

Cost of Option A or B: £720.00+VAT per bay

Option C: "Trade & Made in Suffolk" on a grass floor (please note this is a subsidised rate for Local Business and is not a specific area).

All are available in a standard size of 3 metres frontage by 6 metres depth. Price includes a twin 13amp switch socket. Floor and carpet optional extras.

£535.00+VAT per bay

Option D: "Suffolk And Rural Skills" Criteria for this area is that you must provide a working demonstration alongside the sale of your products if applicable) within your tradestand. 3 metre bays within temporary marquee structures divided into bays, all with outside facing frontage; canvas roof, back and sides with a grass floor.

Available in a standard size of 3 metres frontage by 6 metres depth.

£355.00+VAT per 3m x 6m bay

Electric, floor and carpet optional extras.

Passes: 2 complimentary exhibitor passes will be issued per 3m of frontage and 1 complimentary car pass.



3. Dates to Note

Closing Dates:

1 December	Tradestand entries for returning exhibitors
28 February	Business description for show catalogue and risk assessment forms
29 March	Electricity and water applications

Other Dates to Note:

1 April	Tradestand number confirmation issued
4 weeks prior	Tradestand tickets and prior to show information issued
20 May	Earliest access for setting up your stand
5pm 7 June	Latest date for clear down

4. Insurance

The Association insists that all exhibitors have in place suitable public liability insurance to a minimum value of £5m and any other suitable insurance to cover all risks and liabilities and that they provide the Association with a copy of their certificates.

5. Show Open Times and Setting Up

The show is open to the public from 07.30 until 19.00 on Wednesday and 07.30 until 18.00 on Thursday. Exhibitors are encouraged to set up prior to the show days any day after 20 May and must be in place by 18.00 on Tuesday 28 May. Exhibitors are expected to arrange for their tradestand to be open and available for business between 08.30 and 18.00 each day; we respectfully ask stand holders to cooperate or failure to do so may result in being excluded from future shows.

There is a security presence at Gate 1 to enter the showground for set up for exhibitors from Monday 20 May from 06.00 (24 hours a day) until Monday 3 June at 9.00 for breakdown. Work on tradestand sites may commence in May by prior arrangement but once set up the stand holder will be responsible for grass cutting of their stand.

Tradestand Vehicle Passes are available for the Show at a cost of £20.00 per pass.

Pre/Post Tradestand Vehicle Passes are required at no cost prior and post show days.

Covered accommodation provided by the Suffolk Agricultural Association might not be completely ready until the week prior to the Show, please check before arriving to set up.

Exhibitors are advised to check on the measurements and the exact nature of their stand space well before the Show as any complaint relating to their site cannot be dealt with just a few days or hours prior to the Show. A toilet block will be available from 20 May.

Stand Markers

Stand holders must not encroach on adjoining stands or obstruct avenues when erecting their own stands nor during the time the Show is open. Your stand will be marked with a number and will be in the direction of the arrow. You must ensure that the whole of your exhibit, especially for trailers and associated structures and parts, such as marquees, ropes, tow bars, pegs and plates, are within the measurements of your site and do not extend beyond the boundaries in any way.

Please square up your marquee to the front of your stand markers.

Please check with your contractor when hiring structures, such as marquees, for exact measurements as items such as baseplates will normally extend beyond the measurements of a specified marquee (i.e. a 6m marquee will be roughly 6.3m with baseplates and would need a minimum 7m frontage to accommodate it).

Unloading

A forklift and driver will be on site from 20 May to help exhibitors unload if required. This service must be booked on the day with the Estates Team, Tel: 07738 717999. Please accept that there may be a waiting period for this service at peak times. Any vehicle loading or unloading must be on grass tyres.

Exhibitor Catering

Meals and hot/cold drinks will be available on Tuesday 28 May in the Stockmen's from 13.00 through to Thursday afternoon. On Show days, exhibitors (badge holders only) are invited to make full use of the Members' Marquee where coffee and tea will be available from 09.00, bar/buffet from 10.30 and lunch, with a choice of main courses, from 11.30 – 14.30. Light Catering is also available at the Flower Tent. Grid Reference U2.

6. Booking Forms

All confirmed stands must return their online booking form, which must be signed/ticked by the exhibitor or their representative, such signature being acceptance (email confirmation is acceptable with previous years' exhibitors and is a binding agreement) of the Rules and By-Laws of the Association. The right is reserved, by the Association, to decline or cancel any application or booking and to restrict the number of tradestands notwithstanding acceptance of any payment and without being requested to state any reason for doing so.

The allotments of space will be left to the Association, although exhibitors' preferences will be met as far as possible. Upon receipt of the tradestand booking form by the Association the exhibitor has entered a contract to take tradestand space. The exhibitor is obliged to pay all outstanding monies, whether an invoice has been issued or not, by the due date. Late payments will be liable to a 10% increase.

An exhibitor shall not sublet or share part of the space allotted to them.



7. Tickets and Passes

Admission Passes will not be required prior to the Show. Additional Exhibitor Badges (for representatives and catering staff) valid both days of the Show, may be purchased and can be ordered on the Tradestand Booking Form or by using the additional badge/ticket order form.

All tickets/passes are non-refundable and no refunds or replacements will be given in respect of any lost, forgotten or unused car passes, admission passes or member/guest badges. It is the responsibility of the person booking the stand to distribute tickets/passes to their staff. Please order early.

2024 Suffolk Show Entry Prices

Membership

All exhibitors are invited to become Members of the Suffolk Agricultural Association.

Three membership packages are available:

Annual fee £112.00	Membership
Annual fee £42.50	Young Person's Membership (Open to anyone under the age of 21 as of 30th September in the year prior to the Show)
Annual fee £273.00	Vice-Presidents' Membership
£72.00	Member's One Day Guest
£78.00	Vice President's One Day Guest
£137.00	Vice President's Two Day Guest
£13.00	Member's Additional Car Park Pass



Additional Pre-Show Ticket Prices

Exhibitors will be sent two complimentary exhibitor badges for the first 3m then one for each additional complete 3m frontage of space hired, unless otherwise stated. Such badges will be valid for both days of the Show. The Association will continue to offer exhibitors (2 day) the benefits of the Members Ringside club, Exhibitor tie-on badge will be necessary to gain admission.

Additional exhibitor badges (for representatives and catering staff), valid both days of the Show may be purchased and can be ordered on the Tradestand booking form or by using the additional badge/ticket order form.

£18.00	Exhibitor Pass (1 person / 1 day)
£35.00	Exhibitor Pass (1 person / 2 days)
£35.00	Single Day Adult Admission Pass (1 person / 1 day)
£30.00	Senior Citizen Admission Pass

8. Stand Holders' Vehicles

Motor cars, lorries, coaches, motorcycles and bicycles admitted will be left along with contents entirely at the owner's risk. Stand holders will be held responsible for proper use of exhibitor badges, tickets and car park passes; these are for the bona fide employees of the exhibitor or his caterer. One complimentary car park pass will be issued per tradestand, but additional exhibitor car passes for the forward parking areas, valid for both days of the Suffolk Show, may be purchased and can be ordered on the Tradestand badge/ticket order form.

Admission Show days before 07.30 and after 19.00; to gain access on show days a TSV pass will be required. The Association reserves the right to restrict the number of passes issued. Each person in the vehicle must have an admission badge or pay the admission charge operating at that time in order to gain entry to Trinity Park. Vehicles will not be admitted to Trinity Park after 22.00 on the evening before the Show opens without a Show Day Tradestand Vehicle pass (TSV). Vehicles with a TSV pass may park internally in the Tradestand Vehicle Car Park.

Exhibitors are advised to check their route maps and to follow signs, using the appropriate car parks. Only those exhibitors who are Vice-Presidents will be issued a "VP" pass for use within the Vice Presidents' car parks. All other exhibitors should use the Bucklesham, Nacton or Foxhall car parks. Motor vehicles must not be left on stand spaces unless they form an integral part of the exhibit.

If any unauthorised vehicle is found on or near a stand after 08.00 on Show days the exhibitor will be asked to move it by the Tradestand Stewards.

Failure to comply will result in the removal of the vehicle at the exhibitor's expense. Service vans and lorries must be placed in the vehicle parks provided before 08.00 and remain there until 19.00 on Show days. On Show days exhibitors requiring refreshment supplies and/or stock to be delivered to their stands must arrange for such deliveries to be completed before 08.00, these vehicles will require a Show Days TSV (Tradestand Vehicle Pass).

FREE ENTRY	Public Car Park
£20.00	Show Day Tradestand Vehicle Pass (TSV)
£0.00	Pre/Post Tradestand Vehicle Passes prior to show days
£8.00	Additional Exhibitor Forward Parking Pass



9. Caravan Park

There are a limited number of places on the Association's Caravan Site, situated on the Bucklesham Road, opposite Trinity Park for the duration of the Show.

Caravan Pass £55

Caravans must be on site by 21.00 on the Tuesday 28 May – All caravans are to be removed by the following weekend. Facilities available: tap and chemical disposal point (toilets are by Gate 3; showers are available within the toilet block by Gate 3 or in the Trinity Rooms).

10. Electricity

Applications must be made direct to the Association, using the online booking form. Please note that all electricity orders placed after the end of March will be subject to a 25% surcharge for late booking and it may not be possible to accommodate all late requests. If a specific position is required for multiple supplies please contact our supplier directly. A single-phase or three phase electricity supply is available, details on the application form.

The use of any electrical supply for which you have not paid the appropriate charge is strictly prohibited.

Wiring beyond the switch fuse is the exhibitor's responsibility. For connection and testing, exhibitors are requested to make arrangements direct with the Association electrical contractor.

The Association will not be responsible for any power failures, however caused, although every effort will be made by its contractors to ensure supplies are maintained to the exhibitor. Supplies will be available to use on the Tuesday prior to the show.

Trade Exhibitors are not permitted to use any type of generators.

NOTE: For all queries please call the Electricity on 07711 248085.

All Areas Single Phase 230v supply

£212.00+VAT	Max Load 5kw supply with a 3 pin 16amp Ceeform Socket
£232.00+VAT	Max load 5kw supply with a 3 pin 16amp Ceeform Socket & twin 13amp 2 metre lead
£222.00+VAT	Max load 8kw supply with a 3 pin 32amp Ceeform Socket
£292.00+VAT	Max load 15kw supply with a 3 pin 63amp Ceeform Socket

Note: a Ceeform 3pin socket is not a domestic plug socket. The twin 13 amp 2 metre lead is a domestic socket.

All Areas Three Phase 400v supply

£342.00+VAT	Max Load 15kw terminating with a 5 pin 63amp Ceeform Socket
£425.00+VAT	Max load up to 45kw supplies
Quote to be supplied on request	

In addition to the supplies listed above, the following options are also available in the areas specified;

Food Hall, Equine shedding & Rural Skills ONLY

£82.00+VAT	Max load 750w with a 3 pin 3amp fuse on a ring main
Note: for use with fridge (300w), lap top or lamp. Not for kettle, boilers and coffee machine use.	

Service Area Food Hall Car Park ONLY

£150.00+VAT	Single Phase 230v Supply
	Max load 5kw supply with a 3 pin 16amp socket

11. Water

Water standpipes can be provided to most sites. Standpipes will be placed along the back line of the stand space. If a specific position is required for the pipe, exhibitors are asked to draw a diagram of the stand, together with measurements, and email to the Tradestand Office. A water supply can also be connected to a sink unit, if provided by the exhibitor and in place by [Friday 24 May 2024](#).

Exhibitors who have tanks for water storage may request that the Association fill them as necessary.

The Association will not be responsible for any water failures, however caused, although every effort will be made by the contractors to ensure supplies are as required by the exhibitor.

Exhibitors must provide their own above ground soakaways but must check with our Estate Manager before doing so and ensure all Health and Safety issues are covered within their Risk Assessment.

£120.00+VAT	Standpipe Connection
£150.00+VAT	Connection to a sink unit (sink unit to be provided by exhibitor)
£50.00+VAT	Additional Connection





12. Tradestand Business Description

The exhibitor's name and stand number will be entered in the Show Catalogue and on the website. This information will be published under a numerical list of stand holders in one of the Show publications. The Association accepts no responsibility for any misprinted information.

Please update your 2024 business description or changes to your previous description by changing the description on the online booking form to ensure accurate representation of your company/organisation in the Show Catalogue and on our website no later than 28 February to guarantee insertion in the Show Catalogue.

Please include your web address, telephone number, email and a business description (30 words maximum). Please note, if your description exceeds 30 words, we reserve the right to edit it at our discretion) and indicate which of the following categories your organisation falls into:

Agricultural, Business & Media, Community & Health, Education & Environmental, Food & Drink, Horticulture, Home, Retail, Motor & Marine, Equine & Animal, Tourism & Leisure.

13. Preparation of Sites

Your 2024 stand number will be issued in April.

Please keep to the Avenues whilst driving around the showground and do not drive on other people's stands. Any extra helpers to your stand should park their car in the VP car park (via Gate 1) and walk to their stand and must be off site before show days. Alternately please share transport.

A site services plan is available from the tradestand office and must be seen prior to any ground work commencing.

Site frontages will be marked with two wooden pegs. The tradestand number will be marked on one of the pegs by the Association during May. Individual exhibitors should check the measurements and the exact nature of their stand space.

Stand holders must not encroach on adjoining stands or obstruct avenues when erecting their stands nor during the time the Show is open.

You must ensure that the whole of your exhibit and associated structures and parts, such as marquees and especially trailers, ropes, tow bars, pegs and plates, are within the measurements of your site and do not extend beyond the boundaries in any way. Please check with your contractor when hiring structures, such as marquees, for exact measurements as items such as base plates will normally extend beyond the measurements of a specified marquee (i.e. a 6m marquee will be roughly 6.3m with baseplates and would need a minimum 7m frontage to accommodate it).

If there is any doubt regarding the location or size of your site, please check with the Show Office before work commences.

Preparation work on tradestand spaces may commence from Monday 20 May or earlier by arrangement, but equipment left on tradestand areas remains at the sole risk of the exhibitor. Due to the risk of hitting underlying cables or pipe work, any exhibitor wishing to bore or dig a hole of any depth on their stand must scan the area for cables. Please seek the permission of the Association prior to the commencement of any work. If you have not sought prior permission, you will be liable for any associated costs for damage.

Exhibitors are responsible for the control of their contractors and must supply their contractors with the site services plan. Exhibitors will be held responsible for the adequate fencing off of all exhibits and erections (including tent pegs) dangerous to Show visitors.

All mechanical and hydraulic devices must be guarded and safely secured.

Stands must be completely ready by the evening prior to the Show and no vehicles be left on or near the stand on Show days unless they form an integral part of the exhibit. Vehicles will not be admitted to Trinity Park after 22.00 the evening before the Show opens without a Show Day tradestand Vehicle Pass.

Note: A Pre/Post Tradestand Vehicle Passes are required at no cost prior to show days. Please apply to the tradestand office for extra passes.

14. Grass Cutting

Grass on tradestand sites will be mown up until the week before the Show or until your stand has been set up, weather permitting and if access for tractor drawn mowing machinery is unobstructed.

However, for the last few weeks before the Show, exhibitors must accept that the responsibility for grass maintenance passes to the stand holder once the stand is occupied.

Key information when attending the Show is as follows:

All vehicle passes must be completed and on display upon arrival at the showground and displayed thereafter.

- Setting up must be completed by no later than 18.00 on Tuesday 28 May.
- No on-showground vehicle movement is allowed between 07.30 and 19.00 unless pre-authorized with an issued pass.
- No generators are allowed to be used on the showground or in car parks at any time.
- On site vehicle keys must be kept separate from the vehicle when stationary.
- No vehicle is permitted to move when leaving the Show on the Thursday until after 1900. All requests for an earlier movement time must be obtained from the Tradestands Office.
- Failure to comply with one or more of the above may result in a ban from any future show.



15. Livestock/Birds on Tradestands

The Tradestand Office must be notified in writing of any livestock that will be brought into Trinity Park for exhibition on a stand. All animals must be accompanied by the appropriate DEFRA movement permit and are subject to movement restrictions. No livestock will be allowed to move within the Tradestand Exhibition Area between 07.30 and 19.00, access to and from this area can be gained outside these hours.

The selling of animals or birds at the show is strictly prohibited.

Veterinary officers

During Show opening hours, the Duty Veterinary Officer will be contactable via the Show Office. Overnight, contact should be made either via the Vet Centre (grid reference K13) or via Security at the Main Entrance.

16. Telephone/ISDN

For the installation/applications of a temporary telephone/ ISDN line applications should be made direct through British Telecom Services by dialling 0800 400400 (Select option 1, then option 2 to speak with an advisor) or through your service provider if different.

17. Health and Safety Risk Assessments

All exhibitors must complete a Health & Safety Risk Assessment form to cover the setting up, operation on the days of the Show and dismantling of their tradestand.

One copy must be returned to the tradestand office, via your online booking form by the 28 February. A copy must also be available on the tradestand along with any other referred to and/or relevant information along with training certificates for the duration of the Show for inspection. During the Show, we will be auditing this requirement to satisfy the Suffolk Agricultural Association's duty of care and other regulatory stakeholders. If livestock or birds form part of your tradestand a separate form will be issued on request.

Stand Risk Assessments and Safe Systems of Work need to be held on each stand with the competent person(s) listed available on the stand at all times.

Guidelines for Tradestand Exhibitors – please use the guidelines shown on our Risk Assessment Form and please consider what risk there is to those building up and breaking down tradestands, and during show opening times.

In order to comply with The Regulatory Reform (Fire Safety Order) 2005, all tradestands must give due consideration to the possibility of fire and must include this within their Risk Assessment. Outline the steps you propose to take to minimise that risk using a format as shown. For more guidance please visit www.hse.gov.uk. If, in your opinion, there is no risk please print 'no significant risk'.

Tickets will not be issued until your completed Risk Assessment form has been received.

18. Fire Precautions

All Exhibitors must provide adequate appropriate firefighting equipment throughout the period of the Show. Emergency exits must be provided in marquee and caravan type exhibits and be clearly marked. Exhibitors using inflammable material on their stands must take special precautions against fire and in all cases must provide fire extinguishers designed to deal with the risk involved and of a type approved by the Suffolk Fire Service. Exhibitors are requested to familiarise themselves with the Association's Code of Practice for Safety and Accident Prevention and Code of Practice



for Fire Precautions in Tents and Marquees and must comply with The Regulatory Reform (Fire Safety Order) 2005 and The Smoke free (Premises and Enforcement) Regulations 2006 requirements.

Straw bales may be allowed as part of your tradestand. Please contact the Show Office if you wish to request permission.

19. Code of Practice for Safety and Accident Prevention

All persons, firms, exhibitors, contractors, societies etc admitted to the Association's property shall be subject to the Code of Practice prepared by the Association as required by the Health & Safety at Work Act 1974. Exhibitors are reminded that they are responsible for the observance, by themselves, their employees and their contractors, of the Health and Safety at Work Act 1974 and the relevant statutory provisions that cover all safety regulations. They must be able to provide proof (either in the form of a letter or certificate) that all marquees/tents and other structures are erected in a safe manner. Exhibitors must be able to contact contractors in case of emergency. These requirements will be enforced by Government Local Authority Inspectors.



20. Medical Facilities

Medical services will be provided on the Showground during the Show's opening hours. For out of hours services please telephone 111 for medical advice and 999 for emergencies. The Trinity Park postcode is IP3 8UH.

21. Food Hygiene

Responsibility and full compliance with statutory regulations is required. Further advice and information on food safety and associated laws can be obtained from the Food and Safety Team at East Suffolk Council, East Suffolk House, Station Road, Melton, Woodbridge, Suffolk IP12 1RT. www.eastsuffolk.gov.uk

22. Alcohol

Exhibitors are responsible to ensure that no alcoholic liquor is obtained from their stand by children or young persons. Challenge 25 is advised. The SAA has a premises license for some areas of Trinity Park, Exhibitors may be required to apply for a TENS. Please contact the Tradestand Office for advice at least 3 months before the Show.



23. Green Policy

Exhibitors are required to maintain their stand space and surrounding area in a clean and hygienic condition.

Exhibitors are requested to place litter outside their tradestands last thing each evening for collection by the cleaning contractors.

On closure of the Show and after dismantling their stand, exhibitors are asked to collect up and place all rubbish in the bins or skips provided. Please place all cardboard flat packed outside your stand.

Exhibitors are required to ensure the removal of all refuse and litter from tradestand sites, giving special attention to glass, bottle tops, nails, cable ties and wire, and also paper left inside marquees. **In the event of failing to clear and restore a site the Association will undertake the work and charge it to the exhibitor concerned.**

24. Security

Although the Association will make every effort to ensure security, including gate control and 24 hour foot patrols, exhibitors' property is left entirely at their own risk and exhibitors are advised that anything of value which can easily be stolen should be secured or removed overnight and not left unattended even after the Show. All exhibitors must have their own insurance cover.

Security guards arrive on site the week prior to the Show. At this point all gates are closed except Gate 1 and this will be open and guarded at the times stated below (NB 24hr CCTV cameras are also in operation): Gate 1 is open from Monday 22 May (06.00) to Monday 5 June 2023 (09.00).



25. Advertising

The use of loud speakers, selling of articles by auction, the flying of drones, balloons or kites, use of aircraft or captive balloons for advertising in the proximity of Trinity Park is strictly forbidden, due to the potential danger to livestock/public. Exhibitors are not permitted to issue or sell inflated balloons.

Exhibitors are not permitted to run raffles, games of chance, or draws, except by special permission of the Association. No person shall fix notices or placards or canvas Show visitors in any part of Trinity Park or car parks other than within their own stand space or with the Associations permission.

26. Touting for Trade

It shall be a condition of admittance to Trinity Park that no person shall ply for or solicit trade with visitors to the Show in any other capacity deemed by the Association's officers to cause annoyance. The Association reserves the right to expel from Trinity Park, without repayment of the admission charge, anyone who infringes this By-law.

27. Conduct of Exhibitors

Exhibitors will be held responsible for the conduct of their staff at the show. The Association reserves the right to expel from Trinity Park anyone displaying aggressive, threatening or unsociable behaviour.



28. Hospitality

Exhibitors are permitted to provide hospitality on their stands for their customers free of charge. The only exception to this being organisations with a membership who will be allowed to make a charge, but this is subject to an annual written application to the Association beforehand. The charge will then be subject to a commission.

29. Dismantling Exhibits

Dismantling of tradestands and exhibits may commence from 19.00 on the last day of the Show.

Vehicles forming part of a tradestand will not be permitted to leave their stand before this time. Any vehicles attempting to leave their stand or move off Trinity Park before 19.00 will be stopped by the Breakdown Stewards (yellow hi vis jackets) or Security Officers and only be allowed to proceed once the Associations Health & Safety Advisor has signalled that it is safe to do so. In the event of the majority of visitors having left Trinity Park before 19.00, then vehicle movements may be allowed earlier, but only at the discretion of the Association.

Open Ground Exhibitors must remove all their equipment within 7 days of the Show and any exhibitor who breaks the soil for the purpose of any exhibit must restore the same.

Any equipment/items left on site after this date will be charged £100+VAT per week for each following week or part of, after this period.

Food Hall, Suffolk Skills, Retail and Business Avenues – Exhibitors must adhere to the deadline for dismantling their stand, as outlined in the details provided with the tickets. This may be as early as close of Show on the Friday. Please ask if you have any queries.

A holding area is provided for vehicles sent to collect dismantled exhibits. They must not arrive before 18.00 and only at Gate 11, access is then gained to Trinity Park after 19.00 on Thursday 30 May 2024. Gate 10, will also be opened at the close of the Show (ie 19.00 on Thursday) for those exhibitors who wish to bring a vehicle in to dismantle their stand.

Anybody caught dismantling their stand and leaving their site before the close of the Show will not be invited back to exhibit the following year.

30. VAT

The Association reserves the right to change VAT quoted on all application forms in line with any Budget amendments.

31. Parcel Delivery

The Association will accept delivery of small parcels at Gate 1, between 09.00 and 17.00 on Show days only. Goods will be signed for as unchecked and stored within the security gate entrance porta cabin until collected by your tradestand. All details of the delivery must be given to the Tradestands Office prior notice to the Show. Any parcel attempted to be delivered without permission will not be accepted.

Prior to the Show you must be available to collect and sign for your goods on your stand. The Association will not accept responsibility of any items delivered prior to the Show within its office or on the site.

32. Disability Discrimination

Under the Disability Discrimination Act 1995, everyone has the right to have access to your stand. Should you have any queries regarding this, please contact the Disability Rights Commission for advice on 0845 622 633 or email enquiry@drcgb.org.

33. Loud Speakers and Noise

Written permission is required for anyone planning to use audio equipment (including disco music) on their stand. Any exhibitor that causes annoyance to neighbouring exhibitors or to the public with smoke, noise or smell from their stand will be asked to stop the activity. The Senior Tradestand Steward's decision is final and is empowered to enforce a ban for the duration of the show.

34. Two-way Radios

Exhibitors wishing to use two-way radios during the show will be required to notify the Tradestands Office prior to the show. The Association reserves the right to restrict the number of frequencies and the power of the equipment.





35. Wifi, PDQ Machines & Additional Wireless Policy

At the Suffolk Show, the Association will strive to make the best wireless network resources available to exhibitors throughout the show.

Please book your Wi-fi via your online booking form.

36. Cancellation

Any exhibitor wishing to cancel the contract should give the earliest possible written notice to the Tradestands Office. No entry fees, deposits, outstanding or paid, can be returned without authority from the Association. Generally, the Association use the following guidelines, however, each case will have to be assessed individually if a cancellation occurs prior to 1 March. A penalty charge of 25% plus VAT will be incurred and no refund will be given if the cancellation occurs after this date. The Association reserves the right to occupy or re-let any site in respect of which notice is given.

37. Data Protection

The Association and all tradestand exhibitors must adhere to GDPR national guidelines.

38. Interpretation of By-Laws

The Association reserves to itself by its Trustee Board, the sole and absolute right to interpret these or any other prescribed conditions and regulations and arbitrarily to settle and determine all matters, questions or differences in regard thereto, or otherwise arising out of or connected with or incidental to the Show. Also, to refuse and to cancel any entries, and relax any conditions or regulations as the Association may deem expedient.

39. Violation of By-laws

If it shall be proved to the satisfaction of the Trustee Board that an exhibitor or applicant has attempted to impose on the Association or has attempted to obtain a prize or premium by any unfair means, he/she shall forfeit any prize or prizes which may have been awarded and shall be removed from the Association's land immediately and shall thenceforth, be prohibited from exhibiting.

METRIC CONVERSION TABLE	
6ft	1.8288m
8ft	2.4384m
10ft	3.048m
15ft	5.00m
20ft	6.096m
25ft	8.00m
30ft	9.144m
35ft	11.00m
40ft	12.192m
45ft	14.0m
50ft	15.240m
55ft	17.00m
60ft	18.288m
65ft	20.00m
70ft	21.336m
75ft	23.00m
80ft	24.384m
85ft	26.00m
90ft	27.50m
95ft	29.00m
100ft	30.50m
105ft	32.00m



Sponsorship & Promotional Opportunities

Around 120 companies sponsor the Suffolk Show each year providing opportunities to reach their target markets and position themselves by sponsoring a particular aspect of the Show. These range from special features which can include technical exhibits providing education for both farmers and the general public, to ring events/displays or livestock classes.

A wide range of sponsorship opportunities are available throughout the Show, which can be tailored to meet individual requirements.

The benefit packages include:

- Branding in key areas across the showground
- Banner opportunities in high visibility sites
- Access to the Ringside Sponsors' Lounge
- Opportunities to invite guests for lunch in the Sponsors' Lounge
- Opportunities to attend the President's reception
- Prize giving and photo opportunities
- Acknowledgements in the prize schedule, catalogue, show guide and on the website.

Targeted sponsorship opportunities

The diversity of exhibits and displays at the Suffolk Show provides an unrivalled opportunity for organisations to support relevant industries and specific target audiences. Examples of highly popular areas to sponsor include equine classes, livestock classes and feature areas such as Equine Village, Fifth Avenue, Flower and Garden Show, Countryside and Wildlife areas, Suffolk Skills Zone and Farm Discovery Zone. Sponsorship packages start at £600.

Advertising in the Show Catalogue

The Show Catalogue is ideal for advertising to the county's Agricultural and Equine communities.

To advertise, contact Paula.slater@suffolkshow.co.uk for more details.

Banner Advertising

Banner advertising is a great way to raise your profile and promote your brand. Banner space is available in all the Show's entertainment rings and strategic points around the showground.

Prices stated are for banners measuring 3000mm x 610mm.

The Association will be responsible for fixing the banner to a position within the ring fencing. Advertisers will be expected to deliver their banners to the Show Office 7 days prior to the show and to collect their banners within 7 days after the show. The Association does not accept any responsibility for banners lost or damaged over the Show period. Banners will be displayed from midday on Tuesday 28 May 2024 and throughout the Show.

Further Information and Booking

For further information about any of our sponsorship and marketing opportunities or to book a sponsorship package or banner space, please contact;

Paula Slater | 01473 707114 | paula.slater@suffolkshow.co.uk

Cost per Banner

£380.00	Grand Ring
£280.00	President's Ring / Trinity Ring
£165.00	Working Hunter Ring / Bucklesham / Nacton / Foxhall / Levington Rings

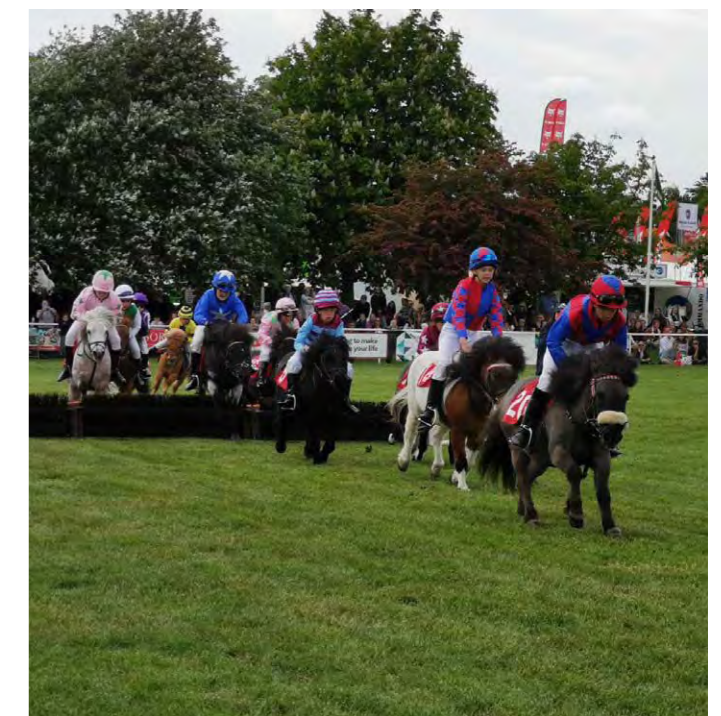
Visit our website www.suffolkshow.co.uk for further information and to download the banner booking form.

Membership

Members enjoy many benefits on Show days. In addition, you can be sure in the knowledge that your subscription is being used to help fund a range of agricultural education programmes. Over recent years the Association has expanded its education programme, running a number of key events which enhance agricultural education in Suffolk and are designed to complement the national curriculum. The School Farm and Country Fair is held each April and attracts over 4,000 primary school pupils and their teachers to experience, at first hand, food, farming and the countryside. This is complemented by the School Farm Links Project, twinning local schools with local farms, and by the Suffolk Schools Competition.

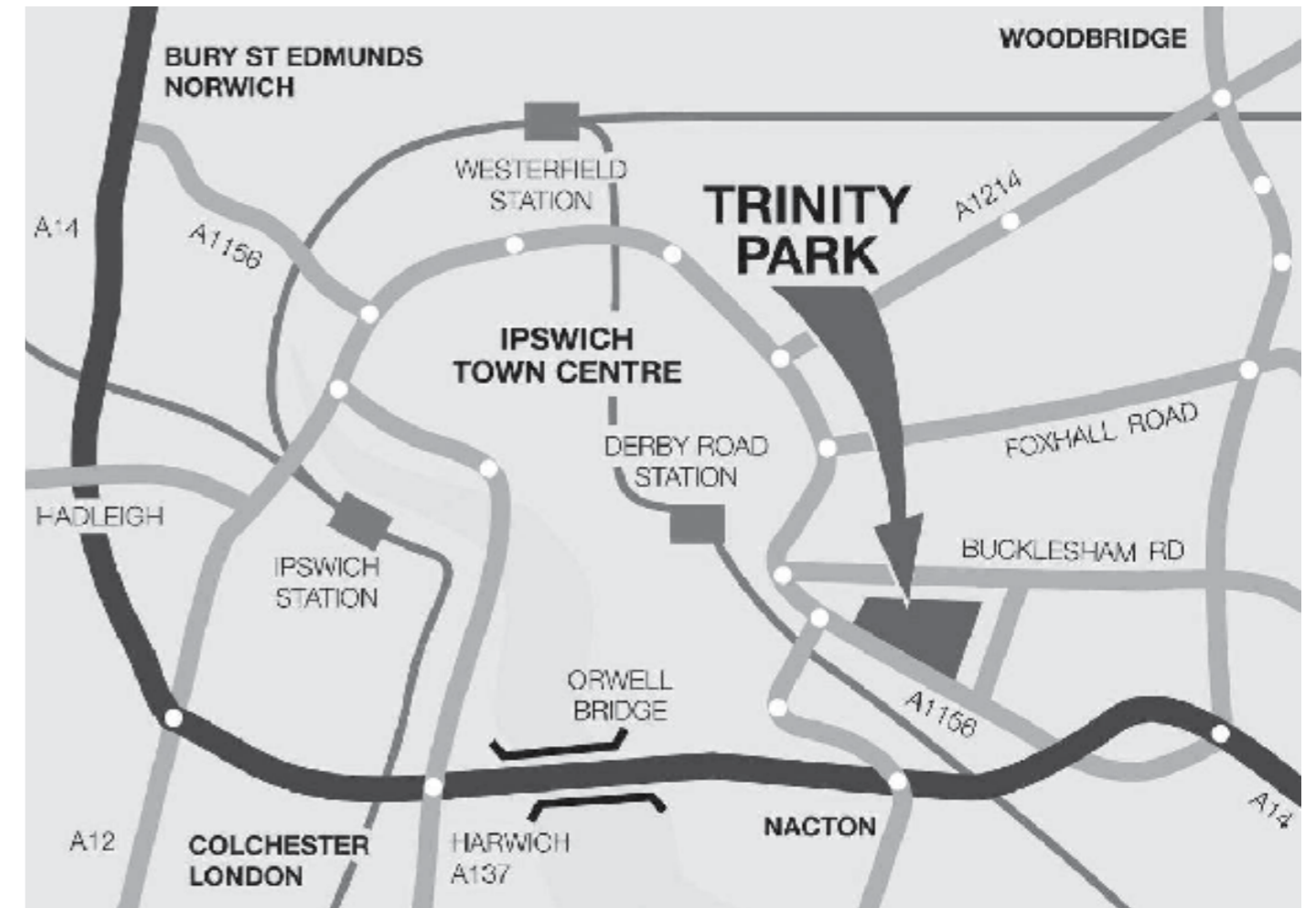
A programme of specialist conferences is also organised, focusing on key agricultural issues and attracting distinguished speakers from within the industry. Members enjoy priority booking and preferential rates at our conferences. Please see our website for more details.

www.suffolkshow.co.uk





Directions to the showground



How to find us

The Suffolk Show is conveniently located off the A14 on the outskirts of Ipswich.

By Rail

Trinity Park is just 5 miles from Ipswich Railway Station. This line links directly to London Liverpool Street and the journey takes approximately one hour and fifteen minutes. At the station there is a taxi rank and bus stop.

By Road

1. From the West: The Midlands A14. Take the first exit after the Orwell Bridge signposted Nacton and Ransomes Europark. Follow signs for the A1156 and Trinity Park.
2. From the East: Felixstowe A14. Take the exit signposted Bucklesham, Levington and Woodbridge. Follow signs for the A1156 and Trinity Park.
3. From the South: London, Chelmsford and Colchester. The A12 is a major route for those travelling from the South, where it meets the A14 follow signs to Felixstowe and exit as instructed for travelling from the West.
4. From the North: Great Yarmouth A12. Exit at the Seven Hills roundabout and follow signs for Ipswich East, A1156 and Trinity Park.

By Air

Airports: London Stansted Airport is about an hour and a half from Trinity Park.

Distances in Miles

- Birmingham 157 miles
- Bristol 209 miles
- Chelmsford 44 miles
- Edinburgh 386 miles
- Liverpool 249 miles
- London 78 miles
- Manchester 221 miles
- Norwich 52 miles
- Peterborough 96 miles

By Bus

For further information regarding bus services to Trinity Park, please contact Ipswich Buses on 0800 919390.

Tradestand Competitions

Judging will take place on the first day of the show. All tradestands are automatically entered.

Stands must be ready and open to the public by 08.30 when judging commences on Wednesday 29 May 2024.

2023 Winners



CLASS 1
For the Best Agricultural Dealer's or Contractor's Stand Exhibiting Machinery or Implements
The Perpetual Challenge Cup, presented by Potters Ltd

P. Tuckwells Ltd.



CLASS 6
For the Best Motor Vehicle Stand
The Perpetual Challenge Trophy, presented by Armstrong Publicity Ltd

John Banks



CLASS 7
For the Best Stand Representing Education
The Russell Faulds Perpetual Memorial Trophy

BT



CLASS 2
For the Best Allied to Agriculture Stand
The Perpetual Challenge Cup, presented by the Suffolk County Branch of the National Farmers Union

Fram Farmers



CLASS 3
For the Best Commercial Tradestand
The Sir Roland Burke Perpetual Challenge Cup

Green Pulse Energy




CLASS 8
For the Best Exhibit in Food Retail (Food Hall)
The Perpetual Challenge Cup, presented by Lady Phyllis MacRae

Bakeaholics



CLASS 9
For the Best Exhibit in Catering Retail
Trophy to be awarded

Aspell Cyder



CLASS 4
For the Best Stand Making Use of Floral Decorations on a Tradestand Exhibit
The Perpetual Challenge Cup

Ernest Doe



CLASS 5
For the Best Stand within the Craft Marquees
The Suffolk ACRE Perpetual Challenge Cup, presented by Suffolk ACRE (Reserve)

Prison



CLASS 10
For the Best Stand Representing Environment and/or Countryside
Trophy to be awarded

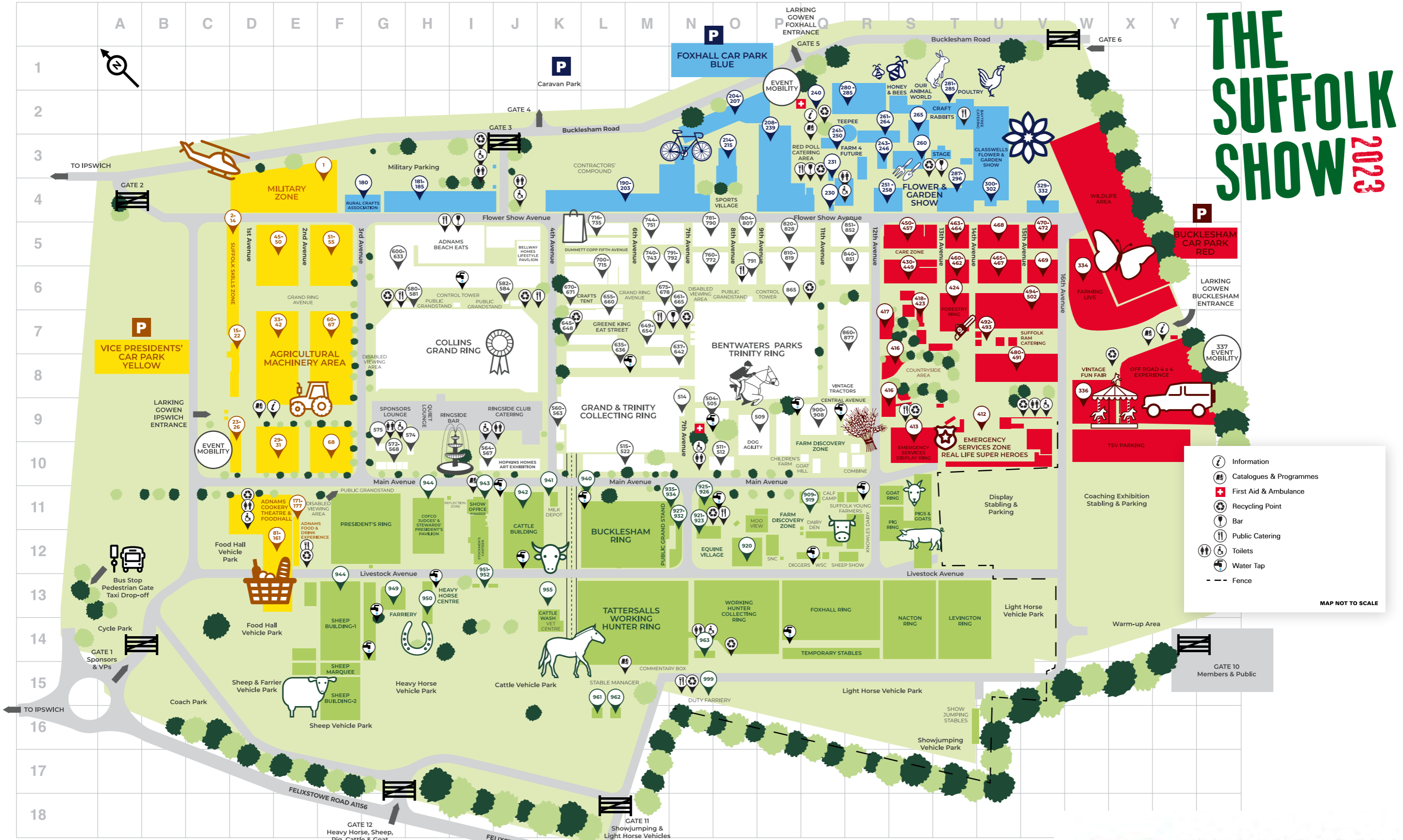
Binders



CLASS 11
For the Best Stand in the Show
The George Thurlow Centenary Perpetual Challenge Salver, presented by Thurlow Nunn & Sons Ltd

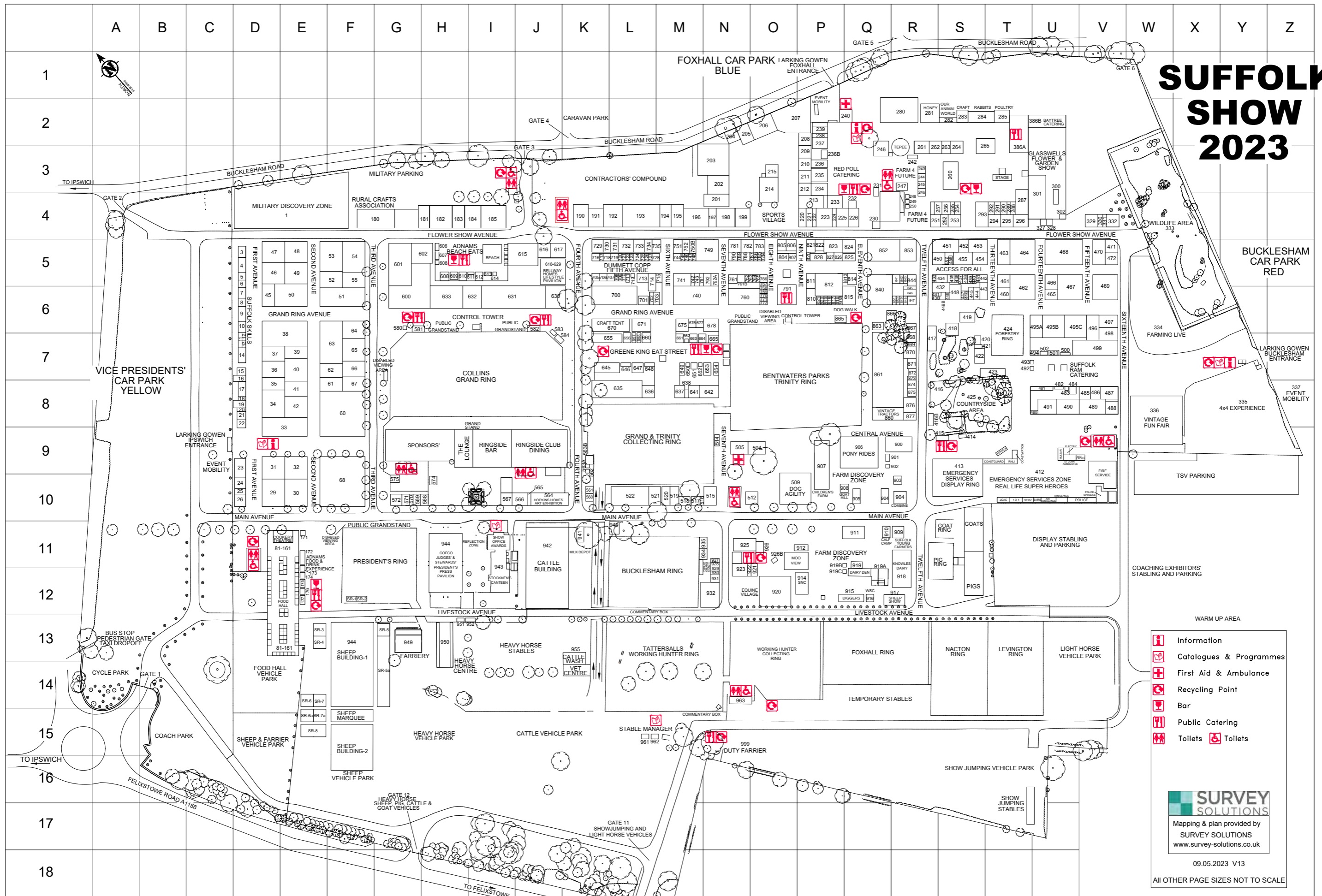
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THE SUFFOLK SHOW 2023



MAP NOT TO SCALE

- Information
- Catalogues & Programmes
- First Aid & Ambulance
- Recycling Point
- Bar
- Public Catering
- Toilets
- Water Tap
- Fence



SUFFOLK SHOW 2023

SUFFOLK AGRICULTURAL ASSOCIATION, TRINITY PARK, FELIXSTOWE ROAD, IPSWICH, IP3 8UH.

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RAISING INDUSTRY STANDARDS SINCE 1979

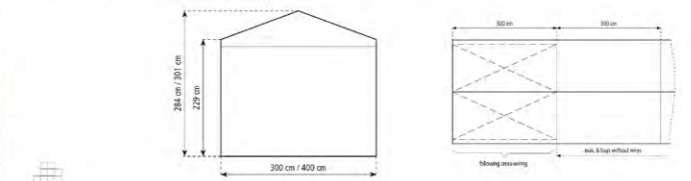


TECHNICAL DATA

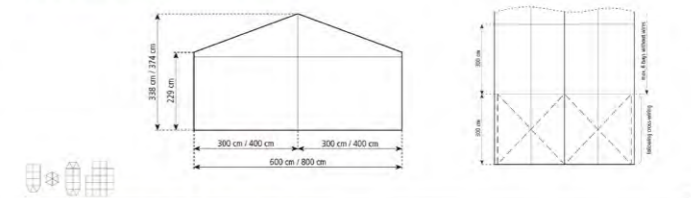
PARTY TENT

STANDARD VERSION						
Span	300 cm	400 cm	600 cm	800 cm	900 cm	1,000 cm
Side height	229 cm	229 cm	229 cm	229 cm	229 cm	229 cm
Ridge height	284 cm	301 cm	338 cm	374 cm	392 cm	411 cm
Roof pitch	20°	20°	20°	20°	20°	20°
Bay distance / grid	300 cm	300 cm	300 cm	300 cm	300 cm	300 cm
Longest component	350 cm	430 cm	350 cm	430 cm	490 cm	540 cm
Main profile	81 x 48 x 3 mm or optional 94 x 48 x 3 mm					94 x 48 x 3 mm
Gable column	0	0	1	1	2	2
Corner connections	Stem bolts					
Min. setup length	600 cm					600 cm with portals
Max. setup length	Expandable with the grid					
Max. wind speed according to EN						80 km/h
Special design	<ul style="list-style-type: none"> Elimination of anchoring by the installation of a steel-aluminum floor with ballast or use of the compact floor Elimination of the side bandage scissors through the installation of portals 					
Further extension possibilities	Economy extension	Hexagonal with intermediate fields single and on both sides		Tents of Mega series		Octagonal with intermediate fields single and on both sides
Fußboden	<ul style="list-style-type: none"> Wood floor with timber or steel-aluminum substructure Cassette floor Compact floor 					
Tarpaulin	RÖDER No. 1, PVDF-coated tarpaulin, according to DIN 18204					

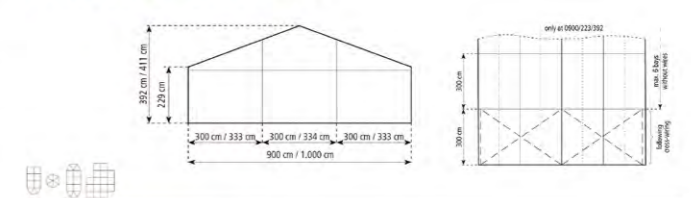
300/229/284 & 400/229/301



600/229/338 & 800/229/374



900/229/392 & 1.000/229/411



QUESTIONS AND COMMENTS

We have provided you with a summary of the main data and measurements of our standard constructions. No guarantee can be made for the accuracy of the information given. We cannot be held liable for printing or spelling errors. We would be happy to meet with you personally to help you find the perfect accommodation to match your requirements. If you have any questions on further measurements, specialist constructions, extensions or remodeling, or if you require further technical data, the RÖDER team will be happy to help.



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- Weddings and celebrations
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CHECKLIST ✓

- | | |
|---|---|
| <input type="checkbox"/> Online booking form sent | <input type="checkbox"/> Gas certificate |
| <input type="checkbox"/> Payment sent | <input type="checkbox"/> Electrical PAT certificate |
| <input type="checkbox"/> Business description confirmed | <input type="checkbox"/> Ringside Banner requested |
| <input type="checkbox"/> Electric or water ordered | <input type="checkbox"/> Permission to break the ground |
| <input type="checkbox"/> Risk & Fire Assessment sent | <input type="checkbox"/> Additional passes ordered |
| <input type="checkbox"/> Copy of insurance cover sent | |

Notes