

EXHIBITOR INFORMATION



All exhibitors are advised to read the below information before attending NSA North Sheep 2019.

Bio-security

Please be aware of any bio-security advice either shown by signs or given verbally by event stewards.

Maedi Visna Accredited – if you have MVA sheep please ensure you unload in the correct place (signs will be displayed). You must hand in a SAC form with your AML1 form.

Build up

The site is easily accessible from the A65. Follow the yellow AA NSA North Sheep signs.

Diversion – high sided vehicles including articulated lorries must note the diversion in place off the A65 to avoid the low railway bridge (11'9"). Please ensure you note this to your delivery staff.

Access to the site for articulated vehicles can only be guaranteed on MONDAY 5th JUNE from 11am to 4pm.

Build Up Access for stands will be:

Monday 3rd June 10am to 6pm

Tuesday 4th June 10am to 7pm

The site will be closed after these times with security guards on patrol. Please obey instructions given by the stewards with regard to routes and parking.

Advise all lorry drivers to keep to the avenues within the outdoor trade stand area and to avoid driving over space allotted to other exhibitors. We advise all exhibitors with show units to arrive early to gain easy access to their site.

A loader will be available at the following times to assist with unloading and loading:

Monday 3rd June 10am to 4pm

Tuesday 4th June 10am to 6pm

Wednesday 5th June 5pm to 7pm

Thursday 6th June 10am to 12noon

The loader is a hired vehicle and the driver is only contracted to drive at the above stated times.

All vehicles must be removed to the trade/sheep car park after unloading to avoid congestion.

A maximum of two vehicle passes will be sent to trade/sheep exhibitors, this is due to space restrictions within the trade/sheep exhibitor car park, exhibitor vehicles without a vehicle pass will have to park in the free public car park. Please note access to the trade/exhibitor car parks will only be possible from 7am to 8am on Wednesday 7th June. No exhibitor or vehicle passes are required on the build-up days.

No exhibitor shall be permitted to arrange their stand or to place signs/equipment in such a manner as to obstruct the light or to inconvenience or disadvantage the display of any other exhibitor.

Every effort is made by the organisers to ensure all stand pitches are the best they can be. Please remember this is a working farm and not a standard exhibition facility.

Staff Entry – it is your responsibility to ensure all staff/colleagues have sufficient admission tickets before the event. Personnel arriving at the gate with no ticket will be charged full price to be allowed entry to the event.

Stand Competitions

Best Indoor and Outdoor Trade Stand, Best Sheep Breed Society Stand and Best Sheep Breeder Stand will be judged on 5th June from 8.30am, please ensure your stand is prepared for the judging.

Breakdown

No article on exhibition may be removed and no stand dismantled at the event before 5pm. Exhibitors vehicles will be allowed onto the site after 5.30pm (subject to Health & Safety) on Wednesday 5th June, please follow the instruction of the Stewards at the event.

All exhibitors shall be responsible for the removal of refuse from their stand and outside stands shall completely restore the ground on removal. A skip will be on site for refuse.

HEALTH & SAFETY - NO VEHICLE ACCESS TO ANY TRADE STAND AREA AND SHEEP BREED AREA FROM 8.00am to 5.30pm ON WEDNESDAY 5th JUNE. ANY EXHIBITOR, THEIR CONTRACTOR OR EMPLOYEE WHO GAINS ACCESS TO THE AREA BEFORE 5.30PM MAY BE BANNED FROM FUTURE NSA NORTH SHEEP EVENTS

Security

There will be a security presence onsite from 9pm to 7am both Monday 3rd June and Tuesday 4th June. Exhibitors should take all reasonable care to secure their stand. NSA is not responsible for any damage or theft from any stands at NSA North Sheep 2019.

All exhibitors and visitors are reminded that if they see anything suspicious e.g. activities or parcels, please notify event officials immediately.

Visitor Opening Hours

The event is open to the public from 9am to 5pm on Wednesday 5th June. Stands should be manned at all times.

Catering

Hot food and drinks will be available from the hours of 12pm to 6pm on Tuesday 4th June and from 7.30am to 5pm on Wednesday 5th June. The sole catering and bar rights have been granted.

Electricity and Water

Exhibitors who have indicated that they require electricity on their stand booking will be supplied with a single 13-amp socket, unless any special arrangements have been made. The electrician will be on hand during build up and event day. Generators will be used for the electrical supply; please note electrical supply may not be available until 8am on Wednesday 5th June.

Water will be available from within the trade stand area. Take note of signs indicating ‘drinking water’ and ‘non-drinking water.’

Press and PR

There will be a Press Lounge at NSA North Sheep 2019. Are you planning to launch a new product or service, host demo sessions, or giveaways and wish to maximise your pre-event coverage? Then take advantage of these FREE opportunities. We will notify the media as to what is happening and include details in the media pack. We will distribute your information in the press room. Please send a press release accompanied with high-res images (at least 300 dpi) to Barbara@glendalepr.co.uk. Alternatively, if you are not sure about your options, please contact Barbara Huddart at Glendale PR to discuss further - telephone 01668 23044 or email as above.

Leaflets - Exhibitors are reminded that without the consent of the Organiser they must not dispense their promotional literature out with the boundaries of their stand. Only in exceptional circumstances will permission be given. Literature may however, be left in the Press Office

Social Media – Be part of the #conversation.

Pre, during and post NSA North Sheep, we will be running an active campaign to drive conversations on social media. While hashtag activity will peak during the event, as an exhibitor we want to share your activity and enthusiasm before NSA North Sheep. For the latest North Sheep news and to network with attendees please connect with us on social media using these links:

		@natsheep #northsheep			Shoot a short video previewing what visitors can expect. We can feature these on our Social Media pages
nsa_northsheep					

So that we can connect with you on Facebook, Twitter and Instagram for maximum visibility, please tell us what your social media details are. Please email these to Barbara@glendalepr.co.uk

Photography – as an event we will have a professional photographer working to gather photos from the day. Some photos will be shared with the press and the event website. If you do not wish your photo to be taken, please notify the photographer or organisers immediately. Please note some photos may be gathered by drones.

Fire Precautions

Trade stand exhibitors responsibility regarding fire precautions are:

- (i) The means of exit for members of the public from every tent, marquee or closed area is satisfactory and maintained in such a condition
- (ii) Each exhibitor provides an approved fire extinguisher(s) of a type and capacity that is suitable for the risk introduced by that exhibitor to the event
- (iii) A suitable fire notice should be displayed upon your stand giving the action to be taken in the event of a fire
- (iv) The organisers require a copy of a fire retardant certificate for all marquees and tents at the event. Can you please send or fax a copy of this to the organisers before the 31st May.

ALL EXHIBITORS MUST FURNISH THEIR STANDS WITH A FIRE EXTINGUISHER

Food Hygiene

Industry Guide to Good Practice – Retail Guide, Catering Guide – obtainable from Chadwick House Group, Chadwick Court, 15 Hatfields London, SE1 8DJ. Tel: 0171 827 5882

Food Sampling or Demonstrations

Exhibitors are warned that the Food Hygiene (Market Stalls and Delivery Vehicles) Regulations 1966 will apply. A copy of this publication may be obtained from your local Health Department office.

Health and 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 covers all safety regulations. Any item of risk or hazard should be reported to the Organisers office immediately and the relevant risk assessment form completed and handed to the event office before you set up your stand.

The National Sheep Association (The Association) will not be responsible for any accident, damage or loss however caused, which may occur to any exhibitor or to their animals, articles or property brought onto the site. The Association will not be responsible for any actions or expenses on account of or in respect of any such damage or injury caused. All exhibitors must have Full Third Party Liability insurance and, if requested, will supply proof of current policy to The Association. All exhibitors indemnify the association from any claims made in connection with the exhibitor's staff, equipment, display, animals or vehicles.

The decision of the Organising Committee and the Event Organiser will be final.

Sheep on Stands – Further Information

Holding Number: 48/871/8105 Address: NSA North Sheep, New Hall Farm, Rathmell, Settle, BD24 0AJ

Veterinary Treatment – if veterinary treatment is required for any animals, all charges incurred must be paid by the breed society/company or breeder concerned. NSA reserves the right to call a vet in the absence of the society/breeder/stand official responsible.

NSA does not provide straw, hay or feed for stands. Please ensure those supplying sheep are aware of this.

Please ensure that you complete an AML1 for your journey to the event along with another AML1 ready for your return journey. Ensure both forms are handed in to the stewards on your arrival.

Only those stands who booked hurdles on their booking will be allocated them

Sheep must arrive between 9am and 6pm on Tuesday 4th June – please ensure those supplying sheep are aware of these times. As a condition of the Animal Gathering License a veterinary inspection will take place after 6pm.

All sheep on stands must have been treated with a scab treatment