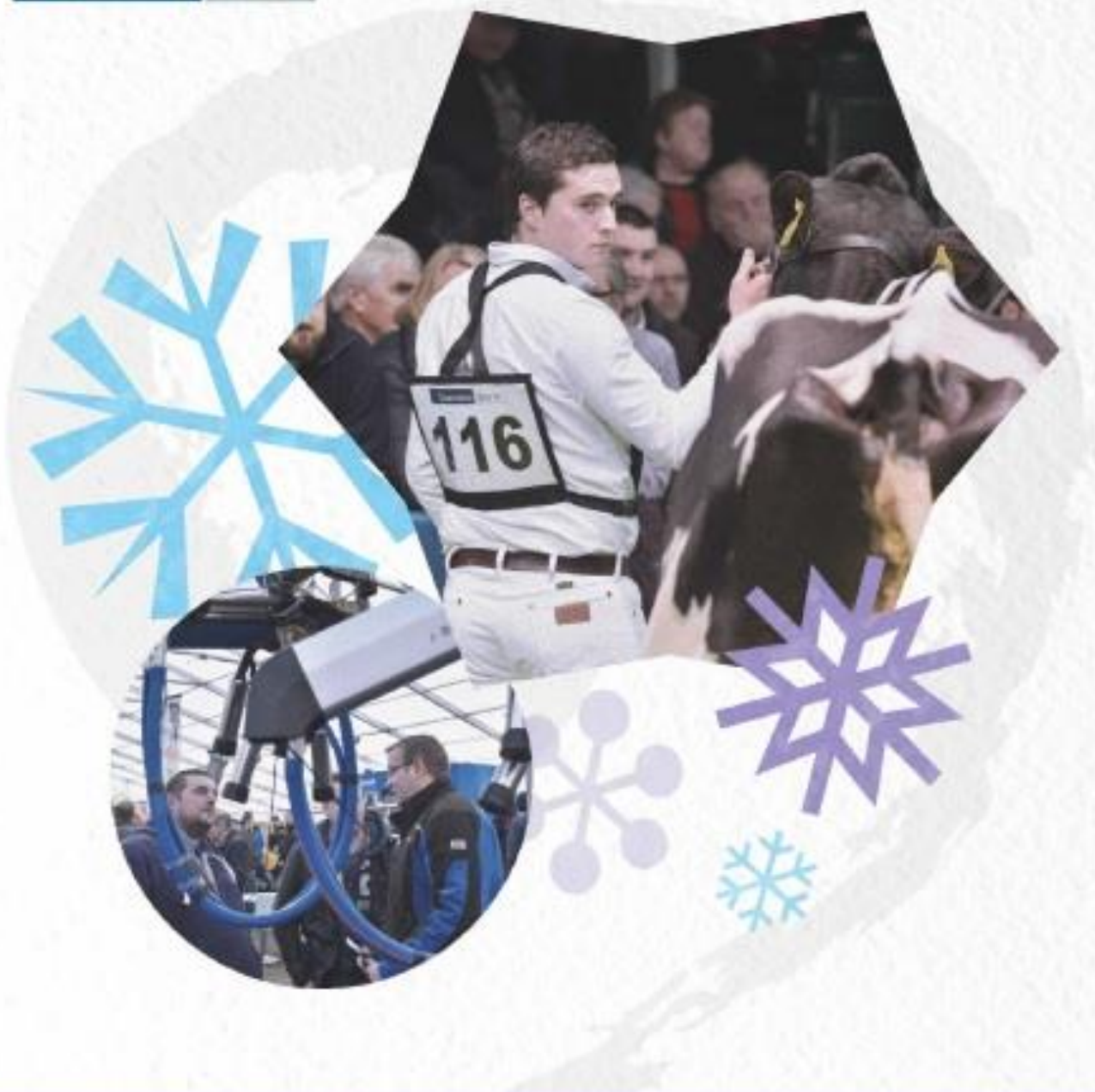




Danske Bank



TRADE EXHIBITORS MANUAL

THURSDAY 13TH DECEMBER 2018

Contact Details

Royal Ulster Agricultural Society
Balmoral Park
Halftown Road
Lisburn
BT27 5RD Sat Nav use BT27 5RL
T: 028 90665 225 E: info@ruas.org.uk



Show Office (located at front on Eikon):

from Monday 10th December only T: 028 92 683 331
before this date staff are located in RUAS Office behind cattle marquee.



Danske Bank

Trade Stand Enquiries

Jenny McNeill
T: 028 9068 6183 M: 07825 146 830 E: jenny@ruas.org.uk

Livestock & Judging Enquiries

Karen Hughes / Carolyn Houston
T: 028 90 686 186 M: 07585 440 359 E: karen@ruas.org.uk
T: 028 90 686 182 E: carolyn@ruas.org.uk



Marketing & Media Enquiries

Stacey Patterson
T: 028 90 686 181 M: 07825 146 840 E: stacey@ruas.org.uk

OPENING HOURS

Thursday 13 December 2018 9.00am – 6.00pm

Trade exhibitors will have access wearing official wristband from 7.30am.

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Official Contractors / Services

Caterers

Vanilla Black Catering

T: +44 (0) 7968 487264 E-mail: peter@vanillablackcatering.com

Order form available at www.winterfair.org.uk/trade-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.

Electrics

Event Technical Services (ETS)

Al order online at www.winterfair.org.uk/trade-stands

T: 028 90 665 296 E: admin@event-ts.co.uk

All electrics required on stands must be ordered through the official contractor ETS.

AV Equipment

Corporate AV

T: 0845 6430 365 E: admin@corporate-av-hire.co.uk

Focus Audio Visual

Roy Porter T: 07874 006777 / 028 94 433 848 E: roy@focusav.co.uk

BG Audio Visual

Brian Greer T: 07828 570842 E: b.greer2@ntlworld.com

Florists

Hillmount Nurseries T: 028 90 448 213 E: accounts@hillmount.co.uk

Stand Fitters / Stand Design

ECS Ltd (Winter Fair stand builders)

T: 00353 4540 9420 E: design@ecs.ie

Stand fittings / furniture order form available online

www.winterfair.org.uk/trade-stands

All smaller stands are built from shell scheme provided by ECS above. NB Nails, tacks etc cannot be used, only blue tac or other types of sticky fixtures are permitted and must be removed after the event. Any damage to shell scheme panels will be charged at £35 per panel.

Please contact ECS if you have any queries regarding the shell scheme.

Other stand fitters / designers / printers / graphics / signage

blacksheep

T: 028 9065 7407 E: info@blacksheepni.com

Dimension Fit Out

T: 0797 688 4746 E: info@dimensionfitout.com

Event Exhibition & Display

T: 028 90 484 999 E: info@eventexhibition.co.uk

Excite Exhibition & Display

T: 028 92 673030 E: info@excitedisplay.co.uk

Minprint

T: 028 9070 5205 E: estimates@minprint.co.uk

Platinum Expo

T: 028 90 817 555 E: victoria@platinumexpo.com

Redhead Conference & Exhibition

T: 028 38 832 889 E: info@redheadni.co.uk

RMC Design Co

T: 028 90 364 445 E: paul@rmcdesignco.com

Refrigeration Equipment

Lowe Refrigeration

T: 028 9260 4619 E: rebecca.brownlie@lowerental.com

Hospitality Units

UMEX

T: 028 42 772 300 E: james@umexhire.com

Mobile Card Terminal

123 SEND

T: 0800 54 23 123 E: sales@123hire.net www.123send.net

Advertising in Show Catalogue

McNeill Media

Gill McNeill T: 028 9065 6407 E: gill@mcneillmedia.com

DIRECTIONS & ACCOMMODATION

Directions to Balmoral Park

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. See website for map. Balmoral Park is 20 miles from Belfast International Airport and approx. 15 miles from George Best Belfast City Airport.

Accommodation

The Premier Inn Lisburn is the closest hotel to Balmoral Park (approx. 2 miles). There is a variety of accommodation available in the surrounding area. Belfast City Centre is approx. 12 miles from Balmoral Park. A full list of accommodation is available on our website www.winterfair.org.uk

WINTER FAIR LAYOUT

You will receive trade stand layout plans by email in advance of the Show detailing your location, stand size and stand number.

Eikon

If your stand is located in the exhibition centre your stand number will start with EK... The show office, first aid, media centre, a café, ATM, show ring and toilets are all located within this space.

Logan Hall

The Logan Hall is our new exhibition hall that was opened just before Balmoral Show in May. It replaces the large marquee that was used for stands previously. If your stand is located in this hall your stand number will start with L..

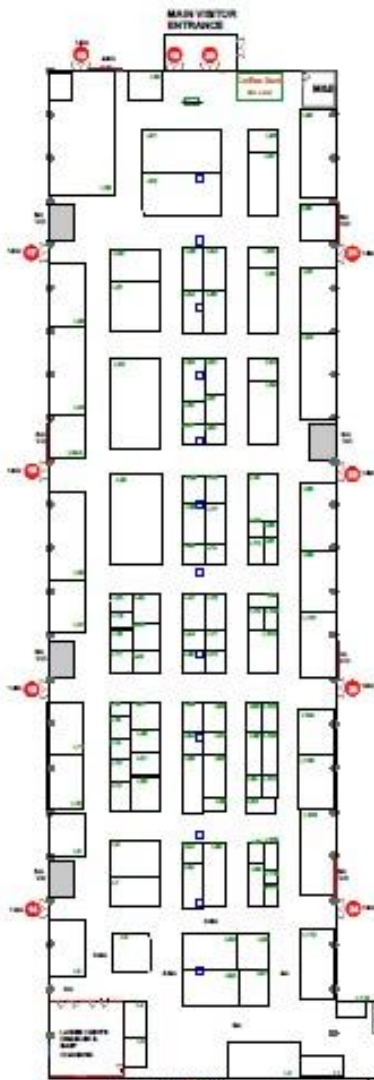
This space is a 5,000sqm building linked to the Eikon. There will be a coffee dock and toilets in this hall. The entrance to the Winter Fair for all visitors is via the Logan Hall.

Catering units and Bar will be located between the Logan Hall and the Eikon.

CARPET ON STANDS

There is no carpet provided on stands in the Eikon or Logan Hall. If you wish to put carpet on your stand please ensure that you or your supplier uses NEC approved carpet tape. Other types of tape can be too sticky and cannot be removed from the floor. We can provide a roll of carpet tape at £8 each if required.

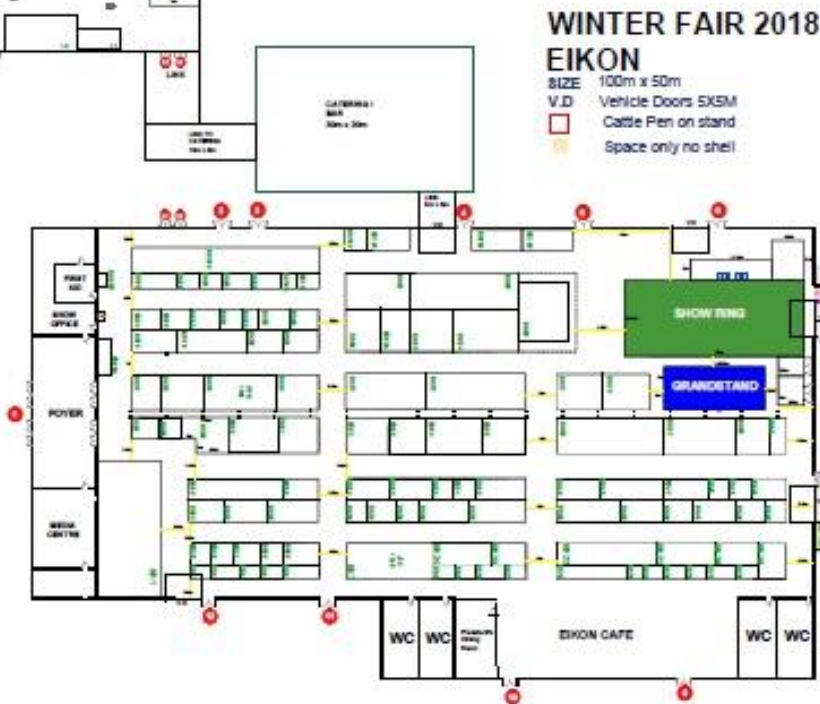
Winter Fair Layout



WINTER FAIR 2018 LOGAN HALL

KEY

- SIZE** 140m x 40m external
 139.5m x 38.5m Internal
V.D Vehicle Doors 5m
 Electric access from floor
 Supports 0.3w x 0.5m depth
 6m between each



WINTER FAIR 2018 EIKON

- SIZE** 100m x 50m
V.D Vehicle Doors 5x5m
 Cattle Pen on stand
 Space only no shell



Build-up

ALL STANDS MUST BE IN AND BUILT BY WEDNESDAY 12 DECEMBER 8.00PM

Day	Time	GATE Access
Monday 10 December	8.30am – 5.00pm	Gate 1, Halftown Rd
Tuesday 11 December	8.30am – 8.00pm	Gate 1, Halftown Rd
Wednesday 12 December	8.00am – 8.00pm	Gate 1, Halftown Rd
Thursday 13 December (For small items that can be carried in only)	7.30am – 8.00am Show open to public at 9.00am	Gate 1, Halftown Rd

Please Note: If you are intending to drive up and carry goods into your stand on Thursday morning this must be done and completed before 8am. **NO STAND WILL BE ALLOWED TO BUILD UP ONCE THE SHOW HAS OPENED AT 9AM ON THURSDAY MORNING.** This is a health and safety issue and you will be stopped from doing so.

Livestock on stands – Please see page 8 for full details.

Large free build stands / Machinery stands:

If your stand is a large build, displays large equipment or machinery or requires the use of a fork lift, you must have it in place by 8pm on **Tuesday 11 December**. Access to stands with a forklift in the Eikon or Logan Hall may not be possible after this time as shell scheme on stands etc will be in place.

If we need you in place by a certain day due to access to your stand we will be in touch well in advance of the event.

All deliveries that require unloading must arrive no later than 5pm each day.

Forklift

JCB 2550 available to lift loads up to max 2.5 tonnes. Service is offered first come first served. Please be patient during busy periods.

Loading Ramp

A loading ramp is available on site. It is only available until 5.00pm on Tuesday 12 December. Contact Davy Browne, Grounds Manager, 07825 146 810 on arrival or the Show Office.

Height Restriction

Maximum height of any stand is 3m.

Breakdown

Exhibits can breakdown after Show close at 6.00pm until 10pm. Friday 14 December – 7am – 2pm. All exhibits including large machinery must be removed from Balmoral Park by 2pm on Friday 14 December 2018.

Wristbands

Exhibitor wristbands allow trade exhibitors access to the exhibition areas on Winter Fair day. No wristbands are required for build-up.

Stand Size

1-9sqm 4 wristbands

10-18sqm 6 wristbands

19+sqm 8 wristbands

If you require additional wristbands you can order from Jenny McNeill jenny@ruas.org.uk at £9 each.

Parking

Free parking within Balmoral Park will be available before, during and after the Winter Fair. 2 passes will be issued to you for your company for the trade car park behind the Logan Hall. If you have additional staff attending they can use the visitor car park which is also free at the main entrance.

General Information (also see Terms & Conditions on website)

- **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”.
- **ATM**
Available at the front of the Eikon.
- **Banners**
Banners and branding can only be placed within your stand area and not in any other area of the event.
- **Best Trade Stand Competition**
Judging will take place during the morning for Best Large trade stand and Best Small trade stand. Presentations of prizes will take place before lunchtime.

- **Cleaning of Stands**

It is the responsibility of exhibitors to clean their own stand prior to show opening.

- **First Aid**

The First Aid room is located beside the Show Office at the front of the Eikon.

- **Gas Installations**

Butane gas may be used within the halls 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.

- **Generators**

No generators are permitted on site. Electric supply must be booked through the official contractor ETS.

Livestock on Stands

All livestock to be exhibited on trade stands must be delivered and unloaded between 6.30am & 7.30am on Thursday 13 December 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 Winter Fair closes at 6.00pm. 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 Winter Fair 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 minimise 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 Royal Ulster Winter Fair, and return, with the necessary import and export certification.

Balmoral Park Site Plan

