

THE SUFFOLK SHOW ²⁰²⁴ 29 MAY & 30 MAY

CATERING,
HOSPITALITY
& FOOD HALL

CATTLE

FARM 4
FUTURE

FARM
DISCOVERY
ZONE

FARMING
LIVE

FINANCE
& GATES

FLOWER
SHOW

HEAVY
HORSES

LIGHT
HORSES

RINGS,
DISPLAYS
& AWARDS

SHEEP,
GOATS
& PIGS

SHOW
MEDIA

SHOWGROUND
MAINTENANCE &
CONTRACTORS

SHOW-
JUMPING

TRADE-
STANDS

TRAFFIC &
CAR PARKS

CONFIDENTIAL

Stewards Notes

Kindly sponsored by

OpenfieldTM

Seed, fertiliser, grain, storage.   

CATERING, HOSPITALITY & FOOD HALL



SENIOR STEWARD – **BELLA JOLLY**
DEPUTY SENIOR STEWARDS – **BRUCE KERR & HARRY KESTER**
SPONSORS SENIOR STEWARD - **FENELLA BLYTH**

PRIOR TO SHOW

Set-up WhatsApp group and agree daily rotas with Stewards (BJ).

MONDAY 27th MAY

Senior Steward and Deputy Senior Steward to do a walk round of all catering areas and draw up a snagging list of outstanding items that need addressing prior to the Tuesday.

TUESDAY 28th MAY

The Senior Steward and Deputy Senior Steward will be on-site to liaise with caterers, contractors, maintenance team and to coordinate Steward assistance.

The day before the show, Stewards are requested to assist with the set-up of the Ringside Club if available.

From 10am a delivery of plants from Botanica will arrive to the marquees; these require positioning as directed by Jess from Botanica. Soft furnishings and garden furniture also need placing within the marquee and externally in The Ringside Garden, and final checks of the whole area are to be completed ahead of show day opening.

Senior Steward and Deputy Senior Steward ensure that Brasteds have SAA alcohol stock required for the Judges and Stewards Dinner and Florentina have their allocation to be served on show days.

Pre-show set up catering will be provided in the Stockman's canteen from 12noon-14.00hrs on Tuesday 28th May. Open to stockmen and public at 6am Wednesday and Thursday by TPEL. Senior Steward to check 11.00am Tuesday.

WC provision for Caterers is available from their facility within Ringside Club WC block Tuesday. The Ringside Club WC block be cleaned and ready for 17.00 hrs Tuesday. This area is to be maintained by the Contractors DC Site Services, to remain open all day until 12pm midnight on Tuesday then be cleaned with Sponsors Lounge WC for 7am each show morning. Sponsors Lounge WC to be cleaned prior to set-up and remain locked until show days.

Brasteds from within the Ringside Club Marquee will service the Judges' & Stewards' dinner on Tuesday 28th, inclusive of the drinks Reception and table wine. The PA system and light to lectern, table plan, and heat provided by 5pm Tuesday (by SAA).

SHOW DAYS- WEDNESDAY 29 MAY & THURSDAY 30 May (General)

At 7.30am Stewards on duty to ensure all Ringside Clubs are clean and ready to open at 8am.

It is very important that Stewards assist the Gate Keeper at the entrance to the Ringside Club.

Gate Keepers will be on duty for 7.30am and remain until 7pm Wednesday and 6pm Thursday.

Ensure badge holders ie Judges and Stewards, their partners etc. are permitted within those enclosures.

Ringside Club Stewards will make all final decisions on entry, If in doubt, refer to Deputy Senior Steward or Senior Steward.

Overseas visitors are to use the Ringside Club restaurant for refreshments (at visitors' expense). Exhibitors should use the Ringside Club or the Judges and Stewards Pavilion.

Sponsors Lounge closes at 6pm subject to the Senior Stewards discretion.

The Stockmans is open to the public for the duration of the evening which will be concluded by 11pm. The Senior Steward will run through all Health & Safety information and other operational issues on each morning of the Show.

The Stewards briefing on the 14th May will include essential Health & Safety information and emergency procedures for the Show Days.

Cloak room attendants will be in each area, they must remain on Duty throughout the Show, hours are 7.30 am-6pm each day. Keep Cloak Rooms clean, consumables restocked and presentable.

Electricians and Plumbers can be reached via the show office or via the Deputy or Senior Steward.

Stewards to instigate and monitor the solution of any fault or issue arising from their area.

Security will patrol Bar, Food Hall and public catering areas out of show hours. Advise Trade Stand holders not to leave valuables on site as the SAA are not responsible.

Well behaved dogs on leads are welcome to the show they are allowed to the Ringside Garden and open sided bar area but not permitted inside the Ringside Clubs or the Food Hall.

Presidents Stewards:

KATE BAKER, MARCUS TITLEY

Roffs Caterers are undertaking all Presidents catering needs and will attend the flower arrangements inside the marquee in conjunction with the Presidents supplier.

8.00am Senior Steward, or Deputy will meet Roffs to check arrangements. Stewards will liaise as necessary throughout the day.

Stewards to meet their President according to the agreed programme, circulated prior to the show day.

According to those reception timings, guests are to check in and confirm their names with the Gate Keeper.

Judges & Stewards, Stewards:

DAVID SIMPSON, EMMA JACOBS & BOB WRINCH

To assist with the Judges' & Stewards' Dinner held in the Ringside Club on Tuesday 28 May at 7pm for 7.30pm.

The Judges and Stewards Enclosure is in the Events Centre and should be ready for breakfast at 7:00am -10:00am Wednesday and Thursday.

No late breakfasts will be served. Lunch will be served 11.45am -2.30pm and Tea will be served 3:00 pm -4:30pm on show days.

All officials have been issued with coupons, each coupon is valid for the stated day and mealtime. 1 meal or drink only and must be signed by the bearer. Please instruct Catering staff to refuse altered and unsigned coupons. No meals without coupons will be paid by the SAA.

Monitor and resolve the issues that may arise. Check correct badges and tickets at peak times. Stewards should refrain from taking their families 12.15pm -1.45pm.

Half portions are available for children. Guests without tickets should see the show office with their queries. If a Judge requires a quick lunch or is delayed, their accompanying Stewards have been asked to notify Senior Steward beforehand, so arrangements can be made with Caterers. Judges wives and husbands are also guests of the Association and will have the necessary meal voucher as required. Record variances as they arise.

Trinity Park Events (TPEL) to provide refreshments for commentary boxes both days. 10am, 12.30 & 3pm. Check that these have been sent out by TPEL.

The Director will issue guests with vouchers for food and drink.

A table will be reserved for The Director for both Breakfast and Lunch.

A bag drop is available in the Judges and Stewards next to the Press office. Please note all items are left at owners' risk.

Ringside Club Stewards:

WILLIAM BARTON, MICHAEL BEDFORD, ELEANOR HAVERS, MILLY HAYDON, KIM HOLLOWAY, KATIE LAVERGNE, CRISPIN MUIR, ROBIN THOROGOOD, SKETCH TITLEY, BEN MAKOWIECKI.

The Senior Steward will oversee all arrangements for guests and caterers prior to the show. Brasteds will once again be catering The Ringside Club, inclusive of the bar provision. DC Site Services are overseeing the cleaning requirements and Highfield Events providing the marquee structure, fixtures and fittings.

Stewards to be on duty as per advanced agreed rota.

Ringside Club Stewards are required to assist with the smooth running of The Ringside Club and garden, particularly the busy period over lunch, and should ensure all facilities meet expectations and standards of this area, e.g. WC is maintained, tables are cleared, garden furniture is dry, clear and in position.

Senior or Deputy will meet Stewards on duty at 8.30am each Show Day for Health & Safety and briefing. Any problems should be reported to them.

The Ringside Club is intended for the Vice Presidents, their guests, Members, their guests, and Exhibitors. Judges & Stewards and their children who should be accompanied by a VP or a VP guest badge (required from 18 years upwards).

The Stewards in charge will only admit those entitled to use the club wearing the appropriate badge. Sponsors can use the club facility.

There is a strict entrance policy in place; only those with the relevant badges are permitted access to the Ringside Club. These are displayed on a board at the entrance.

There is zero tolerance in relation to entry requirements. Any issues please report to the Senior Steward.

The club opens 8am – 10.30pm. Gate Keepers report at 7.30am each day and remain on duty until 7pm Wednesday and 6pm Thursday.

There will be complimentary tea and filter coffee available all day for Vice Presidents in the Coffee lounge. Coffee and tea from 8am - bar and bistro facilities from 10.30am until 6.30pm each day.

Lunch in formal dining is served from 12 noon. You are to manage any queuing issues and quality of service to be monitored and where required encouraged to be improved.

Ensure the WC facilities are clean, and the attendant is present.

No other promotional material is permitted other than identified sponsors. These will be confirmed by Senior Steward.

Awards will be located in their own top hat in one front corner of this marquee. For cup presentations please make sure they have a trestle table and cloth.

Long Service Award Recipients – On Thursday 30 May, the Long Service Award winners and a guest will be attending at 12 noon to have lunch in the formal dining of The Ringside Club. By 11:30am, please ensure the caterer has the required tables reserved ready for them. These tables will be overlooking The Grand Ring.

Public Catering, Food Hall & Cookery Theatre Stewards.

OLIVER PAUL (HEAD), BEATRICE CHURCHILL (DEPUTY), CHARLIE SHALLOW (FOOD HALL inc THEATRE), THOMAS GRIEVE, WILLIAM LAVERGNE, DOMINIQUE DYBALL, GEORGINA SIMONDS, ISOBEL PILE, MEGAN LEET.

Prior to Show

Plans will be available from the tradestands Officer for Food Hall, Eat Street, Beach Eats, Red Poll, Suffolk Ram, ice cream locations and other distributed stands. Reconcile locations, names and marking-out and electrics (including TSV electrical hook-ups), at least one week before the Show. Liaise with tradestands Senior Steward on adjustments and relocations.

Liaise with Cookery Theatre demonstrator (CS), checking facilities and layout required, including the service (wash-up) tent; chairs from TPL, tabling from Estates Manager, screening off the chef's parking, etc.

Set-up WhatsApp group and agree daily rotas with Stewards (OP).

Head Steward and Stewards on duty to meet at 10.30 in Eat Street on set-up day and each Show day.

Tuesday 28 May – Set-up

Stewards to welcome and support tradestands setting up, in all areas. (By rota, bicycles are a great way to get around)

Make contact with the Environmental Health Officers to discuss relevant issues. (OP)

Check structures are secure and safe (as per rota)

Check signage, particularly for the Food Hall – sponsor's banners, fire exit, no dogs allowed and Cookery Theatre times. (CS)

Purchase store cupboard items & essentials for the Cookery Theatre (TG) at 4pm

Check TSV parking areas for Eat Street, Beach Eats and Food Hall. Demarcate chef's parking for Cookery Theatre and FH TSV parking for electrics. (CS)

Liaise with Security contractors specifically on the Food Hall gate, and both night security and day/gate security (OP).

Liaise with Senior Maintenance Steward to organise tabling layout in all areas (including parasols and bins) with mini-loader, from 3pm. (OP, rota)

Pull marker stakes in all areas once exhibitors are setup and store out of the way for Estates Manager to collect later. (rota)

SENIOR STEWARD: **JAMES STRACHAN**
DEPUTY SENIOR STEWARDS: **CHARLES BAGNALL & STUART PAUL**

Aberdeen Angus: Tim Parkinson, John Walker & Charlie Bagnall
Any Other Pure Beef Breed: James Craske & William Bryce
Belted Galloway: Tim Styles & Alistair Black
British Limousin: Tim Parkinson, John Walker & Charlie Bagnall
British Simmental: Nick Saunders & Jack Owen
British Whites: Alistair Black & Tim Styles
Commercial Beef: Simon Adlam, Helen Walker & Julie Davy
Dairy Breeds: Philip Dunnett, Tom Saunders & Edward Bullock
Dexter: Nick Saunders & Jack Owen
Hereford: William Bryce & James Craske
Holstein: Philip Dunnett, Tom Saunders & Edward Bullock
Inter-Breed Beef + Rare & Minority: Alastair Black, William Bryce & Jack Owen
Inter-Breed Dairy: Philip Dunnett, Tom Saunders & Edward Bullock
Lincoln Red: Tim Parkinson, John Walker & Charlie Bagnall
Red Poll: Charles Bagnall, Andrew Allan & Denise Thomas
Red Poll Inter-college competition: Charles Bagnall Andrew Allan, Denise Thomas & Charlie Bagnall
Sussex: Adlam, Helen Walker & Julie Davy
Young Handlers – Beef: Simon Adlam, Helen Walker & Tim Styles
Young Handlers – Other Dairy: James Craske, Julie Davy & Katherine Salisbury
Milk Depot: Edward Bullock
Health & Safety: Stuart Paul
Trophies: Martin Ashburn, Henry Bullock, Matthew Katherine Salisbury & Teresa Pemberton
Judges' Hospitality: Martin Ashburn, Stuart Paul & James Strachan
Loading: Alastair Black, Nick Saunders, James Strachan & Tim Styles
Passports: Stuart Paul, Helen Walker, Julie Davy & Tim Styles

Stewards must not exhibit or have an interest in an animal in the section that they are stewarding.

NO SMOKING

- Please ensure that the no smoking policy in all livestock accommodation areas is strictly adhered to.
- Anyone caught smoking MUST be asked to leave the building/marquee. If that person is an employee, then their employer should be notified. Their breed society may also be notified.

ARRIVAL/UNLOADING

- For biosecurity reasons, all cattle vehicles MUST enter and exit the Showground via Gate 12.
- Cattle should be unloaded on the hard standing at the south side of the cattle building. Vehicles must then be moved to the lorry park.
- All animals, except Holstein Calf Show calves, MUST be on the showground and stalled by 7.30am on Wednesday 29 May.

DEPARTURE/RELOADING

- Hauliers will be permitted to enter the showground via Gate 12 and park as directed from 3.00pm.
- Stock is permitted to leave the Showground under steward supervision from 4.30pm onwards on Thursday 1 June.
- Three stewards will be required to assist the Senior Steward to ensure the smooth loading of cattle and to ensure that biosecurity regulations are met.
- Animals must be loaded either on the hard standing at the south side of the cattle building. Under no circumstances should animals be walked to and loaded in the lorry park.

BULL HANDLING

- Please ensure that you are familiar with the Bull Handling Regulations (By-law 55).
- All bulls MUST be fitted with a nose ring.
- Ensure that routes to the judging rings and the parades are properly controlled.

VETERINARY MATTERS

- **Vet Centre** – The Vet Centre will be a caravan located on the south side of the cattle building. Vets can be contacted via the Show Office from 7.00am until 6.30pm. Between 6.30pm and 7.00am, if the vet is not present at the Vet Centre they can be contacted via security at Gate 1.

- **Calving** – Immediately notify the Duty Veterinary Officer of any animal that is calving or showing signs of calving. The animal concerned must be moved from the cattle building to the Isolation Box at the earliest opportunity.

PUBLIC ACCESS TO CATTLE ACCOMMODATION AREA

- The general public are barred from the cattle building and the hard standing area at the south side of the building during judging and parades. TSS Events Security provide staff to man the doors and gates – overseen by stewards.

- **Corral** – Encourage exhibitors to make use of the corral at the north side of the cattle building while the building is closed to the public – tethering cattle in the area for the public to view. Cattle must be accompanied by a herdsman at all times.

JUDGING

- Check the contents of the Judge's Box well in advance of the classes to ensure that you have everything that you require.
- Collect the Judge's Box and copy of the Cattle Catalogue from the Awards Office located between the SAA Reception and the Cattle Building in plenty of time before your classes are scheduled to commence.
- Judges have been instructed to meet their steward in the Judges' & Stewards' Pavilion 15 minutes before the scheduled judging time.
- Please make sure your judge is aware that hand-washing facilities are available in the Stockmen's canteen and the Judges & Stewards' Pavilion.
- At the end of each class, cattle should be paraded in result order (ie 1st, 2nd, 3rd) so that ringside spectators have an opportunity to see the judge's order of placing.
- Please be aware of By-law 33 regarding the allocation of prizes.
- Rosettes to be awarded at the conclusion of each class.
- Prepare a marked catalogue for your judge at the conclusion of the section and for yourself in preparation for Thursday classes.
- At the conclusion of judging, return the Judge's Box to the TPEL Office where your completed and signed results folder can also be recorded.

RESULTS/RECORDING ABSENTEES

- Please record the start and finish time of each class to assist with future planning.
- Results must be recorded accurately and written clearly to avoid mistakes and delays in publishing the results.
- For Pair or Group of Three classes, ensure that the catalogue numbers for all animals concerned are recorded (space has been allocated on the results slips accordingly).
- Record those animals forward in the class – it is important as prize money is paid for all animals forward.
- Record any additional information on the reverse of the sheet (write PTO on the front so we know there's some - thing on the back!).
- Check the sheets after each class, complete your details and ask the judge to sign.
- Leave all results sheets in the folder. Once all the classes in that section have been judged return the complete folder to the Awards Office.
- PLEASE BE CAREFUL NOT TO MISLAY RESULTS SHEETS, there is no duplicate copy!

TROPHIES

- Trophies will be presented in the Championship classes for photo presentation only, then returned to the trophy table in the Bucklesham Ring. Trophies must not leave the ring with the exhibitor.
- The Trophy Office is in Stockmans via back-Office side door Trophy stewards will be present for the signing in and out of trophies - for more information please read the Trophies section.

PRIZES

- Please refer to the Prize Schedule for details of the prizes or special awards available in each class.
- The judge has been sent a copy of the Prize Schedule but should be briefed as to what prizes are available.
- The number of prizes to be awarded in a particular class is dependent on the level of entries and is printed on the results sheets.
- Breed Society rosettes/sashes, where applicable, will be placed in the relevant class envelope or in the Judge Box.

GRAND PARADE

- All stewards are required to assist with the Grand Parade.
- Ensure that the walkways and collecting rings remain clear of horses while cattle are moving to and from the Grand Ring and Bucklesham Ring.
- Ensure public safety at all times while cattle are being moved and during the parade.
- Trophy Presentations – Only selected trophies will be presented during the Grand Parade. All other trophies will be presented during the cattle classes.

INTER-BREED & GROUP CHAMPIONSHIPS

- All champions must parade for the Inter-Breed (By-law 50). Please also encourage exhibitors to support the Group class. Please ensure that the results of all these classes are recorded accurately and in full as entries are not catalogued.

YOUNG HANDLER CLASSES

- Prize money for these classes will be paid in cash on the day. Please collect the prize money from the Show Office before the classes commence.
- Entries for the Young Handler classes can be accepted on the day. Entry forms will be available in the Show Office or in the Judge Box. Please ensure that a form is completed for every entrant not already catalogued.
- The completed entry forms and fees should be returned to the Show Office after conclusion of judging.

TUESDAY 28 MAY

- Any stewards available on Monday morning to assist with stalling would be most welcome.
- **Stalling** – Reservations have been clearly marked on the wooden header boards.
- **Briefing Meeting** – There will be a meeting for all cattle stewards at 2.00pm in the Members' Marquee to include a briefing on the layout and safety procedures.
- Ensure that any cars left in the cattle reception area are removed, except those belonging to the Duty Veterinary Officers.
- **Commercial Cattle** – Simon Adlam, assisted by Helen Walker, to supervise weighing.
- **Passports and Issuing Number Cards** – Stewards are required to process cattle passports and to issue catalogue numbers on Tuesday between 11.00am and 4.30pm in the Trinity Rooms.
- Inform all exhibitors/herdsmen in your section about the cattle handling and veterinary arrangements. Sheet in catalogue.
- Inform exhibitors/herdsmen that cattle must not, at any time, be tethered to the judging ring rails or the horse walk.

WEDNESDAY 29 MAY

- PLEASE NOTE: Judging commences at 8.30am.
- 8.15am – For those classes commencing at 8.30am, meet your judge in the Judges' & Stewards' Pavilion.
- 8.30am – The first classes must commence on time. Try to ensure that subsequent classes commence at their scheduled time.
- 3.35pm – All stewards to prepare their breeds for the Grand Parade.
- 4.20pm – Grand Parade.
- Put up list on the white board at the south end of the cattle building of all those animals required for the Inter-Breed Classes on Wednesday morning - Charles Bagnall.

THURSDAY 30 MAY

- 8.30am – Holstein Calf Show commences. This is stewarded by the Breed Society so no input required.
- 8.30am – Meet Inter-Breed Judges in the Judges' & Stewards' Pavilion.
- 8.45am – Inter-Breed Classes commence. Ensure all Champions are forward.
- 10.00am – Red Poll Inter-college competition.
- 11.00am – Dairy & Beef Young Handler Classes commence.
- 2.35pm – All stewards to prepare their breeds for the Grand Parade.
- 3.15pm – Grand Parade.
- 4.30pm – Stock may leave the showground under steward Supervision.

FARM 4 FUTURE



SENIOR STEWARD – **TONY PULHAM**
DEPUTY SENIOR STEWARD – **PATRICK BARKER**
HEALTH & SAFETY – **TONY PULHAM**

Farm 4 Future Stewards: TONY PULHAM, PATRICK BARKER, ED BARKER, DAN GOODWIN, ADAM WILLIAMSON, KEVIN GOODING

Tony Pulham and Patrick Barker to liaise with Shân Buss on Wednesday 22nd May to ascertain set up times for exhibitors over the weekend. Also to liaise with Keith the week before on signage positions.

TUESDAY 28 MAY

Check that all areas are in order, signposting is correct and water and power supplies available.
Meeting of all Farm 4 Future Stewards at 3.00 pm for a Health and Safety briefing in Farm 4 Future zone.
Tony Pulham to tour prior to assess risks and any other matters of concern.

Health and Safety:

Please contact the Health and Safety contact through Phillip Ainsworth - Miles Vartan Consultancy Ltd for any special instructions.

Please ensure that all temporary structures have adequate pins in place to secure them to the ground.
Please make sure that the whole of the Farm 4 Future area is checked for hazards that may cause harm to either exhibitors or Visitors.

WEDNESDAY 29 MAY & THURSDAY 30 MAY

A general supervision of the demonstration and features will be necessary. Arrangements for the area to be left tidy.

Ensure cars without the appropriate SV badge are removed. Stewards in the Farm 4 Future Area to confirm that they are happy with the rota and that we have two stewards at all times on duty. In case of an emergency the nearest Radio is located at the Foxhall Entrance and they will radio through to the appropriate services.

FARM DISCOVERY ZONE



SENIOR STEWARD – **JAMES BLYTH**
DEPUTY SENIOR STEWARD – **MICHAEL CLARKE**
HEALTH & SAFETY – **TREVOR HUBBARD**

Farm Discovery Zone Stewards: PAUL CORNWELL, CHLOE CROSS, HENRI GOOCH, TREVOR HUBBARD, STEVEN LAMBERT, DONNA MANN, ROGER PHOENIX, FIONA SIDDALL, PETRA WALKER, JONATHAN WATT, DANIEL WEBB

Liaise with Hannah Woods/Shân Bendall Pre-Show so that you know the contact people for Demonstration exhibits. Please ensure that the vehicle gate leading into the Light Horse Box Park is kept shut at all times.

TUESDAY 28 MAY

Check that all demonstrations are in order, signposting is correct and water and power supplies available.

Meeting of all Farm Discovery Zone Stewards at 3.00 pm for Health and Safety briefing in Farm Discovery Zone at the Paul Frost Building followed by a brief tour. Trevor Hubbard to tour prior to assess risks.

Health and Safety:

Please contact the Health and Safety contact through Phillip Ainsworth - Miles Vartan Consultancy Ltd for any special instructions.

The Children's Farm, Calf Unit, Beef Building, Dairy and Rare Breeds Survival Trust will require facilities for visitors to wash their hands after touching the animals. Please ensure that they are provided and that replacement supplies are available and the contact is known for supplies prior to the close of play on Monday (Hannah Woods/Shân Bendall to action).

Please ensure that all temporary structures have adequate pins in place to secure them to the ground. Please make sure that the whole of the Farm Discovery Zone including the Pigs and Inventive Farmer and Bygones area are checked for hazards that may cause harm to either exhibitors or Visitors.

Please liaise with the cleaning contractors to make sure adequate hand washing gels, soap and hand towels are available and in place by Monday afternoon and are topped up as necessary during the Show.

Farm Discovery Zone stewards need to be available to assist in the event horse screens need to be used in the adjacent horse rings during the show.

TUESDAY 28 MAY

Michael Clarke to see the Stewards at the Press Office and arrange to take any interested reporters around the Farm Discovery Zone.

WEDNESDAY 29 MAY & THURSDAY 30 MAY

A general supervision of the livestock units in the licensed area, demonstrations and features will be necessary. Arrangements for the area to be left tidy.

Ensure cars without the appropriate SV label are removed. Stewards in the Farm Discovery Zone to plan a rota so that the area is stewarded at all times by a minimum of two stewards and at least one covering the Childrens' Farm.

DAIRY AND MILKING PARLOUR

Dairy Steward: PAUL CORNWELL

Prior to show, please contact Engineers to service pumping equipment and liaise with suppliers of Milking Cows. Straw will be delivered to the Dairy by Friday 24 May. Please liaise with commentator and also neighbouring exhibits (Sheep Show) to ensure that clashes in timings do not occur.

Ace Communications to provide the customary Public Address equipment. They can be contacted at the Grand Ring Control Tower if you have any problems.

INVENTIVE FARMER COMPETITION

Inventive Farmer Steward: STEVEN LAMBERT, DANIEL WEBB

TUESDAY 28 MAY

Please ensure entries are in place for judging on Wednesday morning in the Farm Discovery Zone.

WEDNESDAY 29 MAY

8.00 am Collect Judges' Box for Inventive Farmer

9.45 am Meet Inventive Farmer Judge

10am Judging of Inventive Farmer Competition

The 'Sir Peter Greenwell' Memorial Trophy for the overall

Inventive Farmer winning entry will be presented today.

FARMING LIVE



Stewards: SIMON EDELL, LAURA BUCKINGHAM, LOUISE DAVY, BETH DUCHESNE, REBECCA FINBOW, ELLA FORMAN, HETTY GITTUS, SCOTT HAYLES, TOM ROUSE, LOUIS STEPHENSON, TOM STIFF, CAMERON THOMPSON.

PRE-SHOW

Set up of the ring will be done well in advance of Show days with machinery being delivered in advance of the Show. This will then be under Show control until collection and will be securely stored inside the showground and insured by the Association. Pre-meeting and run throughs will be planned week in advance. Temporary double two of metal fences will be erected to create the ring.

WEDNESDAY 29 MAY & THURSDAY 30 MAY

All Stewards to meet in the area for a pre-run of the ring at 8am on both days. Emphasise on the days must be to deliver a safe and professional display. General Public interaction, answering questions and promoting the different areas of the Show and what attractions could be seen and where to find them.

The 'Sugar Beet Story' will start on the hour, every hour from 9am to 5pm. The other time in the ring will be made up of machinery demonstration thereafter. The ring will always be on a loop, so that something is happening at all times. Commentary in the ring will only be done by a 'Farming Live' Steward. PA system with a choice of microphones will be required both days.

Health and Safety around moving machinery must be paramount, risk assessments must be completed before the Show and drivers of machinery will be assessed for driving competency prior to the Show and away from the Show Ground. Any person entering the ring will only do so when machinery is stationary and wearing a hi viz waist coat. Any special instructions from Senior Steward H&S James Tibbetts must be relayed to all 'Farming Live' stewards and machinery driving helpers. All machinery must be left in a safe position and locked when ring is not attended with keys handed in at the office. The nearest Radio in case of emergency will be situated with the Bucklesham Gate Stewards.

POST SHOW

Banners and Flags will be collected by Simon Eddell or another Farming Live Steward.

The machinery can only be collected by its owners any day after the final show day but must not be moved on the evening of the second show day. Any machinery keys will be left in the Show Office or given back to machinery rep that brought them by Simon Eddell.

SENIOR STEWARD – DAVID CLEARY

All entrance cashiers will be our own Stewards. As car parking is now included in the ticket price, there should be no need for the Car Parking team to drop any monies into the gates. TSS Events Ltd are providing staff at all Vehicle Gates.

Arrange the issue of tickets, cash bags, ticket boxes and floats to the Stewards for the four Vehicle Gates. Please brief entrance Stewards that vehicle gates leading to the Car Parks must be kept locked at all times during the show. TSS Events Ltd will man the gates from 5.00pm on Thursday when they will only admit tradestand vehicles wanting to collect.

Finance Office Stewards:
NEIL MEEKINGS

WEDNESDAY 29 MAY & THURSDAY 30 MAY

David Cleary will meet you on site each morning for issuing floats.

Each set of Public Entrance Stewards should have a supply of attendance forms to complete.

PUBLIC ENTRANCES

Buses will use the tarmac road that was 1st Avenue to drop off passengers at Ipswich Entrance.

PUBLIC ENTRANCE STEWARDS:

Bucklesham Cashiers: JAMES ABERCROMBIE, STEVE BLACKMORE, RICHARD CHYRSTAL, WILL d'ANGIBAU, BENJAMIN FAIRBANKS-WESTON, JACK FINBOW, REBECCA GATENS, SONJA LAMBOURNE, HANNAH LAMBERT, GRAHAM PAGE, ELEANOR PRATT, CLARE THORPE

Bucklesham Entrance: CAROLINE DOWDING, CHARLOTTE HARLOW, EMILY DUNBAR, RICHARD PRENTICE, LAURA RYDING

Foxhall Cashiers: NICK CHARRINGTON, KATIE DAVY, RUPERT ELEY, EMMA HOLLINGSWORTH

Foxhall Entrance: NICHOLAS CHAPPLE, JONATHAN DUGGAN, ERIC DAVY, SAMUEL FLOWER, TILDY PAUL, HANNAH STEELE

Ipswich Cashiers: JAMES BAKER, HUGH SIMPSON, JANE TIBBETTS, RICHARD HEADING

Ipswich Entrance: TOM COULTER, GRAHAM FORD,
MEGAN PEMBERTON, MAX MAYALL, JENNIFER TULLY, ALISON WALKER

PLEASE TRY AND MAKE SURE ALL DOGS ARE ON LEADS AND THAT THEY HAVE POOP BAGS WITH THEM. THERE WILL BE A SUPPLY OF POOP BAGS AT THE ENTRANCE FOR THOSE WHO HAVE FORGOTTEN THEIR BAGS.

TUESDAY 28 MAY

1.30 pm: Would stewards in charge of public entrances please come to the Show Office for a quick briefing with Senior Steward Finance and to check their boxes as usual.

Richard Chrystal and Graham Page take charge of Cashier stewards. Richard Prentice to take charge of Entrance stewards. Eric Davy to take charge of Cashier and Entrance Stewards for Foxhall, and Richard Heading for Ipswich entrance, to Collect your entrance keys and obtain a small supply of Members' and Members' Guests badges from the Show Office. These will enable you to make new members at the gates (name and addresses on Membership Application Forms please) also sell Members' Guests Badges to Members for Spouse and Children.

2.30 pm - 3.15 pm: Please would Head Gate Stewards be at their gates to check the Entrances are in full working order and that the tills and PDQs are ready for use. Training will be given on the day to new Stewards and existing Stewards on the e-ticketing admittance procedure.

Membership is £112.00

Member Guest Badges £72.00 – one day only. Associate membership is £42.50 and is available to those under the age of 25. Date of birth must be recorded. Young Farmers' membership is £42.50. For fully paid members of any YFC number required. (This money should be kept quite separate from other gate receipts and handed in to the Show Office with the completed new members' forms at the end of the Show.

Member Guest takings can be put through the tills, using the separate key on them. WOULD ALL HEAD STEWARDS ENSURE THEIR CASHIERS ARE AWARE OF THIS.

The Ipswich Entrance Stewards will need a supply of VP Guest 2-day Badges (£137.00 each) and VP Guest 1-day Badges (£78.00 each) for sale to Vice-Presidents only.

Ensure that all Stewards are on duty each morning and the Pass-out period is fully manned.

Will all Head Gate stewards brief entrance stewards that all E-tickets, Members, Vice Presidents, Guests will now have a QR code to be scanned. If any of them leave the Showground and want to return please use the pass out stamps available.

WEDNESDAY 29 MAY & THURSDAY 30 MAY

6.00 am Head or Nominated Steward to collect box, tickets and floats from the main office as normal.

By 6.30am, report to respective Entrance. Stewards and Judges may require admission from this time onwards. If you require more change during the Show, please contact the Finance Steward.

Would Entrance Stewards/Cashiers report any health and safety concerns to David Cleary.

All Press must present a ticket on entry.

7.00 am Show opens.

Charges for Admission at all times on the gates:

Adults – £38.00

Children under 15 FREE

Young Adults 15-18 inclusive £16.00

Senior Citizens 65+ £33.00

Parties of disabled visitors should be admitted for £38.00 adult, £16.00 Young Adult and one carer (i.e. those pushing wheelchairs) may be admitted free. Please use your discretion if someone states they are disabled, not all disabilities are visible, it is better to let someone in without challenge if they claim to have a disability.

If there are any complaints about admission charges please explain that reduced price tickets (£35.00 adults, £13.00 young person and £30.00 senior citizens have been advertised for the last 6 months and were available until Tuesday 28 May.

Ticket to be scanned by the Entrance Stewards.

Advance sales tickets must also be taken from visitors. All surrendered tickets must be placed into the USED TICKET BOX. Judges have been issued with a badge bearing their names.

As previously, Police, Fire Service, Red Cross and St. John Ambulance people have a duty to perform at the Show and are to be admitted free. Ipswich Entrance only – Coach and bus drivers are admitted free and coaches are parked free of charge.

Disabled wheelchair visitors can park their cars close to all Entrances.

Concerning By-law 1, people forgetting tickets or badges, or losing same. Please do not send anyone to the Chief Executive for a refund – it is quite clearly stated that anyone forgetting to pay their subscription or forgetting to bring their badge or admission ticket must pay the admission charge ruling at that time and there is no refund.

Hand stamping will be required by anyone wishing to leave the Showground (Badge holders included at any time. If anybody strongly objects to hand stamping it is suggested that a personal item such as cheque book should be tried.)

All gates must be manned until at least 4pm on show days. Stewards are in charge of Public entrances to the Showground. TSS Events Ltd Services will ensure that one Gatekeeper is posted at each Public Entrance each evening from 5 pm onwards – They will lock/close the individual gates at dusk or sooner.

They will be briefed to remain on duty to cater for guests at various cocktail functions leaving the Showground.

All visitors enter the Showground at their own risk. Warning notices have been erected at the entrances and appropriate wording appears on tickets. The By-laws are displayed at the Offices.

Please be on the look out for ticket touts and report them immediately either to the Show Office or to the police.

All Public Entrances are equipped with Dual-Lock Drop Safes, whose keys will be held by the Senior Entrance Steward. Cash takings are to be bagged, uncounted, clearly showing the gate of origin, and placed in the Drop Safe at regular intervals. All Public Entrances will have collections each Show Day, throughout the morning and afternoon. This will be undertaken by the Finance Team.

A completed form detailing paid admissions will be required. It should be taken to the Finance Stewards at the Show Office, by the Steward in charge of each gate, promptly, at the end of each day.

At the end of the second day, please return your box, and any unused tickets to the main Show Office.

FLOWER SHOW



SENIOR STEWARD – CHRIS ELLIS
DEPUTY SENIOR STEWARD – GRAEME PROCTOR
FLOWER SHOW CONSULTANT – JOHN DYTER

Flower Show Stewards: LUCAS HATCH, JUSTIN HOLLIS,
MATTHEW HUBBARD (H&S), CARA O'DONOGHUE

Flower Arrangement Stewards: GLORIA DURRANT,
ROGER WOOLNOUGH, PETRINA MILES, STEPHEN MILES

Schools Show Garden Competition Stewards:
SUE KNIGHT, LINDA ORFORD, JOHN WALL

W/C MONDAY 20 MAY

The schools' gardens will be collected the week commencing the 20 May. These will be delivered to the show ground and placed ready for the show. Liaise with Chris Ellis re the programme and watering.

RESULTS/RECORDING ABSENTEES

- Results must be recorded accurately and written clearly to avoid mistakes and delays in publishing the results.
- Record those exhibitors forward in the class – it is important as prize money is paid for all exhibits in some classes
- Record any additional information on the reverse of the sheet (write PTO on the front so we know there's something on the back!).
- Check the sheets after each class, complete your details and ask the judge to sign.
- Leave all results sheets in the folder. Once all the classes in that section have been judged return the complete folder to the Awards Office.
- PLEASE BE CAREFUL NOT TO MISLAY RESULTS SHEETS, there is no longer a duplicate copy!

MONDAY 27 MAY

Chris Ellis will be on or around the showground as required.

TUESDAY 28 MAY

Chris Ellis will be on or around the showground as required. Floral arrangement stewards – preparation day. A rota of stewards will be needed to check in exhibitors and to generally supervise the Flower Show area. Suffolk Rural will provide displays.

Also for the collection of the Judges Boxes, which include the Judges books, award cards and a catalogue each for the five judges.

Schools Show Gardens to be checked they are complete and information is ready for judges.

Floral Arrangement stewards will be needed from 11.00 am to 9.00 pm to meet exhibitors and to supervise staging. Check that the Plant Crèche is ready, (cloakroom tickets needed).

Remind Floral Arrangement Stewards that exhibits may not be removed until 6.00 pm on Thursday.

Remind trade exhibitors of arrangements for closing. Plants and flowers may be sold off at 5.00 pm on the Stewards nod but exhibits must be staffed until 6.00 pm when the bell will ring to mark the close. No trolleys to be used in the marquee until after 6.00 pm.

Catering – will be available. Tables and benches to be set out.

TSS Events Ltd will have a man in the marquee on Tuesday, Wednesday and Thursday nights starting at 7.00 pm until 8.00 am. SEP will staff the Flower Show gate (Gate 6) 7.00 am - 7.00 pm on Tuesday, Wednesday and Thursday.

WEDNESDAY 29 MAY

7.00 am Judging of Floral Arrangements starts, also at 7.00 am Judging of trade exhibits, 8.00 am Show Gardens (3 Judges). A Steward to accompany the judges.

As judging proceeds the award cards will be completed by the scribe and the cards placed on the exhibits by stewards quickly.

A Steward will take the results to the Awards office. The trophies must be signed in and out from the Trophy Office, located between the SAA Office and Cattle Building. Trophies must not leave the showground with exhibitors. Schools Show Gardens Competition stewards liaise with Chris Ellis re judging and presentation. Then one steward on duty whilst schools are with their gardens.

9.00 am Flower Show opens to the public. Tea bar and Plant Crèche open

6.00 pm Flower Show closes. 6.30 pm Plant Crèche closes.

7.00 pm Night watchman reports for duty until 8.00 am on Thursday.

THURSDAY 30 MAY

8.30 am Flower Show opens.

One Schools Show Garden Competition steward on duty whilst schools are with their gardens.

3.15 pm Presentation of Floral Arrangement Trophies (subject to confirmation).

4.00 pm Flower Arrangement exhibitors car passes allow them into the Flower Show car park via Gate 6 between 4 and 6 pm.

6.00 pm The bell rings to signal the close of the show. All stewards please supervise the breakdown.

HEAVY HORSES



SENIOR STEWARD – MARK DONSWORTH
DEPUTY STEWARD – NEIL ADAMS & SOPHIE BELL

Stewards: CHARLOTTE ADAMS, CLIVE FAIRCLOUGH,
CHERYL GROVER, BECKY HARVEY,
LAURA JOLLY, JONATHAN KEER, TRISH NIBLOCK,
JOHN PARKINSON, PENNY WATTS

RESULTS / RECORDING ABSENTEES

- Please record the start and finish time of each class
- For classes such as Pairs / Turnouts record all animals' catalogue numbers
- For Best Feet classes record the names of the farriers for each placing.
- Record all animals present in the class
- Check and sign the sheets after each class.
- Leave all results in the folder. Return the complete folder to the Awards Office

WEDNESDAY 29 MAY

Boxes have been provided for all heavy horses as booked.
The Box fee is returnable only if used.

It is important, therefore, that the boxes which have been occupied should be ticked on the reservation list. Exhibitors will then receive the full refund of £75 after the Show. Stewards to check both days.

Please visit the Horse lines and see that horses are stabled correctly. Assist with parking Horse boxes if available.

Stewards are asked to distribute the neck number cards to exhibitors.

THURSDAY 30 MAY

Turnout trophies are to be presented in the Grand Ring (Presidents Ring for single turnouts). Please see the Trophies section for more information on trophies procedure.

All HH exhibitors to be accompany on the way to and from ring.

Please visit the Horse lines and see that horses are stabled correctly.

Jim Wyllie and Delma Nulty will provide commentary of all in-hand classes.
Delma will also assist in the main ring with Turnout Classes. Please arrange to meet your Judge(s) at the Judges' and Stewards' Pavilion a quarter of an hour before judging commences.

Collect Judges' Box and 'Now Judging' Board from the Judges Boxes also catalogue(s) for your Judge(s) to be marked up at conclusion of Judging.

A full schedule of timings and Stewards required will be provided to all HH stewards prior to Show.

After judging completed return Judges' Box and Board Numbers to the Portakabin.

Turn out classes - Prejudging on the tarmac road in the lorry park may be undertaken before moving to the Grand Ring.

Stewards to ensure public safety during collecting for Grand Parade around boxes. Stewards should accompany exhibitors to Grand Parade and back to the stables.

All jumps must be cleared before heavy horses are brought into the Grand Ring.

Only the Championship trophies are to be presented in the Grand Parade.

Please see that exhibitors are present. A steward will note all Suffolk competitors forward before parade.

Single trades will join Agricultural winner for championship in the Presidents ring.

LIGHT HORSES



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SENIOR STEWARD – JAMES NUNN
SENIOR STEWARD (Designate) – MIKE HARRIS
DEPUTY STEWARDS – MIKE TEW & MARK GADSBY

Light Horse Stewards: Janie Barbiaux, Oliver Beckerlegge, Henry Birch, Joe Carless, Louise Clark, Miles Coates, Andrew d'Angibau, Arianne Dyball, Lottie Fairs, Celia Fletcher, Alicia Gadsby, George Gittus, Arabella Hardy, Claire Harris, Lottie Ingleton, Emma Kelleway, Jo Kelleway, Martin Kelleway, Sarah Long, Sam Merchant, Deborah Middleditch, Pat Partridge, Tom Peacock, Olly Pitt, Karen Ranson, Georgie Robinson, Zoe Smith, Grace Smyth, Adam Thorpe, Edward Turner, Ben Turner, Eleanor Watson, Suzanne Willsin, Harriet Womack.

Stable Manager: Isla Clark
Numbers Hut: George Gittus & Martin Kelleway
Course Builder – Working Hunter Ring: Kevin Millman
Assistant Course Builders – Working Hunter Ring: Steven Keys, Anthea Johnson
Course Builder – Scurry: Nathan Farrell
Commentators: John Stokes (Trinity Ring) and Sarah Dance (Driving Classes & Coaching).

These Notes are to be read in conjunction with the Equine Prize Schedule and the Equine By-Laws on page 105 (of the Schedule).

Stewards must not exhibit or have an interest in an animal in the section that they are stewarding.

EQUINE WELFARE BY-LAWS

If a steward suspects that any By-Law has been contravened, draw the matter immediately to the attention of the Senior Steward. Any decision as to whether a contravention has taken place will be made by the Senior Steward and a Show Veterinarian.

HEALTH & SAFETY

All stewards are responsible for equine Health & Safety on the Showground. If you see an unsafe activity, you should act to make the situation safe and inform either the Senior or Deputy Senior Light Horse Steward or the Health & Safety Senior Steward.

- If an incident occurs which you think may require the Horse Screens contact the Vet / First Aid first then the Senior or Deputy Senior Light Horse Steward using the Ringside Radio ASAP
- Hard Hats & Headcams – Any person on a horse MUST wear a protective helmet manufactured to conform with current British Standard and with chinstrap correctly fastened (Bylaw 50). The use of Headcams, worn anywhere on the horse or rider, are strictly prohibited.
- Lunging – Lunging is prohibited in all areas except the warmup ring situated in the light horse box vehicle park.

COMMUNICATION

Radios will be supplied to all Ringside Boxes, the Coaching Stewards and the Senior & Deputy Stewards.

The Working Hunter Collecting and Trinity Ring Stewards must have a radio with them at all times at the ringside.

Radios will be collected by the Senior & Deputy Stewards from the Show Office first thing each morning and returned each evening for the battery to be charged.

A full list of radio channels, e.g. Vets, Doctors etc can be found on the back cover of the Stewards Notes.

EQUINE PRIZE SCHEDULE

- Please refer to the Equine Prize Schedule for details of the prizes or special awards available in each class.
- The judge has been sent a copy of the Equine Prize Schedule but should be briefed as to what prizes/qualifiers are available.
- The number of prizes to be awarded in a particular class is dependent on the level of entries and is printed on the results sheets.
- Breed Society rosettes or qualifying cards, where applicable, will be placed in the relevant class envelope or in the Judge Box.
- Please carefully check the criteria for all awards/trophies. In some cases a prize may be for the best rider in a class, or the best turned out, which may not coincide with the first placed.
- All competitors in First Ridden and Lead Rein classes should be given a rosette. (A sufficient number of Commended Rosettes will have been placed in the Judge Box for this purpose.)
- Spare commended rosettes will also be available and can be given at the Stewards' discretion for lower ranked competitors if there are small classes or for children's classes.

RESULTS/RECORDING ABSENTEES & RESULTS

- Please record the start and finish time of each class to assist with future planning.
- Results must be recorded accurately and written clearly to avoid mistakes and delays in publishing the results.
- Please ensure that you record all the results, including qualifiers, as detailed on the results sheets.
- Record those animals forward in the class – this is important as prize money is paid to all entries forward in some classes or if there are any disputes this will confirm the presence or otherwise of a competitor in a class.
- Record any additional information that may assist us after the Show on the reverse of the sheet e.g. late arrivals, disqualifications, problems or difficulties (write PTO on the front so we know there's something on the back!).
- Check the sheets after each class, complete your details and ask the Judge to sign.

MARK SHEETS

- Several classes use mark sheets. It is essential that Judges have an efficient marking Steward, but they are solely responsible for the accuracy of the results. Judges should explain the correct method for filling in the sheets and to check the correct sheet is being used.
- Please complete these accurately and legibly, and do not let a competitor see the mark sheets until they have been verified by the Senior Steward or his Deputies. Calculators are available if required.
- Should you have mis-heard and written an incorrect score on the mark sheet, then the score must be corrected, and both you and the judge initial the mark sheet next to the amended score.
- Ensure that the Judge has signed the completed Mark Sheet at the end of the Class.
- Take the completed and signed mark sheets along with any unused or invalid mark sheets to the Awards Office, between the SAA Office and Cattle Building as soon as practicable after the class. DO NOT place any unused or invalid mark sheets in the waste bins, we will dispose of them in confidential waste.
- The mark sheets will be posted after verification on the notice boards near the Stable Managers/Numbers Hut.

CLASS TIMES

- Classes must not start before the published start time.
- Start/Finish Times – To avoid subsequent classes running late or delaying other events at the Show, start and finish times must be maintained.
- Class timings are based on 75% entries forward and allowing 3 or 5 minutes per entry for In-Hand and Ridden classes respectively and there is no slack time in the programme.
- There should be no delay between classes unless there is a specified start time and the programme is running early.
- It is the competitor's responsibility to be on time
- Use the Ring PA system to call the Class

RINGCRAFT

- You manage the ring and its occupants, including the Judge, as well as controlling the access into/out of the ring.
- The ring must be sealed once the class has started. Rope off the entrance to prevent loose horses escaping.
- If judges need to access Grand Ring they can be taken through VPs.

SUBSTITUTIONS OR RIDERS/HORSES

UNDER NO CIRCUMSTANCES ARE SUBSTITUTIONS ALLOWED. The SAA rules state that there are no substitutions. They must not be allowed in the ring to compete if they are not entered in the Catalogue for that Class. If a competitor challenges this, e.g. the Catalogue is wrong, the Office has said it's OK! You must contact the Senior or a Deputy Senior Steward who will check with the Show Office.

- Please refer any disputes to the Show Office.

SPONSORS

If your class is sponsored the sponsor may wish to present the prizes. Please watch out for the sponsor who will report to the ring. Information will be available in the Judge's box.

CHAMPIONSHIPS

In general, the winners and reserve from the preceding classes are eligible for the Championship, unless explicitly stated in the Prize Schedule.

TROPHIES

EXHIBITORS WILL NO LONGER BE ABLE TO TAKE TROPHIES HOME FROM THE SHOW.

- Full details of the trophies to be awarded for each class can be found in the Equine Prize Schedule.
- Trophies must be collected from and returned to the Trophy Office - see full stewards notes for more information.
- Stewards will be required to sign out the trophies that are needed for their class(es) and be signed back in when they are returned immediately after the class section is completed. Please take care when handling and transporting the Trophies, most have great sentimental, historic as well as monetary value.
- Safety & security of the Trophies, the Judges and your personal possessions is paramount. Please lock the Stewards Shelter or Commentary box when not occupying it. A combination lock will be in use with each steward given the common code number.
- Arrangements have been made for a digital photograph to be taken of each trophy presentation, a copy of which will be made available to the winner free of charge. This information has been included in the information packs sent to all exhibitors before the Show but may need to be reiterated to winners on the day.
- If the photographer is not available, would stewards please take some photographs of the trophy winner and send, if comfortable to do so, directly to the winner or via sophie.king@suffolkshow.co.uk with the winner's name and class number.

JUDGING & JUDGES BOXES

- Check the contents of the Judge's Box well in advance of the classes to ensure that you have everything that you require e.g. clipboard, mark sheets etc.
- Collect the Judge's Box in plenty of time before your classes are scheduled to commence.
- For the Grand, Trinity and Bucklesham Rings the Judges Boxes are in the Awards Office.
- For Working Hunter, Levington, Nacton and Foxhall rings the Judges Boxes will be in the Wooden Shed next to the Stable Manager's hut.
- Judges have been instructed to meet their steward in the Judges' & Stewards' Pavilion 15 minutes before the scheduled judging time.
- Judges are not permitted to see a copy of the catalogue until after they have finished judging. Do ask if the judge would like a marked-up copy of the catalogue at the conclusion of their judging. Should a Judge ask the do mark up a copy but leave it with the Show Office for collection.
- At the conclusion of judging, take the Judge's Box, the completed and signed results folder and any mark sheets to the Awards Office.

SUPREME IN-HAND CHAMPIONSHIP – STEWARD – MARK GADSBY

- This is to find the best of the In-Hand entries at the Show.
- This Class takes place in the Bucklesham Ring on Thursday at 1.30pm.
- The Trophy will be presented to the champion in the Grand Parade unless the competitors decline for the safety of the horse/pony.
- All In-Hand Champions are eligible to compete.
- A list will be provided by the Livestock Officer giving the Class Number and Class Title for each of the Champions
- Claire Harris will liaise with the results office and complete the form with the Catalogue entry number of each class Champion.

SUPREME RIDDEN CHAMPIONSHIP – STEWARD – MARK GADSBY

- This is to find the best of the Flat Ridden entries at the Show.
- This Class takes place in the Trinity Ring on Thursday at 2.30pm.
- The Champion Ridden Heavy horses and the Champion Flat Ridden Light Horses or Ponies will compete in the Trinity Ring to become the Suffolk Show Supreme Ridden Champion.
- A list will be provided by the Livestock Officer giving the Class Number and Class Title for each of the Champions
- Claire Harris will liaise with the results office and complete the form with the Catalogue entry number of each class Champion.

HOSPITALITY

- Identify who your judges are in good time (ideally at the Judges' & Stewards' Dinner) and meet them in good time to arrive at the respective rings early so that classes can start on time.
- The judges, like the stewards, are all volunteers and should be treated courteously.
- The judges may not be familiar with the layout of the Show and may need help to find the Judges' & Stewards' Pavilion and the various rings.
- Look after your judge. A good reputation makes finding judges in the future much easier.
- Tea and coffee is available free of charge in the Judges' & Stewards' Pavilion.

COLLECTING RING TEAM – STEWARD – MIKE TEW

- Mike Tew will organise this team who will manage the Collecting Rings for the Grand, Trinity and Working Hunter Rings whilst any Light Horse competition is taking place.
- The marshalling and smooth flow of competitors through the ring is crucial for keeping to time.
- This team which will liaise with the Grand Ring Collecting Ring team.

TRINITY RING – STEWARD – ALICIA GADSBY

Alicia Gadsby will manage the light horse classes in this ring. On Wednesday, after the show jumping has concluded, the Trinity Ring must be split to accommodate two judging areas. At the conclusion of the Riding Horse/Ridden Irish Draught classes, the ring can be reinstated as a whole.

WORKING HUNTER RING – STEWARD – MIKE TEW

- Timing of the competitions in this ring is crucial and the marshalling of the competitors prior to entry into the ring.
- Arena Eventing is a new class on Thursday at 2.30pm and Mike Tew which will run, details to follow.

FOXHALL, NACTON & LEVINGTON RINGS – STEWARD – MARK GADSBY

The barriers dividing Nacton and Levington rings may need to be moved to make the Nacton Ring larger before the senior showing Ridden competition begins on Wednesday morning.

NUMBERS HUT – STEWARDS – MARTIN KELLEWAY & GEORGE GITTUS

- Competitor number cards will be issued from the hut near the Working Hunter Ring.
- An alphabetical list of exhibitors, detailing their entries, will be provided by the Livestock Officer for display on the notice boards.
- Please ensure that the hut is manned at all times by a Steward or Stable Manager.

STABLE MANAGEMENT

The Stables are managed by Isla Clark.

COACHING AND CARRIAGE DRIVING MEET STEWARDS - GEORGE GITTUS & MARTIN KELLEWAY

- This Class is now a non-competitive social meet over the two days. This comprises a Road Drive, for coaches and carriages, driven in four-in-hands, unicorns, pairs and tandems.
- The Meet demonstration takes place in the Grand Ring and aims to give the public an insight into the traditions, skills and style of equestrian transport in its various forms.
- On Wednesday morning the nominated stewards need to collect the necessary numbers from the numbers hut and distribute them to the exhibitors.
- Wednesday the exhibitors to assemble at 9.30am for the demonstration 10.15 in the Collins Grand Ring and at 11:00am will leave by Gate 11 for the Road Drive of approximately 8 miles, with an appropriate halt stop half way round.
- Coaches will return to the Showground via Entrance 12.
- Thursday the exhibitors to assemble at 9.45am for the second demonstration 10.30 in the Collins Grand Ring
- A coaching dinner will take place Wednesday evening providing there are sufficient diners
- Collect orange beacons, hi-vis vests and radios from the Show Office.
- Impress upon the competitors that they are not to blow horns near the livery yard in Levington.
- One car leads the road drive with an orange beacon and a radio.
- Second car to go to various points along the route to confirm all is well.
- A Vet will follow the road drive and be in radio contact with the stewards.

INTER HUNT RELAY – STEWARDS OLIVER BECKERLEGGE/ZOE SMITH

- This class takes place on Thursday at 4.00pm in the Trinity Ring.
- The fence building set up will take place on Thursday at 3.15pm IT IS ESSENTIAL that the setup is completed by 4.00pm for a prompt start.

DRIVING – STEWARD – TOM PEACOCK

- Carriage driving comprises Private Driving, Trade & Vintage and Pleasure Driving classes.
- Wooden pedestals may be required to provide obstacles for the competitors to negotiate. These will be available at the Trinity Ring to be placed out by the stewards if required.
- If the Ring schedule is running late consider holding the Driving competitors in the Horsebox Lorry Park rather than have them wait in the collecting ring.

SCURRY DRIVING – STEWARD – ANDREW D'ANGIBAU

- Cones, Balls and Cart measuring stick are supplied by Jeff Osbourne and must be collected well before the first class starts and returned to him immediately after the final along with a copy of the results.
- The running order for the final should be collated by the Judges on the morning of the final and distributed to the scurry competitors and the collecting ring Senior Steward.
- Please find a suitable Sponsor, member of SAA or Steward to present the rosette sat the end of each Scurry Class and the final.
- If the Grand Ring schedule is running very late consider holding the Scurry competitors in the Horsebox Lorry Park rather than have them wait in the collecting rings.

RINGS, DISPLAYS & AWARDS



SENIOR STEWARD – MARK WRINCH
DEPUTY SENIOR STEWARD – NICK WATTS
Grand Ring Stewards: FREDDIE GITTUS, WILLIAM HARGREAVES, YVONNE HARGREAVES, CHARLOTTE MAYHEW, GEOFF MAYHEW, JAMIE MAYHEW, ED YOUNGMAN.

Maintain close liaison with all displays/stewards to keep ring on schedule.

Any animals which you consider a risk to themselves, general public or other animal should not be admitted to the judging rings or must be removed from the Ring in the safest manner.

Any displays which you consider a risk to the general public, themselves and other participants through weather or other activities to be stopped immediately.

Ensure no children are sitting on fences or within the Ring. All balloons which are liable to spook the animals in the ring are to be removed.

Duty Steward to fill in time sheet for each event.

TUESDAY 28 MAY

11.30 am The British Showjumping Course Builder, Kelvin Bywater, is due to arrive. A party from Suffolk Rural will arrive to assist in moving items in and out of the Ring.

Please refer to the programme for all details of judging, parades and displays. If any Jumping Competition should get behind schedule consult the Judges at once; some competitions have big entries and these should be ready to start promptly according to the programme, therefore, please endeavour to get the course set during the previous item and, if possible, persuade the competitors to walk the course before hand as well.

BANNERS STEWARDS - EMMA TREADGOLD, ARCHIE WALKER

Check the banners each morning of the Show to ensure that all intact and no unauthorised banners have gone up. Any banners that are not booked and paid for should be taken down and returned to the office.

Collecting Ring: JACK BRAMMAR, WILLIAM FOSKETT, ED PRESTON, MEGAN JACKSON, JONO WOOLLATT

All activities in the Collecting Ring come under your control.

Please ensure there is no lunging in the Collecting Ring. There is a warm up area in the Light Horse vehicle park.

In the interests of safety there are animal walkways to and from both Grand and Trinity Rings. Will Mark Wrinch please supervise, with help from 10 TSS Events Ltd staff. Security men should be briefed that ambulances, doctors, tankers and tractors with litter trailers should be given some priority.

Heavy Horse Turnouts and In-Hand exhibits will enter via the same route. Please liaise with the Senior Steward – Heavy Horses on Turnout classes.

Mark Wrinch, please liaise with Mike Tew/Mark Gadsby and the Light Horse Collection Ring team regarding the control of the Light Horse area of the Collecting Ring.

A veterinary car will be based in the Collecting Ring, please ensure that this vehicle is always accessible and not blocked by any trailers/equipment etc

Announcements and Presentations Stewards: WILLIAM CARLESS, CHRIS CLARKE, JAMES FORREST, OLIVER HOLLOWAY, PHILLIP SUMMERS, RACHEL SUMMERS, RICHARD WRINCH

Please note that John Stokes, the professional commentator, is engaged for all Jumping Competitions in the Grand Ring. He has also been asked to commentate on as many other displays as possible, but particularly specialist equestrian events, Scurry and Coaches (with Sarah Dance). He is very willing to help you with any other event.

Decide all commentaries for displays, parades and competitions well before the Show, after obtaining details from the Show Office.

A number of Grand Ring displays are sponsored. Make sure these are acknowledged – details from Helen Fomenko.

The Director has agreed a list of trophies to be presented in the Grand Ring. Please collect from the Show Office.

TUESDAY 28 MAY

Please see the amplification system is working correctly at all commentary points with roving microphones where necessary. Ensure that there are telephones to (a) the collecting ring (b) Trinity Ring commentary box and (c) Grandstand Enclosure. Messages about lost children are not to be broadcast.

WEDNESDAY 29 MAY & THURSDAY 30 MAY

See that a 6ft baize covered table has been delivered to the President's Marquee. This should be moved to the Enclosure within the President's Grandstand.

Arrange for trophies to be available at the presidents enclosure before presentations - these must be collected from the Trophy Office and signed in and out in good time.

Some sponsors have been invited to present the trophies, rosettes, etc., please see Sponsors' Stewards at the Vice-Presidents' Ringside Club or the office for the sheet. It is most important that our sponsors are given every opportunity to make presentations and have their name broadcast as much as possible.

All Stock Stewards have been asked to hand pro-formas in at the Awards Office giving details of the prize-winning animals in their Section, please see that someone collects these.

Jumping Competitions and other sponsored items or sections. Please see that sponsorship is announced over the loudspeaker system before and during the competition, event or parade. This is important for the sponsor may decide to support the Show again if they receive good publicity.

THURSDAY 30 MAY

Delma Nulty has been invited to commentate on the Heavy Horse classes on both days.

During the morning please be available to commentate in the President's Ring. All Heavy Horse and Sheep classes have sponsors so that the announcement of results and presentations is important.

The Young Handlers (Sheep) classes require particular commentary.

Grand Parade, Wednesday 4.15pm, Thursday 3.15 pm, please see official programme for details of presentations.

Tradestand trophies are to be presented on their Stands but the overall winner may, except when there is a Royal visit, elect to have the presentation in the Grand Ring – the Tradestand Stewards will arrange.

Display Stewards: JULIA DUNNICLIFFE, GUY FOSKETT, ALAN GRAY – Inter Hunt Relay OLLIE BECKERLEGG, ZOE SMITH

Obtain information from the Show Office before the Show, you are responsible for all displays in the Grand Ring, President's Ring, Bandstands and Avenues. Collect radio from the Show Office and return at the end of the day for recharging. Please liaise as necessary with Grand Ring Stewards.

TUESDAY 28 MAY

It is essential that you agree with the Grand Ring Senior Steward about clearing the Ring for major displays – Suffolk Rural are providing a ring party arriving at 11.30 am today.

WEDNESDAY 29 MAY & THURSDAY 30 MAY

Arrange for one or other Steward to meet the person i/c of each display on Show days – extend a welcome and see that they are looked after and their displays are ready according to the state of the Ring Programme.

Feeding arrangements on Show days – lunch and tea in the Stockmen's canteen at staggered intervals, a packed lunch will be provided. You must obtain catering vouchers or tickets from the Show Office during Tuesday or Wednesday mornings.

President's Ring Stewards: RICHARD BRYANT, OLIVER CARR, JOHNNY JAMES, MATT LONG, BEN WHEATON, WILLIAM HOSEGOOD

WEDNESDAY 29 MAY & THURSDAY 30 MAY

Assist Heavy Horse and Sheep Stewards as required. All display people have been asked to contact you 30 minutes before their event. Stewards please fill in time sheets for each event.

See the smooth running of the President's Ring at all times and that displays keep to allocated times.

Please liaise with Mark Wrinch on timing.

THURSDAY 30 MAY

Judging commences – hand out rosettes and award cards. Afterwards return box to the Judges' box area and Judge's folder to the Awards Office. The sheepdog judge should be informed that the time allowed is 30 minutes.

Please refer to inside cover of Stewards Notes for full Ring Programme.

Awards Stewards: PAUL BAKER (HEAD), JEANETTE BRIERLEY, JAMES FINCH, ANDREW HOUSTON, KATY LAST, OLIVER NORTH, TOM NORTON, JANE RABAGLIATI, JAMES SKELLORN, JONATHAN WINGFIELD, CARL WRIGHT.

Please meet at the Awards Office between the SAA Office and Cattle Building at 9.00am on the First Day.

A rota will be prepared and is flexible as long as the required help is available at all times.

All Showjumping results must be referred to Sophie King as soon as they are received from the relevant Rings.

STEWARDS RESPONSIBILITIES:

The Section Stewards will bring the completed judging folder to the Awards Office. This is the only copy therefore accuracy is essential. Whilst Steward remains, visually check that each class has been initialised by the Judge and Steward, the name of the Steward in charge has been recorded, class entry numbers are correct, and entries forward completed correctly.

- Check that class start and finish times are noted as this aids future scheduling. All Breed Society Judging points sheets to be taken to the livestock officer.
- Tick class numbers on flip chart to confirm receipt and note any problems.
- Check judging sheet against catalogue ensuring that prize winners qualify in the class they are entered, eg, there may be a prize for the best rider which may not coincide with the first placed horse. It is very important to read the class conditions. (Absentees are particularly important in relation to payments of premiums for Heavy Horses, Light Horse Driving Classes, Cattle, Sheep and Flower Show.) Once correct, tick the judging sheet and pass on for computer input of results. All queries will need to be resolved with a Section Steward.
- Follow computer prompts to enter all class prize winners and trophy winners. Tick sheet again once completed and pass on for trophy information.
- Trophy sheets have a "red dot." Record names of winners from the catalogue on to a separate engraving information sheet. Tick the "red dot" once completed.
- Completed judging folders to be filed in numerical order.

TROPHIES

Trophies Stewards: STUART MAGGS, HAYDEN FOSTER, ROBERT ASHWORTH, FERGUS ATKINS, ELAINE BAXTER, THOMAS BERRY, DIANE EVERITT, ROBERT EVERITT, MADDY GARDINER, GRACE HAYWARD, ALEX MURRAY, EMILY SALISBURY, ALASDAIR VAUX, NEVE WALKER.

- The trophies are a valuable asset of the Suffolk Agricultural Association and must be treated with a great deal of care and respect to ensure that they remain in good condition for decades to come.
- The most important change is that exhibitors will no longer be permitted to take trophies home.
- Trophies will be issued from Nacton Room via the SAA Office side door.
- You should collect the relevant trophies before your classes commence – trophies will be identified by their unique reference number which appears in brackets after the name in the schedule.
- Please allow extra time to collect and return trophies as you will have to sign for the trophies that you are collecting, and you will then be responsible for them until they are returned and signed back in. There may be queues at peak times.
- Trophies must be stored in the locked cupboard or commentary box nearest to the judging location until needed for presentation. Please do not leave trophies unattended on the ground at the side of the judging ring or in the judge box.
- Exhibitors may have their photograph taken with the trophy but are not permitted to take trophies home.
- Trophies must be returned to the Trophy Office and signed back in as soon as the class/section has concluded. Individual arrangements will be made for the cattle trophies being presented in the Bucklesham Ring and for the Flower Show.

SHEEP, GOATS & PIGS



SENIOR STEWARD – TIM PRATT
DEPUTY SENIOR STEWARD – ANDREW YOUNGMAN

- Check the contents of the Judge's Box well in advance of the classes to ensure that you have everything that you require – hand gel, catalogue etc.
- Collect the Judge's Box, 'Now Judging' boards and copy of the Catalogue from the Portacabin next to the Show Office in plenty of time before your classes are scheduled to commence.
- Judges have been instructed to meet their steward in the Judges' & Stewards' Pavilion 15 minutes before the scheduled judging time.
- Please make your judges aware that hand gel is provided in each judge box to cleanse hands during and after judging.
- Please be aware of By-law 32 regarding the allocation of prizes.
- Rosettes to be awarded at the conclusion of each class.
- Prepare a marked catalogue for your judge at the conclusion of the section.
- At the conclusion of judging, return the Judge's Box to the Portacabin and the completed and signed results folder to the Awards Office.

RESULTS/RECORDING ABSENTEES

- Please record the start and finish time of each class to assist with future planning.
- Results must be recorded accurately and written clearly to avoid mistakes and delays in publishing the results.
- For Pair or Group of Three classes, ensure that the catalogue for all animals concerned are recorded (space has been allocated on the results slips accordingly).
- Record those animals forward in the class – this is important as prize money is paid for all animals forward.
- Record any additional information on the reverse of the sheet (write PTO on the front so we know there's something on the back!).
- Check the sheets after each class, complete your details and ask the judge to sign.
- Leave all results sheets in the folder. Once all the classes in that section have been judged return the complete folder to the Awards Office.
- PLEASE BE CAREFUL NOT TO MISLAY RESULTS SHEETS, there is no longer a duplicate copy!

SHEEP PENNING

- A plan of sheep pen allocations is available from the Show Office.
- Commercial Sheep entries will all be penned together and the pens labelled with the catalogue numbers only, not exhibitor names.

GOAT PENNING

- Goats will be housed in a marquee in the Farm Discovery Zone area. A penning plan will be available from the head steward.

MAEDI VISNA/CAPRINE ARTHRITIS ENCEPHALITIS ACCREDITATION SCHEME

- Exhibitors of MV/CAE Accredited flocks MUST produce an original, valid certificate of accreditation before their animals can be unloaded in the MV/CAE accredited area. Copies DO NOT need to be collected but they MUST be checked on arrival to ensure that they are valid.
- It is essential that MV/CAE Accredited stock are kept apart from non-accredited stock. All feeding and watering facilities must be kept separate.
- Penning separation between accredited and non-accredited animals must be a 2m wide gap or 2m high solid partition for sheep and a 3m wide gap or 3m high solid partition for goats.
- There must be separation during judging and en route to and from the judging rings.
- In mixed classes, accredited stock to be judged first and examination of the mouth to be carried out by the handler.

BIOSECURITY & MV/CAE ACCREDITATION

- Ensure that biosecurity and MV/CAE Accreditation regulations are being followed at all times.

SHEEP

Sheep Stewards: JANE EVERETT, ANDREW HUTLEY, BARBARA JONES, HOLLIE LISTER, GRAHAM MILES, TIM PARTRIDGE, JULIET QUILTER, LUKE RALLI, ABIGAIL SPENCE, ROBERT SPINK, PETER STEWARD, DAVID TABRETT, CAMERON THOMPSON, CHARLIE TREMBATH, CHRIS WATTS, BRUCE WICKS, ANDREW YOUNGMAN

TUESDAY 28 MAY

- 10.00am – Briefing Meeting for all sheep stewards at the Sheep Centre.
- Ensure that you are aware of the layout of the judging rings and timetable and ensure that the rings are set up correctly.
- Gate staff at Gate 12 have been instructed to check that MV/CAE Certificates are valid before vehicles are directed to their unloading area. A steward to liaise with the gate staff to ensure compliance.
- Issue number cards to exhibitors.
- Commercial Sheep & Butchers' Lambs – Animals entered in these classes must be the correct weight. Transfer from one class to another will be allowed on the day at the discretion of the judge.

WEDNESDAY 29 MAY

- 7.30am – All stock to be on the Showground.
- Judging commences at 8.00am. Please refer to the timetable for all details.
- Grand Parade - Check times and encourage all breed champions to participate

THURSDAY 30 MAY

- 8.30am – Judging of Inter-Breed Classes in the President's Ring.
- Young Handler classes to follow on immediately from the conclusion of the Inter-Breed (approx. 10.30-11.00am).
- After judging on Wednesday morning please visit the sheep lines occasionally to ensure that your exhibitors are happy!
- 2.30pm - 4.00pm – At least one steward to be on duty in the Sheep Lines to prevent exhibitors leaving early.
- Grand Parade - Check times and encourage all breed champions to participate.
- 4.00pm – Stock may start to leave the Showground. Stewards to ensure that animals are loaded from the clearly marked MV Accredited and Non-MV Accredited areas.

GOATS

Goat Stewards: LIZ ABBOTT, STELLA METFORD-SEWELL, TEIGH O'NEIL, EMILY RANDALL (Lead)

TUESDAY 29 MAY

- Collect judges' box etc from the porta cabin and check contents correct and sufficient.
- 16.30pm all goats in milk to have arrived and in their allotted pens.
- Issue ring numbers, milk bucket labels and note any absentees.
- 18.45 all goats in milk to have been milked and stripped out by stewards.

WEDNESDAY 29 May

- 6.30am all milking buckets (and any jugs) to be inverted and placed on the tables provided in the milk weight area.
- 7.00am Udder inspection to commence. On completion, please ensure marquee is closed public. Milking to commence on judges' instruction, this will be the first milking of the Suffolk Show. 'After each goat is milked, she must be stripped again by a steward as soon as possible and before she is returned to her pen in preparation of the EASS'.
- Milking must be completed by 8.45am. Once all milk has been weighed and samples taken, please ensure the marquee is fully opened to welcome the public.
- 10.00am main judging to commence.
- At the conclusion of judging return Suffolk show judge's folder and award slips to the awards office
- 17.30 all milking buckets etc to be on the tables in the milk weight area. Marquee to be closed to the public and milking may begin. Milking must be completed by 18.45.
- This will be the second milking for the Suffolk show and the first milking for the East Anglian Summer show.

THURSDAY 30 MAY

- 06.30am all milking buckets (and any jugs) to be inverted and placed on the tables provided in the milk weight area.
- 7.00am udder inspection to commence. On completion, please ensure the marquee is closed to the public. Milking to commence on the judge's instruction, this is the second milking of the EASS and must be completed by 08.45am Please ensure the marquee is fully opened to welcome the public.
- 10.00am main judging to commence. On conclusion of judging return EASS judge's folder and result slips to the awards office and the judging box to the porta cabin.
- 16.00 stock may leave the showground.

British Goat Society milking competition sheets to be completed by Emily Randall and forwarded to the BGS office within 2 weeks of the show.

PIGS

Pig Stewards: RACHEL COOPER, GEORGE DONSWORTH, HOWARD GILBERT (HEAD), TIM GILBERT,

TUESDAY 28 MAY

Please ensure that Pens are labelled clearly for arrival of exhibitors.

Any health issues must be reported immediately to the duty Vet. Please make sure exhibitors move their vehicles promptly after unloading Pigs, to the designated parking area behind the fence.

Ace Communications are to provide the customary Public Address equipment. They can be contacted at the Grand Ring Control Tower if you have any problems.

WEDNESDAY 29 MAY

- 8.00 am Collect Judges' Boxes
- 8.45am Please meet the judge in the Judge's and Stewards Tent
- 10.00 am Judging of Pedigree Pigs.

Please make sure the Judge is taken to lunch in the Judge's and Stewards Pavilion.

After each Class is judged hand Rosettes and Prize Cards to exhibitors and bring Results Folders to the Events Centre at the conclusion of each section.

Prepare a marked Catalogue for Judge at conclusion of judging and please complete a proforma and hand in at the Show Office for the Announcement Stewards.

After judging is completed return Judges' Box, Board Numbers to the Show Office.

THURSDAY 30 MAY

9.30am: Judging of Championship Pig classes followed by Pairs and Young handlers.

Would you please ask all exhibitors to take away all unused literature – alternatively would you see that the enclosures are cleared of all paper, etc. – this should be placed in the rubbish bins, machines and equipment must be cleared away as soon as possible by exhibitors.

SHOW MEDIA



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SENIOR STEWARD – ERIC MORTON
DEPUTY SENIOR STEWARD – KARINA MORTON MANN

Press, Public Relations, Social Media & Photography: WILL BLACK, BEN EAGLE, SAM LYNE, SAM MANN, DAVID SCOTT, PIP TAYLOR

The Show Media Centre is located in the Events Centre beside the President's Ring.

The Press area is under the direction of Eric Morton who is to provide a rota to ensure the Show Media Centre is stewarded at all times and with at least two stewards and at least three during busy times (7am-9am and 12pm-2pm).

TUESDAY 28 MAY

Eric Morton will liaise with Graham Thurston and Ian Liddell to ensure all furniture is in place and Wi-Fi is working in the Press Area.

Catering will be provided by Roffs, and they will make arrangements for refreshments for the Press during the Show.

Would Eric Morton please contact and confirm these arrangements with William McColl.

Hot drinks and pastries from 7.00am. Lunch 12 noon 2.00pm Tea and cake 3.00 pm onwards.

WEDNESDAY 29 MAY & THURSDAY 30 MAY

7.00 am onwards: Stewards must supervise the Press and ensure all are signed in. All Press must have official ID. See that all Press people are given a copy of the Show Catalogue (collect from Show Office) and generally look after their comfort and help wherever necessary. Make a point of obtaining an interesting fact or two, new areas, features exhibitors and local stories to convey to the Press. Helen Fomenko will provide a briefing note.

Arrange for refreshments as described above to be available at all times in the Show Media Centre for those people entitled to the Association's hospitality – not the general public! Show attendance figures will be available after the Show.

SHOWGROUND MAINTENANCE & CONTRACTORS



SENIOR STEWARD – ANDREW FAIRS
DEPUTY STEWARD – STUART BAKER (showground)
DEPUTY STEWARD – NAT BACON (water)

MONDAY 6 MAY

Please arrange to meet the Hon. Director on Showground this week. Three tractor drivers will be required on Monday, Tuesday and Wednesday of Show week in connection with jumping courses. We need four tractors with trailers and a water bowser.

Litter bins should be distributed by Hero Site Solutions and Sackers (HSS&S) – plastic bags required in the Members' Marquee, Public Catering Centre and Cafe/Bars, Food Hall and Flower Show. HSS&S are supplying bins for rubbish and these will be sited in the Caterers' and Food Hall compounds. There will also be three skips for grass clippings.

Please arrange for the plumber to fix all the Caterers' sink units by Friday 12 May – also Food Hall requirements – plans with Paula Slater. The Suffolk Skills area will also need a supply.

Arrange with HSS&S the policy and delivery of recycling during the Show.

MONDAY 13 MAY

Please check that water will be available from the Water Stewards and Plumber for pre-paid standholders.

MONDAY 27 MAY

It is important to have plenty of litter bins inside Flower Show, Food Hall and Rural Crafts marquees until first thing on Tuesday, afterwards these could be used elsewhere.

HSS&S, the contractors, should be contacted at their compound, about clearance of litter from Trade Stand Avenues.

Please arrange to meet all your Maintenance, Water and Electricity Stewards.

Have barriers available for Heavy Horse Obstacle entries to cross Livestock Avenue from the horse lines to the President's Ring. Also barriers to divide Grand Ring collecting ring as required by James Nunn, Senior Steward (Light Horses).

WEDNESDAY 29 MAY & THURSDAY 30 MAY

Please keep general supervision on the Showground and check the water supply arrangements, Caterers' soak - aways, and the Milk Depot drainage systems are all working satisfactorily. The Showground should be tidied each Show Day from 5 am onwards, particularly the Flower Show, Dog Show, Toilets, Catering Centres, Livestock Lines, the Grand Ring, Trinity Ring, Collecting Ring, the Picnic Area, the Food Hall, the Special Features area, Farm Discovery Zone and Ringside Club.

Showground Stewards: EDWARD BANTHORPE, SIMON DARBY, CUTHBERT ELEY, CHARLIE FAIRS, MATTHEW NESLING, ANDREW TAYLOR, JAMES TIBBETTS (H&S), ANTONY YOUNGMAN

FRIDAY 24 MAY

Please arrange to meet your Senior Steward to arrange distribution of litter bins, also discuss tidying refreshment areas, judging rings, lavatories, Flower Show and other marquees during the few days prior to the Show.

MONDAY 27 MAY

4.00 pm – Please see that livestock lines are clear of litter. There is a farmyard manure/straw store off site where straw and manure should be carted using tractor or trailer. Also clear-up party to keep Grand Ring, President's Ring and avenue clear of horse muck.

WEDNESDAY 29 MAY & THURSDAY 30 MAY

Please see that HSS&S are making an all out effort to clear Showground (and car parks) of litter and empty all bins.

Cloakrooms and toilets are their responsibility too. Contractors must clear Stockmen's Canteen and the Store behind of all waste food by 12 noon on Friday They are due to return for a final clearance on Monday 5 June.

It is important to have plenty of litter bins inside Flower Show, Food Hall and Rural Crafts marquees until first thing on Tuesday, afterwards these could be used elsewhere.

HSS&S, the contractors should be contacted at their compound, about clearance of litter from Trade Stand Avenues.

Keep a check on Sackers men who are responsible for keeping Avenues 1-14 clear of litter – any complaints to them at contractors compound.

Please see that HSS&S call at both First Aid points each day to clear rubbish and ensure that Sackers cleaners clean the President's marquee after lunch each day.

The Food Hall Stewards have requested that Sackers clear rubbish frequently.

The livestock lines and judging ring areas, including the toilets, should be tidied early morning and each evening. Clear Grand Ring of muck and dust affected areas with sand, following the Grand Parade.

Water Stewards: NAT BACON (deputy) JOE BLOOMFIELD & PATRICK THORNE

MONDAY 8 MAY

Please arrange to meet your Senior Steward on the Showground early this week to discuss water supply service and afterwards see that all water supplies and tanks in livestock lines and rabbit sections are working correctly and filled.

The Farriery Competition, the Rare Breeds, Suffolk Skills and Conservation Area will require a water supply.

Ensure that Anglian Water Authority have switched all supplies on "full bore" for the Show period. Also that the entire system is flushed before the Local Health Inspector takes samples. Please provide the W.I. with the usual piped water supply. The Two First-Aid Posts must have a supply as well.

List of Standholders who have applied (and paid for) a private standpipe, is available from the Show Office. A supply for several stand-pipes to individual exhibitors may be needed in the Food Hall. There will be two portable washing units supplied which will need installing. Information available from the Show Office.

Nat Bacon to make arrangements with the plumber from Clarkes and arrange a start time for essential work to be carried out. Flush toilets and urinals are a source of trouble and all should be checked.

Please check that water will be available from the Water Stewards for the Conservation Stand (Farming & Wildlife Advisory Group Stand).

BEFORE THE SHOW

Make certain that all water storage tanks are filled and positioned throughout the Livestock lines and Flower Show. The Tea Bar within the Flower Show Marquee will require a water supply.

WEDNESDAY 31 MAY & THURSDAY 1 JUNE

Collect your radio telephone from the Show Office early each morning and return same there each evening. Remember this is for emergencies – so one Steward MUST be "listening in" during the time the Show is open.

Refill all water tanks as early as possible and again in the evening. The Show staff will keep a list of Trade Standholders requiring urgent supplies during course of Show – suggest you call from time to time. Leave filled water carriers on the Showground for emergency use.

SHOWJUMPING



SENIOR STEWARD OF – SIMON STEARN
DEPUTY STEWARD – ROBERT ABREY
Jumping Competition Stewards:
RUPERT STEARN, BRAD WEBB, CAITLIN PUGH
Commentators: GARETH JENKINS (Grand Ring), JOHN STOKES (Trinity Ring)
Course Designer: KELVIN BYWATER

COMMUNICATION

- To facilitate contact with the Grand Ring and Sponsors, radios will be supplied to all Senior Stewards and the Sponsors' Lounge.
- Radios must be collected from the Show Office first thing each morning and returned each evening for the battery to be charged.
- A full list of radio channels, e.g. Vets, Doctors etc can be found on the back cover of this book.

RESULTS

- Results must be recorded accurately and written clearly to avoid mistakes and delays in publishing the results.
- Results sheets must be handed in to the Livestock Officer at the Show Office as soon as possible after the class is completed.

HORSE AMBULANCE/VETERINARY ATTENDANCE

- A horse ambulance will be available for any emergency in the Grand Ring or Trinity Ring. Stewards to ensure that screens are available for immediate use to 'hide' any equine accident.
- A veterinary car will be based in the Collecting Ring, please ensure that this vehicle is always accessible and not blocked by any trailers/equipment etc.

REFRESHMENTS

Refreshments in Commentary Boxes are restricted to coffee, fruit juices and sandwiches and must be signed for.

JUMPS

Two sets of jumps have been hired – one international set from British Showjumping for the Grand Ring and a set from the local British Showjumping group for the Trinity Ring.

HEALTH & SAFETY

- Stewards must ensure that all competitors wear protective helmets, manufactured to conform with current British Standard, with the chinstraps correctly fastened at all times whilst mounted (By-law 50).
- Competitors must travel to and from the rings by the approved routes.

JUMPING ORDER

- Jumping order is as per catalogue order. Depending on the number of absentees, it may be necessary to alter/change the order for those competitors riding more than one horse.
- Jumping courses board provided for Grand Ring events.

COMMENTARY

Ensure that sponsors are announced over the loudspeaker system before and after the competition (minimum). Each horse, on entering the ring, must be announced over the loudspeaker system. Announce if clear round or number of faults after each competitor has finished jumping and, if possible, before they leave the ring.

TIME

If there is any doubt about a class over-running the programme, consult the judges at once regarding a 'standard'.

TUESDAY 28 MAY

- 11.30am – BS Course Builder – Kelvin Bywater – and the Suffolk Rural ring party scheduled to arrive.
- The practice jump can be set up in the Collecting Ring but must be moved from time to time to prevent excessive wear and tear on the ground surface.
- Stewards' Briefing Meeting – time to be confirmed by Simon Stearn.
- Ensure that the timing systems are installed and functioning.

WEDNESDAY 29 MAY & THURSDAY 30 MAY

- Declarations should be made at the kiosk located in the Collecting Ring near the entrance to the Grand Ring or Trinity Ring as appropriate. (A Steward to collect the kiosk key from the Show Office.)
- Substitute entries are not to be agreed by the stewards without consulting the Senior Steward. All substitutions should be in line with BS Rules.
- Ensure that jumps not in use do not obscure ringside banners and are stored safely and securely.
- See the Announcement Stewards about the presentation of trophies/rosettes to the winners after each class. In most cases the sponsor should be invited to do this.
- Ask judges to complete the cards and submit these direct to British Showjumping.
- Return completed results forms to the Show Office as soon as possible after the class has concluded.
- Return the Judge Box to the portacabin after the final competition on each day.
- Please arrange for all jumps to be stacked neatly in the Collecting Ring at the end of the Show and for the ring party to remove the feet from the jump wings as this will help with easier loading on to the trailer.

TRADESTANDS



SENIOR STEWARD – SAM FAIRS
DEPUTY STEWARD – ANDREW PHILPOT

Tradestand Stewards: GWYN CHURCH, TIM DARBY, GEORGE HARRIS, HUGH ORFORD, TOM ORFORD, TOM OVER, EDWARD VIPOND

From Friday 26 May only vehicles with TSV, pre-show or SV will be allowed on the Showground during set up. All other vehicles will be asked to park in the VPs car park.

TUESDAY 28 MAY

All Stewards please meet with Senior Steward Tradestands, by 10.00 am in tradestand office.

All exhibitors are automatically entered in the eleven competitions. Will Andrew Philpot please draft a provisional list of Stands eligible to compete in each class and work out the judging programme. List of Competitions given in the Tradestand Brochure.

Some trophies may be re-presented at the Grand Ring Parade. Andrew Philpot to arrange for the winners to be in attendance if required. The President Bishop Martin Seeley will be visiting some of the winning tradestands on the afternoon of the first day.

12 noon onwards please visit all exhibitors and mention they should open by 8.30 am each morning and that the Show remains open until 6.15 pm each day. Remind exhibitors about cars and other vehicles being off the site by Tuesday evening and that litter should be placed in litter bins at the Avenue intersections early morning or late evening. Ensure that tradestands are all within their allocated areas. Skips will be located at points for grass cutting.

Electricity – some standholders have been using the SAA's electricity supply 'unofficially' – please report any suspicious connections to Paula Slater at the Show Office.

Security – TSS Events Ltd are on 24-hour patrol – including dog handlers – for the whole Show week.

Tradestands will be allocated by area to Stewards by the Senior Steward. This will be advised at the pre-show meeting. Special effort should be made to visit all new tradestands in your allocated areas.

Warn people with flags to bring them in at night. The Security Stewards will assist with the removal of vehicles and prevent unauthorised selling in the avenues.

WEDNESDAY 29 MAY RESULTS

Judging is due to commence at 8.30 am – please tour the Showground beforehand (suggested in pairs) to see that all standholders' vehicles are removed! and stands are ready to open for business on time. The classes will be split to decide the overall prize-winning stand.

A special lookout is necessary for unauthorised Standholders, one or two appear each year usually via Gates 1 and 2.

Two Stewards to accompany each Judge and bring results to the Events Centre as soon as possible. Award cards will be specially written up at the Events Centre.

Hand award cards and trophies to the winning Standholders and explain when and where trophies will be officially presented.

WEDNESDAY 29 MAY & THURSDAY 30 MAY

Exhibitors' Lorries, etc. must be off the Showground Avenues by 7.30 am. The Lorry Park has been moved to the designated Lorry Park Area – see map.

Make a point of paying a visit to all tradestands and note any complaints and suggestions so maintaining the happy relationship which exists.

Exhibitors' catering vehicles are allowed to bring supplies on to the Showground until 9 am each day at Gate 1. All had the opportunity of obtaining this type of vehicle pass.

Please make a note of any tradestand that is not up to standard and report it to Paula Slater so that it can be visited during show time. Please read the Risk Assessment, record, Health and Safety issues and report the details to Andrew Philpot.

Sports Village Steward: ANDREW d'ANGIBAU, WILLIAM DONSWORTH, JACK FRENCH, TIMMY JOHNSON, TOBY POUND, ROBERT TAYLOR,
Luxurious Lifestyle Pavillion: NICK CROCKER, ED BURGESS
Fifth Avenue: LUCY ASHBY-HOARE EMILY FOSKETT, INDIA GIBBONS

TUESDAY 28 MAY

Please attend Showground early and generally assist with setting out the exhibitions. The final overall appearance is the important thing – do not let one participant lower the high standard. Toby Pound to liaise with Senior Steward Tradestands regarding stewarding requirements in the Sports Village. It is necessary for you to be there when tradestands are setting up and first thing both mornings during the Show days, before the tradestands open to the public.

WEDNESDAY 29 MAY & THURSDAY 30 MAY

A general supervision will be necessary – someone must be available at each exhibit to answer questions and at least one Steward should be available within this Section during the time the Show is open to the public.

Cars, vans and lorries must be cleared away by 8 am each morning at the latest.

Skills Discovery Zone Stewards: MIKE STAFF

TUESDAY 28 MAY

The same area has been allocated this year. Please familiarise yourself with the layout. Please ensure that all exhibitors are catered for and that supplies of building materials, etc are in the right place. Please see general note assessment for further details. Please ensure the main Sponsor has good exposure.

WEDNESDAY 29 MAY & THURSDAY 30 MAY

Please ensure that there is activity throughout the two days. Certificates for all known competitors will be available in the Judges' Box.

Art Exhibition Stewards:

CLAIRE BARKER, MARIA BLACK, MARGARET HAYWARD, DEBBIE MANSFIELD, SIMON PEACHEY, ADINE SCHRANKEL, PHOEBE SCOTT, LILA WALKER, JANE WEST

BEFORE THE SHOW

SP will contact all to discuss help on Tuesday and stewarding roster on Show days.

TUESDAY 28 MAY

Please can all stewards who are helping to hang the art exhibition come to the Art Show tent by 9.30 am. The paintings can then be transported to the art show. Please ensure that you do not leave artworks unattended. A security guard from TSS Events Ltd will be in attendance Sunday night.

WEDNESDAY 29 MAY & THURSDAY 30 MAY

SP and colleague will collect float and receipt book from Show Office at start of day and return with takings at close of Show.

Two Stewards to be on duty at any one time, with at least one Steward being at the pay desk.

If necessary, assist the working artist to prepare their stand. Please walk around the exhibition regularly and straighten paintings, tidy name labels and check security. Encourage all purchasers to collect artworks after 4.00 pm and preferably on Thursday. Make sure the sponsors' signs are clearly visible at all times. Please ensure all paperwork is completed accurately and no personal details are given out to members of the public.

Security will commence from 5.30 pm on Tuesday to 7.30 am on Wednesday and then again from 6.30 pm on Wednesday to 8.00 am on Thursday.

Remaining artwork will be collected by exhibitors between 8.00 am and 10.00 am on Friday.

FARM4FUTURE – Lead Steward TONY PULHAM

FARM4FUTURE - Stewards: ED BARKER, PATRICK BARKER, DAN GOODWIN, WILLIAM HOSEGOOD, JONO WOOLLART, ADAM WILLIAMSON, SIMON WASPE

Farm4Future is located near the Foxhall entrance.

TRAFFIC & CAR PARKS



SENIOR STEWARD – TOM BARKER
DEPUTY STEWARD'S – JONATHON SMITH & KARL BLAGG

PRE-SHOW ARRANGEMENTS

All parking in public car park areas is free of Charge.

The Senior Steward to ensure that Chevron (CH), Special Events Parking Ltd/ Traxis (SEP) and TSS Events Security Ltd (TSS) are fully briefed on vehicle parking arrangements for the duration of the show.

Large vehicles, trailers and agricultural equipment that needs parking for the duration of the show must be sent to the bonyard area near the workshop area. They are not to be left between Gate 1 and Gate 12.

SEP to mark out all public car parks with row number stakes, (Foxhall and Bucklesham) and give them a clear brief of forward parking arrangements.

Members, Exhibitors and Vice Presidents will have labels to hang from rear view mirror and should have forward parking. Trade Stand Vehicle (TSV) passes displayed in windscreens may also park in forward public car parks. Forward parking will be available for disabled drivers on presentation of a disabled driver badge in all car parks and at Gate 6.

Facilities for their travel inside the showground have been arranged inside the entrances. Car parks must be labelled in such a way, so visitors can find their vehicles. It is the responsibility of the SEP supervisor on each car park to manage their staff. All orders and changes for the normal procedure should be cleared with the supervisor who, if necessary, will discuss with the SEP manager in charge. All matters relating to parking is the responsibility of SEP. Traffic management outside of the showground is at the discretion of the police and CH.

Pre-show passes will be issued to tradestands who request them and who require entry to the showground before the Show, especially on Tuesday. No access into the showground will be allowed with a pre-Show pass on Show days until Thursday at 7pm. Passes must be filled in with vehicle registration, company name and telephone number. Illegally parked vehicles may be removed.

CAR PARKS

Foxhall Car Park – Will be for Members, Exhibitors, Vice Presidents if they wish, passes will be displayed with M, Ex & VP. These passes should have forward parking. This car park is also for the General Public using Bucklesham Road. From the West (St. Augustine's Roundabout), they will be directed into Gate 4 and from the East, they will be directed into Gate 5.

All must exit in the direction from which they arrived. Disabled parking will be available and appropriately signed for those with a disabled badge. Caravan parking is allowed for those who have applied to the Show. One caravan plus towing vehicle allowed. They should enter the car park opposite Gate 3 at Gate 4.

Ipswich Car Park – Vehicles entering here to be checked by Gate 1 Stewards or TSS staff. Entry is only via Felixstowe Road roundabout. Traffic flow to be managed and entry only to those with a Gate 1 pass. Disabled parking will be available and appropriately signed for those with the correct pass and disabled badge.

Bucklesham Car Park (and the overflow carparking areas of The Hollies and Rifle Range) – Will be for Members, Exhibitors, Vice Presidents if they wish, passes will be displayed with M, Ex & VP. These passes should have forward parking. This car park is also for General Public. Entry via Gate 10 on the A1156 Felixstowe Road. CH will manage the traffic flow into Gate 10 and will use the Straight Road to pulse traffic to Foxhall car park at peak periods if required. Up to 4 lanes of traffic will enter via Gate 10. Disabled parking will be available and appropriately signed for those with a disabled badge.

GATE 1

Stewards – KARL BLAGG (HEAD), LUKE ATWELL, ARLO FOSTER, HAYDN SYKES, DARCY WILSON, JULIET STEPHENS

All Stewards must wear high visibility clothing at all times when on duty at any vehicle gate, car park or anywhere elsewhere while on duty.

TSS staff to assist the manning of Gate 1 and will be on duty 24 hours a Tuesday – Thursday. All vehicles entering must have the correct pass. No entry without the appropriate pass. No pre-Show passes to be allowed in on show days until 7pm on Thursday.

Stewards will have a stock of TSV passes to sell for Show day access only (£20, non-refundable) to genuine stand holders. Please keep a receipt of the passes sold and return to Ian Liddell at the show office each day. A PDQ machine will be available for card purchases. The last entry for TSV vehicles onto the showground will be 7.30am. Any entry after this time is only at the discretion of TSS, or Karl Blagg. TSV vehicles must be off the showground by 8:00am or may park in the TSV park at Grid ref W10 or public car park.

The company name, tradestand number and contact phone number must be filled in on the pass. Vehicles with no passes or incorrectly filled in to be pulled into the waiting zone to the left of the roadway when being processed by Stewards to keep the traffic flowing.

Entry to the VP area of the car park will be through Gate 1.

VP's will mix with tradestands (TSV - before 7:30), Sponsors, Show Vehicles, Coaches and Food Hall vehicles with correct Gate 1 passes. Pedestrians can enter the Showground through the pedestrian gate along with Gate 1 in Murrills road. Please make sure this gate is opened and the pedestrian walkway string stays in place. A regular bus service should stop here too. Coach passengers will also alight from the coach parking area to the right of Gate 1. Drivers with specific Food Hall (FH) passes should be directed to the Food Hall car park at Grid Ref: D13.

An emergency lane must always be available through Gate 1. Do not allow traffic to back up onto the roundabout as this causes congestion potentially to Sainsburys roundabout.

On Thursday at 7:00pm, standholders with a TSV pass may enter the Showground at Gate 1 (or from the TSV car park near Bucklesham toilet block) subject to health and safety approval from TSS or Tom Barker/Jonathon Smith. CH and SEP staff to assist for parking lorries off the main road for breakdown at 7:00pm.

GATE 6

Stewards – REBECCA PHILLIPS (HEAD), RICHARD BROWN

All Stewards must wear high visibility clothing at all times when on duty at any vehicle gate, car park or anywhere else while on duty.

Gate 6 (Flower Show) is to be restricted to Gate 6 passes only and disabled guests with a blue badge. No other vehicles should be allowed to enter. Vehicles to be parked by SEP to the rear of the flower Show marquee and along fence line to the North. Disabled guests and other car occupants to be sent to the west of the Gate 6 car park to enter via Foxhall gate near Event Mobility.

Flower Show exhibitors have been issued with a car pass between 12pm and 9pm on Tuesday. They must be off the Showground by 7:30am each day and only allowed re-entry after 4pm on Thursday via Gate 6.

All occupants of vehicles must have tickets, badges or wristbands. If not, they must pay the appropriate rate for the day. Cash bags and tickets will be supplied by the finance office from 6:00am each day. Please keep a receipt of the passes sold and return to Ian Liddell at the Show office each day. The stewards will need to collect the cash float, cash bag and tickets in the box from the Show office.

GATE 11

Stewards – WILLIAM NOTCUTT (HEAD), ANDREW CHAPLIN, CHARLIE COOK, ANGUS HAMILTON, MICHAEL SLATER, TOM MILLER

All Stewards must wear high visibility clothing at all times when on duty at any vehicle gate, car park or anywhere else where while on duty. Please help with keeping an eye on perimeter fence security. Passes are not to be swapped between vehicles.

Space for vehicles carrying light horses and Show jumpers should be adequate inside the Showground, please do your best to organise reasonable parking and do not allow any hinderance of traffic flow on roadways or avenues. Stewards must arrange vehicles to be parked as set out in Showground plan to maximise space. All vehicles will need to be parked properly from Sunday and through the duration of the Show. TSS events staff to cover on 24 hr basis Tuesday Wednesday and Thursday. All vehicles will be parked by SEP staff. Vehicles are not to be admitted before or during the Show except Equine or Livestock transport with animals and with the appropriate and completed registration on the Gate 11 pass. Single cars must not be admitted. Fodder, harnesses and other equipment should not be brought in by private cars and should be sent to the public car park where they can park for free. Light horses boxes will have the day they are allowed on the Showground clearly on the pass. Please check carefully.

Light horse and Showjumping exhibitors have been issued special LHB or SJ labels to enable them to bring carrying horses, turnout vehicles and other animals inside the Showground. All other vehicles must use public car parks.

Empty horseboxes will not be admitted. Showjumpers have been given their own stabling area at the far end of the light horse box park near the warmup area.

All occupants of vehicles must have tickets, badges or wristbands. If not, they must pay the appropriate rate for the day. Cash bags and tickets will be supplied by the finance office from 6:00am each day. Please keep a receipt of the passes sold and return to Ian Liddell at the show office each day. Please carry out random inspections of vehicles in the designated area to check for stowaways.

Anyone found must pay the ticket price (if applicable) and the competitor should be reported to the Show office. All standholders have been asked not to send vehicles and cars to the Showground beyond 10pm on Tuesday.

At least two stewards should be on duty along with staff from SEP from 6am each day. It will be the responsibility of SEP to unlock Gate 11 at 5:30am. A steward will need to collect the cash float, cash bag and tickets in the box from the show office and a radio.

GATE 12

Stewards – PHILLIP BRYCE (HEAD), NIGEL PANTING, RICHARD PETITT, ARCHIE LYSTER, OLLIE LEE

All Stewards must wear high visibility clothing at all times when on duty at any vehicle gate, car park or anywhere else where while on duty. Please help with keeping an eye on perimeter fence security. Passes are not to be swapped between vehicles.

Gate 12 will be manned by SEP, TSS and Show Stewards from 6am each day. SEP staff will be inside Gate 12 from Tuesday onwards to park vehicles and to process passports (where required). TSS have the overall responsibility on entry into Gate 12 the same as Gate 1.

Stewards must arrange livestock vehicles to be parked as set out in Showground plan to maximise space. All vehicles will need to be parked properly from Sunday and through the duration of the Show. Cattle, Heavy Horses and Sheep vehicles properly in the lines and return to parking areas behind. Please do your best to organise decent parking so lorries have access to their respective sections, cars must not be permitted unless agreed with Tom Barker or SAA Office. Vehicles are not to be admitted during the Show except Livestock transport with the appropriate and completed registration on the Gate 12 pass for HHB (Heavy Horse Box), C (Cattle), P (Pigs), S (Sheep), and G (Goats). All vehicles will be parked by SEP staff.

Cattle lorries are allowed in from 4pm Thursday for collections. Please make sure the Grand Parade is over. All occupants of vehicles must have tickets, badges or wristbands. If not, they must pay the appropriate rate for the day.

Cash bags and tickets will be supplied by the finance office from 6:00am each day. Please keep a receipt of the passes sold and return to Ian Liddell at the show office each day.

GENERAL INFORMATION

Gate 2 and Gate 3 to remain closed throughout the Show.

Gate 2 to be opened for VPs and Military vehicles exit only.

Gate 3 is for police access only and will be manned 24 hours by TSS.

The show opens at 7:30am each day and closes at 9:30pm on Wednesday and 6pm on Thursday. No admission after 5pm either day.

Observe all decisions taken by the Police on closing and opening vehicle gates throughout the Show. Be vigilant for escaped animals at Gate 11 or 12 and always be ready to close the gate to prevent animals escaping from the Showground onto the main road. TSS will be responsible to lock and unlock all vehicle gates except Gate 11 and Gate 12 which are the responsibility of SEP.

Early arrival of vehicles at Gate 11 and Gate 12 to be parked away from the perimeter fence in the correct area.

There will be a one-way system operating within the Showground on pre-Show and Show days. Make sure traffic entering the Showground is aware of this.

