

Application for Trade Stand Space



at the 69th Annual **Kenilworth Show**

Queen's Diamond Jubilee Show

Saturday 2nd June 2012

**Car Park 1
National Agricultural Centre**

(opposite the main entrance)

**Stoneleigh
Warwickshire
CV8 2LZ**

Kenilworth and District Agricultural Society

Registered office: 13 Moat Avenue, Green Lane, Coventry. CV3 6BT

tel: 024 7704 2534 *mob:* 07870 373997 *email:* kenilworthshow@gmail.com

www.kenilworthshow.org.uk

1. APPLICATIONS All applications for ground space for Trade Exhibits must be made in writing and sent, with payment, to the Trade Secretary. All Exhibitors automatically become Corporate Members. Applications close on 1st June 2012 or earlier if space is filled.

IF AN INVOICE IS REQUIRED PLEASE REQUEST ON APPLICATION.

2. SITING

(a). To assist in allocating suitable positions the type of stand should be stated (e.g. Display Caravan, Marquee, and Machinery etc.) The nature of the exhibitor's business should be specified, as well as the activities to be carried out on the stand apart from selling, e.g. demonstrations of stated items.

(b). Sites shall be allocated in such positions and in such order as the Society deem fit.

(c) Without prejudice to the generality of sub clause (b) above, the Society will use its best endeavours to ensure that early applicants receive priority of position.

(d) The Society reserves the right to refuse any application.

(e) Any dispute between exhibitors or between any exhibitor and the Society as to the extent or position of any site which is allocated shall be determined by the Society's Secretary at the time whose decision shall be final.

(f) The Society does not warrant that any site is suitable or fit for any purpose.

3. GENERATORS A permit (cost £20-00) is required to use a generator in connection with an open ground space between 9-00 a.m. and 5-30 p.m. on Show day; this may be withdrawn without refund of permit fee if a justifiable complaint is received. **GENERATORS SHOULD BE SILENT RUNNING.**

4. CATALOGUE The name and address of each Trade Exhibitor and a brief description of the exhibit, goods and/ or service will be included free of charge in the catalogue for all applications received prior to **15th May 2012** (description must not exceed 15 words). The exhibitor's description must be given on the application form.

5. LIABILITY, SAFETY AND SECURITY.

(a) The Society, its Officers and Servants shall not be held responsible for any accident, damage or loss that may occur to any exhibitor or his employee or to any animal or article while entering or leaving or during the period it is on the Showground.

(b) The Society cannot be held responsible for damage to any stand or loss of any exhibits or articles on the Showground.

(c) Trade exhibitors are required to effect with a reputable Insurance Company, Public and Product Liability Insurance cover commensurate to the nature of their business, and may be asked to produce proof of this.

(d) Exhibitors are responsible for their own security arrangements; none are provided by the Society.

(e) Exhibitors are responsible for compliance with the requirements of the Health and Safety at Work Act 1974 and for ensuring safe working practices are followed by themselves, their employees, agents and contractors. It is incumbent on exhibitors to comply with all relevant rules and regulations appertaining to such an event.

(f) Gas bottles must **NOT** be stored or used within enclosed spaces.

(g) The person in charge of any vehicle or container of any kind brought onto the ground by an exhibitor, his contractor, servant or agent will open same for inspection of the contents at the request of the Secretary (and any person authorised in writing by him) or a Police Officer.

(h) The Society reserves the right to require the immediate removal of any article or structure which, in the opinion of its Secretary, constitutes a hazard to the safety of any person, including the exhibitor, and may remove the hazard (without liability for any damage caused) should the exhibitor upon request fail to do so.

6. CANCELLATION In the event of any exhibitor notifying the Secretary that he/she is unable to attend, the Society will refund the charges paid, less an administration fee of £25.00 provided that the space is resold by the Society to another exhibitor satisfactory to the Secretary, (see also 11d below). In the event of cancellation of the booking by the Society (whether or not the Show takes place), the only compensation due to the exhibitor will be a refund of the fees paid in respect of the cancelled booking.

7. RECEPTION The Showground will be open for the reception of exhibits from Friday 1st June 2012, or by prior arrangement with the Secretary. Any exhibitor or goods arriving earlier will be **TURNED AWAY**. All Trade Stands must be completely erected and **all vehicles removed from the avenues by 9-00 a.m. on the Show Day**. Any exhibitor, caterer, or vehicle delivering to an exhibitor's stand arriving after 10-00 a.m. will not be admitted to the exhibition area.

8. CLEARANCE STANDS MAY NOT BE DISMANTLED BEFORE 5-30 P.M. ON SHOW DAY

and goods vehicles will not be re-admitted to the exhibition area before this time. Exhibitors shall be responsible for clearing the site by 5-00 p.m. on Sunday 3rd June 2012, replacing turf, filling post holes, making good any damage to ground, removing gravel, chippings, paving, straw, flowers etc. Any work which the Society has to carry out to restore the ground will be charged to the exhibitor.

9. CATERERS Exhibitors may use the services of any caterers for the convenience of their clients, but no charges must be made for refreshments to the general public except by the Society's official caterers and concessionaires. No exhibitors of ice cream or other refreshments may offer goods for sale. Exhibitors are responsible for complying with all Public Health and Food Hygiene requirements, and are reminded that the regulations apply even when the refreshments are offered free of charge.

10. CARAVANS AND MOTORHOMES These may be sited on booked space or in the designated area in the Lorry Park. For security purposes it may sometimes be possible to temporarily site them in the avenue outside the stand, provided no obstruction is caused and they are removed by 7-30 a.m. on Show day.

11. CONDUCT No person shall:

- (a.) offer for sale any articles, display posters or distribute any pamphlets, other than from an exhibitor's stand.
- (b.) accost others or call attention to goods or services in such a manner as to cause annoyance to exhibitors or to the public;
- (c.) use radio or other equipment causing interference to the Society's equipment'
- (d.) sub-let any exhibitor's stand or part thereof, without the prior consent of the Secretary.
- (e.) make any charge for admission to an exhibitor's stand.
- (f.) use any fairground equipment.
- (g.) use any public address system or internal combustion engine or provide recorded or live music audible outside his stand during the hours of 9-00 a.m. to 5-30 p.m. on Show Day without the prior written permission of the Secretary. (The Society reserves the right to withdraw such permission should a justifiable complaint be made).
- (h.) exhibit any animal on a stand without the prior written permission of the Secretary;
- (i.) sell by auction or otherwise behave in an unsuitable manner;
- (j.) make a charge for the supply of photographs, operate as a cheapjack or hawker, or make a charge or accept donations in respect of participation in a raffle or a game of chance.

Any person contravening these rules is liable to expulsion from the Showground foregoing any fees paid to the Society.

The placing of leaflets under the windscreen wipers of parked vehicles is prohibited. Contravention of this rule will result in a fine of £500.

GENERAL NOTICES:

A. CATERING FACILITIES:

The member's marquee and catering facilities are available to exhibitors at the prices as at the time set by the Society. The hosts of the marquee are at liberty to refuse entry to any persons at their discretion.

B. TICKETS: Tickets and passes will be allocated as shown on the price list to Trade Stand Exhibitors two weeks prior to the Show or on completion of the Show site maps.

These will be issued by the Secretary and **NO** further free tickets will be allocated to trade stand exhibitors, unless with the full discretion of the Secretary. Further tickets for entry shall be purchased at advance rate prices.

C. ALL Regulations applying to animals as laid out by DEFRA are to be strictly adhered to.

Corporate Member Rates

OPEN GROUND SPACE – Must include all guys, struts, vehicles etc.

6M	x	6M	=	£125.00	} 1 vehicle pass / 2 entry tickets
6M	x	9M	=	£150.00	
6M	x	12M	=	£175.00	
9M	x	9M	=	£185.00	
9M	x	12M	=	£220.00	} 1 vehicle pass / 4 entry tickets
12M	x	12M	=	£250.00	
12M	x	24M	=	£450.00	2 vehicle passes / 6 entry tickets

GENERATOR PERMIT £20.00

COVERED SHOPPING – Marquee Trade Space

2M	x	2M	=	£ 75.00	} 1 vehicle pass / 2 entry tickets
2M	x	2.5M	=	£ 85.00	
2M	x	3M	=	£100.00	
2M	x	3.5M	=	£115.00	
2M	x	4M	=	£125.00	
2M	x	4.5M	=	£140.00	
2M	x	5M	=	£150.00	
2M	x	5.5M	=	£165.00	
2M	x	6M	=	£180.00	

CONDITIONS: - Governing the acceptance of entries for

TRADE SPACE + TRADE EXHIBIT COMPETITIONS

The SHELL DIRECT Challenge Shield for exhibits of 70M² and over
The C & R LEWIS SKIP HIRE Challenge Shield for exhibits under 70M²

To be awarded to the trade stands showing the best style, general appearance and public appeal in the opinion of the Judge appointed.

BOOKING FORM – KENILWORTH SHOW - SATURDAY 2nd June 2012

PLEASE RETURN TO: Lizz Clarke, 16 Easenhall Road, Harborough Magna, Rugby. CV23 0HU

FROM
.....
.....Postcode.....

Tel:Daytime.....Evening.....

Fax.....Mobile.....

Email.....

Please book me trade space as below. I agree to conform to the 2012 Conditions, which I have read.

Signed.....Name in block letters.....

Date

PLEASE STATE THE NATURE OF YOUR BUSINESS (in 15 words or less - for free entry into Catalogue)

.....
.....

OPEN GROUND SPACE - must include all guys, struts, vehicles etc.

FRONTAGE (in metres).....DEPTH (in metres).....

Tent, Caravan or Open Display

TOTAL COST (from charges listed) £
Generator Permit £

SUB TOTAL: £

TOTAL ENCLOSED £
=====

COVERED SHOPPING - Marquee Trade Space

FRONTAGE (in metres).....DEPTH (in metres).....

TOTAL COST (from charges listed) £

Please note - tables are not provided.

TOTAL ENCLOSED £
=====

PLEASE MAKE CHEQUES PAYABLE TO “KENILWORTH & DISTRICT AGRICULTURAL SOCIETY”

**RISK ASSESSMENT
TRADE STANDS
KENILWORTH SHOW
SATURDAY 2nd June 2012**

As part of the ongoing Health & Safety aspects of this year's Show, it is incumbent on trade stand holders to provide a risk assessment of their displays and to ensure that all current rules, regulations and statutes are strictly adhered to:-

Trading Names:

Contact Name:

Contact Tel. No:

- a) I/We confirm that we hold current and appropriate levels of third party and employee liability insurance for such an event.
- b) Where appropriate we hold Health & Safety and Hygiene Certificates applicable to all of the latest regulations.
- c) Where applicable we have a generator on site and this will be protected with the appropriate guards and the public will have no access to it.
- d) We confirm that the public will be protected from any items sold off the stall that are hot etc., and will be protected from any fires or other cooking facilities.
- e) That all items/produce will be strictly labelled according to British and European regulations and legislation.
- f) Fire equipment where necessary will be provided by the stallholder and if applicable specific safety items will be to hand.
- g) Other specific items that ought to be brought to the Show organiser's attention have been so done.
- h) Paramedics, St John's Ambulance, Horse Ambulance and fire extinguishers will be located on the Showground and we have been informed by the Society where these locations are.

Please return this form to: Lizz Clarke
16 Easenhall Road
Harborough Magna
Rugby
CV23 0HU

It is the responsibility of those attending the Show within the trade stand areas to ensure that all regulations applying are met and no claims against the Society will be considered. Any major or minor incidents occurring within the area that you are located should and will be reported to an official of the Society immediately.

Signed.....

Date.....