

## Kenilworth Show 2023 – Trade Stand Terms & Conditions

### 1. Stand Information

- All applications for trade exhibits must be made in full and sent to the Show Secretary.
- Applications close on 22<sup>nd</sup> May 2023 or earlier if space is filled. Bookings will only be secure and confirmed once full payment is made.
- The Society reserves the right to refuse any application.
- 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.
- Sites shall be allocated in such positions and in such order as the Society deem fit.
- Without prejudice to the generality of the above, the Society will use its best endeavors to ensure that early applicants receive priority of position.
- 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.
- The Society does not warrant that any site is suitable or fit for any purpose.
- The showground will be open for the reception of exhibits from Friday 2<sup>nd</sup> June 2023, 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 8.30 a.m. on show day**. Any exhibitor, caterer, or vehicle delivering to an exhibitor's stand arriving after 08.30a.m. will not be admitted to the exhibition area.
- **Stands may not be dismantled before 6.00p.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 3.00 p.m. on Sunday 4<sup>th</sup> June 2023, replacing turf, filling post holes, making good any damage to ground, removing gravel, chippings, paving, straw, flowers etc. and all rubbish to be bagged up and placed in the bins provided. Any work which the Society must carry out to restore the ground will be charged to the exhibitor.
- All Generators must be supplied by the exhibitor. A permit (cost £20-00) is required to use a generator in connection with an open ground space between 9.00a.m. and 6.00p.m. on show day this may be withdrawn without refund of permit fee if a justifiable complaint is received. Generators should be silent running.
- 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 show guide, for all applications received prior to **17<sup>th</sup> APRIL 2023** (description must not exceed twelve words). The exhibitor's description must be given on the application form.

### 2. Health & Safety, Liability and Security

- The Society, its officers and volunteers 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.
- The Society cannot be held responsible for damage to any stand or loss of any exhibits or articles on the showground.
- 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.
- Exhibitors are responsible for their own security arrangements; none are provided by the Society.
- 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.
- Gas bottles must **NOT** be stored or used within enclosed spaces.
- 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.

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- The Society reserves the right to require the immediate removal of any article or structure including gazebos which, in the opinion of its Secretary not securely tethered which 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.

### **3. Vehicles**

- There is a maximum speed limit of 10mph on the showground at all times.
- All vehicles must display their trade stand pass with the correct details on. Any vehicle not parked in the appropriate place after 8.00a.m. will be removed.
- The society reserve the right to restrict vehicle movement in adverse weather conditions.
- Vehicles reentering the showground for the removal of stands will not be allowed to do so until after 6.00p.m. when the public has departed.
- Caravans & 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 7.30a.m. on show day.

### **4. Cancellations**

- If an exhibitor wishes to cancel their trade stand booking this will only be refunded if the cancellation is received in writing 40 days or more before the show opens. A deduction of £25 will be made to cover administrative costs.
- In the event of cancellation of the booking by the Society (whether the show takes place or not), the only compensation due to the exhibitor will be a refund of the fees paid in respect of the cancelled booking.

### **5. Food & Drink**

- The Food Hygiene (England) Regulations 2006 and associated legislation make it an offence to sell, process or offer any food which is harmful to health. They also provide the obligation on businesses to ensure food is prepared and sold in a hygienic way.
- Any exhibitor handling food items must be registered with their local authority for Food & Hygiene Regulations.
- If you are selling alcohol a copy of your TEN must be supplied with your application.
- Hospitality - Exhibitors may supply small scale hospitality free of charge to the public, this is however limited to drinks and finger food. The intention to provide hospitality needs to be noted on your application form.
- 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.

### **6. Conduct & Use of Stand space**

- No person shall:
  - offer for sale any articles, display posters or distribute any pamphlets, other than from an exhibitor's stand.
  - accost others or call attention to goods or services in such a manner as to cause annoyance to exhibitors or to the public.
  - use radio or other equipment causing interference to the Society's equipment.
  - sub-let any exhibitor's stand or part thereof, without the prior consent of the Secretary.
  - make any charge for admission to an exhibitor's stand.
  - 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).
  - exhibit any animal on a stand without the prior written permission of the Secretary.
  - sell by auction or otherwise behave in an unsuitable manner.

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- 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.
- Definition of “Trade” is for use and consumption of trade items off the show ground premises. Any Catering outlets must apply directly to the Secretary for approval of catering facilities.
- 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.

### **7. General Notices**

- 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.
- 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.
- **ALL Regulations applying to animals as laid out by DEFRA are to be strictly adhered to.**
- Data Protection (GDPR). All data provided for the purpose of exhibiting at the Kenilworth show will be stored on the show’s system and data will be retained and used to keep exhibitors informed about the show. The show will publish information about the exhibitors in the show guide for visitors and on the show website.
- The show may, from time to time and at its discretion use photographs of trade stands for marketing purposes and may name and publicize the presence of exhibitors at the show. This could include (but not be limited to) the show’s website, print, online and social media advertising, brochures and signage.

Any questions or for clarification please contact the show office on [info@kenilworthshow.co.uk](mailto:info@kenilworthshow.co.uk)

### **Trade Space and Trade Exhibit Competitions**

Each trade stand will automatically be entered into our trade exhibit competition. Awarded to the trade stands showing the best style, general appearance and public appeal in the opinion of the judge appointed.

The KADAS Challenge Shield for exhibits of 70m<sup>2</sup> and over

The KADAS Challenge Cup for exhibits under 70m<sup>2</sup>