

# Kenilworth Show

**Saturday 4<sup>th</sup> June 2022**

Stoneleigh Park, Warwickshire

## *Trade Stand Information & Application*



[www.kenilworthshow.co.uk](http://www.kenilworthshow.co.uk)

## 1. Stand Information

- All applications for ground space for Trade Exhibits must be made in writing and sent to the Show Secretary. Once the booking is confirmed all exhibitors automatically become corporate members.
- Applications close on 23rd May 2022 or earlier if space is filled. Bookings will only be secure and confirmed once full payment is made.
- Payment made via bacs Account Name KADAS, Account Number 41197649, Sort Code 40-26-04. Alternatively, payment can be made by cheque to K.A.D.A.S. (subject to cheque being returned from the bank the exhibitor will be charged a handling fee of £10 plus additional bank charges).
- 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 3<sup>rd</sup> June 2022, 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 5.00 p.m. on Sunday 5<sup>th</sup> June 2022, 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 programme, for all applications received prior to **18<sup>th</sup> APRIL 2022** (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 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.
- 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.
- 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.
- All show caterers must complete this form along with a caterer's contract. A non-refundable deposit of £100 is required to secure the pitch and this will be deducted from the commission of 25%, subject to completed and signed contract.

## 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.
  - 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 programme 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)

## Kenilworth Show – Trade Stand Booking Form

For Office Use only	Date received	Invoice number	Amount Paid	Notes

### Application for Trade Stand Space

Trading Name			
Contact Name			
Address			
Post Code			
Telephone Number			
Email Address			
Website			
Have you exhibited at Kenilworth Show before?	Yes	No	
Do you intend to supply hospitality catering for your clients or the public? If yes, please refer to the food & drink section of the Terms & Conditions	Yes	No	

### Please state the nature of your business (in 15 words or less) for free entry into the show guide

### Open Ground Trade Space – must include all guys, struts and vehicles etc.

Outside Ground Space	Vehicle Passes	Corporate Member Badges	Price	£
Open space 3 m frontage 3 m deep	1	2	£80.00	
Open space 6 m frontage 6 m deep	1	2	£150.00	
Open space 6 m frontage x 9 m deep	1	2	£180.00	
Open space 6 m frontage x 12 m deep	1	2	£225.00	
Open space 9 m frontage x 9 m deep	1	2	£240.00	
Open space 9 m frontage x 12 m deep	1	4	£300.00	
Open space 12 m frontage x 12 m deep	1	4	£375.00	
Open space 12 m frontage x 24 m deep	2	5	£680.00	
Generator Permit (outdoor ground space only)	n/a	n/a	£20.00	

**Covered Marquee Trade Space**

Covered Marquee Space	Vehicle Passes	Corporate Member Badges	Price	£
Open space 2 m frontage 2 m deep	1	2	£85.00	
Open space 2.5 m frontage 2 m deep	1	2	£100.00	
Open space 3 m frontage x 2 m deep	1	2	£120.00	
Open space 4 m frontage x 2 m deep	1	2	£160.00	
Open space 5 m frontage x 2 m deep	1	2	£200.00	
Open space 6 m frontage x 2 m deep	1	2	£240.00	
Additional Discounted Show Tickets - £12.50 each			£12.50	
Caterers Deposit (if applicable)			£100.00	
<b>Total</b>				<b>£</b>

Do you wish to pay direct by BACS? If not then please enclose full payment with this booking form.	Yes	No
Would you be interested in sponsorship or advertising opportunities at the show?	Yes	No
I have read and agree to the Terms & Conditions included in this pack		
Signature		

Conditions – governing the acceptance of entries for as specified on pages 2, 3 and 4

Cheques made payable to KADAS. If you are paying via BACS then please state this above on the booking form. Upon receipt of your invoice from us please settle the full amount using the invoice number as a reference on your payment.

Bookings are not confirmed until full payment is made.

**PLEASE RETURN THIS BOOKING FORM TO**

**Sam Evans, Kenilworth Show Secretary, c/o Kington Grange Farm, Kington Lane, Claverdon, Warwickshire, CV35 8PW or email [info@kenilworthshow.co.uk](mailto:info@kenilworthshow.co.uk)**

## Kenilworth Show – Trade Stand Risk Assessment

To comply by law, it is essential and 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. If you have your own comprehensive risk assessment you may submit it. Alternatively, please complete the template below and return it along with your booking form.

*Covid-19 Rules & Regulations - there may well be a requirement for each stand to submit a specific Coronavirus Risk Assessment once government guidance is issued. Further information, about these requirements and how to comply, will be issued to you in due course.*

Company name	
Description of stand/unit	
Person in charge	
Contact number on site	

Hazard	Risk	Severity	Probability	Controls to minimize risk

**SEVERITY RATING**

1. **MINOR** – basic first aid treatment
2. **MODERATE** - medical intervention required
3. **MAJOR** – death or life changing injury

**PROBABILITY RATING**

1. **UNLIKELY**- a surprise if it happened
2. **POSSIBLE** - even with controls it could happen if not managed
3. **VERY LIKELY**- no one surprised if it happened

I/We confirm that we have read and understood the terms & conditions of the trade stand booking.

I/We confirm that we hold current and appropriate levels of third-party insurance for such an event. A copy of your public liability certificate is required.

I/We confirm that we hold current and appropriate levels of employee liability insurance for such an event.

Where appropriate we hold Health & Safety and Hygiene Certificates applicable to all the latest regulations.

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.

I/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.

That all items/produce will be strictly labelled according to British and European regulations and legislation.

Fire equipment where necessary will be provided by the stallholder and if applicable specific safety items will be to hand.

Other specific items that ought to be brought to the Show organiser's attention have been so done.

First aiders, vet's and fire extinguishers will be located on the showground and we will be informed by the Society where these locations are with show passes.

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.

Signature

Print Name

Date

More information that will help you complete the risk assessment and ensure that you are following best practice is here:

<https://www.hse.gov.uk/simple-health-safety/risk/index.htm>

Fire risk assessment guidance for open air events like ours:

<https://www.gov.uk/government/publications/fire-safety-risk-assessment-open-air-events-and-venues>

**PLEASE RETURN ALONG WITH YOUR BOOKING FORM**



To book your space, please return the following to the show secretary.

- Completed Application Form
- Completed Risk Assessment Form
- Copy of Public Liability Insurance Certificate
- Cheque made payable to KADAS or for Bacs payment (please state this on the application form)

**PLEASE NOTE - WE CAN NOT ACCEPT BOOKINGS WITHOUT ALL THE ABOVE INFORMATION**

PLEASE RETURN ALL DOCUMENTS TO

Kenilworth Show Secretary, c/o Kington Grange Farm, Kington Lane, Claverdon,  
Warwickshire, CV35 8PW

info@kenilworthshow.co.uk

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

Awarded to the trade stands showing the best style, general appearance and public appeal in the opinion of the judge appointed.

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

The C & R LEWIS SKIP HIRE Challenge Cup for exhibits under 70m<sup>2</sup>