



Kent County Show Enterprise Zone

The Kent County Show is a showcase event for farming, countryside and rural life in Kent and attracts on average 80,000 visitors.

We are providing an exclusive opportunity for a limited number of Kent-based start-up businesses to be part of our brand new Enterprise Zone at the 2018 Kent County Show. Successful applicants will be given a 3m x 3m pitch free of charge. This is a fantastic opportunity to showcase your new business at one of Kent's largest three day Show.

Before applying please ensure you fit the criteria and conditions as set out below:

- The business must have been trading for less than a year and be a new business
- The business should be located within the county of Kent
- Public liability insurance will need to be held for the three days of the Show
- Successful applications must be in attendance for all three Show days and stands must be open from 9am – 6pm each day
- Applications must be received in the Show office by Monday 9th April 2018
- Shortlisted applications will be expected to attend an interview which will be held the week commencing 16th April 2018. In this interview you will be expected to deliver a small presentation about your company and provide samples, if appropriate
- The Kent County Show will provide a 3m x 3m tent structure to exhibit from but any extras required such as electricity will have to be paid for
- We regret that we are unable to accept applications from caterers but will consider food and drink producers. If you are unsure please contact our tradestand co-ordinator before applying
- If you are a food business you will need to supply relevant Food Hygiene Certificates
- If you are an alcohol business you will need to hold a personal license (TEN not required)
- Any successful applications will be subject to the standard terms and conditions for exhibitors at the Show
- Successful applicants will receive 3 three day tickets for staff/helpers working on the stand

Should you have any questions please contact our Tradestand Co-ordinator, Rosie Gouldsworthy:
01622 633051 – rosie@kentshowground.co.uk



How do you currently promote your business? Do you have any social media accounts?

If successful your business details will be published in the Show Guide and relevant Show publications. Please provide up to a maximum of 25 words describing your exhibit to be included in the catalogue.

Finally, please use the space below to provide us with any further information you feel would support your application. Please include photos and additional documentation which you feel would supplement your application.

I/WE hereby apply for a pitch in the Enterprise Zone and agree to abide by the terms and conditions for this section of the Show and as set out in the tradestand brochure (below).

Signature.....Print Name:.....

Status:.....Date:.....

Application forms must be completed and returned with full remittance to The Tradestand Department,
Kent County Agricultural Society, Kent Showground, Detling, Maidstone, Kent ME14 3JF.

Email: rosie@kentshowground.co.uk Web: www.kentshowground.co.uk Tel: 01622 633051

DEADLINE DATE: 09 APRIL 2018

1. APPLICATION FOR SPACE

All applications must be submitted on the appropriate entry form, which must include a catalogue entry and be signed by the exhibitor or his representative, such signature being an acceptance of the following regulations. All exhibitors' staff, representatives and other persons admitted to the Showground will be subject to the rules, orders and regulations of the Society, whose decision shall be final.

The Society accepts applications for all three days of the Show only and stands must be open from 9am-6pm on **all** three days. Single day bookings will not be accepted and early closure may lead to trade disqualification for future years.

Description of exhibits in Catalogue:

Each exhibitor must complete the catalogue description section of the application form and select up to four categories in which his products or services fit. Each exhibitor will be allowed free of charge an entry in the catalogue giving the number of the stand and his name, address, website and up to 25 words of descriptive matter. Please note that if a tradestand application is returned after the deadline of 23 April 2018 the Society cannot guarantee that the exhibitor will be acknowledged in the catalogue due to printing deadlines. The Society will not take responsibility for any spelling or grammatical errors that have been made by the exhibitor on the application form.

Non UK Exhibitors:

All Non-UK exhibitors must provide a contact name, address, email and telephone number in the UK to which last minute documents, tickets and messages may be delivered.

Withdrawal or cancellation of space:

Where an exhibitor withdraws from the Show or cancels the space reserved for him for any reason the following refunds will apply:

1st Feb 2018 75% + VAT

1st March 2018 50% + VAT

From 23rd April 2018 NO REFUND

Refusal of Applications:

The Society reserves the right to reject any application for Tradestand space and the Society reserves the right to cancel the Exhibitor's right to use the Tradestand at any time without any reason being given. In the event of refusal or cancellation the Society will not enter into correspondence on the subject.

Company Details :

By signing the tradestand application form (either digital or hard copy versions) exhibitors are agreeing for the companies details to be passed onto organisations that are directly related to the running or promotion of the Kent County Show. This includes contractors for electricity, water, health & safety etc.

2. USE OF STAND SPACE

The sale of jokes and tricks including any article containing or capable of discharging any noxious smell, noise, coloured spray, foam or other product that could be a nuisance or annoyance to any other person within the Showground is not permitted. Any misrepresentation in catalogue entries to gain admittance will result in the exhibitor and their goods being removed from the Showground without compensation or refund of fees, charges and subscriptions and they may not be invited back to future Shows.

Collections & Appeals:

Charitable or other institutions wishing to make appeals for contributions to their funds must first obtain written permission from the Tradestand Department.

Political Activity:

Applications from any Political Party or Organisation cannot be accepted, nor any political activity on the Showground tolerated.

'Cheap Jack' Traders and Auctions:

Exhibitors' goods displayed must be in strict accordance with the description given on the entry form. Vendors of 'cheap jack' articles or itinerant vendors who may have gained admission to the ground may be evicted. The selling of goods by auction, shouting or behaviour that causes a nuisance to visitors or exhibitors is strictly forbidden. The definition 'cheap jack' and 'nuisance' shall rest with the Society's stewards and officials who shall have power to remove offending exhibitors and their goods from the Showground. All goods sold must be clearly exhibited to the public before sale.

Trading Standards:

Exhibitors must comply with all relevant Trading Standards legislation; this involves safety, fair trading and quality. There will be representatives from the local Trading Standards department on site during the Show. Please contact your local council if you require more information. The Show organiser will encourage the consumer to forward any complaints to the Trading Standards Office.

3. ALLOCATION OF SITES

- Alu-frame sites within the Enterprise Zone will be available from 9.00 am on Wednesday 4 July 2018.
- The Society will not be held responsible for damage caused to sites, exhibits or goods by a third party during the Show period, and will not undertake to make good such damage.

Sub-letting: No exhibitor shall sub-let any portion of space allotted to him or move to any site other than that allocated to him.

4. HEALTH & SAFETY AND LEGAL REQUIREMENTS**Health and Safety:**

Anyone exhibiting at the Kent County Show should be aware of their duties under the Health & Safety at Work etc. Act 1974. In particular attention is drawn to the requirement under the Management of Health & Safety at Work Regulations 1999 is required to provide, at the time of booking, a completed risk assessment addressing all the risks associated with attendance at the Show. A template for such an assessment can be found within this booklet.

Responsibility of Exhibitors:

All exhibitors must supply with their application, a copy of a relevant Risk Assessment which is ready for inspection, under the Health and Safety at Work Act, the Management of Health and Safety at Work Regulations 1999, and COSHH Assessment, if applicable. The Society requires you as an Exhibitor to assess the risks to the health and safety of anyone that may be affected by your activities – yourself, workers and members of the public.

Public Liability Insurance:

All exhibitors must carry Public Liability insurance with the minimum limit of indemnity required for your business. This insures the exhibitor's liability for damage to third party property and/or injury to third parties arising from the exhibitor's use of their stand. The Show Office must be sent a copy of your public liability insurance prior to the Show and a copy must be available on your stand throughout the Show.

Employers Liability Insurance:

Exhibitors should also hold the relevant Employers Liability Insurance where it is required by statute. This insures the exhibitor's legal liability for injury to employees. 'Employees' can be deemed to include volunteers, casual/temporary workers and even 'self-employed' persons.

Product Liability Insurance:

It is essential that any exhibitor supplying goods or services should maintain this insurance under an annual policy. This liability for damage to third party property and/or injury to third parties arising from goods sold supplied. The consumer Protection Act 1998 makes the retailer of a defective product strictly liable to any persons injured by it.

Loss, Theft or Damage:

The Society will not be held responsible for the loss, theft or damage of any vehicles, goods or marquees etc. on site in the build-up, Show days or breakdown. All exhibitors are fully responsible for the security of their stand and stock and all claims arising from the conduct of the stand. Vehicles left in the society car parks are left at the owner's risk.

Construction (Design and Management) Regulations 2015

It is the exhibitors responsibility to ensure that any marquee erected or the construction of any other structure that is placed within the allocated tradestand site complies with the regulations as stated in the 2015 Construction (Design and Management) Regulations.

Food and Drink Regulations:

The Food Hygiene (England) Regulations 2006 EC852 (2004) and associated legislation make it an offence for anyone to sell, process food for sale or offer food which is harmful to health. They also place an obligation on businesses/organisations to ensure that their activities are carried out in a hygienic way.

If your stand will be selling alcohol at the Show you need to fill in an alcohol declaration form and send this along with a copy of your personal license to the Tradestand Department by Monday 11 June 2018.

If your stand will be selling food or soft drink at the Show you need to send your food handling certificate, food safety management documentation, gas certificate (if applicable) and electrical certificate to the Tradestand Department by Monday 11 June 2018.

Please contact the Tradestand Department on 01622 633051 or email rosie@kentshowground.co.uk if you have any questions regarding forms.

Electricity:

All electrical equipment should be PAT tested before being used at the Kent County Show and we advise you seek surge protection.

Cancellation of the Show:

In the event of the Show having to be cancelled for whatever reason, no refunds of monies already received will be given and we advise you seek cancellation insurance. The monies received are both non-refundable and non-transferable

Fire and Safety Precautions:

IN THE EVENT OF FIRE DIAL 999 AND INFORM SOMEONE IN AUTHORITY.

Any queries regarding safety should be made to the Society's Safety Officer who may be contacted through the Show Office (Alan Day House: located at the centre of Showground) or alternatively contact Event, Fire & Rescue, who will be onsite during the Show.

Each exhibitor must conform to precautions against fire and provide a fire risk assessment for any space allocated to them and in any stand, exhibit, tent, marquee or any other temporary or moveable structure erected or installed within such allotted space.

The Society reserves the right of inspection by one of its officials or a representative of the Kent Fire & Rescue Service of all tents or stands and the officials shall have full authority to order that the use of

any appliances or equipment be discontinued immediately, if in their opinion they constitute a danger. All stands using bottled gas are required to have a Gas Safe Check. We advise the gas connection to have crimps fitted rather than jubilee clips. The decision of the Society in this matter must be accepted as final.

All exhibitors who produce heat or are considered high fire risk are required to supply a suitable fire extinguisher on their stand. A CFOA form must be completed - this form can be obtained from the Show office.

- Exhibitors are advised to insure against fire as regards their own property.
- Exhibitors will realise that these precautions are necessary to comply with the Fire Safety Order 2005.
- Exhibitors must protect their staff and the general public from contact with moving components of machinery. An inspector from the Health and Safety Executive will be inspecting exhibitors' stands.
- All Liquid Petroleum Gas (LPG) appliances must have a current safety certificate and comply with HSE Guidance note CS6.

5. SHOW REGULATIONS

Generators:

FOR HEALTH & SAFETY REASONS, THE USE OF GENERATORS IS STRICTLY FORBIDDEN AT ALL TIMES DURING 6, 7, 8, JULY 2018.

All electricity required must be ordered via the application form and passed to the show office. Any generator use during the 6, 7, 8, July 2018 will result in an on-the-spot fine of £100 + VAT and may result in disqualification from future Shows.

Knives & Catapults:

The sale of knives and catapults is restricted to persons over the age of 18 years. Please note at no time should knives be left unattended on tradestands.

Firearms (including pellet guns of any description):

The sale of any firearm, shotgun, air pistol, catapults is strictly controlled on the Showground (this includes any item that fires an object whether or not it is classed as a toy). Permission must be obtained from the Show Office prior to the Show and a copy of the appropriate Fire-arms Dealers License must be sent to the Show Office. Handling of guns by the general public must be under the strict supervision of the exhibitor. All sales must be mail order for delivery post Show. These regulations are part of the Tradestand regulations and are supplementary to any Police and Firearms licence requirements.

Customs & Excise:

Cigarettes and hand rolling tobacco offered for sale in the UK must bear a fiscal mark showing 'UK Duty Paid'. It is an offence under the Tobacco Products Duties Act 1979 to possess, transport, sell, or offer for sale, or otherwise deal in specified tobacco products that do not bear a compliant mark. It is also an offence to use, or allow the use of, premises for the sale of unmarked products.

Receipts:

All items sold, with the exception of food, over the value of £15 should be accompanied with a receipt bearing the Exhibitor's trading address and trading phone number.

Goods ordered at the Show:

All orders taken at the Show must be despatched promptly. Where the delivery time is more than three months after the closing date of the Show, customers must be made aware of this at the time of ordering. Failure to abide by this regulation may result in stands not being invited back in future years.

Excavations:

Exhibitors may not make any excavations on their stands without prior permission from the Show Office.

Static Machinery:

All static machinery should be secure and no part of a raised machine should rely solely on hydraulic pressure to keep it in the raised position. All sharp points and extended parts, particularly those at head height for all visitors, should be masked to protect the visitor from injury. Any moving exhibit should have a barrier restricting access to visitors. Signs and promotional material should be secure to prevent falling onto visitors.

Premises Licence:

The Showground holds a Premises Licence so exhibitors do not need to apply for a temporary alcohol licence. The Society requires each stand selling alcohol to complete a Licensing Declaration form and have a Personal Licence Holder on site. The Society will need the Personal Licence Holder to present their Personal Licence Holder Card to the Show Office by Monday 11 June 2018.

Hospitality:

If Exhibitors are providing any hospitality on their stand, they must inform the Tradestand Department as soon as possible and be prepared to complete the necessary paperwork.

Litter:

Exhibitors must have their stands and immediate adjoining avenues cleaned up at the close of the Show each day and any litter and refuse should be placed in the bins provided ready for collection by the Society's contractors. Caterers and exhibitors providing refreshments must provide their own bins for waste food.

Livestock / Animals:

If any animal is going to be kept on a stand as part of the exhibit during Show days a Animal Declaration form must be completed and returned by the Monday 11 June 2018 at the latest. Please contact the Show Office to obtain the appropriate form. All exhibitors must conform to current legislation if they wish to keep animals on their stand. The Society reserves the right to request valid documentation if required.

Balloons:

THE SALE, DISPLAY AND HANDING OUT OF BALLOONS OF ANY KIND IS STRICTLY PROHIBITED (in the interest of animal safety).

Dogs:

All dogs **must** be kept on leads at all times and are not allowed in livestock areas. Please ensure you clear up any mess made by your dog on the Showground, bins will be provided around site. There is an onsite dog crèche, kindly run by the Dogs Trust. Please refer to a map for details of location.

Prevention of ill health to visitors presented by E-coli and other Micro-organisms:

Trade exhibitors with animals of any type on their stands should be aware that they must provide both soap and running water or a map directing the public to the nearest hand washing facilities. Trade exhibitors with animals should be aware that they also have a duty to advise the public, especially parents with small children, to wash their hands immediately after touching animals and before eating or drinking. The public should not be permitted to eat or drink in areas of animal contact.

Sale of Birds and any other Animal:

The sale of all birds and all other animals is strictly forbidden. Orders may be taken but no bird can be exchanged during the Show period.

No Smoking Signs:

Exhibitors are required by law to display a 'no smoking' sign at the entrance to their tradestand.

Exclusivity:

The Society **does not** grant exclusivity to any company or organisation for the marketing or selling of goods at the Show.

Hot tub lids

Please ensure that all lids are securely on hot tubs at the end of the Show each night. This is for safety reasons.

6. SIGNS & ADVERTISING**Signs:**

- All exhibitors where possible must provide a clear sign bearing the name of the firm or organisation as listed in the catalogue. Failure to comply may result in removal of tradestand from site.
- Banner rails will be included on all standard alu-frame sites (size: 3m x 0.6m). Exhibitors are responsible for the erection of the signage onto the banner rail. *Please note the canopy Alu Frames do not have banner rails.
- Tradestand signs must not be erected in such a way that they overshadow a neighbouring stand.
- Where possible flagpoles should be freestanding with a base-plate and secured with marquee pegs. Due to an underground electric network, any stand wishing to put flagpoles into the ground more than 900mm, must gain consent from the Showground. The ground must be reinstated thereafter. Any flagpoles erected must fit within the allocated stand space.
- Flags are not permitted around the display rings, only sail banners will be permitted with prior written permission from the Show Office.

Advertisements:

Advertising is available in both the Show Guide and Catalogue. Prices start from £110 + VAT offering a very cost effective way to promote your company's products and services. Contact Jim Skwarek at Geerings Print Ltd on 01233 658611 or email jim.skwarek@geeringsprint.co.uk for more information.

No exhibitor or other person shall be allowed to:

- Affix any placard or advertisement to any part of the Showground unless prior written permission has been obtained from the Show Office.
- Distribute handbills/leaflets or display advertisements on the Society's property except on his own stand.
- Roam into the avenues or around the Showground to encourage visitors onto the stand, to offer free hand outs, leaflets or to make charitable collections etc. Any infringement of this rule may result in the stand being closed down by the organiser and the exhibitor not invited back in future years.
- No kites will be allowed in the Showground and no exhibitor will be permitted to advertise by means of aircraft, loudspeakers or trailing banners.
- Any exhibitor wishing to have a blimp above his stand must first obtain written permission from the Show Office.
- The practice of placing leaflets/handbills on vehicles in car parks is **NOT** permitted and will result in a £100 + VAT on-the-spot-fine.

Sponsorship:

The Society offers various advertising and sponsorship packages to increase exposure, starting from £150.00 + VAT. Please contact Rosie Gouldsworthy for more details: Email:

rosie@kentshowground.co.uk Tel: 01622 633051

Press Office:

The Press Office welcomes press packs and media information which will be displayed in the Press Office throughout the Show. If you plan to hold a media event it would be helpful if you could email the relevant information to rosie@kentshowground.co.uk or phone 01622 633051, including details of stand name/number, timings, potential invitees and general details of the event.

Social Media:

Please feel free to mention us in your social media activity and where possible we can help promote you. We post regular updates in the weeks leading up to the show via our social media platforms. Facebook: www.facebook.com/kentcountyshow Twitter: @kentcountyshow Instagram: @kentcountyshow

Banners:

- Banner sites are available from £150 + VAT (3m x 1m) in the specialist rings or £250 + VAT in the main Astor Ring. Banner sites are strictly limited and applications MUST be received by Monday 11 June 2018.

Please note: any unauthorised banners in the Showground or along the perimeter fencing of the A249 will be removed and destroyed and an on-the-spot fine of £100 + VAT.

7. NOISE

Exhibitors must not use any public address equipment (PA system). No exhibitor shall call attention to his goods or allow sound to emanate from his stand in such a way to cause annoyance to other exhibitors or the public. The demonstration or use of small tools, chain saws, machines, musical instruments etc. will be permitted only in a manner approved by the stewards.

The steward is authorised by the Show Manager to stop any activity, which by reason of smoke, noise, smell or other nuisance is offensive to neighbouring exhibitors or the public.

Use of Recorded Music:

Recorded music may not be used on a stand unless written permission has been obtained from the Show Office prior to the Show. The exhibitor is responsible for obtaining a licence and payment of fees as levied by PPL (Phonographic Performances Ltd).

Two-way Radio Equipment:

Exhibitors wishing to use two-way radio equipment must have the appropriate licence. The Society requests that the Tradestand Department receives lists of frequencies which are to be used at the Show at least one month prior to the event.

Radio Microphones:

Exhibitors, demonstrators or display acts wishing to use radio microphones during the Show are required to inform the Society or the Society's contractor of the frequencies they are intending to use, at least one month prior to the event.

In regard to Two-way radios and Radio Microphones, the Society reserves the right to limit the number of frequencies and power should they interfere with the Society's own equipment or that of the main contractors. Any organisation using the same frequency would be asked to change frequencies or to cease using the equipment.

8. SERVICES**Electricity:**

If you require electricity on your stand, please complete the electrical supply form and return to rosie@kentshowground.co.uk by 11 June 2018. Electricity will be switched off at 8.00 pm on the final Show day.

Please note it is strictly prohibited to share electricity supplies and connections, including plugging equipment into feeder pillars and caravan hook-ups. Any exhibitors found sharing electrical supply will be charged an on-the-spot fine of £100 + VAT and will not be invited to future Shows.

Water:

Standpipes are available at many points on the Showground. Water connections may be made to individual stands in certain areas only. Please complete the application form within this booklet and return it to rosie@kentshowground.co.uk by 11 June 2018 (please note we cannot guarantee that water connections will be available for all stands). A charge will be levied for stands requiring water for filling spas, swimming pools, ponds etc.

Please note it is strictly prohibited to share water connections and stand pipes. Any exhibitors found sharing water will be charged an on-the-spot fine of £100 + VAT and will not be invited to future Shows.

Furniture Hire:

The Society does not hire furniture to tradestands. Exhibitors should organise their own furniture, tables, chairs etc. Please see full list of contractors on our contractors' page within this booklet.

Security:

The Society's security contractor will be on site from Sunday 1 July to Wednesday 11 July 2018. If you feel additional security is required on your stand please contact the Show Office for further details.

Grass Cutting:

The Society will keep all grass on the Showground mown up to **two weeks prior to the Show** (weather permitting). Fine cutting thereafter will be the exhibitors' responsibility.

Caravan Parking:

There is a designated trade caravan park just outside Entrance 4 of the Showground. This will be available from 8.00 am on Monday 2 July 2018 to midday on Monday 11 July 2018. Running water and shower blocks are situated on the Showground. Please note there are no electric hook-ups in this area but quiet generators are permitted to be used but **must** be turned off between 10pm and 6am. The cost for this area is £50 + VAT (please complete the relevant section on the tradestand form to apply for a site in this area).

Public Caravan Site:

Oak View Caravan Park is located a few minutes' walk from Entrance 6 of the Showground. This has toilet and shower facilities and a number of electric hook-ups. Please contact 01622 631298 for more details.

First Aid:

First Aid points will be situated at various points throughout the Show.

9. STAND PREPARATION, PLACING AND REMOVAL OF EXHIBITS**Before the Show**

- Exhibitors may commence work on their stands one week prior to the Show or earlier by arrangement with the

Show Office. The Showground is normally open between 8.00 am to 5.00 pm. Security will be on site from Sunday 1 July 2018. Entrance 1 (main gate) and entrance 6 (backgate) will remain open 24 hours a day until closure on Wednesday 11 July at 6.00 pm; however please inform the Show Office if you plan to arrive overnight (between 10.00 pm and 6.00 am) on any day during this period.

- All sites allotted to exhibitors will be clearly numbered by the Society. Marking pegs must not be removed, disturbed or obscured by exhibitors. Exhibitors who mow their own sites, or employ contractors to do so, must see that the marking pegs are replaced in the correct positions.
- Exhibitors with large mobile units should arrange to have these in position by Monday 2 July. This is especially important when it is necessary to encroach on adjoining stand space to manoeuvre the unit into position.
- No fork lift will be available to help unload goods before, during or after the Show. It is the exhibitors responsibility to arrange a forklift if required.

- Goods and packages will not be accepted by the Society on behalf of an exhibitor and should not be sent to the Showground unless there is a representative on the stand to receive them. It is the exhibitors' responsibility to properly brief delivery drivers, with packages for specific stands, as to their stand number and the name of the person responsible. The Show Office cannot sign and accept deliveries on behalf of stand holders.
- All sites must be fully stocked and ready for business by 6.30 pm on the day before the Show, after this time there may be no staff to help with potential problems. Failure to comply with this regulation may result in the exhibitor losing the site allocated to him.
- Please note that the local Council and HSE Inspectors will be on site, before, during and after the Show checking satisfactory siting, access and exits from marquees etc. This duty is authorised by the Kent County Agricultural Society.

The following points will be being checked before, during and after the Show:

- Erection and dismantling of marquees.
- Transportation of goods.
- Electrical supply and connections.
- Working at height including safe use of the appropriate ladders and other equipment.
- Migrant workers.

Exhibitors, stallholders etc. are requested to co-operate with the inspectors and are advised to comply with current legislation. The Kent County Agricultural Society requests that any reasonable requests made by inspectors are carried out in the interest of public safety.

During the Show

- No exhibitor will be allowed to place his exhibits, boards or placards of any description, so that any part thereof projects beyond the limits of the space allotted to him, nor in such a manner as to obscure unduly the signs or exhibits on an adjacent stand, and the Society's officers are empowered to remove from the Showground any articles placed in contravention of this rule.
- There will be three trade car parks close to Entrances 1, 3/4 and 6 specifically for tradestands. Access to this car park is free and you must request with your application the number of passes required. Any additional exhibitors requiring parking will have to park in the general public car parks which are free but space near an entrance cannot be guaranteed.
- All tradestands must be opened and manned from 9.00 am to 6.00 pm daily.

After the Show

- No part of the stand may be dismantled until 6.00 pm on the last day of the Show. Vehicles for the removal of stands will not be allowed to enter the Showground until 6.30 pm on the last evening, or such later time as circumstances may require. Any stand dismantling any part of their stand before 6.00 pm on any day may not be invited back to future Shows.
- Alu Frame Exhibitors must remove their goods at the close of the Show (after 6.00 pm), as dismantling may commence that evening by the marquee contractors.
- Any damage caused to marquees hired by the Society will be charged to the stand holder.
- Any stand or exhibit or part remaining on site after the 3 days will be removed and disposed of by the Society. Any cost involved will be chargeable to the Exhibitor.

STANDS AND EXHIBITS MUST BE CLEARED FROM THE SHOWGROUND WITHIN 3 DAYS OF THE CLOSE OF THE SHOW.

10. EXHIBITORS' ADMISSION

NO PASSES WILL BE SENT UNTIL FULL PAYMENT, A COMPLETED RISK ASSESSMENT FORM AND A COPY OF THE EXHIBITOR'S PUBLIC LIABILITY HAS BEEN RECEIVED.

All passes will be sent out by the 15th June, please select on the application form whether you would like these emailed or in the post.

If you have not received your tickets or pre-show pack by the 22nd June please contact the Tradestand department on 01622 633051 or email rosie@kentshowground.co.uk.

Additional Trade Passes - Strictly for Staff Only.

Additional Trade Exhibitor Any One Day Ticket £18.40 each (including VAT)

Additional Three x Any One Day Ticket Book £51.75 each (including VAT)

Please note that exhibitors are responsible for ensuring that their staff members are in possession of the appropriate admission ticket or badge. Any exhibitors or their staff who do not have the appropriate pass will be charged the ordinary admission charge and this cannot be refunded by the Society. This includes any exhibitor who may have left badges/tickets at premises outside of the Showground or on their stand.

- **Contractors** – Exhibitors must provide the appropriate information and passes to all contractors to enable them to complete their job. They are contracted by you, the exhibitor and not by the Society.
- Tickets and passes cannot be supplied on a 'sale or return' basis.
- Any exhibitor and/or their staff found selling passes or abusing the exhibitor pass system in any way will be removed from the Showground or its car parks and banned from future shows.

Additional Guest Passes:

Tickets for guests may be purchased at pre-show rates until Thursday 5th July 2018. Please visit our website to purchase.

Membership:

Exhibitors wishing to support the Society can purchase a Society Membership. The annual subscription for an individual Member is £55.00 each including VAT. Membership privileges include free admission to any society run events at the Showground, use of the Member's Area containing dining room, buffet and bar and use of the Members' Car Park. Full names and addresses should be included for each additional membership ordered.

Corporate Membership:

Tradestand holders can purchase a Corporate Membership which entitles them to one full three day membership and ten additional any one day members' guest passes. The cost for this is £330 inc. VAT. For more information please contact the Membership Department 01622 630975.

11. SECURITY & VEHICLE ADMISSION

Security:

The area of the Showground covers over 60 acres and whilst security will be provided, this can only be in general terms. Security will be on Entrance 1(main gate) and entrance 6 (back gate)24 hours a day from 8.00 am on Sunday 1 July to 6.00 pm on Wednesday 11 July. Night security patrols will be in operation. Exhibitors are advised not to bring their goods onto the Showground before Wednesday 4 July and to make their own arrangements for the protection of their goods.

In order to improve security no person or vehicle will be admitted to the Showground from Wednesday 4 to Tuesday 10 July without a pass. Exhibitors will be issued with tickets for the Show days which will also be valid on the following setting up and breaking down days: Wednesday 4, Thursday 5, Monday 9 and Tuesday 10 July. Please note you will still require a vehicle pass to get a vehicle onsite pre/post Show.

The Kent County Agricultural Society's Security may carry out random security searches on all vehicles and trailers at any time without notice. Refusal of this request may result in attendance by Kent Police.

Anyone intending to sleep within their tradestand overnight must inform the Show Office and gain permission prior to the Show, stating the stand name and number and the number of persons expected to be on site overnight. Exhibitors who fail to inform the Show Office will be removed from the Showground and banned from future Shows.

Adverse Weather Conditions:

The Society reserves the right to restrict vehicle movement in adverse weather conditions. In the event of poor ground conditions, the organiser may be in a position to offer assistance to move vehicles and trailers on and off the site.

The organiser accepts no liability for any damage incurred during the course of towing or otherwise assisting in moving exhibitors' vehicles.

Exhibitors are advised to insure against adverse weather conditions that could affect the running of the Show. The Society and organiser accepts no liability for any loss of trade or footfall due to adverse weather and poor ground conditions.

Speed Limit:

Please note that there is a maximum speed limit of 10 mph on the whole of the Showground at all times.

Vehicle Admission - Before and After the Show:

Vehicles will only be admitted via the Main Gate (Entrance 1) off the A249 or the Back Gate (Entrance 6) off Scragged Oak Road.

In an attempt to increase security, each tradestand exhibitor will be issued with one Purple Pre/Post Vehicle Identification pass unless otherwise requested on the application form. Please note that your request will be taken into consideration with the size of the stand booked.

A Purple Vehicle Identification Pass is to be used prior to and after the Show. Vehicle passes will be marked with red for Entrance 1 (Main Gate) and green for use through Entrance 6 (Back Gate). These should be passed to contractors working on stands. Vehicles without these labels will be subject to delay at the gate.

Any vehicles which are not essential should be left in the car park and exhibitors should walk to their stand.

No vehicle should be parked and left unattended on a neighbouring stand at any time during build-up and Show hours.

Vehicle Admission - During the Show:

Vehicle movement is strictly forbidden between 8.00 am and 6.30 pm on 6, 7, 8 July and no vehicle will be allowed entry to the Showground.

Vehicles with supplies will be admitted to the Showground between the following hours and must either have applied for the appropriate pass (TS Delivery) or will be subject to a charge of £100 (cash ONLY) for each admission. This will be refunded provided the vehicle leaves the Showground by 8.00am on the same morning:

Between 6.30 pm on 05 July & 8.00 am on 06 July.

Between 6.30 pm on 06 July & 8.00 am on 07 July.

Between 6.30 pm on 07 July & 8.00 am on 08 July.

Even if you have parked your vehicle on the Showground for a number of years you must apply for the appropriate passes. Do not assume we are aware of the location of all vehicles parked in previous years. We will not issue passes without applications.

Static Vehicle Pass:

This is required for those vehicles that form an essential part of the stand but may be removed each night of the Show. Only one per stand will be issued (more may be granted for motor stands) and this should be applied for on the initial tradestand application form. Please note static vehicle passes are NOT guaranteed and will be issued at the discretion of the Society. The static vehicle pass must be displayed in the vehicle at all times and any vehicles found on site without this pass will be liable to towing.

TS Delivery Pass:

This is required for those vehicles that wish to enter between 6.30 pm and 8.00 am but do not wish to pay the £100 cash deposit. This pass will cost exhibitors £100 + VAT each and covers the full weekend.

To reduce traffic on the Showground, the Society is limiting the number of these passes to one per stand under 143m² and two passes to stands over 144m². Please complete the relevant section on the Tradestand Application Form.

If vehicles with a TS Delivery Pass have not left the Showground before 8.00 am, exhibitors will be fined £150, their vehicles will be liable to towing and will not be invited to future Shows.

After 8.00 am goods may be left at Entrance 1(main gate) and entrance 6 (back gate) and they will be delivered to stands by the Society's contractors. Any vehicles remaining on the Showground after 8.00 am must form an integral part of an exhibit and have a static vehicle pass on display.

THIS RULE WILL BE STRICTLY ENFORCED AND ANY UNAUTHORISED VEHICLE FOUND ON THE SHOWGROUND BETWEEN 8.00 am AND 6.00 pm IS LIABLE TO BE TOWED AWAY WITHOUT ANY FURTHER WARNING. THE SOCIETY WILL ACCEPT NO LIABILITY OR RESPONSIBILITY FOR ANY DAMAGE CAUSED.

Vehicle Admission – Post Show:

Vehicles entering the Showground for the removal of stands or those who are already within the Showground will not be allowed to enter or leave the Showground until 6.30 pm on the last evening, or such later time as circumstances may require.

2. GENERAL**Disputes:**

The Society will not be held responsible for any dispute between an exhibitor and contractor or enter into any dispute, which may arise out of private work undertaken. Any cost incurred before, during or after any dispute will not be the responsibility of the Society.

Society's Officials:

The Board of Directors delegate power to the Chief Stewards and the Show Manager to enforce all the regulations of the Show.

Tradestand Co-Ordinator:

Rosie Gouldsworthy, the tradestand co-ordinator will be available during all three Show days and can be reached in the Show Office (Alan Day House: located at the centre of Showground). Any questions, disputes or issues must be raised with the tradestand stewards first, however if your query cannot be resolved, please ensure Rosie Gouldsworthy is contacted directly and made aware (Telephone: 01622 630975 (Show days) Email: rosie@kentshowground.co.uk).

Tradestand Stewards have been appointed for the Show and will contact exhibitors during the event to ascertain that all requirements have been met and generally look after the interests of exhibitors. They would welcome any feedback on the Show.

Any verbal or physical abuse of any kind to staff members or volunteer stewards will NOT be tolerated.

Please note these terms and conditions are subject to change and any existing bookings will be informed of any changes.