

FARM EXPO

MACHINERY, SUPPLIES, AND
SERVICES FOR THE AGRICULTURAL
INDUSTRY

6 MARCH 2019
KENT SHOWGROUND

TRADE PACK
2019

meghan@kentshowground.co.uk
01622 633057



FARM EXPO

06 MARCH 2019
TRADESTAND BOOKING FORM

OFFICE USE ONLY	TRADESTAND NO:	PAID:	ACCEPTED?	RECEIPT DATE & NO:	DEADLINE: 30 JANUARY 2019
Name and address to which all passes, correspondence etc. should be sent to.			Shared Stand..... Please supply their details below. If more than one company, please supply details on a separate application form.		
Company..... Address..... Post Code..... Tel no. / Mobile: On-Site Mobile Number Email..... Website: Contact Name.....			Company..... Address..... Post Code..... Tel no. / Mobile: Email..... Website: Contact Name.....		

STAND OPTION	DESCRIPTION SPACE	SIZES / PRICING	COSTS £	VAT £	
INDOOR SPACE	Open space inside the Maidstone Exhibition Hall or John Hendry Pavilion.	4m x 2m @ £176 <input type="checkbox"/>	4m x 4m @ £261 <input type="checkbox"/>		
		6m x 2m @ £221 <input type="checkbox"/>	6m x 4m @ £297 <input type="checkbox"/>		
		8m x 2m @ £261 <input type="checkbox"/>	8m x 4m @ £332 <input type="checkbox"/>		
		10m x 4m @ £374 <input type="checkbox"/>	4m x 5m @ £326 <input type="checkbox"/>		
		8m x 5m @ £415 <input type="checkbox"/>	6m x 5m @ £371 <input type="checkbox"/>		
		10m x 5m @ £467 <input type="checkbox"/>			
		For larger stands, please contact the office.			
OUTSIDE SPACE	Open outside space with tarmac frontage.	10m x 10m @ £275 <input type="checkbox"/> 20m x 20m @ £356 <input type="checkbox"/> Stands must be booked as multiples of the above.			
SHARED STAND	Stand space that is shared with another company.	£100			

PLEASE ENSURE YOU HAVE CALCULATED THE CORRECT PRICE FOR THE STAND YOU ARE APPLYING FOR. EXHIBITORS APPLYING BEFORE 19 DECEMBER 2018 WILL BE ENTITLED TO AN ADDITIONAL 10% DISCOUNT.

A limited number of tables and chairs are available for indoor use only. Must be pre-booked.

No. of Chairs. £1.50 + VAT	No. of tables. £2.00 + VAT	COSTS £	VAT £

VAT REG NO. 661 9544 13	TOTALS	£	£
TOTAL REMITTANCE PAYABLE TO KENT COUNTY AGRICULTURAL SOCIETY TO BE FORWARDED WITH THIS APPLICATION. ONLY CHEQUES DRAWN ON BRITISH BANKS ARE ACCEPTABLE. CHEQUES MADE PAYABLE TO KCAS. BACS DETAILS: Barclays Bank Sort Code: 20-54-11 Account Number: 60547948 <input type="checkbox"/>		TOTAL BALANCE DUE INC VAT £	

No. of Exhibitor passes required	No. of Car Passes required	Previous Show Day Access Required?
		YES <input type="checkbox"/> NO <input type="checkbox"/>

PAYMENT BY CARD Please charge £..... to my Mastercard Visa (please tick)

Card No:

Start Date:/...../..... Expiry Date:/...../..... Security Code: we will contact you for this.

Building no. and postcode of the address where the card is registered to.....

STAND LOCATION –

Please provide a description of where you would like your stand to be located. (Although this is not guaranteed, every effort will be made to site exhibitors where they have requested). See draft map attached.

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Will you be serving food on your stand (either as hospitality or profit)? YES NO

If you will be serving food on your stand the Food Safety Act 1990 will apply to your stand.

Have you considered any of the following opportunities to increase your exposure?

- Farm Expo Sponsorship
- Kent County Show Sponsorship
- Kent County Show Banner Advertising
- Advertising in the Kent County Show, Show Guide
- Exhibiting at the Kent County Show

I/WE hereby apply for the above tradestand space and confirm that I/WE have read and agree to abide by the rules and regulations of Farm Expo 2019 as stated in this application. **I UNDERSTAND THAT FAILURE TO DO SO MAY RESULT IN THE SOCIETY REFUSING THE COMPANY A STAND AT FUTURE SHOWS OR REMOVAL OF MY TRADESTAND.**

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

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

SHOW GUIDE ENTRY

IMPORTANT: THIS SECTION MUST BE COMPLETED AT THE TIME OF APPLICATION. UP TO A MAXIMUM OF 30 WORDS WILL BE INSERTED FREE OF CHARGE IN THE SHOW GUIDE AND THE WEBSITE. PLEASE TYPE OR PRINT IN BLOCK CAPITALS. UP TO A MAXIMUM OF 30 WORDS DESCRIBING YOUR EXHIBIT.

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Application forms must be completed and returned with full remittance to Meghan Rice-Wilson, Kent County Agricultural Society, Kent Showground, Detling, Maidstone, Kent ME14 3JF. Email: meghan@kentshowground.co.uk Tel: 01622 633057

DEADLINE DATE: 30 JANUARY 2019

HAVE YOU COMPLETED THE FOLLOWING?	SIGNED TRADESTAND APPLICATION <input type="checkbox"/>	COMPLETED AND SIGNED RISK ASSESMENT <input type="checkbox"/>	COPY OF VALID PUBLIC LIABILITY INSURANCE <input type="checkbox"/>	EXACT REMITTANCE MADE PAYABLE TO KCAS <input type="checkbox"/>	COMPLETED ELECTRICAL BOOKING (if required) <input type="checkbox"/>
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ELECTRICAL BOOKING FORM

FARM EXPO

06 MARCH 2019

OFFICE USE ONLY	Stand Number	Acknowledged
Please provide stand details below.		
Company..... Contact Name.....		
Address.....		
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Post Code.....		
Tel no. / Mobile: On-Site Mobile Number		
Email.....		

Power will be available from 3:00pm on Tuesday 05 March until 6:00pm on Wednesday 06 March.

Type of electrical supply	QTY	Cost	Total
Single 13 amp socket outlet - 3KW13 amps Max		£62.00	
Twin 12 amp socket outlet - 6KW - 20 amps Max		£83.50	
Direct Cee form connection 16 amp - 1 Phase Blue Plug		£62.00	
Direct Cee for connection 32 amp - 1 Phase		£88.50	
Direct Cee form connection 63 amp - 1 Phase		£142.00	
Direct Cee form connection 32 amp – 3 Phase Red Plug		£186.00	
Direct Cee form connection 63 amp – 3 Phase		£279.00	
VAT REG NO. 661 9544 13	TOTAL COST	£	
	VAT	£	
TOTAL REMITTANCE PAYABLE TO KENT COUNTY AGRICULTURAL SOCIETY TO BE FORWARDED WITH THIS APPLICATION. ONLY CHEQUES DRAWN ON BRITISH BANKS ARE ACCEPTABLE. BACS DETAILS: Barclays Bank Sort Code: 20-54-11 Account Number: 60547948 <input type="checkbox"/>		TOTAL BALANCE DUE INC VAT £	
PAYMENT BY CARD Please charge £..... to my Mastercard <input type="checkbox"/> Visa <input type="checkbox"/> (please tick)			
Card No:			
Start Date:/...../..... Expiry Date:/...../..... Security Code: we will contact you for this.			
Building no. and postcode of the address where the card is registered to.....			

I agree to and confirm I have read, all rules and regulations as stated in the Tradestand Information pack and conditions listed overleaf.

Signature: Date:

PLEASE RETURN THIS FORM WITH FULL PAYMENT BY 30 JANUARY 2019.

By post to Meghan Rice-Wilson, Kent County Agricultural Society, Kent Showground, Detling, Maidstone, Kent ME14 3JF.
meghan@kentshowground.co.uk

KENT COUNTY AGRICULTURAL SOCIETY
CONDITIONS FOR SUPPLY & MAINTENANCE OF ELECTRICITY

1. It is the Exhibitor's responsibility to ensure that all fittings are delivered, completed and collected at the close of the event on Wednesday 06 March 2019.
2. All Exhibitors fittings and wiring must comply with the current I.E.E. Regulations, Local Authority conditions and Health & Safety Executive Directives.
3. Electrical work by persons other than the official Electrical Contractor is prohibited. No other person / electrical contractor may alter or interfere with the installation.
4. The prices on the electrical supply form include the hire of all wiring, fittings and electricity consumed. Any specific breakages or damage to the installation (including faults caused by Exhibitor's wiring or appliances) will be charged to the Exhibitor.
5. If lighting points or socket outlets are required in a specific position on the stand, a plan must be sent to KCAS by 21 February 2019. If no plan is provided, the engineer will use his discretion as to their position. Any fittings that have to be altered or moved will be at extra cost to the Exhibitor.
6. This form must be returned to KCAS by the closing date shown, together with full payment. Any orders received after the closing date will be subject to a surcharge of 25%.
7. Power will be available from 3:00pm on Tuesday 05 March until 6:00pm on Wednesday 06 March.
8. Power may also be available during build-up however this is not guaranteed and may be disrupted at any time until the opening day. Temporary power is not generally available for the purpose of stand construction etc. Any queries in the build-up period or over the event should be directed to the Show Office.
9. Any exhibitor who requires power after 6:00pm on Wednesday 06 March must make prior arrangements with the KCAS Electrical Contractor, where you could incur an extra charge.
10. No refunds will be made for cancelled supplies.
11. The KCAS Electrical Contractor cannot be held responsible for failure to install an electricity supply, fittings, or other items ordered if the Stand area is inaccessible or work by other contractors has not been completed. Consequently, the exhibitor will be liable for payment in full for such items installed, even if late.
12. All installations and connections will be at the discretion of the electrical contractor in charge.
13. It may be necessary to disrupt the supply at any time for maintenance or safety reasons. This includes adverse weather or similar conditions not directly under the Electrical Contractor's control.
14. As part of a temporary installation, residual current devices protect all circuits. These devices may trip occasionally due to the build-up of residual earth currents. Exhibitors are warned to take extra precautions to prevent loss of computer data etc.
15. Due to the design and layout of the installation, it may be necessary to position mains panels etc. onto Exhibitor's Stands. Any such positioning will be kept as discreet and as safely as possible.
16. Sharing of power between Exhibitors is strictly prohibited.
17. Power will not be supplied until full payment has been received.
18. No claim for loss or expense (actual or expected) will be accepted as a result of the Electrical Contractor's failure to perform.
19. By completing an order form, you are agreeing to our terms and conditions.

Failure to comply with these conditions may result in electricity supply being withheld or disconnected. Please note that these terms and conditions are subject to change.

If you have any questions, please don't hesitate to contact Meghan Rice-Wilson
Email: meghan@kentshowground.co.uk Tel: 01622 633057

RISK ASSESSMENT

FARM EXPO

06 MARCH 2019

FOR OFFICE USE ONLY	Stand Number	Acknowledged
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Please provide stand details below.

Company..... Contact Name.....
Address.....
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Post Code.....
Tel no. / Mobile: On-Site Mobile Number
Email.....

WHO MIGHT BE HARMED?

There is no need to list individuals by name – just think about groups of people doing similar work or who may be affected, e.g:

- Office Staff
- Maintenance Personnel
- Contractors
- Members of the public
- People sharing your workplace
- Operators
- Cleaners

PAY PARTICULAR ATTENTION TO:

- Staff with disabilities
- Visitors
- Inexperienced Staff
- Lone Workers.

List groups of people who are especially at risk from the significant hazards which you have identified: -

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HAZARD

Look only for hazards which you could reasonably expect to result in significant harm under the conditions in your workplace. Use the following examples as a guide:

- Slipping / tripping hazards (e.g. floors / stairs)
- Chemicals
- Work at height
- Pressure systems
- Electricity
- Poor lighting & low temperature
- Fire (e.g. from flammable materials)
- Moving parts of machinery (e.g. blades)
- Ejection of material (e.g. from plastic moulding)
- Vehicles (e.g. fork lift trucks)
- Dust, fume, noise
- Manual handling

List hazards here: -

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IS THE RISK ADEQUATELY CONTROLLED?

Have you already taken precautions against the risks from the hazards you have listed? For example, have you provided:

- Adequate information, instruction or training
- Adequate systems or procedures
- Meet the standards set by legal requirement?
- Comply with recognised industry standard?
- Represent good practice?
- Reduce risk as far as reasonably practical?

If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place.

List existing controls here or not where the information may be found (for example, procedures, manuals etc)

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WHAT FURTHER ACTION IS NECESSARY TO CONTROL THE RISK?

What more could you reasonably do for those risks which you found were not adequately controlled?
You will need to give priority to those risks which affect large numbers of people and/or could results in serious harm.

Apply the principles below when taking further action, preferably in the following order:

1. Remove the risk completely
2. Try a less risky option
3. Prevent access to the hazard
4. Organise work to reduce exposure to the hazard
5. Issue personal protective equipment
6. Provide welfare facilities (e.g. first aid)

List the risks which are not adequately controlled and the action you will need to take, where it is reasonably practical to do more. You are entitled to take cost into account, unless the risk is high.

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The Society recommend that you keep a copy of your completed tradestand forms and event rules & regulations for your records.

Signature:Date:

FARM EXPO RULES & REGULATIONS

06 MARCH 2019

1. PRICES

Inside tradestand fees

4m x 2m @ £176 <input type="checkbox"/>	4m x 4m @ £261 <input type="checkbox"/>	4m x 5m @ £326 <input type="checkbox"/>
6m x 2m @ £221 <input type="checkbox"/>	6m x 4m @ £297 <input type="checkbox"/>	6m x 5m @ £371 <input type="checkbox"/>
8m x 2m @ £261 <input type="checkbox"/>	8m x 4m @ £332 <input type="checkbox"/>	8m x 5m @ £415 <input type="checkbox"/>
	10m x 4m @ £374 <input type="checkbox"/>	10m x 5m @ £467 <input type="checkbox"/>

Outside tradestand fees:

10m x 10m @ £275 <input type="checkbox"/>
20m x 20m @ £356 <input type="checkbox"/>

For larger inside tradestands, please contact the Show Office. Outside tradestands must be booked in multiples of the above

2. APPLICATIONS

All applications must be submitted by 30 January 2019 to be included in the Show Guide. Exhibitors will be allowed free of charge entry into the Show Guide and up to 30 words to describe their company.

The Society cannot accept entries without remittance for all charges. All additional furniture must be booked and paid for prior to the event. Applications will not be processed unless fully signed and include a completed risk assessment and valid public liability.

All data given upon submitting an application (digital or hard copy) may be passed onto organisations directly linked with the running and promotion of the Show. This includes, electricity, health & safety and press. By submitting an application with the Kent County Agricultural Society, you are providing consent for the storage and disclosure of your data in this way.

The Society retain the right to cancel, refuse or re-site an exhibitor at their own discretion.

3. ALLOCATION OF SITE

No refunds will be given if the exhibitor is not happy with the site of their stand upon arrival at the event.

Exhibitors must apply for space that includes ground plates, tow bars, stays or guy ropes required for any structure, building, tent or caravan and any vehicle necessarily forming part of the site or needed in connection therewith to be erected on the space.

The Society will not be held responsible for damage caused to sites, exhibits or goods by a third party prior to, during or post the event and will not undertake to make good such damage.

No exhibitor shall sub-let any portion of space allocated to him or move any site other than that allocated to him without the prior consent of the Society and the appropriate fee paid at the time of booking.

4. SHOW REGULATIONS

Show Times:

8.30am – 5.00pm Wednesday 06 March 2019

Set Up and Break Down:

Set Up

2.00pm – 8.00pm Monday 04 March 2019

8.00am – 8.00pm Tuesday 05 March 2019

Break Down (Inside Stands)

5.00pm – 8.00pm Wednesday 06 March 2019

8.00am – 5.00pm Thursday 07 March 2019

Break Down (Outside Stands)

5.00pm – 8.00pm Wednesday 06 March 2019

8.00am – 5.00pm Thursday 07 March 2019

8.00am – 4.00pm Friday 08 March 2019

Vehicles arriving before the site is opened on Monday 04 March will be held in the parking area. No vehicle will be allowed prior entry under any circumstances.

Vehicle movement during the event will only be permitted at the following times on Wednesday 06 March:

6.30am – 8.00 am

5.00pm – 8.00pm

Tradestands will be permitted to park in the Clive Emson Conference Centre car park. Space is limited therefore when the car park is full, please use the main public car park at the entrance of the Showground. Vehicle movement is prohibited during show hours, therefore if you are parked in the trade car park you will be unable to move your vehicle until 5.00pm.

Vehicle access is permitted through the Main Gate (entrance 1) only. The Back Gate (entrance 6) will be closed for the event week to comply with the Highways Agency regulations.

All exhibits must be completely dismantled by 4.00pm on Friday 08 March. Should an exhibitor require additional time this must be requested at least four weeks prior to the event and in writing.

Generators are strictly prohibited at the event. All electricity required must be ordered via the application form and passed to the Society.

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.

Exhibitors must keep their stands and the surrounding areas clean and tidy. Litter and refuse should be placed in the appropriate bins provided around the site.

The Society requests that all outdoor exhibits are considerate of the ground conditions when moving machinery and take care not to cause excessive damage to the site. Exhibitors are not permitted to drive across neighbouring tradestands, cut across corners when turning, exceed the allocated tradestand space or allow lorries to pull onto grass areas when loading. A designated area for loading machinery that is self-propelled will be provided.

If the Society deem that an exhibitor has unnecessarily caused damage to the ground, the exhibitor will incur a charge after the event to cover re-installment costs to the value of the tradestand booked.

The erection of flags and banners are permitted within the Showground, free of charge. Flags and banners may not be erected on the entrance of the Showground.

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

5. SERVICES

An electricity booking form can be found within the tradestand pack and should be applied for at the time of booking. Electricity will not be supplied if insufficient funds have been received.

Security will be available on site from Monday 04 March until Friday 08 March. The Society will not accept responsibility for any damage or loss.

6. HEALTH & SAFETY AND LEGAL REGULATIONS

Exhibitors at Farm Expo should be aware of their duties under the Health and Safety at Work etc. Act 1974. In particular, attention is drawn to the requirement under the Management of Health & Safety at Work Regulations 1999 whereby at the time of booking, one must provide a completed risk assessment addressing all the risks associated with attendance at the event. A template for this may be found within this pack

All exhibitors must carry Public Liability insurance with the minimum limit of indemnity required for your business. The 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 Society must be sent a copy of your public liability insurance prior to the event and a copy must be available on your stand throughout the event.

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.

Under the Consumer Protection Act 1998, the retailer of a defective product is strictly liable to any persons injured by it. Therefore, it is essential that any exhibitor supplying goods or services maintains Product Liability insurance.

All exhibitors must comply with the relevant Trading Standards legislation; this involves safety, fair trading and quality.

All exhibitors are fully responsible for the security of their stand and stock and all claims arising from the conduct of their stand. Vehicles left in the event car parks are left at the owner's risk.

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. Any cancellation of space made by an exhibitor must be made in writing, no less than four weeks prior to the event, refunds will be at the discretion of the Society. Cancellations made less than four weeks prior to the event will not be eligible for a refund.

In the event of a fire dial 999 and inform someone of authority. 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.

Exhibitors must protect their staff and the public from contact with moving components of machinery and provide the Society with the relevant information of how this will be achieved.

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

INSIDE STANDS

JOHN HENDRY PAVILION

MAIDSTONE EXHIBITION HALL



OUTSIDE STANDS

