



WEALD OF KENT COUNTRY CRAFT SHOW

Friday 1 – Sunday 3 May 2020

Penshurst Place, Nr Tonbridge, TN11 8DG

Exhibitor Invoice & Build-up Pack

February 2020

Dear Exhibitor,

Please find enclosed details for the *Weald of Kent Country Craft Show at Penshurst Place* in May 2020.

The payment date for the invoice is Friday 20 March 2020.

Exhibitor Zone

All show order forms for lighting, furniture, stand power, additional services, payment options and all the required relevant information, are available online in the Exhibitor Zone at www.ichfevents.co.uk

To access the Exhibitor Zone : <https://www.ichfevents.co.uk/exhibitor-zone/>

SHOW DETAILS

EXHIBITOR BUILD UP TIMES

Thursday 08:00 – 19:00

OPENING HOURS

Friday – Sunday 10:00 – 17:00

EXHIBITOR BREAKDOWN TIMES

Sunday 17:00 – 19:00

Onsite Personnel:

Helen Brown 07973 671475, Louise Love 07984 017356 and Nina Ebner 07973 670378

PRE-SHOW

ELECTRICAL/FURNITURE/CAMPING/CARAVANNING ORDERS

DEADLINE 2 APRIL

Please return the order forms to us promptly; this is particularly important with the electrics as our contractor needs to order the amins supply several weeks in advance. You can bring your own furniture if you wish.

ALL ORDERS ARE SURCHARGED 10% AFTER 2 APRIL 2020

PRE SHOW QUERIES

If you have any queries in relation to your booking, please call the office on 01425 272711 and ask to speak to Helen Brown re your stand, Jo Reynolds re your invoice or accounts to make a payment.

POSTERS AND LEAFLETS

We can supply leaflets (up to 200) for you to distribute in mailings and to hand to customers, we also have A3 posters for display (you may know of local shopkeepers etc who would be willing to put one in their window). Please order these on the enclosed form or email info@ichf.co.uk with your requirements. If you think you are able to distribute more than 200 leaflets to promote this show then please contact us on the email above.

PUBLICITY

Our Marketing Department is very keen to receive photographs or images of products and/or any interesting stories that could be used in our publicity. Please email hannahh@ichf.co.uk or send by post to ICHF Events.

STAND INVOICES

Please note that your invoice is due for payment by **20 MARCH**. To be fair to the majority of exhibitors who pay on time, late payments will be subject to a surcharge. The later the payment, the higher the rate.

PAYMENT METHODS

By BACS or Paypal (see account details on sheet enclosed), or by card.

CREDIT CARD TERMINAL HIRE

Reception at Penshurst can be difficult, but we can supply you with contact details for an outside company who hire out mobile credit card terminals for exhibitors to use while at shows. If you would like us to send you the order form please email us at info@ichf.co.uk or visit the Exhibitor Zone to download the form.

MOBILE NETWORK COVERAGE/SIGNALS/WIFI – please read:

The venues chosen for our longstanding Outdoor Country Craft Shows are known to provide difficulties with signal reception (GPRS/4G/Mobile etc). We are aware that many payment options require good reception; however GPRS/network signals are out of our control. Should you need advice/have any questions or concerns, we recommend to check with your network provider (most providers offer a signal map on their website) and/or contact the provider who issued the payment device you are planning to use. We do not provide Wi-Fi at our events unless otherwise stated, as from past experience, most of our exhibitors are set up for outdoor shows and we are looking to keep the costs fair and affordable. To support visitors and exhibitors, we are providing Cash Facilities for visitors – please find more information in the General Information.

ON SITE INFORMATION

VEHICLE ACCESS

Please note that the entry point for build-up day is different from the entry used for open days – see enclosed map.

VEHICLE STICKERS / UNLOADING

A vehicle pass will be issued upon arrival.

Please remember, all stands must be built on the Thursday (0800 - 1900).

Please arrive by 1700 otherwise your site might be re-sold (remember to allow enough travel time; the M25 gets very busy.)

NO BUILDING UP ALLOWED ON FRIDAY.

EXHIBITORS' DISPLAY AREA IN ENTRANCE

The entrance tent includes a display area of exhibitors' products; each exhibitor may submit one piece of work, preferably large and distinctive, to be displayed here. Your stand number will be placed next to the article.

Please take your articles to the entranceway between 1300 and 1700 on the build-up day, where Jane Bolsover will display them for you.

No items accepted after 1700 Thursday and NONE on Friday

Please note: A security guard will be present throughout the show and the tent sealed overnight, but ICHF will not accept any liability for loss or damage to products however caused.

ON-SITE ORDERS

Any extras not pre-ordered are surcharged 15% and should be paid on site, but it is the responsibility of the exhibitor to make sure payment is made. We do not expect to have to chase exhibitors for these small amounts.

OTHER SHOWS' LEAFLETS

You are welcome to hand leaflets to your customers at ICHF shows, **but exhibitors may not place other organisers' leaflets on general display on table tops or in dispensers at our shows.** ICHF almost definitely spends far higher sums on advertising and it seems unfair to ICHF that other events gain by general visitors being able to pick up leaflets easily.

CARAVAN & CAMPING

Access is **NOT** possible until build-up day – full details are under 'Accommodation'.

ACCOMMODATION

Caravan and camping pitches can be provided, if you have already booked your site it will be shown on the invoice, otherwise please return the enclosed order form immediately. Your "Camping Pass" will be handed to you on arrival. Toilet facilities will be available during the night. No use of generators in the camping areas between 2200 and 0800. No open fires. Sites will be surcharged if not pre-booked.

Vehicle access to the camp site is only available on open days from 0800 to 0930 and 1730 to midnight. The site is NOT open until build-up day but you can stay over to the Monday.

For other accommodation please telephone the local tourist office on 01732 770929.

OVERNIGHT EMERGENCY ACCESS TO THE CARAVAN SITE

Please note that the security guards will lock the gates through the adventure playground at midnight and reopen them at 0800. During this time if an emergency occurs please sound your horn and turn on your vehicle lights to alert the security guards in the show area. They will immediately respond and open the necessary gates for access in or out of the show area.

LITTER

We request exhibitors to deposit all their litter in the skips provided in the show area and camp site, leaving their stand completely clear on breakdown. Black plastic bags, at no charge, are available from our office on site.

GENERAL INFORMATION

EXHIBITORS' DOGS

Dogs ARE allowed into the showground, but ARE NOT permitted inside the Food Hall or children's play area. This applies for exhibitors and visitors.

BUILD-UP CATERING

Please note that there is no catering on build-up day in the show area, although the café is open in the house grounds and can be accessed by exhibitors.

EXHIBITORS PASSES

Exhibitor badges will be issued on the build-up day.

DISMANTLING

Dismantling time is from 1700 to 1900 on Sunday.

ELECTRICITY SAFETY

Please note that the light on your stand may be switched on in the morning before you arrive, and therefore it is important that any covers or sheets that you may put over your stock do not go over any lighting. The risk of fire may ensue.

SECURITY

Security in the show area is provided by us from Thursday to Sunday (not including overnight on the Sunday).

INSURANCE

Insurance is the responsibility of individual exhibitors.

CASH FACILITY FOR VISITORS

Please note that we offer a cashback facility on debit cards to our visitors, in the Organisers Office from noon each day. A 50p charge applies.

We look forward to receiving your order forms shortly, but if you have any queries, please do not hesitate to contact us.

Yours faithfully,

ICHF Team