

COUNTRY HOMES  
& INTERIORS

# CHRISTMAS SHOW 2019

## COUNTRY HOMES & INTERIORS CHRISTMAS

21-24 November 2019 : Stonor Park, Henley-on-Thames, RG9 6HF

### Exhibitor Invoice & Build-up Pack

September 2019

Dear Exhibitor,

Please find enclosed details for the Country Homes & Interiors Christmas show in November.

#### **Exhibitor Zone**

All order forms for lighting, furniture, stand power and additional services together with further information to this manual are now all available on-line in the exhibitor zone: [www.ichfevents.co.uk](http://www.ichfevents.co.uk)

### SHOW DETAILS

#### **OPENING HOURS**

**Build-up times** (20<sup>nd</sup> November) – 08:00-17:00

**Breakdown times** (24<sup>th</sup> November) – 16:30-19:00

**Show Open Times** (21-24 November) - 10:00 – 16:00 hrs daily

**Exhibitor Access on show open days** – 08:00 – 1730 hrs daily

#### **ONSITE PERSONNEL**

Louise Love – 07984 017356, Nina Ebner – 07973 670378 and Dave Hale – 07795 483031

### PRE-SHOW

#### **ELECTRICAL/FURNITURE ORDERS**

**DEADLINE 25 OCTOBER**

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

**ALL ELECTRICAL ORDERS ARE SURCHARGED AFTER 25 OCTOBER**

#### **STAND DESIGN GUIDELINES**

Please ensure you read these carefully.

## PRE SHOW QUERIES

If you have any queries in relation to your stand, invoice or to make a payment, please call the office on 01425 272711 and ask to speak to Jo Reynolds re your invoice, Nina Ebner re your stand or Emma Leamon to make a payment.

## POSTERS AND LEAFLETS

Our advertising campaign is very comprehensive, but any exhibitor who lives within about 100 miles of Stoner Park and can arrange for a few posters to be displayed locally, then we would be very pleased. Leaflets are also available. Please order on the enclosed form or email [info@ichf.co.uk](mailto:info@ichf.co.uk) with your requirements.

## STAND INVOICES

Please note that your invoice is due for payment by **9 OCTOBER**. 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

## MOBILE NETWORK COVERAGE/SIGNALS/WIFI – please read:

The venues chosen for this show is 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 exhibitors is the main house gate. Please follow the signs for the exhibitor entrance (see attached sheet).

### VEHICLE STICKERS / UNLOADING

Please fill out the vehicle passes and keep them clearly displayed on the dashboard of your vehicle at all times. Failure to do so will delay the build up.

Please remember, all stands must be built on the Wednesday 20<sup>th</sup> November (08:00 – 18:00).

Please arrive by 17:00 otherwise access may not be allowed (remember to allow enough travel time; the M25 gets very busy).

### 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.

### ACCESS

Due to security, late access on build up night will not be allowed. Also a reminder of our policy that vehicles are NOT allowed in the show area on any open morning, goods must be carried in. Re-stocking can take place after the show closes each evening.

## **ACCOMMODATION**

For details on nearby hotel accommodation please visit [www.ichfevents.co.uk/hotels/](http://www.ichfevents.co.uk/hotels/).

## **STAND AREA, FASCIAS and SIGNS**

Please remember that all your products, chairs, etc, must remain within your stand area for the duration of the show.

There must be no items/products or signs/name-boards on the fascias of any sort, other than official ICHF name-boards; also no 'Sale' or 'Discounted' signs (including handwritten ones) should be used. Printed 'Show Offer' is permitted. Please read the "do's and don'ts" carefully.

## **GENERAL INFORMATION**

### **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.

### **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, they will be serving light snacks and refreshments from midday.

### **EXHIBITORS PASSES**

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

### **DISMANTLING/BREAKDOWN**

Dismantling time is from 16:30 to 19:00 hrs 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 Wednesday evening to Sunday evening.

### **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**