



**26<sup>th</sup> January 2022**  
**BOOKING FORM**

OFFICE USE ONLY	TRADESTAND NO:	PAID:	ACCEPTED?	RECEIPT DATE & NO:
Name and address to which all passes, correspondence etc. should be sent to.		Name and address to be included in the Show Guide.		
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	DESCRIPTION	SIZE	COSTS £	VAT £
		Please see the rules and regulations for available sizes and prices. For alternative sizes please contact the Show Office.		
<b>INDOOR SPACE</b>	Open space inside the Emson Hall	Frontage (m)      Depth (m) <b>3m X 3m</b>	£100	£20
<b>MEDIA ADVERTISING</b>	Logo on all branded material	n/a	£100	£20

**IF YOU ARE BOOKING MEDIA ADVERTISING, PLEASE SEND US YOUR LOGO IN .PNG/.JPG FORMAT**

<b>A limited number of tables and chairs are available for indoor use only. Must be pre-booked.</b>			
No. of Chairs. £2.50 + VAT	No. of tables. £4.00 + VAT	COSTS £	VAT £

<b>VAT REG NO. 661 9544 13</b>	<b>TOTALS</b>	£	£
<b>BACS DETAILS: Barclays Bank Sort Code: 20-54-11 Account Number: 60547948</b> <i>Please tick if you wish to pay via BACS</i> <input type="checkbox"/>		<b>TOTAL BALANCE DUE INC VAT</b> £	
TOTAL REMITTANCE PAYABLE TO KENT COUNTY AGRICULTURAL SOCIETY TO BE MADE WITH THIS APPLICATION. WE ENCOURAGE ALL PAYMENTS TO BE MADE BY BACS OR CREDIT CARD. IF CHEQUE PAYMENT IS NECESSARY, CHEQUES DRAWN ON BRITISH BANKS ONLY WILL BE ACCEPTED AND SHOULD BE MADE PAYABLE TO KCAS.			

<b>PAYMENT BY CARD</b> 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/We hereby apply for the above trade stand space and confirm that I/We have read and agree to abide by the rules and regulations of The Kent Farming Conference 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:.....

Position in company :.....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 IN THE SHOW GUIDE. 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 Kent Farming Conference,  
Kent County Agricultural Society, Kent Showground, Detling, Maidstone, Kent ME14 3JF.  
Email: [sally@kentshowground.co.uk](mailto:sally@kentshowground.co.uk) Tel: 01622 633057

HAVE YOU COMPLETED THE FOLLOWING?	SIGNED APPLICATION <input type="checkbox"/>	COMPLETED AND SIGNED RISK ASSESSMENT <input type="checkbox"/>	COPY OF VALID PUBLIC LIABILITY INSURANCE <input type="checkbox"/>	EXACT REMITTANCE MADE PAYABLE TO KCAS <input type="checkbox"/>	HAVE YOU SENT US YOUR LOGO (MEDIA ADVERTISING ONLY) <input type="checkbox"/>
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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 result 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 trade stand forms and event rules and regulations for your records.

Signature: .....Date: .....

# RULES AND REGULATIONS

THE KENT COUNTY AGRICULTURAL SOCIETY, THE CHARITY ORGANISATION BEHIND THE KENT FARMING CONFERENCE, ARE DELIGHTED THAT YOU WILL BE JOINING US FOR OUR FIRST SHOW AND LOOK FORWARD TO WELCOMING YOU.

## 1. PRICES

Inside tradestand fees:

STAND SIZE	2022 PRICE
3m x 3m	£100

For larger or alternative sized stands, please contact the Show Office.

\*\*All prices are exclusive of VAT.

## 2. APPLICATIONS

All applications must be submitted by 1st January 2022 to secure trade space and be included in any print material. 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 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.

## 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.

Due to the ongoing situation with coronavirus, the Society has taken new layout measures to conform with current regulations and social distancing guidelines. A new one-way system has been implemented in all internal buildings and all inside stands will be one metre apart. Final layout will be confirmed closer to the event once up to date guidance is known. As such, the Society cannot guarantee exact stand location but every effort will be made to locate stands as requested.

## 4. SHOW REGULATIONS

**Show Times:**

6pm – 10pm Wednesday 26<sup>th</sup> January 2022

**Set Up and Break Down Times:**

Set Up 4.00pm – 6.00pm Wednesday 26<sup>th</sup> January 2022

Break Down (Inside Stands) 10pm – 11pm Wednesday 26<sup>th</sup> January 2022

## 6. HEALTH & SAFETY AND LEGAL REGULATIONS

Exhibitors at the Kent Farming Conference 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. That 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 '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 due to the COVID 19 pandemic, exhibitors will receive a 100% refund of their pitch fee. Refunds on any services or other third-party fees will be at the discretion of the Society.

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.

The Kent Farming Conference will be run in line with the latest government advice on coronavirus. Any updates or changes to the event as a result of changing advice will be communicated as soon as possible after an announcement affecting the event has been made.

Exhibitors are fully responsible for designing the layout of their stands to accommodate relevant coronavirus social distancing and hygiene precautions.

Exhibitors are fully responsible for the cleaning of their stands and equipment in line with coronavirus regulations at the time of the event.

**In the event of a fire dial 999 and inform someone of authority.** Each exhibitor must conform to precautions against fire and is encouraged to consider the risk of fire in their 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.**