



The Arboretum Trust – Kew at Castle Howard
10am – 5pm, Saturday 15th/ Sunday 16th September 2012

EXHIBITOR/ DEMONSTRATOR INFORMATION

Please review the following information carefully, well in advance of the event, and contact the Project Manager (info@wildaboutwood.org or on 01904 643282 or 07711 422456) if you have any queries or questions.

1. Directions

On arrival at the Castle Howard estate, please turn off The Stray at the obelisk roundabout, following the signs for The Arboretum. Proceed straight on for approximately 400 yards, following the event signage, until you reach the steel gate where event personnel will be waiting to give you access to the event site and direct you to your exhibit space. The Arboretum Trust can be found on Google Maps using the coordinates 54.118326,-0.921757

2. Exhibitor/Vehicle Passes

All exhibitor and vehicle passes, as requested by exhibitors on their booking forms, will be issued on arrival at the Exhibitor Check-In point.

3. Set-Up/ Breakdown

Set-up for open space exhibitors and demonstrations is:

Thursday 13 th September	12 noon – 6pm
Friday 14 th September	10am – 6pm
Saturday 15 th September	7am – 9am

Set-up for marquee exhibitors and demonstrations is:

Friday 14 th September	10am – 6pm
Saturday 15 th September	7am – 9am

Breakdown for all exhibitors is:

Sunday 16 th September	5.30pm – 7pm
Monday 17 th September	9am – 6pm

Any exhibition items remaining on site after 6pm on Monday 17th September may be disposed of, without further notice.

Please note that, for safety reasons, the site gates will be locked and there will be no set-up/ breakdown access to the event site outside of the times shown above.

Set up of all exhibits and demonstrations should be completed no later than 30 minutes before the start of each event day.

Breakdown of exhibits/ demonstrations is not permitted until 5.00pm on each event day.

On event days exhibitors and contractors must arrange for the delivery of all goods, equipment and other requirements before 9am, after which there is no vehicular access to the event site.

4. **Vehicular Access**

The Wild About Wood event exists solely to promote the location at which it is held – the arboretum. The festival aims to raise awareness of this beautiful place and increase our visitor numbers throughout the year, generate donations from visitors, and increase membership sales. How the arboretum “looks” to visitors during Wild About Wood is therefore critically important to our success and having variously sized and coloured vans, cars and trailers scattered across the site would be hugely detrimental.

Therefore no exhibitor/demonstrator vehicles are permitted on the event site between 9am and 5.30pm on each event day. Please be aware that this rule is strictly enforced. All vehicles must be removed from the event site to the car park, or off the site completely, by 9am on each event day.

We aim to balance our need to keep the site looking unspoilt with our exhibitors’ need for access by allowing plenty of exhibitor site access outside of public hours. The event closes at 5pm on each day and exhibitors’ and contractors’ vehicles will be permitted entry to the event site from 5.30pm on both days.

Please ensure that you display your exhibitor vehicle pass prominently in your vehicle.

5. **Camping**

Exhibitors are welcome to camp overnight on the event site on Friday 14th September and/or Saturday 15th September if desired. The site will be locked at 6pm each evening but security patrols will operate on both nights, carrying keys to the site gates, to allow emergency access if necessary.

Toilets will be provided in the camping area and fresh, drinkable water may be obtained from the tap on the outside of the Visitor Centre (to the left of the entrance doors on the car park side of the building).

Campers may camp either in the designated event camping area or on their own open space exhibit site. Caravans and tents placed in the designated camping area may remain in situ throughout the event. If you wish to camp on your own exhibit space then any caravans used for this purpose must be removed to the designated camping area, or to the car park, by 9am and may be returned to your exhibit space after 5.30pm on each event day. Any tents used for camping on your own exhibit space must be dismantled and stored inconspicuously between 9.30am and 5.30pm on event days.

Any exhibitor camping overnight on dates other than the 15th/16th September does so entirely at his/ her own risk as security patrols will not be in operation and there will be no vehicular or emergency access into or out of the site once locked.

6. **Exhibit Space Boundaries**

If requested, a Stand/ Site Plan form must be completed and returned to the Arboretum Trust by no later than Friday 24th August 2012.

Open spaces: Please ensure that your exhibit does not exceed the space booked. If you have any concerns about space restrictions please contact the Project Manager who will allocate a larger space for you. Any exhibit encroaching onto pedestrian areas, or into adjoining exhibit spaces, may be taken down and removed.

Marquee spaces: Please ensure that your exhibit does not exceed the space booked and marked out in the marquee. If you have any concerns about space restrictions please contact the Project Manager who will allocate a larger space for you if available.

7. **Risk Assessment**

If requested, a risk assessment form must be completed and returned to the Arboretum Trust by no later than Friday 24th August 2012. Exhibitors who have not supplied a completed Risk Assessment to the organisers by this date may be denied access to the event and no refund will be made.

8. **Signage**

No signs may be erected which project beyond the exhibitors’ frontage or obstructs any adjoining space. No placards or advertisements may be fixed to any part of the event site, excluding exhibitors’ own space, without written authorisation from the Event Manager.

9. Electrical Supply

Electricity will be supplied to marquee space exhibitors booking this service. Any supply is for the use of the designated stand only. Exhibitors are restricted to a maximum of 300 watts output per power point booked. This limit will be strictly enforced. If you believe your requirements per socket will exceed 300 watts please order additional sockets as appropriate.

Exhibitors' generators are permitted on open space exhibit sites. Please be considerate of visitors and other exhibitors regarding noise levels.

10. Exhibitor staff

All exhibits must be in the charge of a responsible and competent representative of the exhibitor during the whole of the period of the event. Please ensure that all staff carry an Exhibitor Pass for the duration of the event.

11. Noise

No public address system or electric amplification may be operated from any stand without prior consent in writing from the Project Manager. Please ensure that no noise is created on your stand at a level likely to cause distress or concern to other exhibitors or the general public.

12. Waste

Please do not leave any litter or rubbish when exiting the event site. Please place this in the refuse collection containers provided, or take it with you.

13. Security

The Arboretum Trust has arranged for security personnel to patrol the event site overnight on both Friday 14th and Saturday 15th September (6pm - 9am). Please note, however, that the event site comprises 150 acres of open parkland so it is impossible to secure completely. The Arboretum Trust will not be held responsible for any losses to any exhibitor, howsoever caused. Exhibitors are responsible for arranging their own appropriate insurance.

TERMS & CONDITIONS

1. Documentation

The Arboretum Trust reserves the right to accept all exhibition space bookings as provisional only until all requested documents, completed correctly, are received. No refunds will be made in the event of incomplete documentation.

2. Ground Works

No exhibitor will be allowed to dig up the ground in any part of their allotted stand without the written permission of the Arboretum Trustees, and without undertaking to pay for the damages (if any) incurred thereby. Exhibitors are required to contact the Project Manager if their exhibit necessitates the digging of holes or driving of stakes into the ground etc. to avoid damage to the Arboretum collection, or any subterranean pipes and cables. Any such work permitted is carried out at the exhibitor's own risk and the repair cost of any damage caused must be paid for by the exhibitor.

3. Site Restitution

All exhibit sites must be left in a clean and tidy condition at the end of the event, including the filling in of holes. All sites must be completely cleared by 6pm on Monday 17th September. Litter and other refuse must be removed to the skips provided. If excessive amounts of litter or other refuse is left on site after the event, a charge will be made to cover the cost of removal and of making good damage.

4. Food and Drink

Only those stands designated as "Catering" may sell refreshments. Other exhibitors may supply refreshments and/ or samples of food/ drink free of charge to their customers. However, under no circumstances will they or anyone on their stand be permitted to sell or receive money for such refreshments/ samples. Exhibitors providing samples of food and/ or drink on their own stand are reminded that they must conform to the requirements of the Food Hygiene Regulations.

5. Alcoholic Beverages

Alcoholic beverages may only be purchased and consumed in designated areas. No alcohol must be sold, supplied or consumed by visitors or exhibitors in non-designated areas.

6. Refunds – Cancellation by Organiser/ Force Majeure

If at the absolute discretion of the Arboretum Trustees the Arboretum becomes unfit or unavailable for occupancy, or it becomes impossible or impractical to hold the event for reasons beyond the control of the Arboretum including (without limitation) fire, flood, storm, inclement weather, government intervention, malicious damage, acts of war, acts of God, strikes, riots, disease or any other cause, the Arboretum Trust reserves the right (but shall not be obliged) to cancel the event for one or both days.

If both event days are cancelled the parties agree and acknowledge that the Arboretum Trust shall endeavour to refund exhibitors 100% of their stand fees until one month before the event and 75% of stand fees within two weeks of the event. If one event day is cancelled the parties agree and acknowledge that the Arboretum Trust shall endeavour to refund exhibitors 50% of their stand fees until one month before the event and 25% of stand fees within two weeks of the event. If one or both event days are cancelled after the event has opened on Saturday or Sunday, stand fees will not be refunded. Exhibitors are advised to carry their own cancellation insurance.

7. Prohibited Activities

Games of chance and the selling of goods by auction, the use of loudspeakers, shouting, handing out leaflets outside of your own exhibit space, or other behaviour which might annoy visitors or exhibitors is strictly prohibited. Exhibitors infringing this regulation are liable to expulsion from the event.

8. Sub-letting of Exhibit Space

No exhibitor will be allowed to sub-let any part of their allotted stand without permission from the Event Manager in writing.

9. Electrical Supply

Electricity may be supplied to covered space exhibitors at the cost indicated on the booking form. This facility covers the cost of supply from the feeder point to the stand, cable, plugs, etc., the cost of the supply used and the disconnections at the end of the event. Any supply is for the use of the designated stand only. Its use by another stand holder is strictly prohibited and will result in the supply being disconnected. Exhibitors' own generators are only permitted on open space exhibit sites and must comply with all appropriate legislation.

10. Health & Safety

All Health & Safety matters are the responsibility of Exhibitors. The Arboretum Trust will not be responsible in any way for any article, plant, machinery, demonstration or object of any kind exhibited at the event. The exhibitor shall assume full

responsibility therefore including liability for all claims arising out of the exhibition, demonstration, handling or housing of such exhibits and the conduct of the stand generally. The exhibitor shall indemnify the Arboretum Trust against all claims, damages or expenses whatsoever in any way arising out the presence of the exhibitor or his exhibits or demonstrations at the event. Acceptance of the foregoing provision shall be a condition of entry. Exhibitors must effect Public Liability insurance with a reputable insurer. All machinery must be supplied in accordance with the Supply of Machinery (Safety) Regulations 1992.

Exhibitors are reminded that they are responsible for the observance, by themselves, their employees and their contractors, of the Health and Safety at Work Act 1974 and the relevant statutory provisions that cover all Safety Regulations provided by the Health and Safety Executive. These requirements will be enforced by the Local Authority Inspectors.

11. Disclaimer of Liability

Save for death or personal injury caused by the negligence of the Arboretum Trust, its servants or agents, the Arboretum Trust will not be responsible for death, injury, disease or loss caused to any exhibitor or to his or her servant or agent, or to any animal, insect, bird, or thing of whatever nature, exhibited by the said exhibitor or by any vehicle brought by the exhibitor onto the event site or car parks from whatever cause of death, injury, disease or loss arises. Save as aforesaid, the exhibitor of any animal, insect, bird or thing of any nature whatever will indemnify the Arboretum Trust for any damage, loss, injury or disease occasioned by the said exhibitor his servants, agents or by the said animal, insect, bird or thing or by any such vehicle, however such damage, loss, injury or disease shall be caused.

12. Validity Term

This document, and the terms and conditions therein, are correct at the time of writing. The Arboretum Trustees reserve the right to amend this document and its contents from time to time as deemed necessary. It is the responsibility of each exhibitor to ensure that they are aware of, and compliant with, the most up to date version of this document, which is available to view at the event web site www.wildaboutwood.org