



# The Kent Baby & Toddler Show

Sunday 17<sup>th</sup> November 2019

The Maidstone Leisure Centre, Maidstone, Kent

## EXHIBITOR MANUAL & JOINING INSTRUCTIONS



# Venue Address

The full address of the venue is:

The Maidstone Leisure Centre, Mote Park, Maidstone, ME15 7RN

# Contacting us

Should you need to contact us for any reason before arriving at the venue please ring: **07920 164 103**

# Exhibition Times

## SETTING UP

Access to the venue will be available from 8am (or 7.30am by arrangement should you need additional time). **All stands must be completed and ready for business by 9.30am.**

**We will not be allowing access to the hall between 9am and 10am, to ensure that exhibitors are not bringing equipment, or stock through the entrance when visitors are on site.**

## ARRIVAL AT THE VENUE

When you arrive at the venue please check in at the reception desk, where a member of the Events Team will take you to your stand.

All stand positions are final. We will not be able to move your stand on the day of the Show.

## EXHIBITION OPENING TIMES

The exhibition will be open to the public from 10am till 3pm.

## BREAKING DOWN

Break down will commence at 3pm straight after the show closing on Sunday. All stands must be vacated no later than 4pm. **We appreciate that the Show will be quieter in the afternoon, but we would ask that you do not dismantle your stand until all visitors have left the site.**

Please note that during the show, under normal circumstances, no goods of substantial size may be delivered to or removed from the stands during the open hours of the exhibition. If this is necessary, permission must be sought from the organiser.

## The Events Team

Michelle Jay, Managing Director of Bumps, Babies and Beyond Ltd (the Show Organiser) will be on hand throughout the duration of the show.

There will be additional members of the Events Team on hand and available to assist exhibitors or members of the public.

Please do not hesitate to contact Michelle, or any member of her team should you have any queries, concerns or need any assistance at any point during the show.

# Exhibition Stands

## CLEANING AND WASTE DISPOSAL

Exhibitors are responsible for keeping their stands tidy. For health and safety reasons it is important that all exhibitors and contractors keep aisles and walkways clear of rubbish at all times. Any items left in the aisles are subject to being cleared away regardless of whether they are waste or not. We would please ask that you dispose of your own rubbish at the end of the event.

## ELECTRICITY

All electrical appliances must be PAT tested. If you cannot provide PAT certificates you will be asked to unplug your equipment. Please bring a (PAT tested) extension lead with you.

## EMERGENCY EXITS, ROUTES AND ASSISTANCE

Evacuation routes / emergency exits must not be blocked at any time. Under no circumstances is this acceptable. Fire stations must be visible and accessible at all times. They must not be covered or blocked. Fire stations can be fire hoses, fire extinguishers, or fire alarms.

## FIRE PREVENTION

Flammable gasses / liquids / objects may not be used or stored indoors. Use of fire or naked lights (including candles) is strictly prohibited. Any person discovering a fire should immediately notify the organiser, a member of the event team.

## FIRST AID

Any person requiring first aid treatment should contact a member of the Events Team or any member of the Venue staff.

We keep a full first aid kit at Visitor Reception and a qualified First Aider will be available at the Show. An Accident Book is also kept at Visitor Reception, should you have an accident or suffer an injury whilst on site please notify us, so we are able to record the details.

## HEALTH AND SAFETY

All exhibitors must adhere to all health and safety regulations in place.

## INSURANCE

All exhibitors must ensure they possess all necessary insurance cover for damage to their own goods and for possible liability in respect of injury to third parties or damage to third-party property, including the property of the venue.

All exhibitors must hold valid public liability insurance.

## LOST CHILDREN

Any person finding a lost child should contact a member of the Events Team immediately.

## PUBLIC ADDRESS SYSTEM

The public address system is for official announcements only and is not available to exhibitors for publicity purposes or individual messages.

## PARKING

There is complimentary parking on site.

## SECURITY

Neither Bumps, Babies and Beyond Events nor the venue can accept responsibility for any items left on an exhibitors' stand and all exhibitors, and visitors are encouraged to ensure that all valuables are not left unattended or unsecured.

## SMOKING

Smoking is strictly prohibited in the venue and must take place in the designated outdoor areas. Any reports of smoking indoors should be made to a member of the Events Team immediately.

## CONCERNS OR ISSUES

If you have any concerns or issues on the day, please do bring them swiftly to our attention. We will do our best to remedy any problems as soon as possible.

**ORGANISER TELEPHONE NUMBER:**

**07920 164 103**