

Welcome to

# SANDOWN WINTER SHOW 2017

Sandown Park, Esher, Surrey

Saturday 25 November and Sunday 26 November 2017



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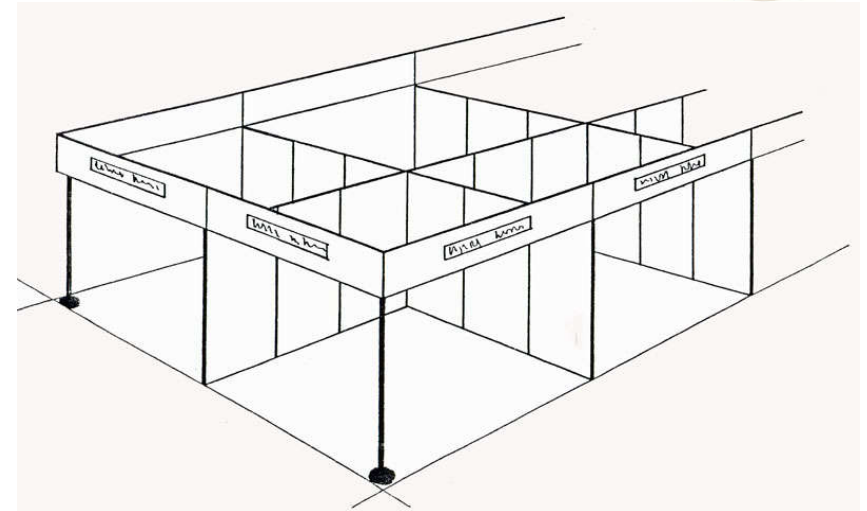
## TERMS AND CONDITIONS OF AGREEMENT

### SHELL SCHEME

The panels are for delineating your stand space and are provided to the back and sides of the delineated area, with a narrow fascia across the top front. They are structural and may not be moved once erected except by the Stand Builder.

- Corner stands are open on two sides unless requested otherwise.
- Each stand will be supplied with a name flag and fluorescent lighting.
- Panel height 2m, panel widths 1m, fascia 0.3m – total height of stand 2.3m

*The Exhibitor agrees to use Velcro fixings only on the panels and not to use screws or fixings that could in any way damage the panels.*



*The Exhibitor further agrees that he will be held responsible for any damage to the Shell Scheme panels and accepts that any such damage will be charged to him.*

### SPACE ONLY STANDS

**Space Only Stands** or **Own Stand/Equipment** must be discussed PRIOR to the event with the Organiser, and written permission obtained. This is to ensure that height/space constraints can be met. Space must conform to the sizes on the plan. Discounts are offered for space only stands.

Failure to make arrangements prior to the event could result in non-allowance on the day. The Organiser can accept no responsibility on the day, where prior arrangements have not been made.

### STAND BOUNDARIES

The Exhibitor agrees to keep all tables, chairs, tools, goods within the Stand Space purchased, and to ensure that all aisles are kept clear at all times.

This is a professionally run, high standard event. Stands are to be kept tidy, well-staffed and professionally run at all times.

The Exhibitor undertakes not to use auction or market style selling, nor to use any form of amplification equipment.



## SUB-LETTING OF STANDS

In planning the show we carefully consider the mix of retailers, manufacturers and other stands to attract the highest level of interest for visitors.

The Exhibitor agrees not to share any part of his stand with any other business, company, friend or other individual or organisation without the prior written agreement from the Organiser. This needs to be included on the booking form.

**Please note this also includes sharing stand spaces.**

## PRODUCT DISCLOSURE

As part of the carefully planned balance of stands, we ask you to state the nature of your business and therefore the nature of the goods that you will be showing or selling. **Regarding Bait;** as we have a number of dedicated bait companies at the show, in order to protect their interests you may not sell bait on your stand unless you have previously discussed with us and received written approval.

*The Exhibitor undertakes not to sell, display or otherwise promote goods or services which do not form part of his normal course of business.*

## ADVERTISING AND PUBLICITY

All advertising must be contained within your stand and not affixed to windows or walls. Your display must be contained within your delineated area.

Unauthorised material will be removed before the show opens.

*The Exhibitor agrees not to cover the fascia area with any promotional material without prior approval and to keep all advertising material within the stand boundaries (see #1 for acceptable fixings)*

## CONDITIONS OF ACCEPTANCE

The Carp Society reserves the right to refuse or rescind any exhibitor/stand if in the opinion of The Carp Society their presence would in any way jeopardise the smooth running or success of the event. Acceptance of payment does not constitute an agreement. Exhibitors are bound to disclose any information which may prejudice their acceptance at the event.



## AGREEMENT

The agreement, terms and conditions and undertakings included in this document are taken as agreed on the booking your stand.

## PRICES

Prices shown on the stand price list are subject to VAT @ 20%.

## PAYMENTS

Payments must be made in accordance to the booking form and/or invoice supplied. Any late/declined payments will be subject to a £25 administration fee, failure to complete payments and loss of contact with The Carp Society may result in your stand being re-sold and loss of payments already paid.

Refer to the booking form for payment options available. Instalment payments are available and must be paid by cards, post-dated cheques will not be accepted.

Early settlement discount of 10% is available on FULL price, Shell schemes only and cannot be offered as well as the 10% discount for space only.

Space only discount: A discount of 10% off the FULL price is applied for all SPACE only bookings.

## CANCELLATIONS

All stands include a non-refundable deposit which is set at 50% of the stand price

Should you wish to cancel any stand/spaces booked, you must put a cancellation request in email to [wintershow@thecarpsociety.com](mailto:wintershow@thecarpsociety.com)

Cancellations up to 12 <sup>th</sup> September 2017	50% non-refundable deposit fee and administration fee of £50.00 applies. Therefor any payments received *less the deposit and an administration fee will be paid back to you within 28 days of cancellation
Cancellations on/after 12 <sup>th</sup> September 2017	100% cancellation fee will apply  Should you have any outstanding monies due, the balance will be due and non-payments will be subject to credit action.  *Should we be able to resell the stand space (at the listed price) a refund will be considered less administration and deposit.



## **INSURANCE**

### **Hiscox Exhibitor Insurance**

Whilst we take every precaution to protect your property during the event, we are not responsible for any loss or damage and we recommend that you affect the insurance cover offered by Hiscox who are specialists for this type of insurance.

You are also responsible for insurance against any legal liability incurred in respect of injury and damage to property belonging to third parties and

In addition to this you should protect your expenditure against abandonment or cancellation or curtailment of the event due to reasons beyond our control.

Hiscox' Exhibitors Policy covers all these risks and more. Contact details on Official Contractors page.



## TIME SCHEDULE

**Please note that all build-up must be completed by 8pm on Friday 25 November 2017**

<b>BUILD UP DAY:</b>	Friday 24 November	BUILD UP	From 10am to 8pm
<b>EVENT DAYS:</b>	Saturday 25 November	DOORS for Exhibitors Show Opening Hours	8am 9am to 5pm
	Sunday 26 November	DOORS for Exhibitors Show Opening Hours	8am 9am to <b>4pm</b>
<b>BREAKDOWN:</b>	Sunday 26 November	<b>From 4pm</b> DO NOT START BREAKDOWN BEFORE 4PM	Completed by 9pm

**FIRE OFFICER will do his rounds before the doors open. Please ensure all aisles are cleared**

### EXHIBITOR GATE FOR LOADING/UNLOADING

**LOADING AND UNLOADING AREAS ARE FOR VANS/DELIVERY VEHICLES ONLY.** One vehicle pass will be provided per stand, any additional will need to be applied for prior to the event.

Personal vehicles are not permitted into these loading/unloading areas; please advise staff, consultants, presenters to park in the general car parking areas at Sandown which is free.

Access to unloading zones will be available from 10am – 8pm on Friday 24 November for unloading, please park responsibly and move vehicles once they are unloaded, other exhibitors will need access!

Saturday & Sunday show days: The gate will be open from 8-9am for any last minute stock/product unloading, vehicle passes and exhibitor passes (wrist bands) must be visible.

**Private parking is not permitted in the loading/unloading areas. Please ensure the staff/consultants/presenters and guests are advised to park in the general car parks which are free of charge.**

**DO NOT LEAVE YOUR VEHICLE UNATTENDED IN A LOADING BAY, The Carp Society and Sandown Park accept no responsibility for vehicles/stock left unattended.**



## SECURITY AND PASSES

### Overnight Security

is provided from 8pm on Friday evening until 8am on Saturday morning and from 6pm on Saturday evening until 8am on Sunday morning.

(We regret that for security reasons, no exhibitors may overnight in the hall)

## SECURITY

Overnight Security is provided by the Venue from 8pm on Friday evening until 8am on Saturday morning and from 6pm on Saturday evening until 8am on Sunday morning. Our own staff will be vigilant during opening hours.

We suggest that Exhibitors take out Insurance to cover them during Build-Up, the Exhibition and break-down.

## EXHIBITOR PASSES

As a part of your stand a number of 'exhibitor passes' (which are coloured wrist bands) for each show day, will be sent to you 2 weeks prior to the show. These passes are supplied for the purpose of 'staff' needed to work on your stand.

*We have not factored in passes for consultants/presenters, and such passes need to be pre discussed with Sabrina.*

The number of exhibitor passes is determined by the size of your stand and can be seen on the price list. Additional exhibitor passes can be purchased from us in advance at a discounted rate.

### SHOW DAYS: Wrist bands will be provided for each day please ensure:-

- Staff are given AND told to wear the wrist bands prior to arrival at Sandown, anyone not wearing wrist bands will not be allowed in.
- If there are changes to staff, they must pass over the wrist band/passes, additional ones will not be given

**The responsibility is yours**, to ensure that all your staff are in possession of the appropriate passes for the event days, staff not in possession of passes will be refused entry (see below). Passes and coloured wristbands must be worn at all times on both show days.

**IMPORTANT:** *Anyone arriving without a ticket or pass will be charged the full price on arrival, whether staff, guest, consultant or presenter.*

**PLEASE ENSURE ALL YOUR PASSES ARE WITH THE RIGHT PEOPLE PRIOR TO ARRIVAL**



## CONSULTANTS, PRESENTERS and GUESTS

### Consultants and Presenters

Last year there was a lot of confusion surrounding additional passes for consultants, forums and presenters. We were approached by a number of people stating they had been advised of free entry to present/be seen on a stand. This is not only misleading to the consultants/presenters but highly embarrassing.

Please note passes allocated as part of your stand are for 'workers on your stand' ONLY

**If you require additional passes for consultants and presenters to come to the show please contact us in advance of the show, we are happy to negotiate additional passes or discounts for bulk passes but ONLY IN ADVANCE.** Please contact Sabrina to discuss.

### Guests

Guests are not staff, nor people presenting in the forums, and also not consultants for your company. Guest Tickets are available.

***IMPORTANT:*** *Anyone arriving without a ticket or pass will be charged the full price on arrival, whether staff, guest, consultant or presenter.*

***PLEASE ENSURE ALL YOUR PASSES ARE WITH THE RIGHT PEOPLE PRIOR TO ARRIVAL***





## **VEHICLE PASSES AND PARKING**

ONE company vehicle passes will be posted to you before the event, for additional passes please contact Sabrina.

Only vehicles carrying goods for your stand, or items necessary for running your stand, need have a vehicle pass to gain access to the unloading bays. These must be displayed in the windscreen for the duration of the show, with your Stand Number clearly visible.

**Note: Private cars/vehicles belonging staff, consultants and guests are not to be parked in the commercial loading/unloading areas. Public car parking at Sandown is plentiful and free of charge.**

## **LOADING AND UNLOADING BAYS**

Please ensure that you do not leave your vehicle/stocks unattended in the unloading bays. Please move vans away from loading bays when you have completed set up, other exhibitors may need to use the space.

Please display your company name/stand number clearly visible in the windscreen so that we can identify you should we need to ask you to move. We appreciate your co-operation.

**Private cars not holding stock must be parked in the free public parking areas**

Vehicles entering the exhibitor parking area on Saturday and Sunday must display their vehicle pass.

Vehicles occupants must be wearing their exhibitor wrist bands – anyone not observing this will be asked to vacate the vehicle and enter by the main entrance where they will be charged for entry.



## **GENERAL INFORMATION**

### **NAME FLAGS**

All shell stands include one Name Flag. Additional Name Flags can be supplied @ £10 each. Please see appropriate Stand Booking form.

### **TABLES AND CHAIRS**

Tables are 6ft x 2ft 6ins x 2ft 5ins(H). Tables and Chairs must be ordered in advance as we have to order them in. These will be held in a secure area and released to you on arrival. Please bring a copy of your Booking Form.

### **CATERING**

Refreshments will be available during the build-up phase on Friday 24 November. Full catering will be available during the show for visitors/exhibitors.

### **PROMOTIONS**

Promotional videos may be shown across the hall & Banner space is available for advertising at additional costs. For enquiries please contact Sabrina



## SUPPLIERS

Please make your own arrangements direct with the Supplier for the following services:-

### ELECTRICAL SUPPLY/LIGHTING

#### **Richard Norman Electrics**

IMPORTANT: the shell stand scheme is provided with a fluorescent light. Additional lighting and electrical supply is **only** available from Richard Norman Electrics - **Booking form and conditions included in this Pack.**

### TELEPHONE LINES

#### **Sandown Park**

If you need a telephone line on your stand, for a PDQ machine or fax, please arrange this directly with the Sandown Park event manager.  
**Request form included in this pack.**

### INSURANCE

#### **Hiscox Exhibitor Insurance**

Whilst we take every precaution to protect your property during the event, we are not responsible for any loss or damage and we recommend that you affect the insurance cover offered by Hiscox who are specialists for this type of insurance.

You are also responsible for insurance against any legal liability incurred in respect of injury or damage to property belonging to third parties. In addition to this you should protect your expenditure against abandonment or cancellation or curtailment of the event due to reasons beyond our control.

Hiscox' Exhibitors Policy covers all these risks and more. Contact details on Official Contractors page.



## HEALTH & SAFETY

### HEALTH AND SAFETY GUIDELINES

Stands and equipment will be supplied to meet Health & Safety Regulations.

Each Exhibitor must ensure that their own stand meets requirements. This is especially important if you are intending to use a water tank or aquarium. **If you intend to use tanks, you must contact the office at least 7 days prior to the show**

Each Exhibitor must maintain an awareness of the safety of their own staff and the general public, and in particular:-

#### General Rules

- All lighting rigs and speaker stands are to have white tape round the base to comply with Surrey County Council Green Guide.
- Lighting supplied on stands must have a second means of support i.e. a safety chain.
- Any items that are hot to touch should be labelled as so with white tape round the base and if possible be out of the public domain.
- All cables should be taped down.
- All electrical equipment should be PAT (Portable Appliance Testing) tested with RCD's (Residual Circuit Device).
- Fire exits should be kept clear at all times.
- No smoke machines are allowed at any time.
- The use of fireworks and pyrotechnics is usually strictly prohibited.
- All aisles between stands must be kept clear and within the boundary set by your stand dimensions.
- **NO SMOKING IS PERMITTED WITHIN THE BUILDING, this refers to all staff on all days.**

Please note that the organisers can accept no responsibility for damage to the hall or exhibits through an Exhibitor's negligence.

### ASSESSMENT

Before the show opens each day the Fire Officer will make his round to ensure that all aisles are clear and safety requirements have been met. The Show will not open until he is satisfied. Please therefore ensure that your area is clear and ready 30 minutes before opening time.

All vehicles must be properly parked clear of the doorways. Any vehicle improperly parked may be removed and the Organiser will accept no responsibility for any damage caused.



## FINDING AND STAYING

### HOW TO GET TO SANDOWN PARK

**From London:** Take the A3 heading south from Wandsworth. Exit onto A309 (Kingston by-pass) signposted to Sandown Park, immediately after exit for Chessington. Fork left at Scilly Isles roundabout onto A307 Portsmouth Road. Sandown Park can be found ¾ mile along on right-hand side.

**From M25 North and West:** Exit at Junction 10 onto A3 towards London. Exit onto A244 at Esher Common roundabout, signposted to Sandown Park. Turn right onto A307 Esher High Street at T-junction/traffic lights. Sandown Park can be found ¼ mile along on left-hand side.

**From M25 South and East:** Exit Junction 9 onto A244 towards Esher, over roundabout at Esher Common, signposted to Sandown Park. Turn right onto A307 Esher High Street at T-junction/traffic lights. Sandown Park can be found ¼ mile along on left-hand side.

#### **By Train:**

Trains from London Waterloo run every half an hour (more frequently at peak times) 7 days a week and the journey time to Esher is between 20-25 minutes. The journey time from Esher to London Waterloo is about 23 - 28 minutes.

Approximate times: 20 & 50 minutes past the hour from Waterloo to Esher and 22 & 52 minutes past the hour from Esher to Waterloo

For further information, please contact National Rail Enquiries: 08457 484950 or visit: [www.nationalrail.co.uk](http://www.nationalrail.co.uk).

For underground information, please contact: 0845 330 9980 or visit: [www.tube.tfl.gov.uk](http://www.tube.tfl.gov.uk)

#### **By Bus:**

The following bus services operate through Esher: 218, 471, 513, 514, 515, 662, 663, 671, 801, 803 & K3

For further information and timetables, please visit [www.surreycc.gov.uk](http://www.surreycc.gov.uk) and go to Roads and Transport section

#### **Taxis**

You can contact one of the following:

Station Cars – 0208 398 7676 Ashley Cars – 01932 248 248 Airport-Airport – 0208 979 8585



## ACCESS MAP



Sandown Park, Portsmouth Road,  
Esher, Surrey, KT10 9AJ

Tel: 01372 464348 Fax: 01372 461334  
email: sandown.events@jockeyclubracecourse.com  
www.sandown.co.uk

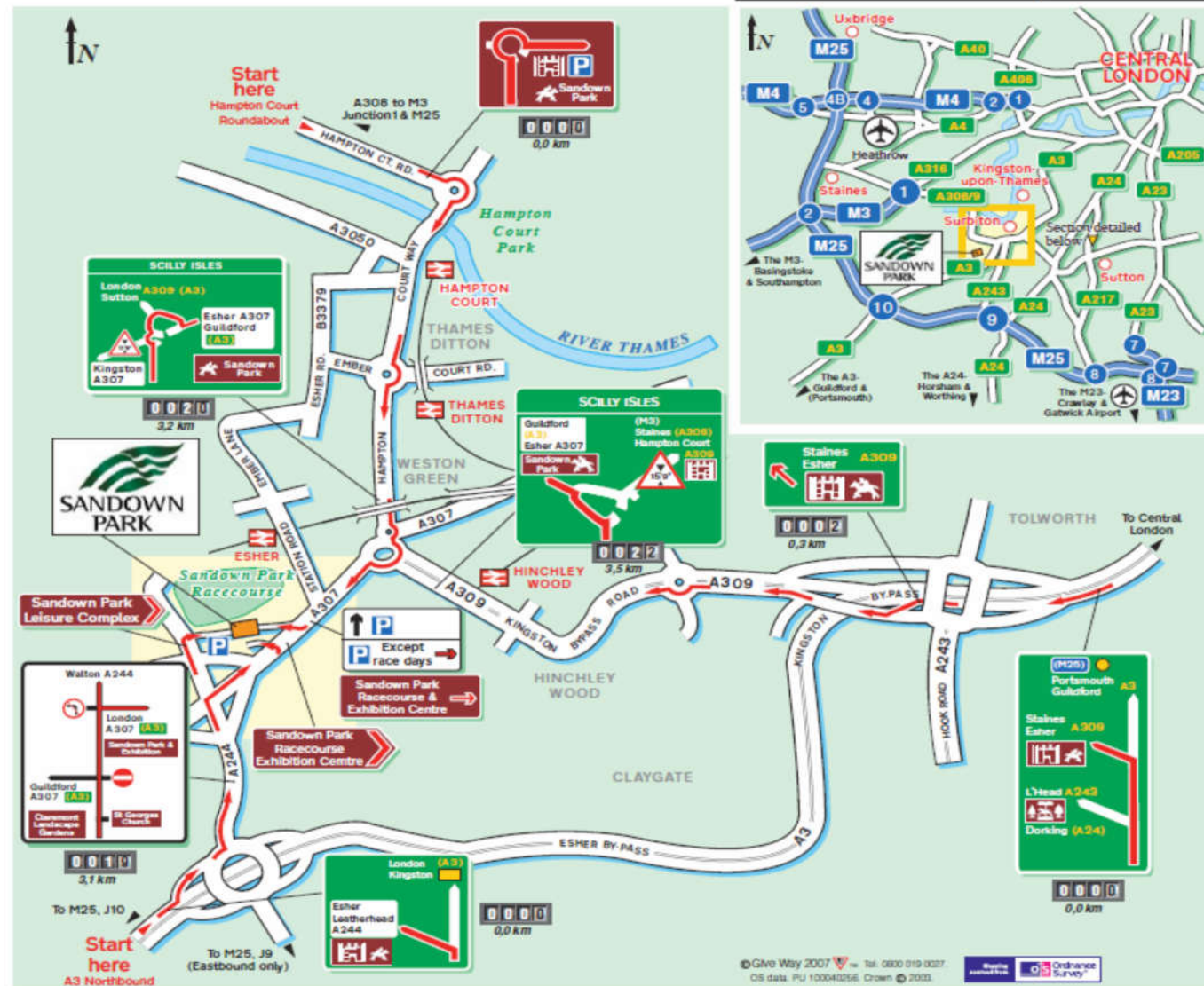
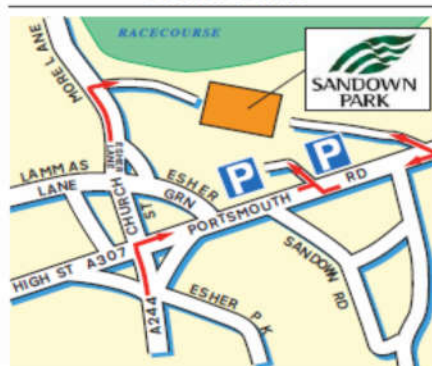
### Public Transport

**By Rail, Esher Station.**  
Connections from London Waterloo on the  
Woking Line. 10 minutes walk to entrance.

**Heathrow Airport.**  
Approximately 13 miles from racecourse -  
30 minutes drive.

**Gatwick Airport.**  
Approximately 27 miles from racecourse -  
45 minutes drive.

### Section Detail





## HOTEL LIST

Listed below is a selection of hotels within 15 minutes drive of the venue:

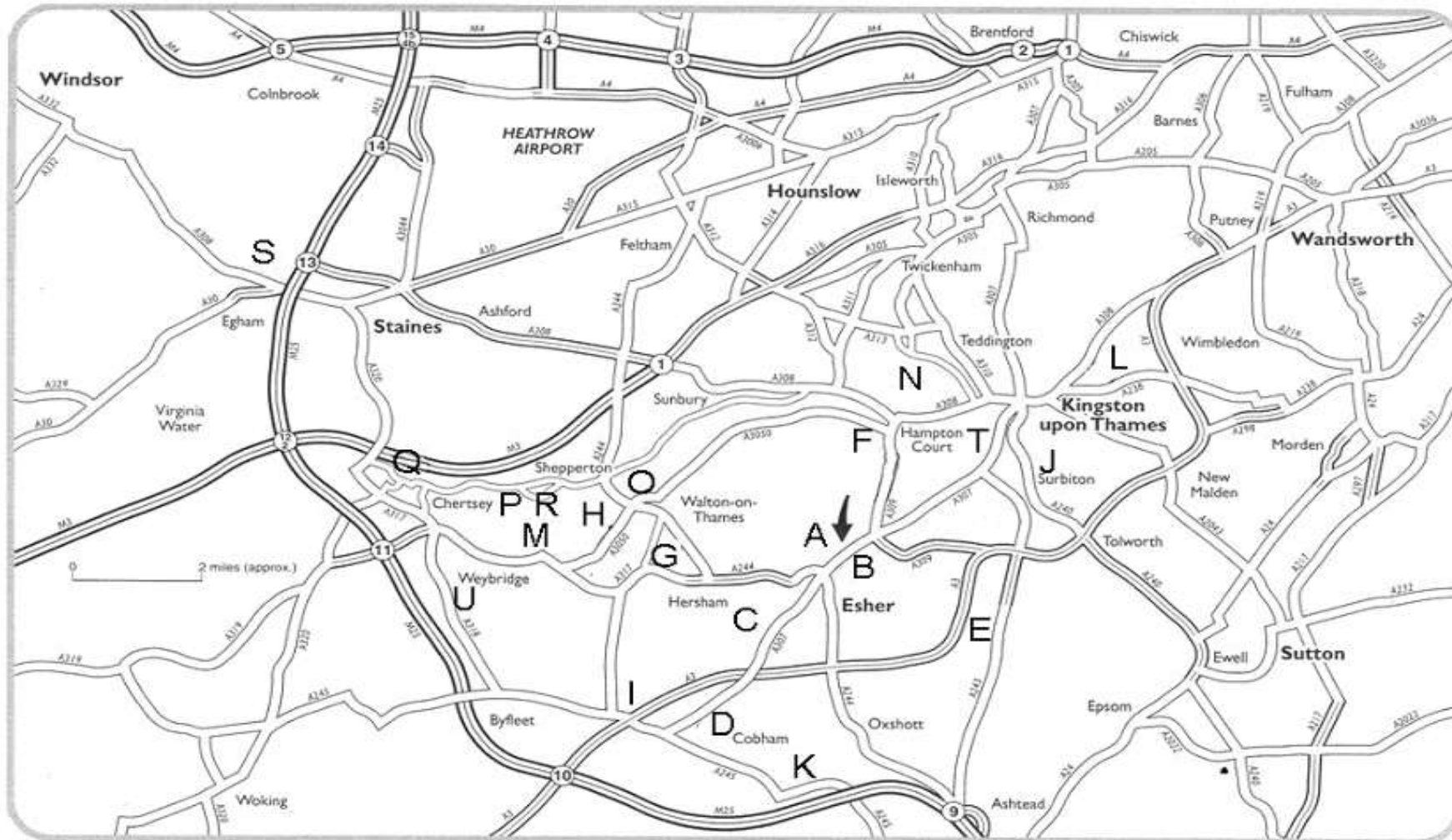
Ref	Name	Address	Tel Number	No. of Rooms
A	Sandown Park Lodge	Sandown Park	01372 461201	21
B	The Bear Inn	71 High Street, Esher, Surrey	01372 469786	7
C	The Fairmile Arms	Portsmouth Road, Cobham, Surrey	01932 868141	48
D	Morelands Lodge	Portsmouth Road, Cobham, Surrey	01932 864602	39
E	Holiday Inn	Leatherhead Road, Chessington	0870 890 0567	150
F	Mitre Hotel	Hampton Court Rd, Hampton Court, Surrey	020 8979 9988	36
G	Ashley Park Hotel	Ashley Park Road, Walton, Surrey	01932 220196	29
H	Oatlands Park	146 Oatlands Drive, Weybridge, Surrey	01932 847242	147
I	Hilton National	Seven Hills Road South, Cobham, Surrey	01932 864471	158
J	Hotel Antoinette of Kingston	26 Beaufort Road, Kingston, Surrey	020 8546 1044	100
K	Woodlands Park Hotel	Woodlands Lane, Stoke D'Abernon, Cobham, Surrey	01372 843933	60
L	Kingston Lodge Hotel	94 Kingston Hill, Surrey	020 8541 4481	62
M	Ship Hotel	Monument Green, Weybridge, Surrey	01932 848364	39
N	Bushy Park Lodge	6 Sandy Lane, Teddington, Middlesex	020 8943 5428	6
O	Moat House	Felix Lane, Shepperton, Middlesex	01932 899988	185
P	Warren Lodge Hotel	Church Square, Shepperton, Middlesex	01932 242972	48
Q	Crown Hotel	7 London Street, Chertsey, Surrey	01932 564657	30
R	Anchor Hotel	Church Square, Shepperton, Middlesex	01932 221618	29
S	Runnymede Hotel & Spa	Windsor Road, Egham, Surrey	01784 436171	171
T	Holiday Inn	Kingston Tower, Portsmouth Road, Surbiton, Surrey	0208786 6565	116
U	Brooklands Hotel	Brooklands Drive, Weybridge, Surrey	01932 335733	120

See next page for location map.





## ACCOMODATION MAP







## CONTACTS

Organisers will be on hand throughout the event and will be easily identified by their badges. If you experience any problems please talk to them - we are there to help you to have a successful show!

**The Organisers' office is located near the Food Court, adjacent to Bay 4 loading doors in the Surrey Hall.**

Organiser	The Carp Society Event organisers Sabrina Tel: 01367 253969 Mob: 07741 312514	Horseshoe Lake Burford Road Lechlade Gloucestershire GL7 3QQ	DURING Set-Up and Show days Contact: Sabrina Widdows OR Miles Carter  Organisers Office: <b>01372 461302</b> Mobile: 07741 312514 (Sabrina) Email: <a href="mailto:wintershow@thecarpsociety.com">wintershow@thecarpsociety.com</a>
Stand Contractor	Snap Display Systems Tel: 01440 714381 Fax: 01440 706758	Hazel Stub Depot Camps Road Haverhill Suffolk CB9 9AF	Contact: Conrad Hawkins <a href="mailto:snapdisplays@aol.com">snapdisplays@aol.com</a>
Electrical Contractor	Richard Norman Electrical Tel: 01483 233900 Fax: 01483 236500	PO Box 632 Guildford Surrey GU3 3LT	Contact: Paul Hyldon
Telephone	Sandown Park Events Tel: 01372 461210 Fax: 01372 465205	Sandown Racecourse Esher Surrey KT10 9AJ	Contact: Gareth Richardson <a href="mailto:Gareth.Richardson@jockeyclubracecourses.com">Gareth.Richardson@jockeyclubracecourses.com</a>
Exhibition Insurance	Hiscox Underwriting Ltd Tel: 0845 213 8448	Hiscox House Sheepen Place Middleborough Colchester Essex CO3 3XL	<a href="mailto:eventinsurance@hiscox.com">eventinsurance@hiscox.com</a>