

Access and Loading:

The exhibition timetable enclosed with your Exhibitor Manual should be adhered to for all stand display deliveries and collections during both build-up and break-down. All exhibitors should enter Tatton Park through the main Rostherne Gate entrance and clearly display the exhibitor vehicle pass in the vehicle windscreen or they will get charged by The National Trust who control access to Tatton Park. The exhibitor vehicle pass is only valid during build-up and breakdown times, and before the show opening times on Saturday & Sunday.

Please ensure that you and your staff wear your exhibitor badges at all times.

Car Parking:

Once vehicles are unloaded and at all other times, all exhibitors' vehicles can be parked either in the exhibitor car park or the main public car park to the rear of the marquee.

Unauthorised parked cars, especially any blocking fire engine access points to the marquee, will be towed away by the Tatton Park Rangers, who will not be responsible for any damage caused to the offending vehicle. Tatton Park also reserves the right to charge for removing the vehicle.

Vehicles not displaying the exhibitor vehicle pass will get charged by Tatton Park/The National Trust.

Fire and Health & Safety Regulations:

Whilst the marquee structure and fittings are to a very high standard, there are still potential fire risks which can be negated by all exhibitors adhering to simple rules and common sense, including:

- No display must contain any flammable material.
- Exhibitors with electrical displays should have a fire extinguisher available on their stand
- Smoking is not permitted in any of the show areas at any time, including the toilets
- In the event of a fire, please vacate the marquee in an orderly manner through and out of the fire exit doors which are clearly marked (please also refer to the enclosed exhibition floor plan). Exhibitors and public should wait in the main car park area and await further instructions from the fire officer in charge before vacating the area or returning inside
- Fire extinguishers are located strategically throughout the marquee
- All aisles and gangways throughout the exhibition must be kept clear of any display or stand material at all times, to ensure ease and speed of exit in the event of an evacuation

Please ensure that all your exhibition stand personnel are fully conversant with these instructions and all other aspects of Health & Safety requirements relevant to your own display material and products which are pertinent to The Wedding Show, other exhibitors and visiting public.

Damage, Security and Insurance:

Exhibitors are responsible for their own insurance liabilities including the following:

- Any damage caused to any buildings, the marquee or the grounds
- Any damage caused to the shell-scheme, carpet, marquee lining, lighting, fixtures & fixings or any other equipment and items contained within the marquee or grounds
- Any injury or accident to a third party caused by your display, exhibit, personnel or self
- Fire, theft, breakage, damage or loss of/to your display, goods and/or merchandise
- It is necessary for all exhibitors to have appropriate third party liability insurance for a minimum of £2,000,000 and to produce a copy of such insurance policy if so requested.

First Aid:

In case of a minor injury to either an exhibitor or member of the public, first aid will be available during build up and open hours.

First aid can be contacted via the organisers' office.

Food, drink and alcohol:

Food and drinks can be purchased from the cafeteria.

Any exhibitor wishing to sample alcohol from their stand must ensure that they hold the necessary licence(s) from the appropriate authority. Neither the show organisers or Tatton Park accept any responsibility or liability should an exhibitor contravene any alcohol or food legal obligations.

Leaflets, brochures and other promotional material:

In order to maintain a professional show and to avoid any unpleasant situations arising, will all exhibitors please adhere to the following rules regarding the distribution of promotional material:

- All advertising literature must be distributed from your own stand area only and not from the gangway or aisles, since such practice can only antagonise your fellow exhibitors
- Only literature (including competitions) relating to your own specific business can be distributed from your stand. If any other promotional material is found it will be confiscated and destroyed

Music Licences:

Exhibitors are solely responsible for obtaining any licence required to play music on their stand. For more information please contact the Performing Rights Society on 0800 068 4828 or email musiclicence@prs.co.uk.

Risk Assessment:

In order to comply with health and safety legislation, all exhibitors are required to undertake and document a full risk assessment and method statement relating to their own stand display, equipment and materials. This should include a review of all necessary safety considerations relating to the use of electrical goods, furniture and fixtures and fittings, together with all relevant certification (e.g. PAT tested).

Shell Scheme:

The shell scheme is being provided by Havills Exhibitions Ltd and full technical specifications are enclosed in the exhibition manual. For more information telephone 01803 327412.

The side panels are made from black fabric covered panels and must not be nailed, drilled or holed in any way. Light advertising literature can be affixed to the panels by use of Velcro (hook).

A fascia board detailing your business name and stand number will be provided upon receipt of your completed order form.

All shell stands will have lighting, but no other electrics.

If you require additional lighting, power sockets, shelving or other stand accessories, please ensure that you complete the appropriate order forms

Sound levels:

Exhibitors with videos and other sound equipment must ensure that sound levels do not cause disturbance to other exhibitors.

Stand Furniture:

No furniture is provided by the organisers or Tatton Park for your stand at The Wedding Show. However, if you require any items of furniture these can be provided for you in advance by Event Solutions.

Event Solutions Northern Office
Holmes Chapel
Cheshire
CW4 8AA
Tel 01477 544222
Fax: 01477 544808
sales@eventsolutions.co.uk

Storage:

Tatton Park does not have space (or insurance) for storing any goods belonging to exhibitors.

Waste removal:

All exhibitors are responsible for removing all their own rubbish and unwanted literature etc from their stand area. Should it prove necessary for Tatton Park to remove and dispose of rubbish left behind by an exhibitor, then that exhibitor will be held liable for the cost incurred and charged accordingly.