

Notes for applicants/terms and conditions

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY BEFORE COMPLETING THE APPLICATION FORMS.

Completing the online application represents the only process of application for Trade Stands at Crufts® 2022. It supersedes any previously submitted provisional booking form, letter of intent or verbal application. Each form will be regarded as an application for a single site.

A deposit is not required when booking. However once space has been allocated you will be notified and required to sign a contract and pay a deposit of £300 in order to secure it.

Acceptance by the Organisers of this form must not be taken to imply that an offer of space will necessarily be made.

1 MINIMUM SPACE The minimum space area which may be applied for is 6.00 square metres

2 DESCRIPTION OF SITES AVAILABLE

(a) "Island site" refers to a space only area for independent stand build which has a gangway on all four sides (£231.00+ VAT per square metre) minimum size 12 sq m.

(b) "Island site" including shell scheme package is an area with a gangway on all four sides but includes shell scheme package (£254.00 + VAT per square metre) minimum size 12 sq m.

(c) "Other" site refers to an area which is either on the perimeter of the hall or is joined to another stand. The rates below includes a shell scheme package. "Other" sites are divided into three categories:

(i) Other (3) – open on three sides (£201.00+ VAT per square metre) minimum size 9 sq m

(ii) Other (2) – open on two sides (£195.00+ VAT per square metre)

(iii) Other (1) – open on one side only (£159.00 + VAT per square metre)

The shell scheme package includes walling, a fascia panel with your company/organisation name on and grey carpet. N.B. We do not offer partially open sides. i.e. if panel is removed then this will count as full side open and be charged accordingly. Can you please also ensure that you book sufficient space as over spilling into the gangway or storage behind stands of ANY items is NOT permitted. Furthermore, no items are to be hung from the shell scheme ceiling grid or fascia name board. By submitting this form you accept these conditions.

3 ACCEPTANCE OF SPACE All successful applicants will be notified by December 2021. Acceptance of the space offered and the £300.00 deposit paid must be received by the date given on the contract and is conditional upon the applicant's agreement to comply with the Organiser's Rules and Regulations/Terms and Conditions.

If acceptance and the deposit are not received by the due date, the Organisers reserve the right to withdraw the space allocated and offer it to another applicant without further notice. Unsuccessful applicants will be notified by email.

4 PAYMENT OF SPACE The remaining balance of payment must be remitted by the date stipulated on the invoice. The Organisers reserve the right to cancel the allocation without notice and retain the holding fee if this condition is not complied with.

5 TRANSFER, SHARING OR SUB-LETTING OF SPACE Stand holders are not permitted to transfer, share or sub-let the whole or any part of the space allocated to them or to allow any portion on their stand to be used by any other company, firm or individual for business purposes.

6 STAND CONSTRUCTION In order to meet the safety requirements of the National Exhibition Centre and to assist trade stand holders with their administration, only the following types of stand will be permissible:

(a) "Island" Sites (Space only) – Independent Stand Designs

IMPORTANT INFORMATION: Island sites must be arranged through a professional stand contractor of the trade stand holder's choice. Full details, including the name and address of the company to be used and relevant documentation as detailed in the rules and regulations, which will be available if your application is successful, must be submitted to organisers no later than 7 January 2022. If this information is not received by the due date, the Organisers reserve the right to arrange for a shell scheme to be erected on the relevant site and the stand holder will be invoiced accordingly.

NOTE: Stand holders are advised to use contractors which are members of ESSA (The Event Supplier & Services Association)

7 FLOOR COVERING All stands, without exception, must have a suitable floor covering acceptable to the Organisers, which must be supplied and laid by a professional exhibition contractor and sides of stands bordering the public gangway must be properly delineated. Please note that the shell scheme package includes carpet.

8 HEIGHT LIMIT

(a) "Island" Sites

Stands or any other structures, exclusive of any signs and fascias, must not exceed 3 metres in height (and any signs or fascias must not rise above a height of more than 1 metre above the main structure) unless special permission has been obtained from the Organisers.

(b) "Island" sites including shell scheme package / "Other" sites

Stand holders are not permitted to erect any structure above the height limit of the shell framework i.e. 2.4 metres

All stand fitting must conform to the requirements of The National Exhibition Centre and the EGuide, further details of which will be included in the Rules and Regulations circulated with every space offer.

Failure to comply with any of the above Terms and Conditions could result in expulsion from the show and jeopardise space being offered to a trade stand holder at any other event organised by the Kennel Club Ltd.

9. WASTAGE COST As part of the NEC's commitment to sustainability in the exhibition industry the following wastage charges will apply to all stands:-

Stands less than 10m² - £10.00 + VAT

Stands 11m² – 20m² - £15.00 + VAT

Stands 21m² and over - £20.00 + VAT

10. STAND LOCATION If you have a preferred location please submit your request in the online application form. Please note that we will not be able to enter into any advance discussion regarding your position and size prior to allocation. This is because we will not know what is likely to be available until all applications have been received and the plans are drawn up. We will make every endeavour to allocate your requested stand size, type and location, however if this is not possible an alternative, if available, will be offered. Preference for space will be given to previous exhibitors.

CLOSING DATE FOR RECEIPT OF APPLICATIONS: 4 OCTOBER 2021

If we do not receive your application form by this date, we will automatically assume that you do not wish to apply for space.

Data – Use of your data

As a contractual necessity we need to share your details with the contractors who will supply the exhibition procurement and services - those contractors agree to comply with Data Protection legislation and i) to use data only for the specified purpose ii) not to share with Third parties if unauthorised and without consent and iii) to hold data safely and securely. It will also be retained for the purpose of sending stand re-booking information for next year's show and to inform you about trading opportunities at other Kennel Club events. We hold and process your data safely and compliantly in accordance with our privacy notice, which can be found at <https://www.thekennelclub.org.uk/policies/privacy-policy>