



EXHIBITOR EVENT INFORMATION

We are pleased to let you have the arrangements for the 50th Anniversary of Living Crafts, which will be held in Hatfield Park, Hertfordshire, from Thursday 9 - Sunday 12 May, 10:00am to 5:00pm daily.

Directions

For satellite navigation to Hatfield House, please use the postcode **AL9 5AB** or What3Words: pasta.shaped.bike. Hatfield House is only minutes from the A1 and is clearly signed from Junction 4, just north of the Galleria tunnel at Hatfield. Follow the permanent brown signs for Hatfield House or blue temporary signs for Living Crafts. Drive to the Station Lodge entrance of Hatfield Park which is opposite Hatfield railway station on the A1000. You should always use this entrance during the show. Once inside Hatfield Park, follow the road to the T junction and turn left, then first right and into the avenue where you will be welcomed by one of the Living Crafts team near the Elizabeth Oak Showground. Please remember to follow the one way system in front of Hatfield House when leaving the Estate and the temporary clockwise one way system around the Showground perimeter road when the event is open to the public.

Vehicle Passes

Please print and complete the PDF Vehicle Pass and display clearly in the windscreen of each vehicle.

Exhibitor Passes

Exhibitor Passes will be ready for collection when you arrive to set up on Wednesday 8th May and from the show entrance on subsequent days. You will be allocated the number of passes requested on your application form.

Exhibition Area

Your exhibition area will be marked out, labelled with your business name and furnished with any equipment you have ordered. Please ensure that table legs are locked in place before use. If you ordered a power point, you may be sharing a double socket with your neighbour.

Setting Up

The earliest you can arrive is Wednesday 8 May at 10:00am. No vehicles, including caravans and trailers, are allowed into the Park before this time. Setting up takes place until 5:30pm. If you plan to arrive after 5:30pm you can only enter the Park to stay in the campsite and must wait to set up your exhibition area from 7:30am on Thursday. You can drive to the tent entrance nearest your exhibition area to unload but please leave the entrance clear for other exhibitors.

Exhibitor Parking

On Show days, all vehicles must be removed from the corralled Showground area to the exhibitors' car park by 9:30am. The exhibitors' car park is on the south side of the service road adjacent to the Showground. The Showground and surrounding area bounded by the service roads will be kept free from vehicles and trailers during the opening hours of the event. Parking and vehicle movements are strictly prohibited under the lime trees along the main avenue to the Showground and please do not leave any vehicles in the public car parks overnight as this causes problems for the parking team trying to direct traffic the following morning.

Timing

On Exhibition days, please arrive by 9:15am at the latest, to allow plenty of time for unloading. Please ensure that vehicles are driven back to the exhibitor parking area by 9:30am at the latest. Due to road congestion caused by visitors arriving early, it may be necessary to allow access before 10:00am so please ensure that you are ready to start trading by 9:50am. The exhibition closes at 5:00pm so please do not start closing your area until this time. It is recommended that exhibitors place a dust sheet over their display and remove any articles of value each night. Once Exhibition staff have secured the Pavilion, no re-entry is allowed. Access to the corralled showground is also forbidden once the overnight security is in place. All entrances to Hatfield Park will be locked at night although the main gate at Station Lodge will remain open until 10:00pm and open again at 7:00am.

Emergency Situations & Fire

Medical staff are on site on the set up day and during the opening hours of the show and their location is by 'Fir Pavilion' in the centre of the showground. The Event Organisers are based in the Showcase Pavilion.

Fire points with extinguishers and an alarm bell are located at strategic points around the showground. Please familiarise yourself with these locations when you arrive. In the event of an emergency or on hearing a bell, please assist stewards in directing visitors out of the Pavilion to a safe distance and follow the instructions given by the Living Crafts team. If possible, fight the fire but do not put yourself in danger. Once the pavilion is cleared, you should follow, leaving all personal belongings. Do not return until instructed that it is safe to do so and the cause of the alarm has been determined. Exhibitors should guard against any risk of fire and please ensure that all lights are kept well away from the pavilion walls and roof. Remember:

- Use CO² only for electrical fires
- Use water or CO² for all other fires

If you are using naked flames, a Risk Assessment must be provided to the Organisers before the event and you must have a suitable extinguisher to hand. Gas cylinders should be kept outside the pavilions at all times. Please note that smoking and vaping is not permitted in any of the pavilions or on the showground itself.

In the event of a major incident, all visitors and exhibitors should evacuate to the EAST or WEST of the showground, depending upon the source of the hazard.

Health and Safety

Exhibitors are reminded that they must comply with the Health and Safety at Work Act and must take suitable precautions to ensure the public are kept at a safe distance from demonstrations. On the Sunday evening please do not begin packing away until after the exhibition closes. Vehicles are not allowed on the Showground until all members of the public have cleared the area and for safety reasons this will be strictly enforced. Please remember that you are responsible for your exhibits and equipment at all times and the Organisers cannot be held responsible in any way for loss or damage. All electrical equipment must have been inspected and tested within the previous six months and should have a current PAT certificate under regulations 4, 5 & 6 of the Electricity at Work Regulations 1989 (EAWR). Electrical equipment must also display a valid in-date electrical test label. It is recommended that you bring extension leads with you and your power usage must be kept within the wattage that has been ordered. Please note that kettles, heaters and other high wattage equipment must not be plugged into the power points unless prior arrangements have been made with the Organisers. Personal generators are not permitted on the Showground.

Camping area

If you asked to use the campsite, further details will be attached to your email. The camping area is just south of the Showground with showers and toilets. You must stay within the permitted area and you must build in a 3.0m gap between yourself and your neighbour as a fire break. There is no parking under the trees on the access route as this will change position during the course of the event to avoid over use. If you would like to use the facilities but have not yet let us know, please contact us as soon as possible. Please remember that the gates at Station Lodge close at 10:00pm each night.

Other Information

Exhibitors' refreshments are available at a reduced cost from the Eatons Café. Tea, coffee and bacon sandwiches will also be served from 9:00am.

We look forward to seeing you at this special landmark 50th Anniversary event and hope you have a very enjoyable and successful time at Living Crafts.

Yours sincerely,



Robin Younger
Organiser - Living Crafts