

ARRIVA FUN DAY AND BUS DRIVER OF THE YEAR LOCAL FINAL 2008

Instructions for Exhibitors

Setting-up

The show is advertised as being open to the public from 10am to 4.30pm. In practice, some people will be arriving much earlier, particularly those who come along with drivers competing in the Bus Driver of the Year competition.

The gates will be open from 7.30am for exhibitors to set up. We would like everyone to have stalls set up or vehicles parked by 9am, please, to avoid too many vehicle movements when visitors start arriving

It is possible to set-up on the Saturday, but this must be completed by 5pm, at which time the site will be locked for the night. There will be security guards on-site overnight.

Access to Kent Showground

The showground is located on the northern side of the A249 between the M20 (Junction 7) and the M2 (Junction 5).

Access to the site for exhibitors is through the back gate which is located in Scragged Oak Road. This is the road just before the top of Detling Hill, signposted to Bredhurst. The entrance to the showground is via the second gate on the right-hand side.

It is best to approach from the M20. If you come from the M2 it means making a right turn at the top of the hill which can be difficult for slow vehicles when the road is busy. The alternative is to continue along the A249 to the M20 junction and then do a U-turn via the M20 roundabout to travel back up Detling Hill and then into Scragged Oak Road.

Yellow road signs will be displayed along the A249 between the M2 and M20, but these will be directing the public to the main showground entrance, so please ensure you take the turning at the top of the hill.

Free admission for exhibitors

Admission for the public is just £1, including free entry into a Prize Draw. We will give FREE admission to up to three people travelling together with a stall, display or vehicle entered in the show. Please print a copy of the e-mail which includes the free admission voucher and give this to the marshall on the gate. If, however, you wish to pay £1 for a programme and entry into the Prize Draw we would welcome that, as all proceeds go to the charities we are supporting. Special arrangements will apply to large groups who are providing entertainment, such as the marching bands.

Parking

Stallholders can take their vehicles onto the site to unload, but it will be preferred if you can then park your vehicle in the exhibitors' car park on the large concreted area on the perimeter of the site, adjacent to Scragged Oak Road. If you need to have your vehicle as an integral part of your stall, then that is OK, but we would prefer that most vehicles are parked away from stalls. There will be an area for disabled badge holders behind John Day House (the main showground offices).

Tables

Stallholders should bring their own tables, as the showground only supplies us with tables for the refreshment areas.

Site layout

We have allocated specific areas for particular types of display, as shown on the site plan. Within each area, spaces will be taken on a first come, first served basis, so that each exhibitor will set up alongside the one who enters just ahead of them. We are not restricting the amount of space taken as we have plenty of space at our disposal. We want the site to look busy, so most stalls will be outside. There have been some specific requests for stalls inside which we can accommodate, and should the weather be inclement we can move into the huge Kent Pavilion, so there is a fall-back plan if it is wet.

Electricity

There are electricity points all round the showground. These will be available if required, but we need to let the showground people know which ones are required in advance, in order that they can unlock the various boxes and have cables ready for your use. If you do need electricity, please let Richard Lewis or Glo Sewell at Arriva (01622 697000) know by WEDNESDAY 7th May at the latest. We cannot accept requests for electricity after that date.

Classic Vehicle display

Separate areas have been set aside for the car display and for the commercials, military vehicles and buses. The same free admission arrangements as mentioned above apply. It would be a great help if the owners of buses arriving with more than three people (including the driver) could collect the £1 admission charge from each of their passengers before the bus arrives at the showground to assist our marshalls and to avoid delaying following vehicles which are entering the site.

Refreshments

There will be a range of refreshments on sale in the Astor Pavilion and we also have a hog roast which will be located centrally near the fun fair.

Toilets

Toilet facilities are located in the Astor Pavilion and also near John Day House.

Bus Services

There will be a number of buses running frequently round the site, including those on the driving tests, the shuttle bus to and from Maidstone, and others giving rides around the showground. If you need to get around the site, then just hop on a bus!

Public Address System

We have a public address system organised to announce what is happening throughout the day, but there is also the opportunity to have a bit of free publicity for your stall or other exhibit. The lady who does the commentary will be pleased to have details of your stall, or to do a short interview with you. The more variety that we broadcast over the speakers, the more interesting it will be.

Charity Collection

All proceeds from the day will be donated to two local charities. There is no charge for a pitch at the event, but our charity bucket will be brought round the stalls during the day and if you feel able to make a voluntary contribution it will be most welcome.

Site condition

When you pack-up at the end of the day, please leave your pitch as you found it. The site is vast and those who will be acting as marshalls will be giving their time free. They will be kept busy all day and it will make everyone's lives easier if they do not have to spend a lot of time picking up litter at the end of the day, so thank you in advance for your assistance in this matter.

I hope that the above notes answer most questions which might be asked, but if any exhibitors want to contact me, please feel free to do so.

Once again, thank you for supporting our event and I hope we all have a great time on 11th May.

Richard Lewis
Marketing Manager
Arriva Southern Counties.

28th April 2008