



SURREY COUNTRY CRAFT & FOOD SHOW

19 – 21 June 2026: Loseley Park, Guildford GU3 1HS

Exhibitor Invoice & Build-up Pack

March 2026

Dear Exhibitor,

We are pleased to forward the Exhibitor Manual Information for *Surrey Country Craft & Food Show, Loseley Park*, together with the balance invoice for your exhibition space.

The payment date for the invoice is 8 May.

Exhibitor Zone

All show order forms, together with further information in relation to this manual will shortly be available on-line in the **Exhibitor Zone** <https://www.thecraftshows.co.uk/surrey-country-craft-food-show/exhibitor-zone/>

SHOW DETAILS

EXHIBITOR BUILD UP TIMES

Thursday 08:00 – 18:00

OPENING HOURS

Friday – Sunday 10:00 – 17:00

EXHIBITOR BREAKDOWN TIMES

Sunday 17:00 – 19:00

Onsite Personnel:

Steve Mitchell (Head of Sales) 07973 670218 and Dave Hale (Operations Manager) 07795 483031.

PRE-SHOW

ELECTRICAL & FURNITURE ORDERS

DEADLINE 22nd May

Your invoice shows any order to date. If you require any additional items please use the enclosed form. **ALL ORDERS ARE SURCHARGED 10% AFTER 22 May 2026.**

LEAFLETS

We can supply leaflets for you to distribute in mailings and to hand to customers. These are free; if you have not already requested a supply then please order by emailing info@ichf.co.uk.

PUBLICITY

Our Marketing Department is very keen to receive photographs or images of products and/or any interesting stories that could be used in our publicity. Please email sarak@ichf.co.uk or send by post to ICHF Events.

STAND INVOICES

Please note that your invoice is due for payment by **8 MAY**. To be fair to the majority of exhibitors who pay on time, late payments will be subject to a surcharge. The later the payment, the higher the rate.

PAYMENT METHODS

By BACS or PayPal (see account details on sheet enclosed), or by card.

MOBILE NETWORK COVERAGE/SIGNALS/WIFI – please read:

The venues chosen for our longstanding Outdoor Country Craft Shows are known to provide difficulties with signal reception (GPRS/4G/Mobile etc). We are aware that many payment options require good reception; however GPRS/network signals are out of our control. Should you need advice/have any questions or concerns, we recommend to check with your network provider (most providers offer a signal map on their website) and/or contact the provider who issued the payment device you are planning to use.

We do provide free Wi-Fi at this event, however please do make sure your card machine can work using WIFI and not just GPRS signal.

ON SITE INFORMATION

VEHICLE ACCESS

Please note that the entry point for exhibitors is the main house entrance, “what3words” [///wallet.globe.alert](https://www.what3words.com/what3words/wallet.globe.alert).

VEHICLE PASSES / UNLOADING

A vehicle pass needs to be printed can be downloaded from the Exhibitor Zone.

Please remember, all stands must be built on the Thursday (0800 - 1800).

Please arrive by 1700 otherwise access may not be allowed .

No unloading is allowed on Friday.

Please note: A security guard will be present during the open hours and the tent sealed overnight, but ICHF will not accept any liability for loss or damage to products however caused.

ON-SITE ORDERS

Any extras not pre-ordered can be ordered and **must be paid for on site**, it is the responsibility of the exhibitor to make sure payment is made. We do not expect to have to chase exhibitors for these small amounts.

OTHER SHOWS' LEAFLETS

You are welcome to hand leaflets to your customers at ICHF shows, ***but exhibitors may not place other organisers' leaflets on general display on table tops or in dispensers at our shows .***

ACCESS

Due to security, late access on build-up night will not be allowed. Also, a reminder of our policy that vehicles are NOT allowed in the show area on any open morning, goods must be carried in. Re-stocking can take place after the show closes each evening.

STAND AREA/ SIGNS

Please remember that all your products, chairs, etc, must remain within your stand area for the duration of the show.

There must be no 'Sale' or 'Discounted' signs (including handwritten ones) used. Printed 'Show Offer' is permitted.

GENERAL INFORMATION

LITTER

We request exhibitors to deposit all their litter in the skips provided in the show area and leaving their stand completely clear on breakdown. Black plastic bags, at no charge, are available from our office on site.

EXHIBITORS' DOGS

Exhibitors' dogs will NOT be permitted in the show area.

BUILD-UP CATERING

Please note that there is no catering on build-up day in the show area, although the café is open in the house grounds and can be accessed by exhibitors, they will be serving light snacks and refreshments from midday.

EXHIBITORS PASSES

Exhibitor's badges will be issued on the build-up day.

DISMANTLING

Dismantling time is from 1700 to 1900 on Sunday.

ELECTRICITY SAFETY

Please note that the light on your stand may be switched on in the morning before you arrive, and therefore it is important that any covers or sheets that you may put over your stock do not go over any lighting. The risk of fire may ensue.

USE OF LITHIUM BATTERIES

For safety reasons, the use of battery packs to provide mains power to lighting, tills etc, is strictly prohibited within the exhibition halls. Lithium batteries present a significant fire and explosion risk if damaged, improperly handled, or exposed to heat.

COMPLIANCE AND ENFORCEMENT

Exhibitors found to be in breach of this regulation may be required to immediately remove the offending items from the premises and may face suspension of stand activity until compliance is achieved. Continued non-compliance may result in expulsion from the event without refund or

compensation. ICHF Events reserves the right to inspect exhibits and enforce this policy at any time in the interest of maintaining a safe environment for all participants

SECURITY

Security in the show area is provided by us from Thursday evening to Sunday (not including overnight on the Sunday).

INSURANCE

Insurance is the responsibility of individual exhibitors.

We look forward to receiving your order forms shortly, but if you have any queries, please do not hesitate to contact us.

Yours faithfully,

ICHF Team