



This document contains information on and answers to everything you need to know about the Kerry Wedding Show including Covid19 measures. Please read it carefully.

What is the Kerry Wedding Show

The Kerry Wedding Show is an Independent Wedding exhibition, organised by Radio Kerry Events. The show has been running since 2009 and won the Best Wedding Exhibition in Ireland at the Irish Wedding Awards in 2018 & 2019. The Kerry Wedding Show offers Wedding Suppliers the opportunity to exhibit products and services in a neutral venue (INEC, Killarney) to couples and bridal parties visiting. It will also offer you the chance to network with other Wedding Suppliers.

Floor Plan and Exhibition Space Details

84 Exhibition spaces will be available for the 2022 Kerry Wedding Shows in the INEC, Killarney which will include 10 spaces upstairs in the Upstairs Mporium area.

We do not offer exclusivity to any exhibitor and advise you that many of your competitors will also be exhibiting on the day. While we try to ensure that competitors are not placed side by side please note that this is not always possible. We will also try to facilitate your location requests but please note that **spaces and locations are only guaranteed once full payment has been received.**

The Show layout is an open Floor Plan ie no shell structures are available. Exhibitors should make their own arrangements for displaying items ie backdrops, extra tables, decoration etc. The fee covers an 8 foot trestle table with white cloth covering, 2 chairs, inclusion on the Exhibitor details given to visitors, allowance for two tagged Facebook posts on the Kerry Wedding Show page, subject to details being supplied by the Exhibitor.

There is free WIFI in the INEC but it is best to bring your own back up also. **Limited Power sockets and extension leads are available on the day so it is essential bring your own extension leads and battery power backup, broadband dongles etc as required.**

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Things to take into consideration when planning to exhibit

- Covid Safety protocols communicated to your team to protect you, your team and visitors to the show eg screens, wearing of masks, extra hand sanitiser
- Digital brochures where possible
- Presentation of your stand ie backdrops, pop ups, props etc
- AV presentation – creation and playout
- Back up equipment eg laptop/tablet, extension leads, wifi, TV/Monitor
- Stationery eg notepads, pens, scissors, Selotape, blu tack etc required on the day
- Staffing – for set up and dismantle as well as an exhibition team for your stand on the day – it's no easy feat to do it all by yourself! We recommend a minimum of 2 staff at your stand between 12 noon and 2.30pm
- Bring drinks and snacks to enable you to stay at your stand during the day. It's only 5 hours but it can be intense!

Sharing a stand with another supplier

Please note that we will NOT be arranging any sharing for the 2022 Show due to Covid19. If you feel that it will be more cost effective to share an exhibition space please note the following

It will be your responsibility to identify and contact the other exhibitor.

It will be your responsibility to ensure that you make the details of this exhibitor known to the Kerry Wedding Show and he or she must register directly with us. Unregistered suppliers will not be admitted on the day.

Exhibitors who share are advised to bear in mind that their exhibition area will be restricted to the booked space and we ask you to respect this and the space of the exhibitors at either side as a result especially in relation to keeping a 1 metre distance from the exhibitor at either side of you.

Set Up

The INEC will be available for Exhibitor set up from 7am on SUNDAY January 23rd 2022. ALL stands must be set up no later than 11.00am. The Organiser reserves the right to deny admission after 11 am to any exhibitor not already set up. The Show will be open to visitors from 12 noon to 5pm. In consideration for fellow exhibitors and visitors alike there will be no set down until after 5pm.

Cars and large vehicles, which can be displayed only in the main auditorium, should be in place no later than 7.30am on Sunday January 23rd 2022. There will be NO ACCESS after this time for vehicles to the exhibition hall for practical purposes.

Please see Covid19 Guidance for Exhibitors in this document

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How is the Kerry Wedding Show advertised?

As the Show is organised by Radio Kerry Events the majority of advertising is radio advertising, which runs for 6 weeks up to and including the day of the event itself. All the advertising is for the Kerry Wedding Show as opposed to individual exhibitors. We will also advertise online. We will also have a presence on some online wedding communities and on Radio Kerry's Social Media pages and via the Kerry Wedding Show Facebook & Instagram Feeds.

<https://www.facebook.com/pages/Kerry-Wedding-Show/168342761154> We will also use a direct mailshot to the Weddings On Line Database in the weeks leading into the Show.

As an exhibitor you may post items of interest to potential brides and grooms on the timeline. Alternatively, you can Private Message them via the Facebook page or email KWS@radiokerry.ie and we will post the details for you.

Radio Kerry will broadcast live from the Kerry Wedding Show at the INEC on Sunday, January 23rd 2022 from 11am to 2pm.

Visitors

All visitors will be required to book their tickets in advance of the show. We will offer two time slots 12 to 2 and 2.30 to 5pm. The cost per visitor will be €10. This cost will cover entry to the show, entry to all the competitions available and a follow up email with a link to the Bridal Fashion Show and special offers from Wedding Show Exhibitors.

Special Offers

If you wish to have your special offers highlighted in the follow up email to visitors please supply a link to a voucher/discount code along and we will include it in the email.

Wedding Competition

If you are interested in supplying a prize please let us know on the Booking form or by January 10th at the latest. Suggested prizes Engagement shoot, Weekend Dinner B&B for a Couple; Stationery prize; Dinner for 2; Afternoon tea for A hen party; Voucher toward Bridal Gown or Bridesmaid dresses; Veil; Floral Pew Ends; Favours; Voucher for Suits; Complimentary Hair Trial or Make Up trial and so on.

As all visitors will be required to pre book they will all be included in the competitions.

Prizes for best presented Exhibitor Stands

So many exhibitors are creating absolutely wonderful stands so we have will offer prize plaques for the best presented stands on Sunday January 23rd. There will be 3 prizes and each winner will receive an award along with a picture of the stand with details of the winning exhibitors which will be featured on the Kerry Wedding Show Facebook page. The winners will be interviewed during the Outside Broadcast on the day and the video will be posted on the Kerry Wedding Show Facebook page.

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Booking Form

Once you have read, understand and agree to the details, terms and conditions and wish to book an exhibition space for the 2022 Kerry Wedding Show please complete the booking form by visiting this link [Booking Form](#)

Please understand that due to the amount of time required to create a quality booklet including all exhibitor details and ensure that spaces are allocated in the best possible manner we can only confirm inclusion upon receipt of **full payment**. Cancellations made from 7 days prior to and up to the show date cannot be refunded unless it is due to a confirmed positive PCR test result.

Bridal Fashion Event

The current plan is to pre record the Bridal Fashion Event in January 2022. However if the Covid19 numbers are much improved after Christmas we will look at option of a live show. The show will be organised and co-ordinated by an independent contractor Norma O Donoghue Model Agency. All enquiries, bookings and payments to NORMA please on 089 7046006 or via email to amrondisplays@gmail.com

Full details of your garments, accessories and dresser contact name and number along with payment must be supplied to Norma no later than Friday January 7th 2022 upon which she will supply a receipt.

The Bridal Fashion Show will be shown throughout the venue at 1.30pm and again at 3.30pm and a room will be made available to anyone who wishes to book to watch the show. After 5pm all registered visitors will be emailed a link to the video. All contributors to the Bridal Fashion Show will be credited on the video and in the text accompanying the video link in the email.

If you are taking part in the Fashion Show and would also like to book an **exhibition space** The Kerry Wedding Show organiser, Radio Kerry Events, will offer you a discount of €50 + VAT on the exhibition space. When booking please advise us that you are taking part in the Fashion show.

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Exhibitor costs

Space on the floor plan will be allocated and confirmed as soon as full payment has been received and processed. No exceptions will apply. [Please book using this link Booking Form](#)

If you are taking part in the Fashion Show and would also like to book an **exhibition space** The Kerry Wedding Show organiser, Radio Kerry Events, will offer you a discount of €50 + VAT on the exhibition space. When booking please advise us that you are taking part in the Fashion show.

A cancellation fee will apply to bookings cancelled after January 14th 2022

Location	Space Size	Cost
Foyer	3 metres x 2 metres	€500 + 23% VAT = €615
Auditorium	3 metres x 2 metres	€400 + 23% VAT = €492
MPorium – Upstairs	3 metres x 3 metres	€300 + 23% VAT = €369
Vehicles	1 vehicle plus a Hi Top table + 3 vehicles outside in the car park at the entrance OR 3 metres x 2 metre exhibition space with up to 4 cars parked outside only in the car park at the entrance	€400 + 23% VAT = €492 €400 + 23% VAT = €492

What's included

- Allocated exhibition space per booking
- Business name & Number included in the booklet
- 4 complimentary visitor tickets per exhibitor – please forward name, mobile & email for ticket issue
- 2 Facebook/Instagram promo posts
- Inclusion of special offer in follow up email to visitors
- Inclusion of your competition prize in the booklet & email to the Visitors

Visitor Booklet – supplied via email at 12noon and 2.30pm on Sunday January 23rd

Copy deadline is Monday, January 10th 2022.

Ad Size	Dimensions	Cost
Quarter Page	105mm (wide) x 149mm (high)	€50 + VAT @23% = €61.50
Half Page	210mm (wide) x 149mm (high)	€80 + VAT @23% = €98.40
Full Page	210mm (wide) x 297mm (high)	€150 + VAT @23% = €184.50

[Please book using this link Booking Form](#)

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Covid Guidance for Exhibitors

As the organiser of the Kerry Wedding Show, we are taking all reasonable measures to limit the risk of transmission of COVID-19 and are committed to providing a safe and secure event. In October 2021 The Institute of Public Health in Ireland measures confirmed that indoor events can take place at full venue capacity where all patrons are immune (fully vaccinated or recovered from COVID-19 within previous 6 months) and we will operate strictly under this guidance unless or until otherwise advised.

We will be checking the COVID-19 status of all contractors, exhibitors and visitors on arrival at the event. Please be ready to show proof of your COVID-19 status at the Show Entrance.

You must NOT attend the Kerry Wedding Show if:

- You are you feeling unwell, including a cough, fever, shortness of breath, headache, sore throat and blocked or runny nose and a loss of, or change to, your sense of smell or taste.
- You are currently required to isolate following a visit to an area or country where quarantine is required upon return?
- You have you been told to self-isolate by a government test and trace service.
- Anyone in your household is displaying COVID-19 symptoms.
- You have you been in close contact with anyone who has COVID-19 or anyone who has been displaying symptoms.

All exhibitors must wear masks unless exempt.

All exhibitors must agree to leave the venue immediately should they develop COVID-19 symptoms during the event.

All exhibitors must agree to our safety guidance at the show.

Before the Event

- You or your staff should not attend the event if you are displaying any symptoms of COVID-19.
- Brief your team about the control measures above that will be implemented by us.
- Pay careful attention to all communication sent out from the Event team regarding the registration process as procedures may change.
- Consider conducting your pre-show onsite stand briefing in advance or online.
- To reduce queues on show days we have implemented a reduced contact registration system.

To support this:

- Exhibitors should pre-register all staff for contact tracing purposes and individual exhibitor badges will be posted to you in advance

Build-up

- We will be carrying out COVID-19 status checks throughout the build-up.

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- Having these checks in place will allow you to consider your own protocols with regards to further mitigation measures which you should set once you have carried out your Risk Assessment. You can include the fact that COVID-19 status checks will be in place as part of your mitigation measures.
- Detailed information related to build-up is available in the exhibitor manual.

Stand layout

As an exhibitor, it is your responsibility to create a safe and secure environment on your stand throughout the duration of the show.

- Consider the layout and design of your stand to ensure you can undertake construction and visitor interaction in a safe and controlled manner.
- Consider all the stand design measures you can use to reduce transmission
- New innovative ways of displaying your product that will increase floorspace.
- Consider how you conduct demonstrations so that you can safely manage your audience.
- Bring furniture that can be cleaned easily

At the Event

- Please carry your own hand sanitiser. There will be hand sanitising stations available on-site.
- Please provide hand sanitiser on your stand, for your staff/visitors. Encourage its use when anyone enters and leaves your stand space.
- Please implement regular cleaning of all spaces on your stand, ensuring a deeper clean before, during and after the show opens each day. Pay particular attention to high traffic touchpoints such as displays.
- A cleaning log positioned in a prominent location on your stand may be a useful way to capture and demonstrate the cleaning regime you have put in place.
- In collaboration with the INEC, we are conducting a thorough, enhanced cleaning regime of all features and public areas prior to show opening and during the show.

Conduct

- When walking around the event, please remember that as we come back together some people will be more comfortable in the environment than others.
- Please give people space when you are walking past them.
- Check before initiating personal contact (consider elbow bumps rather than handshakes or hugs).
- Rather than exchanging business cards we encourage you to use data capture devices to ensure contact free sharing of business detail.
- As the industry builds itself back, remember different pressures people may be facing, please be kind to each other.
- Please do not offer shared bowls of snacks/treats even when individually wrapped.
- For the increased comfort of your customers on the day consider arranging appointments after the show.

Event facilities

At the INEC/Gleneagle Arena & Gleneagle Hotel contactless payment is encouraged in their outlets, however they do take cash in bars and restaurants.

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Breakdown

- We will be carrying out COVID-19 status checks throughout the break down.
- Please consider staff numbers and the amount of time required to break down your stand.
- Detailed information related to breakdown is available in the exhibitor manual.

Track & Trace

We are confident the measures that we and the venue will be putting in place will make our event as safe as possible. Please ensure you give accurate information throughout the registration process. The relevant local authorities will contact you if there's a need to update you regarding track and trace.

Radio Kerry Exhibition Organiser Contact Details

Radio Kerry Events, Maine Street, Tralee, Co Kerry, V92AP2W

Email address for ALL correspondence is KWS@radiokerry.ie

Booking and Show Enquiries to Melanie O'Sullivan 0667191207

Please book using this link [Booking Form](#)