

KDF CHRISTMAS SHOW 2026 - IMPORTANT INFORMATION

Kensington Town Hall, Hornton Street, London W8 7NX . K.T.H TEL NO: 020 7937 5464

ACCESS TIMES FOR EXHIBITORS:

Friday Nov 27th 19.30 - 21.30 . Saturday Nov 28th 08.00-18.30 . Sunday Nov 29th 08.30-19.30

OPENING TIMES:

Saturday November 28th 13.00-18.00. (LDF members 12.00, wheelchair users 12.30)

Sunday November 29th 10.30 - 16.30 (LDF Members & wheelchair users 10.00)

SETTING UP: You can start unloading on Friday 27th Nov between 19.30-21.30, or from 8.00am on Saturday November 28th. Tables will be ready for you to start setting up. If you have any issues with your table position it is VITAL that you contact a KDF staff member. **You CANNOT move your table position** without discussing with KDF staff first. They have been positioned very carefully to benefit exhibitors & visitors to the show. At this point there is usually little we can do, but we will try our best. The doors will open to the public at 13.00 on Saturday but LDF cardholders will be allowed in at 12.00 with one guest (max 100 people).

The marshals on site will direct you onto the loading bay, Vehicle Passes are **ESSENTIAL** if you need access to the forecourt on set up & breakdown. Vehicle passes will be emailed to all who have requested them nearer the show.

We have porters available to help with unloading. If you are travelling to the show by yourself or have a large stand & would like help from one of our porters, you can book them on a half hour basis in advance (£10/30 mins) Please let us know in the office if you wish to do this, otherwise you may have to wait until a porter becomes available for you.

PARKING: The normal price to park is from £4.90 per hour or up to £33.00 for 24 hrs. We can usually offer you a 24 hr pass for Saturday & Sunday for £20 per day & a Friday evening pass for £10 in case you wish to park there prior to the show. (this will be confirmed soon) You **DO NOT** have to request this in advance. A password that we will give you at the show. **LARGE VANS:** (over 1.90m tall) There are limited spaces for high vans in the car park. Please let me know so we can reserve spaces. Try to use vans under this height if possible.

- **BADGES:** Badges will be in your exhibitor pack on your table when you arrive at the show. Please put your badges on when you are unloading & setting up your table. All badges must be booked in advance & a maximum of 2 badges/exhibitor are allowed. If you need an **extra badges it will cost £5**. Badges must be worn at all times for security reasons. If you are not wearing your badge you can't come in, even if we know your face. Please return badges at the end of the show. Please also make sure that your **TABLE CARD** is clearly visible on your stand.

PRESS/TRADE: Members of the Press registered with us will be wearing lanyards with their details. We ask all photographers to check with exhibitors individually before taking photos of work, so if you are unsure you can say no. Remember, websites, blogs, facebook etc are great publicity tools & a good way to spread news about miniatures. Trade Buyers who have registered with us will wear a lanyard with their details too.

- **ELECTRICITY:** All stands have access to electricity. Please only use flat bar socket adaptors & proper safety rated flat extension flex (we do have spares of these, so ask at Reception if you need to borrow one). No double plugs are allowed. Try & shield any halogen bulbs used, and use fire retardant fabrics. We advise you to have your stand well lit. We do have spotlights available to borrow from our Reception Desk if you need.

STALL SITTERS: If you are doing the show by yourself, we can supply a stall sitter to give you a break. Please make us aware that you are on your own when you arrive, and we will arrange someone to help you. Please calculate tips at £5 per hour.

INSURANCE: We only cover public liability, not any loss or damage of yours or inflicted by you on other stallholders or Town Hall premises or fittings. I advise you to think about getting insurance yourselves as well. We recommend Hiscox Insurance Tel: 0845 213 8440

FIRE SAFETY: Please only use flat bar socket adaptors & proper safety rated flat extension flex (we do have spares of these, so ask at Reception if you need to borrow one). No double plugs are allowed. Try & shield any halogen bulbs used, and use fire retardant fabrics. We advise you to have your stand well lit.

REFRESHMENTS: Tea & coffee will be available free of charge for exhibitors from the Ground Floor kitchen throughout the show & during set up. Please bring your own mug we do not supply disposable cups although mugs can be purchased for £4 from our Reception Desk – proceeds go to our Charity. The Miniature Kitchen Café on the 1st Floor will also be open from 10am on Saturday for sandwiches & they will be open from 9.00am on Sunday for our Exhibitor breakfast & walkabout.

PLEASE REMEMBER: The tea & coffee service is a FREE service that KDF offer for your benefit. In the past we have had problems with exhibitors being very rude to KDF staff regarding this service. We try to keep up with supply levels, but it is up to exhibitors who use this service to inform us when supplies are running low, or any other issues. We also ask that you keep this area clean & tidy for other users.