



BEAUFORT  
POLO CLUB

## GLoucestershire Festival of Polo Country Fair

**Saturday 9<sup>th</sup> & Sunday 10<sup>th</sup> June 2018**

### **TERMS & CONDITIONS OF TRADING**

#### **Opening times and arrangement of stands**

- The Country Fair will be open to the Public from 10.30am until 6pm on Saturday 9<sup>th</sup> & Sunday 10<sup>th</sup> June 2018.
- Displays must be contained within the space allocated. Items placed outside are liable to be removed.
- Exhibitors are reminded when booking open space that no allowance will be made between or behind stands for guy ropes, storage vehicles etc.
- Traders shall not have any mobile flags, blimps, kites or loudspeakers on site.
- Exhibitors should arrange for their displays to be staffed at all times the Event is open to the public.
- Exhibitors may only display and sell goods that have been described on their entry forms.
- Exhibitors may not sub-let any of their allocated space to other traders.
- All packing materials and boxes are to be tidily contained and, if possible hidden from sight.
- No exhibitor may start to dismantle their stand until 6pm on Sunday, 10<sup>th</sup> June.
- All refuse must be disposed of tidily and sites cleared of rubbish at the end each day.

#### **Setting Up**

- Setting up may take place between 7.30am and 10.15am on Saturday, 9<sup>th</sup> June.
- Anyone wishing to set up on Friday 8<sup>th</sup> June **MUST** obtain permission from the organiser in advance.
- After unloading, all vehicles must re-park in the designated exhibitor car park areas. Vehicles will not be allowed back on the site during trading hours.
- Exhibitors wishing to stay overnight may only do so having obtained permission from the organiser.

#### **Lighting + Facilities**

- Electricity sockets are available at an additional cost (for covered stands only) and must be requested on the entry form.
- All electrical equipment used must be to a safe standard with certification. No independent generators are permitted on site.
- Power supplies for open stands to be by special arrangement with the Organiser.
- Traders should be aware that whilst the site generally has reasonable network coverage, 3G/4G is not guaranteed and we recommend traders check coverage in advance of the event. WiFi is not available for traders.
- Extra space can be allocated for demonstration areas. Please indicate on your entry form any requirements as all requests must be made prior to the event. Please note that this may affect your site position and a demonstration area will incur additional charge.

#### **Security**

- The security of stands and their contents will be the sole responsibility of the exhibitors and neither the Beaufort Polo Club, or any of their staff, or associates can be responsible for damage or loss by theft, fire accident, water or any other cause whatsoever in connection with property introduced by any exhibitor, their representative or any other person.
- Exhibitors should, in their own interests, affect their own insurance against all risks.
- There will be overnight security staff on Saturday 9<sup>th</sup> June but this in no way reduces exhibitors' responsibility outlined above.

#### **Personal Injury**

- Neither the Beaufort Polo Club nor their staff will be responsible for any personal injury incurred by any exhibitor or their representative or any other person.

#### **Programme**

- Exhibitors will be listed in the programme for the day, provided their submissions are made by the published copy deadline. Please ensure the information on your entry form is correct, as this will be used to draft your entry in the programme. Your telephone number will be included unless you make it clear that you do not wish it to appear.

#### **Admission Tickets**

- Each exhibitor will be allocated one pass to admit one vehicle plus 2 x personnel entry passes for each day. Stand allocation and directions will be sent in early June 2018. Additional vehicle/personnel entry passes are available at cost via the organiser.

#### **Cancellation**

- Traders are advised to take out their own insurance to cover the unlikely possibility that the Beaufort Polo Club has to cancel the event. In such circumstances the Beaufort Polo Club would not normally refund site fees. Only in exceptional circumstances will entry fees be refunded to traders in the event of their having to cancel.

I fully understand and accept the above Terms and Conditions for me to Trade at the Country Fair.

Signed: ..... Date: .....

Name (please print): .....

**Please return to Onside Consulting, Church Farm, Long Newton, Tetbury, Gloucestershire GL8 8RS**