

GLOUCESTERSHIRE FESTIVAL OF POLO COUNTRY FAIR **Saturday 8th & Sunday 9th June 2019**



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 8th & Sunday 9th June 2019.
- 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. Exhibitors bringing their own marquee/gazebo/portable unit are advised that any such structure or display will have to meet the Health and Safety Officer's requirements.
- All exhibitors will be sent a Health & Safety Declaration Form for completion prior to the event. Failure to complete and return the declaration may result in the organiser refusing participation at the event and monies will not automatically be refunded.
- Each exhibitor should fully insure their Exhibit at the Trade Stand and the Exhibitor's fixtures and fittings. Exhibitors should also hold adequate third party insurance in respect of the Exhibitor's use and possession of the Trade Stand along with public liability insurance cover.
- Traders shall not have any mobile flags, blimps, kites, banners, drones or loudspeakers on site.
- Exhibitors may not sub-let any of their allocated space to other traders.
- Exhibitors should arrange for their displays to be staffed and open 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 must comply with all relevant Trading Standards legislation. The sale of alcohol for consumption within the showground is restricted to stands who have tendered for and been granted the right to sell alcohol.
- Hospitality – whether free or otherwise - is not permitted on trade stands. No Exhibitor other than Official and Mobile Caterers will be allowed to sell drinks or sell prepared or take-away food for consumption on the Showground. Wine and/or alcohol companies who are Exhibitors will be allowed to give free sampling of their wines and also sell and accept orders by the bottle or case in accordance with the Licensing Act 2003.
- 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, 9th 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, 8th June.
- Anyone wishing to set up on Friday 7th June **MUST** obtain permission from the organiser in advance. Note there is no overnight security on the Friday.
- 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 Limited, nor any of their staff, nor 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 8th June only, but this in no way reduces exhibitors' responsibility outlined above.

Personal Injury

- Neither the Beaufort Polo Club Limited 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 2019. 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 Limited has to cancel the event. In such circumstances the Beaufort Polo Club Limited 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, GL8 8RS. Email: jmusson@onsideconsulting.co.uk