

# **FIBREFEST 2009**

## **TRADE STAND TERMS & CONDITIONS**

Exhibitors at Fibrefest 2009 are required to read the following regulations before making their entries. The regulations have been set out by the Organisers (BHNF) in agreement with the Coldharbour Mill Trust.

**Exhibitors and Organisers:** – For the purpose of this document ‘Exhibitors’ shall be understood to refer to anyone with a trade stand, exhibition, demonstration, workshop or display at Fibrefest 2009; ‘Organisers’ shall be understood to refer to be the delegated individuals of Blackdown Hills Natural Fibres.

**1. Exhibitors – Subject to Rules:** - All Exhibitors and their servants entering the event will be subject to the Orders, Rules and Regulations of the Event, and of the Stewards, Officials and Organisers. Any exhibitor who does not comply with the orders of the Organisers and Officials will be expelled from the event. The Organisers and Officials are empowered to order out of the event any exhibitor infringing the Regulations or who has obtained entry under false representation.

**2. Closing Date for Entries to Fibrefest 2009 –Wednesday 1st April 2009. There will be a surcharge of 10% on all applications received AFTER 1<sup>st</sup> April 2009.**

**3. Application for space.** All applications must be made on the appropriate booking form, which must be signed by the Exhibitor or his/her representative, such signature being an acceptance of all of the regulations. A cheque for all costs made payable to **BHNF** must accompany the booking form.

The Organisers reserve the right to refuse any entry whatsoever, whether received prior to the closing date for entries or not, and also reserve the right to cancel any entry which may have been accepted, without any reason being given.

**4. Description of Exhibits in the Fibrefest 2009 Directory.**

Each Exhibitor’s contact details and a description of their products or services as written on the application form will be included in the Fibrefest 2009 Directory and on the Fibrefest Website.

**5. Trading Standards Regulations.** Exhibitors are reminded that they must comply with all relevant Trading Standards requirements.

**6. Withdrawal or Cancellation of Space Reserved.** Where an exhibitor withdraws from the event or cancels a space reserved, for any reason, all fees paid shall be forfeited and the Organisers reserve the right to re-let such space.

**7. Allocation of Space.** The allocation of sites and positioning of trade stand space will be entirely at the discretion of the Organisers, although every endeavour will be made to meet the Exhibitors’ needs. If an Exhibitor does or does not wish to be placed alongside another particular Exhibitor this must be noted in writing **at the time of applying**. Similarly Exhibitors should notify the Organisers if they wish to share a space with another trader / organisation and should receive permission in writing / email in order to do so.

**8. Sub-Letting.** No Exhibitor shall sub-let any portion of space allotted to her/him or move to any other site other than that allocated to her/him.

**9. Exhibits MUST be confined to the space allocated and paid for.**

**10. Times of Opening.** All tradestands must be open and staffed throughout the time the event is open to the public (10am – 5.00pm on Saturday and 10am – 4.30pm on Sunday).

### **11. Stand Preparation, Admission, Delivery and Removal of Exhibits.**

Exhibitors are requested to set up their stands by no later than 9pm on Friday 21<sup>st</sup> August 2009.

Exhibitors with any large machinery / livestock should talk through access needs with the Organisers when making the application.

Goods and packages cannot be received by the Organisers and should not be sent to Coldharbour Mill unless there is a representative on the stand to receive them.

**No part of any stand may be closed / dismantled until 4.30pm on Sunday 23<sup>rd</sup> August.**

**Vehicles for the removal of stands will not be allowed access until all members of the public are clear of the site on Sunday 23<sup>rd</sup> August.**

**All exhibits and stands must be cleared from site by 8.00pm**

**12. Catering.** No Exhibitor in Fibrefest is permitted to prepare, serve or sell any foodstuffs or drinks on their stand without prior consent and relevant catering approval.

### **13. Event Admission, Tickets and Passes.**

**SET UP / BREAKDOWN PASSES (Red) :-** These are valid from 8am – 9pm Friday 21<sup>st</sup> August & 4:30pm – 8pm Sunday 23<sup>rd</sup> August, maximum of 4 red passes are allowed. During set up exhibitors will be given a 40 minute unloading slot. The time for this slot must be adhered to no exceptions will be given.

**EXHIBITOR PASSES (Yellow):-** These are Valid from 8am Saturday 22<sup>nd</sup> August to 8pm Sunday August 23<sup>rd</sup>. Passes will be automatically sent to each Exhibitors, 3 per stand per day are allowed.

### **14. Setting Up Stand and Restocking During Event.**

Vehicles can gain access to the event for the purpose of stand setup .Set up times are between 8am – 9pm Friday 21<sup>st</sup> August. Each exhibitor will be allocated a 40 minute slot during set up. Breakdown times are 4:30pm – 8pm Sunday 23<sup>rd</sup> August. Restocking can take place between 6pm -8pm on Saturday 23<sup>rd</sup>.

**15. Protests, Demonstrations, Deputations & Delegations** are strictly prohibited.

**16. Placing of Exhibits.** Exhibitors are required not to place exhibits, boards or placards of any description beyond the limits of the space allotted to them or in such a way that they obscure either the event signs or an adjacent stand. Any flagpoles must be cleared in writing by the event organisers. Any articles placed in contravention of this rule will be removed.

**17. Advertising banners.** Advertising banners within the space booked and paid for by the Exhibitor are permitted but are strictly prohibited elsewhere.

**18. No stand or exhibit or part thereof may exceed 2.5 metres in height without the permission of the Organisers.**

**19. Vehicle Exhibits:** There is no access for vehicles as part of any Exhibitor's stand.

**20. Litter:** Exhibitors are required to keep their stands and the portions of the avenues and alleys immediately adjoining their stands clean at all times during the event. Any litter and refuse generated should be placed in suitable receptacles and put out for collection at the end of the event. At the end of the event the site must be left in a clean and tidy condition. The Organisers reserves the right to charge for clearance of excessive or dangerous litter.

**21. Damage:** The Organisers will not be responsible for any damage, breakage, loss or injury arising from any cause either in transit, erection or during exhibition, howsoever caused.

**22. Responsibility for Exhibits:** The Organisers will not be responsible for the safe keeping of any article exhibited but will require Exhibitors to take charge of their own property.

**23. Generators:** No generators whatsoever are permitted in the Fibrefest 2009 exhibition area.

**24. LPG Cylinders:** LPG cylinders are not permitted in the Fibrefest event.

**25. Petrol, Spirits, and Flammable Liquids:** Petrol, Spirits and Flammable Liquids are not permitted as part of the Fibrefest event.

**26. Accidents.** The Organisers will not be responsible for any accidents, fatal or otherwise, that may arise from an Exhibitor reserving a trade stand or exhibition area at the event. It is a condition of entry that each Exhibitor shall hold the Organisers blameless and indemnify it against any legal proceedings arising from such accident. This rule will also apply to any contractor or sub-contractor employed at the event.

**27. Livestock:** Cloven hooved animals are not permitted as part of Fibrefest Marquee event and are only allowed in the event paddock area as specifically agreed in writing by the Organisers. If you intend showing livestock on your stand, please indicate on the application form and details will be sent to you as to the specific area you will be allowed to exhibit.

**28. Dogs:** Exhibitors are not encouraged to bring dogs into the event. If, however, this is essential, dogs must be kept on leads at all times and the owners must be in possession of cleaning equipment necessary to clean up in the event of a dog fouling the event.

**PLEASE NOTE: No dogs except Guide Dogs will be permitted into the Fibrefest exhibition area.**

**29. External Trading and Distribution of Handbills.** This is strictly forbidden on any area owned or supervised by the Organisers other than on the Exhibitor's paid for trade stand space. This regulation includes such areas as caravan parks, approach roads and lay-bys.

**30. Photographers.** It shall be a condition of entry to the Event that no person shall apply for trade as a snapshot photographer or solicit trade with visitors to the event in any other capacity deemed by the Organisers to be annoyance. Anyone who infringes this regulation may be expelled from the event without recompense. Video/Digital recorders used with the view to the sale of videotapes/Digital Media will NOT be allowed.

Photographs of traders' stands may be taken by the media and by photographers booked by Fibrefest. Acceptance of the Fibrefest Terms and Conditions means that these photos may be used, without charge, for press / promotions relating to Fibrefest in promotional materials / reports etc.

**31. Raffle Tickets.** Raffle tickets may only be sold with the prior consent of the organisers and strictly within the stand space confines. The organisation or society selling the raffle tickets (which includes a local branch or section of a society) must be registered under the Lotteries and Amusements Act 1976 with the Local Authority in whose area the office or Head Office of the society is situated, provided that the society does not put on sale tickets or chances valued at more than £20,000.00 for any lottery and provided that it does not put on sale tickets and chances which, when

added to those sold or to be sold in all lotteries in the same calendar year, amounts to over £25,000.00. If a society wishes to run lotteries which will exceed the amounts mentioned above, then application for registration under the Lotteries and Amusements Act 1976 must be made to the Gaming board of Great Britain. Written consent must be displayed on the trade stand. Games of Chance etc will also need written consents to be displayed on the trade stand.

**32. The demonstration of moving machinery** is strictly forbidden without the prior consent in writing of the Organisers.

**33. Cycles, Motorcycles, Motor Trikes and Farm Bikes** are not to be ridden in the event.

**34. Radios.** The use of private radio transmitters is strictly forbidden.

**35. Traders not booked.** Traders who have not booked and paid for a site and who arrive at the event will on no account be allowed to set up and trade. Any person found to be contravening this regulation will be evicted from the event.

**36. Heavy Goods Vehicles (HGV)** Please be sure to notify the Organisers at the time of booking if you will be needing to bring in a Heavy Vehicle as special access arrangements and parking will need to be made. NO HGV will be permitted access without prior consent.

**37. Safety Requirements: Health and Safety at Work Act 1974**

#### **SAFETY POLICY STATEMENT**

Special attention is directed to the safety requirements outlined in the regulations governing the allocation of space for machinery and other stands. The ruling of the stewards and Organisers on the safety of any exhibit or part of an exhibit shall be immediate and final; but consent to the working of an exhibit shall not relieve any Exhibitor of liability as laid down in the regulations. The Organisers hold the Exhibitors wholly responsible for the observance of statutory regulations governing the safety of machinery exhibited by them. Machines and appliances are accepted for the adjudication on the understanding that they comply with the Health and Safety at Work Act 1974 and the regulations that come under it.

### **38. Show Stand Safety.**

All pesticides are prohibited.

Any substances that may be hazardous to health should be notified to the Organisers and may be prohibited or subject to further specific regulations. Plant, machinery, steam or pressure vessels, lifting appliances etc must only be operated by competent personnel and after ensuring adequate precautions are taken to protect the operator and bystanders. Guards must be fitted; mobile machinery fenced off; static exhibits properly erected, propped and stacked; hydraulic systems locked off or otherwise made safe.

All temporary structures, information boards, fences, flagpoles etc are to be safe for their intended purpose and comply with relevant codes of practice.

### **39. Responsibility of Exhibitors**

The Organisers will not be responsible in any way for any article, plant, machinery or object of any kind exhibited on the event. The Exhibitor shall assume full responsibility therefore including liability for all claims arising out of the exhibition, handling or housing of such exhibits and the conduct of the stand generally. The Exhibitor shall indemnify the Organisers against all claims, damages or expenses whatsoever in any way arising out of the presence of the Exhibitor or his exhibits at the event. Acceptance of the foregoing provisions shall be a condition of entry.

**40. Risk Assessment** All exhibitors must complete a Fibrefest Risk Assessment form with their stand booking. Exhibitors who fail to complete a Risk Assessment form will not be allowed to set up an exhibition stand.

**41. Insurance:** Exhibitors must take out insurance not only as regards their own property but also against third party claims – e.g.: public liability insurance. Proof of insurance cover is required by every exhibitor and must be sent with the stand booking form. Any exhibitor without proof of public liability insurance will not be allowed to take part in the event. Exhibitors should also insure against the event being cancelled due to an act of god or circumstances beyond the Organisers control.

**42. Disclaimer of Liability:** The Organisers will not be responsible for the death, injury, disease or loss caused to any Exhibitor or to his or her servant or agent, or to any animal, insect or thing of whatever nature, exhibited by the said Exhibitor, regardless of the cause of death, injury, disease or loss arising.

The Exhibitor of any animal, insect or thing of any nature whatever will indemnify the Organisers for any damage, loss, injury or disease occasioned by the said Exhibitor, his servant or agent, or by the said animal, insect, or thing, however such damage, loss, injury or disease shall be caused.

**BY ORDER of Fibrefest / Blackdown Hills Natural Fibres, the ORGANISERS.**