

## **Tavistock Garden Festival 2017 Conditions of Entry for Traders and Exhibitors**

**The Garden Festival Organising Committee's decision is final on all matters concerning the Trade Stands. The Committee reserve the right to refuse any application without assigning any reason for doing so.**

**Sites will be allocated on the basis of first-come first-served by the Trader Liaison Officer and will, as far as possible, take into account the reasonable requests of traders.**

**All sites will be available for set up from 7:30am on Sunday 28<sup>th</sup> May. Traders are required to be ready to start trading by 10am and to continue until 4pm on both days**

**CLOSING DATE FOR APPLICATIONS IS FRIDAY 28th APRIL 2017**

**Booking Confirmation** - Exhibiting and trading is by booking only, when we have received, and accepted your application form and payment, a confirmation letter will then be issued. If you have not received a confirmation letter by 12<sup>th</sup> May 2017 please contact us.

### **Cancellation and Damages**

- Exhibitors have no claim for damages of any kind, against Tavistock Town Council/Garden Festival in respect of any loss or damage, or for the refund of fees paid to Tavistock Town Council, as a consequence of the preventions, postponement or abandonment of the Festival for any reason.
- Tavistock Garden Festival reserve the right to reallocate stalls or refuse bookings without giving reasons.
- Tavistock Garden Festival reserve the right to cancel any booking up to 30 days before the event and will refund any fees paid less 10%. The 10% retention is to support administration costs.
- Exhibitors wishing to cancel their booking must do so in writing. There will be no refund of any fees paid to Tavistock Town Council by Exhibitors who cancel their booking less than 30 days before the event.
- Any refunds made by Tavistock Garden Festival under the terms above, shall be based solely on fees previously received from the relevant Exhibitor. Tavistock Town Council shall not become liable for any consequential losses including, but not limited to, opportunity costs or losses incurred by the Exhibitor.

**Prohibitions** - the sale of lottery, scratch cards, or raffle tickets, games of chance or auctions are not permitted, neither is use of microphones.

### **Health and Safety**

- Traders and Exhibitors must adopt safe working practices, comply with the safety guidelines of the Festival and co-operate with the Duty Officers. A risk assessment form (forms will be issued with receipt of payment or can be downloaded from our website) must be completed and available for inspection.
- Exhibitors must comply with legislation relating to Health, Safety and Hygiene. Food traders must be registered with a local authority.
- Any electrical appliances used on site must comply with PAT Safety regulations. Gas Appliances must be Gas Safety Tested.
- Generators - Exhibitors wishing to use a generator must seek prior authority and be risk assessed. Details of size, means of noise suppression and details of certification must be available for inspection.

- Parking is not permitted on site (this is essential to allow for emergency access) You may stop outside the site entrance to off load, please then move your vehicle as soon as possible.
- In cases of emergency comply with direction of the Duty Officers.
- Smoking - No smoking in any marquee (large or small) or enclosed area.

**Insurance** – Applicants must agree to indemnify the Council against all actions, claims, proceedings, costs, expenses and demands made against the Council as a result of any loss or damage suffered by members of the public by reason of his/her use of trading space. All traders must be covered by Public Liability Insurance, a copy to be included with final payment and this must be displayed and available on the stall on the day of the event.

**Payment** - Cheques should be made payable to 'Tavistock Town Council' and forwarded to the Event Coordinator together with completed application form and a copy of public liability insurance.

Please read the above Conditions of Letting and satisfy yourself that you are able to comply with these conditions before making your application.

Yours faithfully

A handwritten signature in black ink that reads "D. Carruthers". The signature is written in a cursive style with a large initial 'D'.

Duane Carruthers  
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