



## EXHIBITOR TERMS AND CONDITIONS

### DEFINITIONS

The term Exhibitor refers to any persons(s), firm or company who has made an application for and has been given a pitch at the event.

The Event Management Team are the Tavistock Town Council Officers responsible for the management of the event.

### APPLYING FOR THE EVENT

Exhibitors wishing to apply to trade at the event must complete the appropriate Application Forms and submit along with a photo of their exhibit &/or brochure/website of the products/services on offer.

Successful applicants will be required to pay in full for their trading pitch within a specified timeframe. Only once payment and all appropriate documents are received will the booking be confirmed. Failure to make payment and submit the appropriate documentation in the given timeframe will result in a cancelled provisional booking.

The payment of a deposit will not guarantee allocation of ground if the above terms are not met.

All traders are required to trade until the event officially closes (approximately 9pm/9.30pm). No traders are permitted to pack down or attempt to move their vehicles before the events management team confirms the event has closed.

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 Exhibitors must be covered by Public Liability Insurance, a copy of which is to be submitted to Tavistock Town Council along with the relevant risk assessments and Food Hygiene documentation (if appropriate).

Exhibitors will be required to produce proof of identity before setting up, with the required documentation available for inspection throughout the event.

Successful applicants will be issued an Exhibitor Card upon receipt of payment and documentation, cards must be available on the day of the event.

Stall-holders to whom the provisions of the Food Hygiene (Markets, Stalls and Delivery Vehicles) Regulations 1966 (Food Traders), will be required to comply with the Regulations in full, including the following which have been requested by West Devon Borough Council:

- Food businesses preparing and selling cooked food products or foods which require cooking, with the exception of candy floss, may only operate from vehicles or trailers specially designed for the purpose. Any food business found to be preparing and selling cooked food products other than from a vehicle or trailer will immediately be removed from the site.
- Food businesses must comply with all food safety requirements of the Council's Environmental Health Officers. Any food businesses found to be contravening these requirements will, unless an immediate acceptable remedy can be found, be similarly removed from the site and will not be





allowed to return. Also enclosed, to help you in the above assessment, is a Food Safety Check List which must be returned with your payment.

## **EXHIBITING**

The location of trading pitches is allocated by the Event Management Team.

Any space allocated is for personal use for the trade specified. Sub-letting and change of trade is not allowed.

Any person found to be sub-letting will immediately be removed from the site, as will be the sub-tenant.

No space will be let for "mock auctions"; any person so trading will immediately be removed from the site.

Pitches can be restricted to a depth of 10 feet (dependent on location of pitch with overhangs permitted at a maximum of 4 feet).

Stalls of greater depth or frontage than that specified will not be allowed.

No goods shall be hung or displayed on or in the overhang area unless express permission is obtained from the Event Management Team.

Names and addresses of Traders must be displayed prominently on the pitch; (members of N.M.T.F. may display their names and the address of N.M.T.F.).

Two-foot fire breaks where provided are to be maintained clear of obstruction.

An appropriate fire extinguisher dependent on your offer must be provided by the stall-holder and this is to be displayed in a prominent position. Failure to comply will result in the stall not being permitted to operate. Fire Risk Assessment forms must be COMPLETED & RETAINED for inspection by the Safety Consultant on every pitch.

No Exhibitor shall commence to erect his or her stall before 5.45 p.m. on Tuesday 8<sup>th</sup> October.

Any site which has not been claimed by 8.00 a.m. on Wednesday 9<sup>th</sup> October (Goose Fair Day) will be re-allocated and any deposit or rents paid will be forfeited.

In the event the Exhibitor wishes to cancel their booking the Event Management Team reserve the right to retain 100% of the fee paid. If the Exhibitor wishes to cancel their booking, written notice should be given to the Event Management Team with a sufficient period of notice. If the Event Management Team are able to secure a new booking consideration will be given to a refund of funds.

Any amplified music or public address systems used shall be kept to a reasonable volume so as not to cause nuisance.

As part of the Fire Risk Assessment, generators will be inspected by the appropriate bodies to ensure compliance. Generators shall not be excessively noisy and shall not exceed 110 volts except where the installation is protected by an approved circuit breaker.

Mains electricity from any source is not allowed and no cables are to be attached to lamp posts or other street furniture etc.





Insulation of all electricity cables must be in perfect condition and all cables must be safely located.

On the day of the event, no vehicles, vans etc. will be allowed in the event area after 8.00 a.m. and all vehicles shall be removed by 8.30 a.m.

No vehicles whatsoever shall be allowed to park behind any stall unless specific permission has been granted by the Event Management Team.

No vehicles may be parked in any areas of the event not occupied by stalls or Showmen's equipment.

Limited Exhibitor parking is available on a first come first serve basis at the nearby Riverside car park - £2.50 per day (correct at time of issue, but check with West Devon Borough Council on day of parking).

The use of hydrogen-filled balloons is strictly prohibited.

Only the sale / promotion of items detailed within the Application Form are permitted, any items not detailed within the applicant found on the exhibit will be asked to be removed and depending on the severity of the breach in the terms of trading Exhibitors may be asked to leave the event.

Items that are prohibited from sale at the event include products of a dangerous nature e.g. pellet guns, legal highs and associated drug paraphernalia as well as smoking goods including vape products and items of obscene or of an illegal nature are excluded.

Failure to abide by any of these conditions will result in being asked to leave the event and will prevent attendance at future events.

In the case of an emergency please contact the event organisers and / or the emergency services on 999. All Emergency Services have a copy of the event layout to enable them to attend to any such emergencies. Raynet Communications coordinate the coms of the event and are located in the control centre on Russell Street.

The Event Management's decision on the allocation of space and all such matters is final.

The Event Management Team reserve the right to exclude or remove from the event any person(s) whose presence is or is likely to be undesirable with the nature of the event.

For any general operational or booking enquiries please contact either 01822 616134. On the day of the event please contact 07714 222346.

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

