

Event~Reality TERMS AND CONDITIONS.

TERMS & CONDITIONS INCLUDING RULES & REGULATIONS

The following is applicable to **all** (craft stalls, food producers & gift stalls etc) participants at Event~Reality or client events.

- 1. Space** will only be reserved when a correctly completed, SIGNED application form is received accompanied by full payment. The allocation of space will be for the area booked. Telephone bookings will only be accepted from established clients. Standard stall/stand size is 6' frontage by 6' deep. Stalls will be allocated on this basis unless other arrangements are made. The organisers reserve the right to allocate sites at its sole discretion and the re-positioning of stalls/exhibits will not be allowed.
- 2. Exhibitors, operators and retailers** will be responsible for the safety and absence of health risks at their stand. The Health and Safety at Work Act 1974 must be complied with at all times so as to ensure the safety of all concerned including members of the public. All signs and displays must be properly erected. Adequate guarding of moving machinery parts must be provided and where necessary public access barred to the immediate vicinity of any dangerous products, places, process or activities.
- 3 Safety Requirements.** Special attention is directed to the safety requirements outlined in these regulations. The ruling of the organisers on the safety of any exhibit, or part of an exhibit, or stall shall be immediate and final; but consent to the working of an exhibit/stall shall not relieve any exhibitor/stall holder of liability as laid down in this document.
- 4. Fire Precautions** The Regulatory Reform (Fire Safety) Order 2005. You should be aware that this regulation could apply to you. If one or more persons are employed, a Fire Risk assessment has to be carried out and significant findings of the assessment provided.
- 5. Electricity.** All exhibitors and stalls **MUST** comply with the 'Electricity at Work' regulations 1989 or any subsequent legislation. All participants using electricity must use weatherproof cable & sockets that comply with the above regulations. The organisers will not be responsible for any loss or damage arising from any error in the allocation of space or from any encroachment by one exhibitor/stall holder on to the space allotted to another.
- 6. Disability Discrimination Act 1995.** As of October 1999 under part 3 of the Disability Discrimination Act 1995, it is unlawful for a provider of services to discriminate against a disabled person in refusing to provide, or deliberately not providing access to any service which is provided to members of the public.
- 7. Fire Precautions.** If applicable, all exhibitors/stall holders are required to supply a suitable fire extinguisher applicable to any risk posed by their equipment. As a minimum a 2kg Dry Powder Extinguisher and a light dry fire blanket should be provided. New portable fire extinguishers are to comply with current UK end EU requirements. Any existing portable extinguishers are to comply with current UK end EU requirements. Fire Extinguishers must be located in a conspicuous point. Fire Blanket must comply with current UK end EU requirements. Fire Extinguishers should be maintained in accordance with current UK end EU requirements.
- 8. Electrical Installations** should be installed and maintained in accordance with the provisions of the EEC Regulations for Electrical Installations. The Fire Officer/HSE/Event Manager may request that you produce evidence that your electrical equipment has recently been checked by a competent electrician and complies with current I.E.E Regulations.
- 9. Gas.** Containers of liquefied petroleum gas (LPG) should be protected against unauthorised interference and accidental leakage. LPG cylinders (both full & empty) should be kept in the open air away from other flammable materials. LPG cylinders should be sited outside the structure with their valves readily accessible in case of emergency.
- 10. Responsibility.** The organisers will not accept liability for any losses, thefts, damages however caused to any exhibitor, or his servant, or to any article or property brought into the show or whilst entering/leaving the show or for any legal action taken on behalf of, or by, members of the public or other bodies. The organisers will not be responsible, in any way, for any plant, article, machinery or object of any kind exhibited/displayed. The participant shall assume full responsibility for any action or claims arising out of the exhibition, handling or housing of such exhibits and the conduct of the stand generally. The participant shall indemnify the organisers against all claims or expenses whatsoever in any way arising out of the presence of the exhibitor, family, employees or his exhibits at the event.
- 11. Admission and Removal of Exhibits/Stalls.** Event~Reality shall have full and free right to refuse to accept an entry, to cancel any entry after being made and accepted, to refuse admission to the show of any proposed exhibit/stall and/or to remove, or order to be removed, at the risk and expense of the owner thereof, any exhibit or stall which has been admitted to the event. There shall be no obligation upon the organisers to make or offer any explanation or reason for any such action. The organisers shall not incur any liability or responsibility in this matter.
- 13. Set Up/Breakdown & Trading times.** All stalls **MUST** be set up by the advertised opening time on each of the event show days. Access may be gained in line with your confirmation advice.
Stalls/stands/exhibits will not cease trading until the agreed or advised closing time.
Stalls/stands/exhibits will not dismantle until the agreed or advised closing time on the last event day.
Stalls that finish early will have following/subsequent bookings cancelled.
- 14. Cancellations and/or failure to attend.** In the event of the cancellation of trade space booked, for whatever reason, the organisers will be under no obligation, under any circumstances, to refund the fees. YOU are liable for the outstanding fee if you fail to show up for an event. Withdrawal (cancellation by you) from an event requires 2 full weeks notice in writing.
- 15. Application forms** will not be accepted without a signature to signify acceptance of these conditions. A **LARGE SAE** must be enclosed with each application.
- 16. The organisers** reserve the right to alter the programme or any aspect of the event with out prior notice.
- 17.** The participant will supply proof of current public and products liability insurance.
- 18. FOOD/CATERING:** the participant will supply copies of **FOOD BUSINESS REGISTRATION** and latest Local Authority inspection certificates/report.
- 19. Caterers/food** producers are required to provide **copies of Health & Hygiene certificates** for all staff working at the event
- 20. Caterers/food** producers are required to comply with ALL current UK & European health, hygiene and food regulations and laws. The organisers reserve the right to inspect a catering unit at any time during the show. Should standards prove to be unacceptable to the Event Manager caterers will be instructed to cease trading immediately. The appropriate EHO will be notified of our decision. No refunds will be given under any circumstances.
- 21. STALLHOLDERS ARE REQUIRED TO DO THE FOLLOWING: - All stalls must be attractive with floor length table covering to the front and sides. All boxes etc. must be stored out of public sight. Stallholders should ensure that their table is safe. Stallholders must not encroach on the public access ways or other stallholders access. Stallholders are required to leave their area clean and tidy with rubbish left in bags. Stallholders are required to indicate on the application form if they require the supply of a table and electricity (failure to give this indication could result in no table/electricity).**
- 22. Children** are welcome. But please remember that we are running a business and it is **NOT acceptable** for children to be running around, screaming, shouting and disrupting trade.