

## TERMS AND CONDITIONS

**If you submit an application, you are deemed to have accepted the following Terms and Conditions in their entirety.**

### BOOKING & CONFIRMATION

#### FULL COSTS MUST BE PAID AT THE TIME OF BOOKING

Payment shall be made either by Bank Transfer (Sort Code: 20-53-22 & Acct Number 23973247) or Cheque (made payable to "Much Wenlock Christmas Fayre"). You may also pay by cash in person to Lesley Ingram, c/o The Copper Kettle, 61 High Street, Much Wenlock, Shropshire, TF13 6AE by prior arrangement. Your Confirmation of Booking shall serve as receipt of your payment when we send the confirmation during the early part of November. You will need to have this Confirmation of Booking with you when you arrive on site to set up.

This is a popular event. Bookings are on a first come, first served basis, within specific categories, after which a Waiting List will be in effect. We may notify you of your application's status via either e-mail, post, or telephone. Requests for specific pitch locations are subject to size and availability. We will try to honour them as best we can. Space is allocated at the sole discretion of the Much Wenlock Christmas Fayre Committee, which can refuse or disqualify any application or exhibit and need not state the reasons for the refusal or disqualification.

Applications received without Proof of Public Liability Insurance and full payment will not be considered complete until all appropriate documentation, including a Food Hygiene Certificate and/or License to sell alcohol (as applicable) is supplied and all payments due are received.

All stalls/pitches must only promote the company named on the booking form. Promotion of second or third parties is strictly prohibited without written permission from the event organiser in advance. Permission for promotion of third/fourth parties will be solely at the Much Wenlock Christmas Fayre Committee's discretion. Reassignment of or the selling on of stalls/pitches is strictly prohibited.

Charity Stalls will receive a 15% discount off the set outdoor stallholder fee of £40. This applies only to Pedestrianised streets and the Church Green. Charity stalls may be considered for indoor occupation, but no discount will apply.

**CANCELLATION REQUESTS** must be submitted in writing. In order to receive a full refund, notification must be received no later than 31<sup>st</sup> October, 2018. After this date, there will be no refunds.

Please provide full details to whom the refund should be made payable.

## DISCLAIMER OF LIABILITY

Much Wenlock Christmas Fayre Committee shall not in any way, unless legally liable, be responsible for any of the following:

- Any claim for compensation or otherwise concerning the holding of or for anything arising out of or in any connection with the event.
- Any accident that may occur or for the death, injury, disease or loss arising.
- Any claim for compensation or refund in the event of any show being cancelled or disrupted due to bad weather, major incident, civil unrest or any other cause beyond the organiser's control.
- Any loss or damage whatsoever arising from the abandonment, cancellation of any show, and any such eventuality.

## RESPONSIBILITY OF EXHIBITORS

The Much Wenlock Christmas Fayre Committee carries comprehensive Public Liability Insurance to cover claims for which we are legally liable. We expect all exhibitors to have the necessary Public Liability Insurance for shows. We strongly advise them to insure themselves for fire & theft, damage and cancellation. A copy of Public Liability Insurance (if applicable) must be submitted with your booking form. We understand that some small traders may not carry that insurance. In the event that you have chosen not to carry PLI, we will need you to certify that you understand:

- In the event of an issue with the items you sell any and all liability will be solely yours, and
- You are not covered under the insurances carried by the Much Wenlock Christmas Fayre.

This self-certification should accompany your application.

Exhibitors are responsible for the safety (including fire precautions) of their stalls/pitches. The exhibitor shall assume full responsibility for any article of any kind exhibited by them including liability for all claims arising out of the handling of exhibits and the conduct of their stall/pitch generally. The exhibitor shall indemnify Much Wenlock Christmas Fayre Committee against all claims, damages or expenses arising in any way out of the presence of the exhibitor, his staff or his exhibits at the Event. All exhibitors selling alcohol must provide or give access to free drinking water on their pitch.

## SETTING UP & SITE CLEARANCE

We have three different time slots for accessing the site (between 06:30 and 08:30) as well as three different Access Points. Your Access Point and Time will be clearly set out in your confirmation of booking. If you require access to the site at a time or via an Access Point other than that set out by the event organisers, you must request that in advance of the event. Approvals are at the discretion of the Christmas Fayre Committee. If you arrive at an Access Time prior to your allocated time and request access, you will NOT be permitted access until your allocated time.

Exhibitors must not break their stall/pitch down before the end of the event. In the interests of public safety, NO exhibitor/trader will move vehicles on the site during the opening hours of the event, i.e., 10am to 5pm.

All stalls/pitches must be set up in an attractive manner. Boxes must be either stored out of sight, behind the stall/pitch, or returned to your vehicle. **DO NOT ATTACH ANYTHING TO MARQUEE LININGS.**

It is each stallholder's responsibility to keep stalls clean and tidy and to clear the rubbish from their stall/pitch at the end of the show, placing all bags in the rubbish disposal sites provided. In the event the stallholder fails to comply with their responsibility to clear the rubbish from their stall/pitch at the end of the Fayre, the Much Wenlock Christmas Fayre reserves the right to clear said rubbish and to bill the stallholder for all expenses incurred in cleaning the site.

Any exhibitor or company (in the event organiser's opinion) failing to comply with the regulations or any direction from the Much Wenlock Christmas Fayre Committee may be instructed to leave the site. Any fees paid will not be refunded. The event organisers will not be responsible for any loss or damage to stock or expenses incurred, howsoever caused including theft, and all exhibitors/traders must take out their own suitable insurance cover.

## EQUIPMENT & APPLIANCES

It is a condition of your booking that ALL the electrical equipment you wish to connect to the show supply is inspected & tested to the current Institute of Electrical Engineers (IEE) Wiring Regulations. Each piece of equipment must have a sticker showing the date of the test (remember all equipment should be tested at least once a year, so the sticker must not be over 12 months old).

Use of gas appliances requires permission in advance by Much Wenlock Christmas Fayre Committee. All appliances must have a current GAS SAFE tested certificate and users need to be familiar with current standards in the event of fire.

No portable generators, motors or engines of any kind, amplifiers and loud speakers are allowed, unless arranged with the Much Wenlock Christmas Fayre Committee beforehand.

## PUBLICITY & SOCIAL MEDIA

You may appear in photographs and videos of the Fayre. We will use these for publicity purposes. These photos and videos may appear as print materials and/or may appear on social media. When you submit an application, you give your consent to appearing in these images and videos.

## Data Privacy Summary

### What the Much Wenlock Christmas Fayre Organising Committee Does With Your Data

**W**e use the data you supply to the Much Wenlock Christmas Fayre (the Fayre) to allocate stalls/pitches to traders for the Fayre and for other administrative purposes.

**W**e use your data to be able to communicate with you regarding your participation in the Fayre.

**W**e will not share your data with any third parties without your consent.

**W**e have no arrangements for data sharing with any entity outside the United Kingdom.

**Y**ou have the right to withdraw consent for the Fayre to use your data at any time. If you do withdraw your consent, this may result in the Fayre's inability to allow you to participate in the Fayre as a Trader.

**W**e retain your data for ease of administration from year to year. We retain your data for 20 months at which point it is deleted (if held electronically) or destroyed (if it is held on paper).

**Y**ou can find our full Data Privacy Policy at:

[http://www.wenlockchristmasfayre.org.uk/privacy\\_policy](http://www.wenlockchristmasfayre.org.uk/privacy_policy)

**T**he Fayre's Bookings Secretary responsible for the Much Wenlock Christmas Fayre's Data Privacy. You can reach the DP Officer at: [data.privacy@wenlockchristmasfayre.org.uk](mailto:data.privacy@wenlockchristmasfayre.org.uk) .