

PICNIC IN PRIORY

TERMS AND CONDITIONS FOR FOOD VENDORS AND STALLS 2018

If you do not understand any part of these Terms and Conditions, please contact Rough Canvas Events Ltd (RCE Ltd) before agreeing to them and confirming a booking.

A. BOOKINGS

1. All applications for a stall must be made using the Picnic in Priory online registration form except stalls selling or serving food where a different form is required and available on request.
2. Sub-contracting or sub-letting a stall or any part of a stall is strictly forbidden. We expect the trader applying to be the trader running and managing the stall on site.
3. Once an online registration has been made, the application will be reviewed to avoid duplication of similar stalls and to ensure varied and diverse opportunities for customers of the event. If an application is successful a confirmation email together with payment methods will be sent within 14 days of the registration being received. Acceptance of an application is at the discretion of the organiser, RCE Ltd.
4. Pitches will be booked once payment is received on a first come, first served basis.
5. We can advise you of stall availability by email but will not accept bookings without an online registration form and accompanying payment.
6. RCE Ltd reserves the right to refuse or cancel any booking without giving a reason.
7. **ALL BOOKING FEES MUST BE RECEIVED EXACTLY ONE MONTH PRIOR TO THE EVENT DATE.**

B. PRICING

1. A 3m x 3m pitch costs £50 for small independent businesses or £200 for food vendors. Charities and community groups will be charged £25. All payments must be received by 27 April 2018. Payment will be accepted by bank transfer and must be made in full; part-payments will not be accepted. Early payment discounts will be available for payments which are received by no later than 27 March 2018. The discount will reduce the cost to £45 per stall for local businesses; £150 for food vendors; £20 for charities and community groups.
2. A second pitch parallel to the first may be requested if more room is required. You must make this request clear on the online registration. This will take your pitch size to 6m x 3m. The second pitch will be discounted by 50% of the price of the first pitch.

C. STALL HOLDERS ARE REQUIRED TO ADHERE TO THE FOLLOWING

1. Access may be gained at an appointed time notified nearer the date of the event (this will be from approximately 11:00am).
2. Stall holders must co-operate fully with event security in any search of vehicles or stalls if required.
3. All stalls must be setup 15 minutes prior to the advertised start time of 13:00 hours.
4. Support vehicles must leave the public site area by one hour before the start time and may park in the designated stall holder area which will be detailed nearer the date of the event.
5. Stallholders are to supply their own equipment and provision for weather conditions.
6. Generators must be fuelled by diesel only. Petrol generators are strictly not permitted.
7. Stallholders should check that their gazebo and or table(s) are erected correctly and must not do anything to encroach upon gangways, exits or other stallholders' access.
8. Stalls are to be laid out in an attractive and safe manner. There should be no trip hazards.
9. Food traders must be registered with their own Local Authority and must clearly display their food hygiene rating as well as any allergen information on all unpackaged food, as required by law. As a minimum you must display a sign advising consumers that further information is available on request.
10. Stallholders must consider the needs of people with disabilities (e.g. how would you serve a person that is a wheelchair user?).
11. Your stall is subject to inspection by RCE Ltd as well as Local Authority. Stall holders must comply with general legislation relating to Health & Safety. This means working safely to build and dismantle the stall, using the correct Personal Protective Equipment.
12. Stall holders are not to clear away before 22:30 hours unless agreed with the event organiser.

13. Stall holders must notify a member of event staff or security prior to departing the site to be told the authorised route for departure. It is likely vehicles will not be permitted until the site is clear of the public (approx. 23:00 hours).
14. RCE Ltd reserves the right to ban from future events stall holders who do not adhere to the authorised entry and or departure route, driving without due care and attention or driving above the 5mph speed limit.
15. Your stall area must be left clean and tidy at the end of the event.
- 16. ALL RUBBISH MUST BE TAKEN WITH YOU.**

D. PRODUCTS OFFERED FOR SALE

1. No stallholder will be permitted to serve alcohol as a licenced bar is being operated.
2. RCE Ltd will only accept bookings from exhibitors whose stock is acceptable.
3. Anyone wishing to book should send or email photographs of their stock or provide a web address where stock may be viewed.
4. RCE Ltd will vet applications to ensure a reasonable standard of quality and to avoid excessive duplication of any one kind of product.
5. When booking please describe the product(s) that you will be serving or displaying and the price you will be charging. These will be the only products you will be permitted to stock and the prices you must display them at.
6. Any stallholder displaying goods other than those on their original application form at the price stated or subsequently agreed upon by RCE Ltd prior to the event may be asked to remove them immediately or re-price them.

E. ADDITIONAL ACTIVITIES ON THE STALL

1. Stallholders must give full details of any activities which they wish to carry out or demonstrate on the stall on their registration form. RCE Ltd reserves the right to refuse any activities if they duplicate those of another stallholder or are deemed unsuitable for the event.
2. RCE Ltd reserves the right on the day to ask for activities to be stopped if they were not included on the registration form or for reason of health and safety.

F. INSURANCE AND RISK ASSESSMENTS

1. RCE Ltd will not accept responsibility for any loss, damage or theft to your goods or equipment. We therefore require you to take out your own insurances if you have not already done so.
2. RCE Ltd will need to see documentary proof of Public Liability and Employers Liability Insurance prior to the day of the event.
3. RCE Ltd will require a written risk assessment from each stall holder in relation to their stall and activities prior to the day of the event. This does not need to be complex but must include prevention of fire if this is a risk with your stall.

G. ALLOCATION OF PITCHES

1. Pitches will be allocated to ensure an enjoyable event for visitors.
2. RCE Ltd will attempt to place each stall in a considerate and rational manner, though there is only so much we can plan in advance. RCE Ltd reserves the right to re-site stalls upon arrival at the site.
3. For the purpose of assessing future applications and for our marketing we may photograph each trade stall during the event.

H. CANCELLATION OF BOOKING

1. Cancellations will be accepted up to 14 days before the date of the event. We will refund your stall fee minus £10 administration charge.
2. Any bookings cancelled at less than 14 days' notice before the festival, for whatever reason, will forfeit the total stall fee.
3. Cancellations must be advised in writing by email.

Breaches of any of the above Terms & Conditions or general legislation including, but not exclusively, Environmental Health, Food Safety and Health & Safety can result in eviction. If a trader is closed down and/or evicted they shall not be entitled to any rebate.

RCE Ltd will do its utmost to ensure that Picnic in Priory is successful, however we cannot be held responsible for issues beyond our control, therefore rebate will not be given as a result of bad weather,

interruption of power or services, cancellation on the grounds of war or terrorism, cancellation at the request of the police or government, a change of performance programme or necessary re-siting of stalls. RCE Ltd will not accept responsibility for the level of trading during the event.

Contact Rough Canvas Events Ltd with any questions by email to mark@roughcanvasevents.co.uk
In all matters of stall approval, allocation, activity, conduct, cancellation and refund the decision of RCE Ltd will be final.

ROUGH CANVAS EVENTS LTD

Rough Canvas Events Ltd is a company incorporated in England and Wales: 09999488.