

Terms and Conditions for Dorset Food & Venison Festival 2017 Post Green

Your Contract

Your contract is with Dorset Food & Venison Festival and by signing the declaration on the booking form you agree to the terms and conditions of entry onto the Festival site. Your pitch will not be secured without a signed booking form and full payment.

Access/Setup/Breakdown

The event will be held at Post Green, Lytchett Minster, BH16 6AP and detailed access information and maps will be available to you with your confirmation pack.

Access to the site is from 08.00 and all stands must be fully set up and ready to trade by 09:50 as we are unable to allow vehicles onto the site once the gates have opened to the public. We will try to accommodate late comers but this cannot be guaranteed.

Due to the size of the Festival site and the large number of stalls, parking is restricted to one vehicle per stall holder, as near your allocated pitch as possible. An attendant will provide a parking pass and we ask all other vehicles to use the free public parking which is a few minutes' walk from the fair ground. Members of your stall will be issued an entry pass to enter and leave the site to access your vehicles and collect stock if not on the main site. Due to limited space you may not be allowed have a vehicle next to your stand and we will inform you at the time of booking.

The event closes at 16:00 and we ask that you do not dismantle until then. Cars will be admitted back into the field from 16:10. We would ask that all stands, refuse and vehicles to be cleared away by 19:00.

Pitch Allocation

Although reasonable endeavours will be taken to meet any request made by stall holders regarding the positioning of their stand, no guarantees can be given and the allocation of pitches will be entirely at the discretion of the site committee members.

Use of Heating Appliances and Gas Bottles

In the interest of fire safety all external pitch stall holders cooking or heating food and drink using gas bottles are required to supply a suitable fire extinguisher to protect themselves and the public. No naked flames are allowed in the marquee. All LPG cylinders must be located outside the marquee/tent in the open air on firm level ground and secure in the vertical position well away from any unauthorized interference. Butane cylinders may be stored in the operating area providing that they are situated next to the appliance, but away from any heat source, waste or other combustible materials. Spare cylinders, if required, should be stored in a secure area outside. Where LPG/Butane cylinders are being used a powder fire extinguisher should be provided by the exhibitor. Cylinders must not be sited next to emergency exits.

All gas cylinders must be suitably maintained and tubing should be secured using crimped compression fittings. Where required appliances should have flame supervision devices fitted. Please seek advice from your Gas Safe Engineer. All appliances used on trade stands should have an annual Gas Safe Inspection. Documentation should be available on site. Dorset Food & Venison Festival reserve the right to audit this documentation. The connection of appliances to the LPG gas supply should be carried out by a competent person; a trained member of staff who can recognize if the connection is faulty or damaged is acceptable.

Food Hygiene

Food is our business and stall holders catering on their stands are reminded that they must conform to the requirements of the Food Hygiene Regulation 1997 and relevant amendments. The Food Handling & Storage – Food Safety Act 1990 – embraces all forms of catering, from large-scale food outlets to food offered by way of hospitality or even given as prizes. If you are unsure of your status please contact your local Environmental Health department. You also may be asked to display your relevant food hygiene/inspection certificates.

Alcohol & Age Restricted products

Due to alcohol licensing laws if you intend to sell any products that are subject to license under the Licensing Act 2006 you agree to inform the booking team at once. A special area will be set aside for stalls where the main business is the sale of alcohol. The Festival reserves the right to restrict stall holders from the sale of alcohol where the core business is the sale of non-licensed products. You also agree to abide and operate a *Challenge 25* policy if the purpose of your business is the sale of alcohol. Your stall must be manned by a person over the age of 18 for the sale of alcohol. If you intend to sell any other product that is subject to age restriction such as knives you must be aware of the legislation surrounding your products and operate a *Challenge 25* policy. The Festival reserves the right to restrict the sale of age restricted products on site.

Allergens & Food labeling

Under legislation you must ensure that by attending Dorset Food & Venison Festival you are aware of your obligations regarding food labelling and allergen declaration. If you know or believe your food may contain allergens a record charts must be displayed for members of the public to inspect. For more information on food labelling and allergens please contact your local foods officer at your relevant trading standards office.

Water

Exhibitors are responsible for providing their own potable water which should also be used for washing if engaged in food preparation. Exhibitors are responsible for removal of used water from the site and should do so in their own containers. Waste water must not be emptied on the field.

Litter and Waste Disposal

Stall holders are required to keep their stand and adjacent areas clear of litter. At the end of the day, any litter or refuse must be placed in the waste bins/skip provided at the fair.

We also want to be an eco-event and would encourage you to recycle as much of your waste as possible.

Food-to-go stalls are requested to provide their own bins for food waste and to dispose of it off-site. A charge of £5 per bag may apply if the Festival is left to dispose of any food waste. The Festival will provide 2 black waste bags for disposal of NON FOOD WASTE ONLY which we will dispose of for you. Should you need us to dispose of more than 2 bags, a disposal fee of £2.50 will apply to each bag.

Dogs

We permit dogs at the Festival site, provided they are kept on a lead. Fresh drinking water is available outside the bar area. We ask owners to operate a poop-scoop system.

Disclaimer of Liabilities

The Festival will not be responsible for the death, injury, disease or loss caused to any stall holder or their representatives, or to any animal, plant or stock in trade, or vehicles and any item of whatever nature, however such damage, loss or injury shall be caused.

Stall holders' Insurance

Stall holders will assume full responsibility and liability for all claims arising out of the exhibition, handling or housing of exhibits and products and the conduct of their stand generally. Stall holders shall indemnify the Festival against such claims, damages or expenses whatsoever, in any way, arising out of the stall holder or his/her products, at the Festival site. Acceptance of the foregoing conditions shall be a condition of entry.

Stall holders must therefore ensure that they have adequate insurance cover to meet any potential claims. The Festival will ask for a copy of a current insurance certificate at the time of booking.

Identification & Data Protection

All exhibitors must clearly display on the stand, their Trading Name and Address. The details from the application forms will be retained on computer in the Show Office, but such data will not be passed on to other data banks. The name and address of every exhibitor will be printed in full in the Show Catalogue unless otherwise requested.

Electricity

Electricity is available on site by prior arrangement and should be booked direct with the Festival. Silent Generators may be used as long as they cause no nuisance to other exhibitors and comply with current H S E Regulations.

Conditions

Distribution of leaflets is not allowed outside of your stand area. No Auctions, Raffles or Tombola are permitted without written permission from the Organisers, which must be displayed. Demonstrations of small appliances, tools etc. will not be allowed. No exhibitor may call attention to his goods in such a manner to cause annoyance to other exhibitors or

to the public, sales by auction, Dutch auction, shouting, the use of amplification equipment or other unsuitable behavior is prohibited.

Charities

A limited number of sites are offered to local charities at a reduced rate, Charity Registration numbers must be included on the application form and will be checked with the Charity Commissioners.

Cancellation of Event.

Should we need to cancel the event for any reason we will inform you at the earliest opportunity. If we need to cancel we will issue the stall holder with a full refund and a reason why we had to cancel the event.

Should you need to cancel for any reason the following charges may apply and its in your best interests that you inform us as soon as possible.

Cancellation time	Fee applied
Cancellation --- 2 months before event	No Charge
Cancellation --- 30 days before event	£10 fee charged + refund of remaining site fee
Cancellation --- 3 weeks before	£20 fee + refund of remaining site fee
Cancellation --- 2 weeks before	Full site fee charged
No Show at Event	Full site fee charged