



# PETERSFIELD ECO-FAIR STALLHOLDER'S TERMS AND CONDITIONS

## BOOKINGS AND FEES

Booking forms must be completed and returned by 29th April 2022. Payment must be made by 31st May 2022.

## STANDS AND PITCHES

You will be allocated a specific space. Please ensure that your stand does not extend beyond the boundaries of your allocated space. If you require additional space or require side access to the stand please let us know in plenty of time.

We want the event to have lots to see, lots to hear and lots to do, so we encourage stalls to be as interactive and engaging as possible.

One gazebo and one table will be provided per 3m x 3m pitch. The event is taking place on the Heath, so the ground is likely to be uneven. Please bear that in mind for your activities.

The charges for pitches are:

- Charity/community group - £10
- Retail/commercial - £60
- Caterer - £100

## GOODS SOLD

Goods sold must be those described on the booking forms. If there are any changes to your goods please let us know in advance. This is an Eco-Fair therefore we will prioritise goods and services that are sustainable, locally sourced and ethically produced.

## TRADING STANDARDS AND HEALTH AND SAFETY

Stallholders must be aware of and comply with any relevant trading standards, licensing and other requirements and legislation. All stall holders must provide a copy of a risk assessment for the event before attending, taking into account the uneven ground of the Heath. Hygiene certificates must be submitted to the organisers in advance by anyone selling food. All stands and catering units must be maintained in a clean, tidy and hygienic condition throughout the event. Regular monitoring must be carried out by the stallholder to ensure no hazards arise.

## VEHICLES

There are no vehicle movements on the public areas while the event is open to the public. Approved vehicles will be issued with passes in advance. Details of vehicle access for set up and set down will be sent nearer the event time. We will aim to minimise disruption to the Heath.

## FIRE PREVENTION

No generators, petrol or other flammable substances are to be brought to the event without the written consent of the event organisers.



## **ELECTRICITY**

No electricity is supplied to traders, caterers etc.

## **ANIMALS**

Contact the organisers well in advance if you wish to bring animals, birds, fish, reptiles or insects to the show. All care must be taken to ensure the health and wellbeing of living creatures.

## **WASTE**

All stall holders should minimise the waste produced in association with their stall. Food containers and packaging should be recyclable and/or compostable where possible. We will encourage attendees to bring their own cups, plates and cutlery.

## **CLAIMS, INDEMNITY AND INSURANCE**

Each stallholder shall indemnify the organisers against all liabilities, actions, costs, claims and compensations for injury or loss to any persons, or damages as a result of his/her involvement in the event. Each stallholder must adequately insure to cover all his/her liabilities. The organisers are not liable for any theft, loss or damage to persons or property which the stallholder, their agent or staff may cause or sustain from any cause whatsoever.

## **CANCELLATION, ABANDONMENT AND LIMITATION**

In the event of cancellation, abandonment, postponement or limitation of the event, there will be no claim against the organisers who reserve the right to transfer the event to another venue and/or date. The organisers cannot be held responsible for any loss of earnings or expenses incurred by the stallholder as the result of cancellation, abandonment or limitation of the event, the failure of electricity supply, inclement weather, incorrect or non-appearance of advertisements, removal of directional signs or any other factor. If unforeseen circumstances cause Petersfield Town Council or Petersfield Climate Action Network to cancel the Petersfield Eco-Fair, all stall holders will be informed as soon as possible and will receive a 95% refund with 5% being retained to cover administration. Petersfield Town Council or Petersfield Climate Action Network accepts no liability for costs or expenses incurred by the stallholder in the event of cancellation or postponement.

## **STAND AND PITCHES CANCELLATION**

Cancellation of stands or pitches must be received in writing (via email) in advance of the event. The following cancellations charges apply:

- 28 day notice or more - 80% refunded
- 27 days notice or fewer, or no-show - no booking fee will be refunded

## **NON-COMPLIANCE**

The organisers reserve the right to reject or cancel bookings for this and other events from any stallholder failing to comply with any of the aforementioned conditions or with any reasonable request made by the organisers or their staff, either verbally or in writing. The stallholder may also be asked to leave the showground immediately. In this situation there will be no claim against the organisers.