



## **Abingdon Traditional Craft Fair 2019**

### **Terms and Conditions of Booking an Exhibiting Space**

**When you book a space at the above event you are agreeing to the terms and conditions below.**

#### **1. Exhibiting Spaces and Stall Design**

Stall spaces are of varying sizes and prices as shown on the layout plan and stall list. We are not able to provide perfectly scaled drawings for this medieval building but believe the layout plan to be correct within 30cm. Tables shown on the drawings are 6ft long. There is some flexibility in some of the spaces so if you have any concerns please contact the organisers to discuss and we will if necessary go to the building and take exact measurements for you.

Exhibitors may accept the offer of furniture included in the stall price or may bring their own furniture. We can provide further tables and there will be a £16 fee for each extra table which covers use across all three days. Included as standard in 2019 bookings are; one table and two chairs for a single stall; two tables and two chairs for an L shaped stall. There is no discount available for not taking the furniture offered as standard.

Table covers are not provided and stallholders will be asked to cover the tables with a cloth that drops almost to the floor on the sides visible to the public so as to hide stock, belongings, etc and provide a consistent and tidy frontage.

Stalls should be chosen/ designed to suit your style of exhibiting, be safe for the public to walk past and to work considerately with other exhibitors around you. (eg: tall exhibition furniture would be best placed against a back wall or corner; clothing rails should not be put so as to obscure other stall frontages or block the walkway.) In no case should products be placed outside the area designated on the layout plan for that stall.

Please bear in mind that the Abbey Buildings is hundreds of years old. It is the most important historical building in Abingdon and is a Scheduled Ancient Monument. No damage can be caused to the fabric of the buildings whatsoever. (eg: not even a small drawing pin can be stuck into the beams.) However we are permitted to tie string or other

non-damaging cord in order to hang items from the beams and columns and we are permitted to lean items gently against the walls.

## **2. Selection of Exhibitors**

The organisers will make bookings according to a range of criteria which include maintaining a quality and genuine craft ethos for the event, maintaining a good variety of product ranges for visitors to enjoy, providing interest for the public via demonstrations, and ensuring a local element to the range on offer. The organisers' decision whether to take a booking is final and correspondence relating to the decision will not be entered into.

The organisers reserve the right to remove any stall that is presented on the opening day with an unsuitable product range (eg: high proportion of goods not handmade, goods that are unsafe or infringing retail or food hygiene regulations, goods displaying inappropriate taste). The organisers reserve the right to remove any stall belonging to an exhibitor whose behaviour or exhibit is causing concern to other exhibitors, to staff or to the public. The organisers reserve the right to refuse to allow an exhibitor to set up if they have not paid in full or have not produced appropriate documents (eg: public liability insurance, PAT test/food hygiene certificates).

## **3. Booking a Stall**

The process for booking is as follows:

- Using the information provided choose the stall you would like (and a second choice if you want) and fill in the online form (link provided in your Invitation Email) to let us know.
- A deposit invoice (25% in March-May; 50% in June-August; full amount from 1<sup>st</sup> September onwards) will be sent to the email address you have given us and the stall choice given on the invoice will be reserved for 14 days pending payment. If no payment is received, after 14 days the organisers reserve the right to remove the reserved status of the stall and may accept an alternative booker.
- After payment clears in the bank, a confirmation of the booking will be sent by email. This remains conditional upon production of relevant documents including public liability insurance - see below.
- A final balance invoice will be sent on or around 1<sup>st</sup> September also by email. The terms will be 30 days but we would encourage exhibitors to make payment of this in 14 days so that final instructions and marketing information can be sent out to all fully booked exhibitors in late September.
- At present the Friends of Abingdon are not VAT registered. There are long-term plans to register which are unlikely to take effect before the Craft Fair but there is a small chance that invoices raised from October may have VAT added on to the

quoted price. Most craftworkers have normally paid by this time of the year therefore it is not expected to have any impact except on very late bookers.

- In the event of you cancelling your involvement, payments previously made for the stall are not refundable although we will try where possible to put you in touch with someone who may take the stall instead and a compromise may be reached.
- In the event of a cancellation of the Craft Fair by us, all payments made to date for the stall will be refunded although no other liability is accepted.

#### **4. Documents Required**

All exhibitors will need to be covered by £2 million of public liability insurance for all the days of the event including the set up day. Evidence of this must be provided no later than two weeks before the event. A request will be sent with the final balance invoice.

Exhibitors wishing to use electric appliances must have all of them PAT tested in the 12 months before the event. Evidence of this must be provided on arrival if not before.

Where food or drink is to be sold or sampled from a stall, exhibitors, and any staff or helpers they bring with them, must have appropriate food hygiene training and evidence of this must be supplied on arrival if not before. Food Hygiene Certificates must be displayed on the stall.

#### **5. Electric Appliances**

See note about PAT testing in the section above. (Documents Required.)

No kettles or water-boiling equipment are allowed. No heaters are allowed. Equipment which produces intense heat is not permitted unless required for craftwork, in which case this must be discussed with the organisers.

We expect appliances used by exhibitors to be lights, mobile phone chargers, credit card machine chargers, etc. If you intend to use an appliance that has a higher wattage we would prefer it if you could contact us to discuss and if possible, tell us the wattage of the appliance.

If the power system becomes overloaded the organisers reserve the right to unplug any appliance. We will make every effort but may not be able to support all electric appliances.

#### **6. Facilities**

We are hoping to have a café with high quality food and hot drinks at the venue in 2018. This is not yet confirmed however. If no café is available the organisers will provide a

refreshment point in the building where exhibitors may make hot drinks. We will provide hot and cold water and free tea bags, instant coffee, milk and sugar.

Do not bring your own kettle. Do not use a gas burner as any equipment producing a naked flame is prohibited.

We are aiming to provide a dispenser of hot coffee on arrival in the morning so that you can get a free hot coffee before you start trading. This will be cleared away once trading starts though and after this you could go to the on-site café marquee. We hope to once again offer a discount to craftworkers who order from the marquee. Please remember there are also many other good eateries within three minutes' walk of the venue.

There are many other cafes, pubs and shops approximately three minutes' walk away.

There are toilets on the ground floor of the main building.

## **7. Parking, Arrival and Pack Down**

We are not able to provide parking spaces during the event. We have very limited car space and the arrival and set up will have to be carefully co-ordinated according to a timeslot system so that exhibitors do not inconvenience each other on the set up day. Similarly on leaving. These arrangements will be made during October, after discussion with the exhibitors who have booked, about their stock and set up times. Exhibitors will be expected to adhere to the arrangements given out at this time. Exhibitors must be ready to trade during the publicised opening hours of the event, and must not pack down their stalls, or begin moving stock and equipment, before the publicised end of the event on the Sunday.

## **8. Smoking and Pets**

Exhibitors are not allowed to smoke in any of the buildings or in the front courtyard. There is a small garden area at the back of the buildings which will be a designated smoking area for exhibitors.

Pets are not allowed inside the building during the event, except for Guide or Assistance dogs. We do have some room for outdoor gazebo-style stalls. If you need to bring a pet it must be well-behaved and not free to wander around among visitors. Please contact us to discuss an outdoor stall.

## **9. Overnight Arrangements**

There are local B&Bs and hotels we can advise you of, and we may also be able to refer you to an organisation that organises host accommodation in family homes, normally used by student parties visiting Abingdon. Some of these may have parking in the front drive. This

may be a solution that suits your budget but we do not organise this nor take any responsibility for the service you receive. It will simply be a passing-on of the details.

The buildings and courtyard will be locked overnight and we organise a regular visiting patrol by security guards through the night. Any products, cash and exhibiting equipment are left at your own risk.

## **10. Risk and Responsibility Statement**

The entire risk and responsibility as regards all exhibits, and in reference to all consequential and other loss arising therefrom, must be borne by the exhibitor. In no case will Friends of Abingdon or Mushroom Communications hold themselves responsible for any loss or damage, by fire or otherwise. In no case will Friends of Abingdon or Mushroom Communications hold themselves responsible for any losses accessioned to intending exhibitors by the cancellation of the Craft Fair, or from any other cause in connection with the Craft Fair.

## **11. Complaints**

If you have an issue with any part of the arrangements we ask that you make us aware of this and give us reasonable time to address your problem, if we can. Requests that are contrary to anything in these terms and conditions may not be acceded to, although we will try to help where it is possible and does not impact on another exhibitor negatively.

No use of social media should be made in order to influence the outcome of a request or complaint and an exhibit will be removed if the exhibitor is misusing social media in this way.

## **12. Subsequent Years**

No undertakings with regard to stall bookings for the following year can be made during the event this year, nor should staff be expected to remember any verbal instructions about bookings for next year. Successfully trading from a stall position does not imply a right to that same position in the future.

## **13. General Conditions of Use of the Building**

For the purposes of this event, the Abbey Buildings ("Buildings") consist of the two rooms of the Checker, the Undercroft, the Long Gallery and the Lower Hall together with the Front Gardens by the entrance and the Back Gardens to the south of the Buildings.

As user of any of these areas, you commit yourself and your organization and all persons assisting you at this event to strict observance of these Terms and Conditions of Use (“T&Cs”) issued by the Friends of Abingdon (“the Society”).

An exhibitor shall not allow the Buildings to be used for any unlawful purpose or in any unlawful way, nor do anything or bring into the Buildings anything which may endanger the same or invalidate any insurance policies on the Buildings. The User shall not sub-hire any areas in the Buildings.

The Society reserves the right to levy an additional charge after the event has finished to cover the cost to the Society of:

- damage caused to the Buildings or their contents by the stallholder or their agents and not being fair wear and tear.
- missing equipment such as fire extinguishers, vacuum cleaners, tables and chairs.
- any exceptional cleaning required as a result of the actions of the stallholder or their agents.

The Society is insured only for its own liability in respect of the hire of the buildings to third parties and this cover cannot be transferred to the Stallholder. The Society is not liable for the death injury damage or loss of whatever nature caused by or suffered by the Stallholder, their servants, guests, agents and those persons it causes and permits to come onto the premises and resulting from the Stallholder’s actions or omissions.

Bookings are accepted on the understanding that the Stallholder has valid insurance covering personal injury and damage to the premises and equipment and the Society will wish to see a copy of the insurance policy. This must include at least £2 million of public liability insurance.

The Stallholder shall indemnify the Friends of Abingdon in respect of all claims for loss injury and damage referred to above.

*13/02/2019*