



EASTNOR CASTLE

# The Eastnor ChilliFest Terms & Conditions

## Saturday 2<sup>nd</sup> & Sunday 3<sup>rd</sup> May 2020

### Show Details:

- Gates open to the show at 10.30am on each morning last admission to the event is 4.00pm and the show is to close at 4.30pm each day.
- Stall holders will be able to deliver and set up after 1.00pm on Friday 1<sup>st</sup> May, unless agreed otherwise with Eastnor Castle. Access to stalls to restock will be before 10.00am on Saturday 2<sup>nd</sup> May and Sunday 3<sup>rd</sup> May.
- For setting up, clearance and restocking you may bring your van right up to your stand, subject to location, weather and ground conditions; follow directional signage and unload, then vacate the site as quickly and as considerately as possible.
- Stallholder's vehicles must be removed from the event site and parked in the allocated area by 10.00am on both event days. Only in certain circumstances may a vehicle be by a stallholders stand and this is to be arranged with Eastnor Castle prior to the event.
- Breakdown of stalls will be between 5.30pm and 9.00pm on Sunday 3<sup>rd</sup> May.
- Security will be on site during the night but any goods left on site are at your own risk.

### General:

- As agreed on application stallholders must provide Eastnor Castle with a copy of and up to date Public and Product Liability Insurance.
- On receipt of Eastnor Castle's Risk Assessment and Method Statement this must be completed as soon as possible and returned.
- As agreed on application payments must be made by Friday 27th March 2020.

### Liability:

- Whilst we, Eastnor Castle, have comprehensive public liability insurance, we require that all stallholders have current public and product liability insurance. This is for your own interest and a copy of your insurance must be provided to the venue, Eastnor Castle.
- The full cost of making good or replacing any damage caused by the stallholder, their employees, contractors and agents will be met by the stallholder.
- It is the responsibility of each individual stallholder and their staff to ensure that their stall is safe. Eastnor Castle staff have the right to insist upon the repositioning or removal of any item that is deemed to be unsafe. Stall holders are reminded of their responsibilities under Health and Safety Law.

### **Stand Presentation:**

- Eastnor Castle is a quality venue and we ask that your stand be well presented and reflect the theme of the event.
- All stands must display a smart name board, which must carry your business name (at least) and (preferably) a telephone number and/or address. This is a legal requirement.
- Day-glo signs are prohibited.
- The use of loud speakers and public address equipment is prohibited.
- Sales by auction are prohibited.
- The use of individual generators for the power supply is strictly forbidden unless agreed with the organiser.

### **Licensing & Other Legalities:**

- Any stallholders selling produce (food, drink or plants) labelled as 'organic' must be certified organic producers.
- Stallholders selling food products are reminded of their responsibilities under the Health and Safety Acts, Food Safety Act, Electricity at Work Act and trading standards law. It is the responsibility of stall holders that they comply with all statutory requirements regarding hygiene, safety, labelling weights and measures. **Copies of the relevant Hygiene Certificates should be supplied to Eastnor Castle.** The Food Standard Agency has produced a useful booklet that summarises the requirements of the latest food safety laws. This can be downloaded from [www.food.gov.uk/multimedia/pdfs/hygienebusinessguide.pdf](http://www.food.gov.uk/multimedia/pdfs/hygienebusinessguide.pdf)
- Stall holders are responsible for 'policing' the products that they are selling or sampling. It is your responsibility to ensure that the public are aware of any adverse consequences that sampling your products may result in. This is especially important in relation to any particularly hot sauces you may market. People are visiting to have a good time and not to experience discomfort!
- All electrical equipment must have been tested for electrical safety by a competent person within the last twelve months and be clearly marked with the test results. Stallholders will not be permitted to use or connect any equipment that is either deemed unsuitable by Eastnor Castle or does not carry a recent PAT (Portable Appliance Test) certificate or sticker. A current Test Certificate may be requested.

### **Cancellation:**

- In case of a stallholder cancelling more than 6 weeks before the event, 50% of the fee will be refunded.
- If a stallholder cancels a booking less than 6 weeks before or fails to take the stand booked Eastnor Castle will retain the full fee (unless exceptional circumstances).