

TERMS AND CONDITIONS

1. DURATION OF EVENT, ARRIVAL TIMES & VEHICLES

- (i) Details of Event Hours are given in the Event literature. During these times stands must be manned by the Trader or the Trader's staff. Traders must not arrive on site before 8,00 am without prior consent from the Event Organiser.
- (ii) There is a vehicle free policy between the hours of 10 – 4 pm. Traders are not permitted to leave vehicles within the event area during the times stated above, unless part of a display / stall. Vehicles must be relocated to Public car park unless otherwise instructed by the event organiser, by 10am and may not be moved until after 4 pm. Failure to comply with these instructions may result in Staffordshire County Council revoking the trade stand and removing the Trader and all persons therefrom from the event or future events.

2. TRADE STANDS.

The Trader shall be entitled to display only those matters specified on the Trade Stand Booking form within their allocated trade area. Staffordshire County Council reserve the right to require the Trader to remove any products being exhibited at the event which are not listed on the Trade Stand Booking Form. All catering units must have a food hygiene rating of 4 or above to trade on Staffordshire County Council events or property.

3. ERECTION OF STANDS SUPPLIED BY TRADERS

All stand erection must comply with all Relevant Legislation and Regulations and by entering into an agreement to attend the event the Trader undertakes to Staffordshire County Council that the Trader will ensure that the Trader's stands at all times comply with the Relevant Legislation and Regulations.

5. CANCELLATION OF SPACE.

- (i) In the event that a Trader wishes to cancel their booking then Staffordshire County Council reserve the right (but without being obliged to do so and without prejudice to any other right or remedy available to the County Council) to apply the following cancellation charges and to reallocate such space unless extenuating circumstances apply:
- (ii) Cancellation occurring Cancellation charge
- Catering & Trade Stands - Less than 2 weeks prior to the event 20% of total stand price (plus VAT)
- Catering & Trade Stands - Less than 3 days prior to the event 100% of total stand price (plus VAT)
- Providers of activities - Less than 2 weeks prior to the event a cancellation fee of £20 (plus VAT) will be charged per day of the event
- Providers of activities - Less than 3 days prior to the event a cancellation fee of £100 (plus VAT) will be charged per day of the event
- If the Trader wishes to cancel then written notice of such wish must be forwarded to Staffordshire County Council by **Recorded Delivery Post** and any such notice will be effective from the date of receipt.

6. REDUCTION OF SPACE.

Where after the booking has been made a Trader wishes to reduce the size of their trade stand then written notice of such wish must be forwarded to and received by Staffordshire County Council by **Recorded Delivery Post**. Staffordshire County Council reserve the right to apply the scale of cancellation charges set out in paragraph 5(ii) above to the total contract price according to the amount by which the original stand area is reduced.

7. RELOCATION.

Whilst every endeavour will be made to adhere to the published layout of the Exhibition, Staffordshire County Council shall be entitled to vary the layout if, in their opinion this is in the general interest of the Exhibition.

8. ALLOCATION.

Upon acceptance of the Trade Stand Booking Form by Staffordshire County Council there shall be a contract between Staffordshire County Council and the Trader subject to these Terms and Conditions. Staffordshire County Council may accept written acceptance (the Trade Stand Booking Form) by facsimile, email or by post which **must** be signed by the Trader. Any unsigned forms are not considered to be official bookings and will be returned to the Trader. The Trader must not sub-let any space allocated by Staffordshire County Council under the booking.

9. POSTPONEMENT OR ABANDONMENT.

The Trader shall not have any claim against Staffordshire County Council in respect of any loss or damage whatsoever consequent upon the Exhibition failing (for whatsoever reason) to be held or the Exhibition venue being or becoming wholly or partially unavailable for the holding of the Exhibition for whatsoever reason. Should Staffordshire County Council cancel the event all payments made to Staffordshire County Council by Traders will be refunded in full.

10. INSURANCE.

Each Trader must carry at his own cost full insurance against risks including public liability insurance and other usual risks in respect of loss, damage or injury to goods and persons and in particular against theft. Where an event occurs which is covered by such insurance for which the Trader wishes to be compensated then they must claim under such insurance in priority to making any permitted claim against Staffordshire County Council.

11. HEALTH AND SAFETY AND ALL LEGISLATION AND REGULATIONS RELEVANT TO THE EVENT.

The Health and Safety at Work, etc Act 1974 and all other Relevant Legislation and Regulations apply to the event and the Trader must fulfill its obligations in respect of all such Relevant Legislation and Regulations and ensure that all parties employed or engaged by the Trader also operate within the laid down procedures. All caterers must be registered with their local authority and have a food hygiene rating of 4 or above to trade on County Council Property or at County Council events.

12. SECURITY.

Any items left on site are left on the Traders or owners own risk.

13. LITTER

The Trader's are asked to leave the site and the immediate area free from litter and refuse.

14. LIABILITY

No liability shall attach to Staffordshire County Council or any member of it's staff for expenditure incurred by you in connection with the event or in respect of any accident, injury, loss or damage of any nature whatsoever arising out or in any way connected with display of goods at this event or in any way.

Signature of Trader.....Date.....